



NOTICE OF MEETING
The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION

Will Be Held

Wednesday, February 18, 2015 at 5:30 p.m.

Civil Rights Commission Office
50 2nd Avenue Bridge, 4th Floor, Cedar Rapids, IA

A G E N D A

- I. Call to Order
- II. Roll Call – Introductions
- III. Public Response
- IV. Approval of Minutes January Meeting
- V. Action Items
 - Tapia V. Collins Public Hearing Results
 - Acceptance of 2014 Annual Report
- VI. Report from Chair
 - State of Equity
 - Regional Performance Assessments
- VII. Committee Reports
 - Finance
 - Outreach and Education
 - Development and Personnel
 - Marion Civil Rights Commission Liaison
- VIII. Mission Moment – Commissioner Training
- IX. Director’s Report
- X. New Business
- XI. Adjournment

NOTICE: Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.

Civil Rights Commission

50 2nd Avenue Bridge • Cedar Rapids, Iowa 52401 • 319-286-5036 • Fax 319-286-5136

CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)

MEETING MINUTES

January 21, 2015 5:30 p.m.

Civil Rights Commission

50 2nd Avenue Bridge

Cedar Rapids, IA 52401

Commissioners Present: Mr. Keith Rippy, Chair
Ms. Salma Igram, Vice Chair
Dr. Emily Bowman
Mr. Leland Freie
Ms. Paulette Hall
Ms. Laura O'Leary
Ms. Ashley Reynolds
Mr. Robin Tucker

Commissioners Absent: Ms. Tamara Cronin
Dr. Ruth White
Mr. Keith Wiggins

Staff Present: Ms. LaSheila Yates, Executive Director
Ms. Stefanie Munsterman-Robinson, Senior Investigator
Ms. Janet Abejo, Investigator
Mr. Johnny Alcivar-Zuniga, Outreach Coordinator
Ms. Alicia Abernathey, Administrative Assistant

Guests: Susie Weinacht

I. Call to Order

Commissioner Rippy, Chair, called the meeting to order at 5:35 p.m.

II. Roll Call/Introductions

Commissioners, staff and guests introduced themselves.

III. Public Response

No public present.

IV. Approval of Minutes from December Meeting

Commissioner Bowman moved to approve the December Meeting minutes. Commissioner Igram seconded the motion, which was unanimously approved.

V. Action Items

Election of Officers

Commissioner Rippy stated the Chair can remain the same for three consecutive years and this was his second year. Commissioner O'Leary moved to approve Commissioner Rippy as Chair for 2015. Commissioner Igram seconded the motion, which was unanimously approved.

Commissioner Rippy nominated Commissioner Igram for Vice Chair. Commissioner Tucker moved to approve Commissioner Igram as Vice Chair for 2015. Commissioner Freie seconded the motion, which was unanimously approved.

Appointment to Subcommittees

Commissioner Rippy identified what subcommittee each member was serving on and also identified each subcommittee's chair. Commissioner Igram moved to approve the subcommittee assignments. Commissioner O'Leary seconded the motion, which was unanimously approved.

28E Agreement Memo

LaSheila Yates, Executive Director, stated on February 12, 2012 a 28E Agreement was executed between the City of Cedar Rapids and the City of Marion. The Cedar Rapids Civil Rights Commission was contracted to perform professional services for the Marion Commission. Ms. Yates stated as part of her onboarding process she wanted to better understand how to operationalize the 28E Agreement and establish a billing system. Ms. Yates stated the Cedar Rapids Commission will provide professional services to the Marion Commission. This includes determination of complaints, investigation of cases, technical and professional support at Commission meetings and educational outreach. Ms. Yates stated \$5,000 is provided to the Cedar Rapids Commission from Marion each year to cover the cost of setup. This includes Rules of Practice, Standard Operating Procedures, Commission Charters and conducting mutually beneficial public outreach. For other services provided the Cedar Rapids Commission will charge Marion 125% of the wage rate for staff. This includes determination of complaints, investigation of cases, meeting attendance and educational outreach activities.

Ms. Yates stated either party has the option to terminate the agreement upon at least 90 days' notice and through City Council action. Ms. Yates stated a further consideration includes the fact the current billable rate does not fully cover the actual costs under a true rate model.

Commissioner Reynolds arrived at 5:51 p.m.

Commissioner Hall asked why the \$5,000 is received beyond the first year if it is for setup. Ms. Yates stated the \$5,000 is an annual payment.

Ms. Yates pointed out the memo was provided to Marion Commissioners but they were unable to approve the document due to their January meeting being cancelled.

Commissioner Hall moved to approve the 28E Agreement Memo. Commissioner Freie seconded the motion, which was unanimously approved.

Councilwoman Weinacht asked if the memo replaced the existing agreement. Commissioner Rippy stated the memo clarifies the agreement, it does not replace it. Ms. Yates stated the memo establishes the scope of services and billing process.

VI. Report from Chair

Veterans Memorial Building Office Space

Commissioner Rippy stated staff is moved into the office space on the 7th floor and everything is completed. Commissioner Igram stated the carpet was done poorly and asked if it was fixed. Ms. Yates stated maintenance replaced several squares that had glue on them and staff is continuing to monitor for areas that need replacement.

State of Equity

Commissioner Rippy stated Al Rowe has been facilitating discussion with staff in regards to the 2014 State of Equity report. Commissioner Rippy stated Mr. Rowe, Ms. Yates and him will meet on February 5th to discuss the next steps. Mr. Rowe will meet with the commission in either February or March.

Commissioner Training

Commissioner Rippy stated training will be provided in the future to outline roles and responsibilities of commissioners as well as roles and responsibilities for the Commission as a whole. Commissioner Rippy stated there is an upcoming training in Des Moines Iowa on March 18th. Commissioner Rippy stated the Finance Committee will also receive Finance 101 training.

Executive Director Evaluation

Commissioner Rippy stated an evaluation of the Executive Director's six month probationary period needs to be held. Commissioner O'Leary stated she provided evaluation forms to commissioners and would like them returned by Friday. Commissioner O'Leary stated they are hoping to setup the evaluation for next week.

VII. **Committee Reports**

Outreach and Education

Commissioner Bowman stated the Outreach and Education Committee met on January 20th and had a meeting with Scott Ireland from Fox 28/CBS 2. Mr. Ireland presented an overview of work that will be done for the Commission to have two commercials that will run from February to April. One commercial will focus on the commission relocation and what the commission does. The other will focus on fair housing. Both commercials can be made available on the website. No action was taken on the advertising plan due to lack of quorum. Commissioner Bowman stated Train-the-Trainer was also discussed and trainings will be provided in the near future.

Marion Civil Rights Commission Liaison

Commissioner Tucker stated the January meeting was cancelled due to very cold weather. In February the commission will hold the election of officers and in March they are holding a Meet the Commissioners event.

VIII. **Mission Moment**

Ms. Yates stated each month a Mission Moment will be provided to highlight various accomplishments. The first Mission Moment will focus on Youth Education Outreach.

Janet Abejo, Investigator, stated her favorite part of Youth Education Outreach is seeing the children get the message. Ms. Abejo stated Paul Nemeth came up with the idea for Donald/Donna the Dolphin and it was funded in 2011. Ms. Abejo outlined the lesson plan including introductions, skit, discussion, reading of a book, quality time with Donald/Donna and the goody bag provided. Ms. Abejo explained how Donald/Donna the Dolphin ties into the mission and vision of the Commission and the City of Cedar Rapids. Ms. Abejo identified key outcomes and accomplishments of the Donald/Donna the Dolphin educational outreach.

IX. **Director's Report**

Ms. Yates reported on the following:

- The Commission now has a new e-submittal intake process where complainants can send in their intake forms electronically. This was launched on January 12th.
- Staff is working on updating the Commission's smartphone app and will be working with Commissioner Reynolds as well. Additional information on the app will be provided in the future.
- Stefanie is taking the lead on the Commission using a new EnerGov system to better manage our cases. The goal is to have EnerGov running by July 1, 2015.

X. **Adjournment**

Commissioner Tucker moved to adjourn the meeting at 6:52 p.m. Commissioner Freie seconded the motion, which was unanimously approved.

The next meeting will be held on February 18, 2015 at 5:30 p.m. at the Commission Office, 50 2nd Avenue Bridge.

Respectfully submitted by Alicia Abernathey

DRAFT

To: Cedar Rapids Civil Rights Commission
From: Stefanie Munsterman-Robinson, Senior Investigator by and through LaSheila Yates, Executive Director
Subject: Recommendation of Dismissal of Charge
Date: Wednesday, February 18, 2015

The purpose of this memo is to present a recommendation for further action.

Issue:

Per Chapter 69.14 (e), if the administrative law judge finds that the Respondent has not engaged in discriminatory practice, the Cedar Rapids Civil Rights Commission ("CRCRC") shall make public disclosure of such dismissal.

Background:

Under Chapter 69.08 unfair credit practices, Mr. Tapia alleged that Collins Community Credit Union discriminated against him based upon his race in their refusal to allow him a checking account. The Respondent stated it was based upon his credit score; however, the Complainant placed into evidence credit reports showing the following credit scores: Experian: 638, Equifax: 563, and Transunion: 554. This was in contradiction to the stated score of 450 by Collins Community Credit Union.

The Respondent, Collins Community Credit Union, did not supply documentation as requested by the CRCRC regarding similarly situated individuals nor did they supply the copy of the credit report used for the denial of a checking account. The Respondent was unable to refute the allegation of discrimination; consequently, a Probable Cause determination was made by the CRCRC.¹

Case Timeline:

- **December 1, 2010:** CRCRC filed official charge of Discrimination
- **June 15, 2012:** Supervisory Review, PC finding agreed to by ED, Karl Cassell
- **June 25, 2012:** Commissioner Review, PC finding agreed to by Commissioner Keith Rippy
- **September 19, 2012:** The CRCRC went into Closed Session to discuss this case. During the Open Session, the motion to send this case to Public Hearing passed on a unanimous vote
- **September 29, 2014:** Public Hearing for complaint number 3288, Benito Tapia v. Collins Community Credit Union was held on September 29, 2014 before Administrative Judge Robin L. O'Brien Licht
- **January 25, 2015:** Proposed order completed by ALJ
- **February 2, 2015:** The CRCRC received Proposed order from ALJ
- **February 3, 2015:** CRCRC requested legal response from City Attorney office
- **February 3, 2015:** CRCRC received legal response from City Attorney office

¹ Per Chapter 69, the Commission utilizes Probable Cause as its standard for analysis. A finding of probable cause means it has been determined, based on our investigation, that there is sufficient evidence to support such a belief.

Administrative Law Judge Proposed Order:

The Proposed Order from Administrative Law Judge Robin L. O'Brien Licht states, *"Based upon the evidence presented, neither the Commission nor Complainant has proven by a preponderance of evidence² that the Respondent engaged in discriminatory conduct toward the Complainant on the basis of race. Therefore, the Complaint against the Respondent is dismissed with costs³ to the Civil Rights Commission. Furthermore, since the Commission has failed to prove the Respondent engaged in discrimination the relief is denied."*

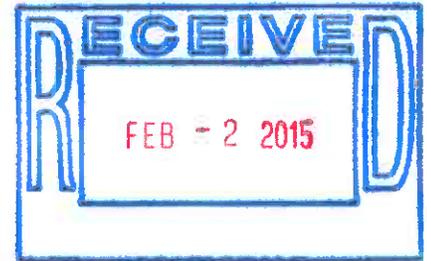
Next Steps:

1. It is recommended that the CRCRC make a public disclosure of this dismissal per Chapter 69.14 (e).
2. It is recommended that the CRCRC pay the Court Costs associated with this case as follows:
 - a. Administrative Law Judge: \$2,200.00
 - b. Court Report: Awaiting invoice

² Preponderance of Evidence is the threshold of evidence used during Public Hearing. Preponderance of Evidence is superiority in weight of evidence that is more convincing than the evidence presented by the other party.

³ Per City Attorney office, costs are generally synonymous with court reporter fees and ALJ fees.

CEDAR RAPIDS CIVIL RIGHTS COMMISSION



BENITO TAPIA,)
)
 Complainant,)
)
 Vs.)
)
 COLLINS COMMUNITY CREDIT UNION)
 Respondent.)

CRCRC NO. 3288

PROPOSED DECISION

PROPOSED ORDER

1. STATEMENT OF THE CASE

1. The Complainant, Benito Tapia, is the Complainant in this matter. The Complainant filed a claim of Unfair Credit Practices on the basis of race as prohibited by Section 69.08 of the Cedar Rapids Municipal Code and by Section 216.10 of the Iowa Civil Rights Act.
2. A hearing was held in Cedar Rapids, Iowa, before the undersigned on September 29, 2014. The parties were given 30 days to submit briefs. The Complainant, Respondent and Commission each filed briefs.

II. FINDINGS OF FACT

1. Complainant's race is Native American, specifically Apache, and Hispanic.
2. Respondent is a credit union organized pursuant to Iowa Code Chapter 533.
3. On November 19, 2010, the Complainant visited a Marion branch of the Respondent for the purpose of opening a checking account. At the time, the Complainant met with a member consultant for the Respondent named Barbara Adams. Ms. Adams had worked for the Respondent since December of 2008.
4. Respondent's policies required Ms. Adams to view a customer's driver's license, obtain address, telephone number, date of birth and Social Security number.
5. The Complainant felt the credit score stated by Ms. Adams was not accurate and the Complainant ran his own credit score online and got an Equifax credit score of 563. Ms. Adams testified the credit score she got was 495. Mr. Tapia testified

that he was told 450 for a score. Mr. Tapia also testified that he was not asked his nationality or county of citizenship at any point during the meeting with Ms. Adams.

6. Respondent used the computer system called ChexSystems. ChexSystems is used by financial institutions on a national level and not limited to Respondent. ChexSystems is a computer- based system where specific qualifying criteria is entered and the system responds back as to whether the applicant is approved, declined, or review the account. It is based on a combination of the individual's QualiFile score and a credit report score. The decision to allow the account is based upon ChexSystems, not the Respondent.
7. Respondent uses the ChexSystems to make the decision of whether to allow a checking account or not.
8. ChexSystems reported a QualiFile score of 154 and a credit score of 495 on November 19, 2010.
9. A QualiFile score is based on information from a third party and not the Respondent.
10. As a result of the score Mr. Tapia contacted the Marion branch and spoke with Wayne Petersen, an Assistant Teller Manager/Member Service Representative for the Respondent. Mr. Tapia did not meet with Mr. Petersen.
11. Mr. Tapia believed that the manager from the main office of the Respondent would call him, but this never occurred.
12. In accordance with the policies and procedures, Ms. Adams provided to Mr. Tapia an adverse action letter. Mr. Tapia admitted that it was possible that he received the adverse action letter.
13. The Respondent admitted there is no direct supervision of member consultants such as Ms. Adams when they are declining requests for checking accounts such as the request made by Mr. Tapia.
14. Ms. Adams notified Mr. Tapia that he was declined a checking account product, but was offered a savings account based upon the ChexSystems score.
15. Ms. Adams testified that the only information that can be entered into the ChexSystems computer program is the name of the applicant, current address, Social Security number, date of birth, driver's license number and driver's license state.
16. Customers with similar scored have been declined credit by the Respondent in the past.

III. ISSUE

To establish a prima facie case:

1. Whether Mr. Tapia is a member of a protected class under Iowa Code section 216.
2. Whether Mr. Tapia applied for credit.
3. Whether Mr. Tapia was qualified for credit.
4. And that Mr. Tapia failed to obtain credit.

If the prima facie case is established, a presumption arises that the creditor discriminated against the debtor. To rebut this presumption, the burden of proof shifts to the defendant “to articulate some legitimate, nondiscriminatory reason.” *Hamilton*, 436 N.W.2d at 338. If the Defendant is successful, the analysis continues to the third stage. At the third stage, the Plaintiff must prove by a preponderance of the evidence that the legitimate reason offered by the Defendant was not the defendant’s true reason but rather a pretext for discrimination.

IV. ANALYSIS

In order to prove a discriminatory treatment with regard to credit practices under Iowa Code Section 216 Plaintiff has the burden of establishing by a preponderance of the evidence all elements. Cedar Rapids Municipal Code Section 69.08 governs these proceedings, provides in part that it shall be unfair or discriminatory practice for any:

(a) Creditor to refuse to enter into a consumer credit transaction or impose finance charges or other terms or conditions more onerous than those regularly extended by that creditor to consumers of similar economic backgrounds because of age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation.

(b) Persons authorized or licensed to do business in this State pursuant to Chapter 524, 533, 534, 536, or 536A of the Code of Iowa to refuse to loan or extend credit or to impose terms or conditions more onerous than those regularly extended to persons of similar economic backgrounds because of age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation. This subsection shall not be applied to limit Section 69.19(d) or any other provision.

1. The Court does find based upon the testimony given that Mr. Benito Tapia is a member of a protected class under Iowa Code section 216.

2. It is not disputed that Mr. Tapia applied for a checking account at Collins Community Credit Union and that Mr. Tapia was denied a checking account product, but was offered a savings account product.
3. The Court finds that the Commission and Mr. Tapia next were required to prove that Mr. Tapia was qualified for the checking account. No evidence was provided by Mr. Tapia or the Commission to prove that with either a score of 450 or 495 that he was qualified to open a checking account. However, the Respondent provided evidence that with the ChexSystems, checking accounts were not allowed for either score and thus were declined for those that applied for a checking account. The Respondent provided evidence at the hearing proving there was a legitimate, nondiscriminatory reason for denying Benito Tapia's request to open a checking account. Furthermore, neither the Commission nor Mr. Tapia have presented evidence that his race had anything to do with the decline to open a checking account.
4. Therefore, the Commission and Mr. Tapia have failed to prove that Mr. Tapia was qualified to open a checking account and the claim of discrimination fails under Iowa Code Section 216.
5. Furthermore, the Respondent provided a legitimate, nondiscriminatory reason for denying Complainant's request to open a checking account based up the ChexSystems.

V. PROPOSED DECISION

Based upon the evidence presented, neither the Commission nor Complainant has proven by a preponderance of the evidence that the Respondent engaged in discriminatory conduct toward the Complainant on the basis of race. Therefore, the Complaint against the Respondent is dismissed with costs to the Civil Rights Commission. Furthermore, since the Commission has failed to prove the Respondent engaged in discrimination the relief is denied.

DATED THIS 25th DAY OF January, 2015.


ROBIN L. O'BRIEN LICHT
Administrative Law Judge

Copies:

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Cedar Rapids Civil Rights Commission
50 2nd Avenue Bridge, 7th floor
Cedar Rapids, IA 52401



Civil Rights Commission

2014 Annual Report

Cedar Rapids
Civil Rights Commission

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From the desk of the Commission Chair

First I'd like to thank the Civil Rights Commission staff for their hard work on this year's annual report. It is an outstanding document depicting the commitment and dedication of both the staff and the Commissioners.

This was definitely a transition year for the Cedar Rapids Civil Rights Commission (CRCRC). The staff underwent changes in executive directors, interim directors, front line personnel as well as relocating offices. Through it all the staff remained focused on their mission, providing exceptional service to the community. The move is now complete as the commission has returned to its former "home" in the Veteran's Memorial building, a much more accessible location.

LaSheila Yates has provided excellent leadership since becoming the commission's executive director. Under her guidance the commission staff is going "back to the basics" and concentrating its efforts on the core mission. The "Rules of Practice" have been updated, case performance standards have been adopted, standard operating procedures for investigations have been developed, an education & outreach plan was created, and a plan for the state of equity report is being formulated at this time.

I look forward to a new year that holds great promise for our community and the vital role the Cedar Rapids Civil Rights Commission plays in the quality of life for our citizens. It is a tremendous responsibility but I know that LaSheila, her outstanding staff and our group of dedicated Commissioners are up to the task. It is truly a privilege to be associated with such remarkable people.

Respectfully,

Keith M. Rippy
Commission Chair

HIGHLIGHTS & ACCOMPLISHMENTS OF 2014

Hiring of the New Executive Director – LaSheila Yates



The Cedar Rapids Civil Rights Commission is pleased to announce LaSheila Yates as the new Executive Director, effective August 28, 2014. LaSheila is excited to bring her background in public policy, civil rights enforcement, governmental financial management, organizational process improvement and development, team building, and cultural competency to the Commission.

She received her Bachelor of Science in Sociology in 2004 and Master of Arts in Social Science from Southern University A&M College (Baton Rouge, La) in 2005 while also serving as a Heavy Construction Engineer in the Louisiana Army National Guard. LaSheila completed Officer Candidate School and was commissioned as a 2nd Lieutenant in 2005. She then received a Master of Arts in Sociology for Southern Illinois University (Carbondale, IL) in 2007.

Ms. Yates joined the City of Cedar Rapids in 2008 as a Civil Rights Investigator and was promoted in 2010 to the position of Housing Programs Manager in the Community Development Department. In that position, she was responsible for providing management, compliance, and operational functions for the Section 8 Housing Choice Voucher (HCV), Family Self-Sufficiency (FSS), and Homeownership programs. She managed an annual operating budget of over 5.9 million in federal dollars. The funding supported rent subsidies for an average of 1,200 families, primarily residing in Linn and Benton counties.

Professional Accomplishments:

- Provided direction that led to over 97 families increasing their household income, totaling approximately \$1.2 million, with an average increase of \$12,000 per household in 2013.
- Secured \$414,000 in Family Self-Sufficiency program renewal grant funding.
- Worked in partnership with the with the Iowa Department of Human Services, Four Oaks, the Affordable Housing Network, and Corporation for Supportive Housing in developing a Child Welfare and Housing Section 8 HCV waiting preference for up to 75 families with children that are homeless or at risk of homelessness.
- Provided direction to staff that resulted in the timely completion of 25 action items from the Section 8 HCV program 2010 LEAN Event. The actions eliminated unnecessary paperwork, resulting in staff communicating a consistent message about the program, and streamlined key processes.
- Provide staff oversight and direction that improved the Section 8 HCV program's public relations through the development of quarterly Landlord Section 8 Orientations and various program publications.
- Increased program criminal screening requirements to reflect best practice research and address public comments, resulting in increased program quality.

During her leisure, LaSheila enjoys giving back to her community through volunteerism. She serves on numerous boards including United Way of East Central Iowa, the Area Substance Abuse Council (ASAC), and Foundation 2. LaSheila is also the past Chairperson of the Iowa Commission of Commission of Person with Disabilities and former board member of the Iowa Department of Homan Rights. LaSheila enjoys with work youth and serves the Scout Master for Boy Scouts Troop 4. She is also an Assistant Coach and Mentor for First Tech Challenge (FTC) team, Black Engineers of Tomorrow (B.E.T.).

LaSheila has been acknowledged by the local community for leadership and community engagement. She is a 2010 Corridor Business Journal *Forty Under 40 Emerging Leaders* recipient, an African American Museum of Iowa 2013 *History Maker*, Women's Equality Coalition of Linn County 2014 *Women of the Year*, and is an Iowa Association of Business and Industry Foundation 2014 *Leadership Iowa* graduate.

LaSheila is married to Christopher Yates, Senior Software Engineer at Rockwell Collins, and has a dog named Princess.

Quote From the Executive Director – LaSheila Yates

“On behalf of our Commissioners and the entire Cedar Rapids Civil Rights Commission staff, I am pleased to present to you our 2014 Annual Report. We feel this report not only reflects the stewardship, dedication, and accomplishments in fulfilling the Commissions’ mission. It reminds us that we are stilling carrying out the hard work and sacrifice of civil rights workers that came before us. It also challenges us to see farther than those giants could envision, to grasps further than they were able to see in their foresight. It also reminds us that we must continue to work collaboratively as a community and stand with perseverance to as we continue our works in building an inclusive community. As you will read, the CRCRC continues to be a leader in making Cedar Rapids an inclusive community where all are giving the opportunity to live, play, and grow.”

LaSheila is results-oriented and visionary leader. In partnership with the Commissioners and professional staff, LaSheila aspires to transform the Commission’s mission and vision statements into tangible results.

Since her onboarding, she has work with the Commission in establishing case processing performance goals to address its current backlog. She has also worked with the staff to develop the following departmental goals:

- Strategic and Well Planned Educational Outreach
- Timely Investigation of Cases and Completion of Projects
- High Quality Customer Service and Technical Assistance Delivery

Overall, LaSheila looks forward to bringing her experience and professional background to support the Commission’s vision for growth and development.

Performance Standards for Cases

‘Tis the season for resolutions! Just in time to ring in the New Year, the Cedar Rapids Civil Rights Commission has created “resolutions” of their own by creating several performance standards for the investigation of discrimination cases in our community. These standards were created with the goal in mind of improving overall agency performance, as well as keeping our mission, vision and purpose in mind.

Mission

To promote and protect equality under the law.

Vision

A Cedar Rapids Community that is welcoming, inclusive and preserves the personal dignity all people regardless of their age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation so that we all may fulfill our productive capacities.

Purpose

To secure for all individuals within the City of Cedar Rapids freedom from discrimination because of age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation in connection with employment, public accommodations, housing, credit, and education; and thereby to protect the personal dignity of these individuals, to ensure their full productive capacities, to preserve the public safety, health, and general welfare, and to promote the interests, rights, and privileges of individuals within the City of Cedar Rapids.

The Commission reached out to other civil and human rights agencies across the state of Iowa to gather information on best practices. Comparable agencies were inquired regarding number of staff, roles and responsibilities, average caseload, as well as several other factors. A special thank you to Iowa City Human Rights, Davenport Civil Rights Commission, Waterloo Commission on Human Rights, Des Moines Human Rights, Sioux City Human Rights, Council Bluffs Civil Rights, Dubuque Human Rights, and the Iowa Civil Rights Commission (State) for sharing best practices. Their assistance provided the Commission with the information needed to create appropriate performance standards for our agency.

Historically, a performance standard regarding the timeline for non-housing investigations has not been established and/or upheld. Conversely, pursuant to CRCRC's contractual relationship with the U.S. Department of Housing and Urban Development (HUD), as a Fair Housing Assistance Program (FHAP), the Commission is held to the performance standard of investigating at least 50% of housing cases within 100 days. It is with this information in mind, as well as the information provided from similar agencies that the Commission has established the following performance standards for case investigations.

- 1. 85% of all non-housing investigations closed within 300 days from the date the official charge is signed for all cases received on or after July 1, 2015.*
- 2. 50% of all housing investigations closed within 100 days from date of filing, effective immediately.*

In the process of creating the above-mentioned performance standards, it is worthy to note the Commission's recent accomplishments in regards to the investigation process.

Accomplishments

1. 60% increase in cases received by CRCRC.
2. Completed Lean Process for Investigation Procedures in 2014.
3. Developed Standard Operating Procedures (SOPs) for investigation of housing and non-housing cases in 2014.
4. Created investigation workflow for non-housing and housing cases in 2014.
5. Hired three additional staff members in 2014: 1 Investigator (Regular, Full-time), 1 Investigator (Temporary, Full-time), and 1 Education and Outreach Coordinator (Temporary, Full-time).

In addition to the case investigation performance standards, the Commission is currently working towards establishing education and outreach, as well as customer service performance standards. Keep an eye on future newsletters for more updates on the Cedar Rapids Civil Rights Commission, as we continue to strive towards excellence!



Introducing the City of Marion Civil Rights Commission

In 2010, the City of Marion leaders took note that it would soon be required by Iowa law to have a Civil Rights Commission. Iowa Code 216.19 requires all cities with a population of twenty-nine thousand, or greater, to maintain independent local civil rights agencies or commissions.

On February 16, 2012, the City of Marion and the City of Cedar Rapids entered into a 28E Agreement for the performance of staffing services for the Marion Civil Rights Commission pursuant to the agreement. Under the 28E Agreement, an initial \$5,000 is provided to the CRCRC from the Marion Civil Rights Commission each year to cover the cost of initial setup. Such items include assisting with the development of the Commission's Rules of Practice, Committee Charters, Standard Operating Procedures, and mutually beneficial public education functions. In addition, as part of the initial setup CRCRC staff will provide Commissioner training as needed and warranted.

Quote From the Marion Civil Rights Commission Chair – Steve Moshier

“It is the mission of the Marion Civil Rights Commission to engage in proactive outreach measures to insure that the Marion Community is welcoming and inclusive as well as to preserve the personal dignity of all individuals within the City of Marion. Partnering with the staff of the Cedar Rapids Civil Rights Commission will help us achieve our mission.”

Quote From the Marion Civil Rights Commission Vice Chair – Joe Stutler

“Marion residents are very fortunate to have diverse, knowledgeable and engaged citizen volunteers on their Civil Rights Commission. When their energy is combined with a dedicated and competent staff, the mission of safeguarding the rights of all who live, work, learn and play here can be realized. It is an honor and privilege to be a part of this solutions-oriented body.”

Rules of Practice Revisions

The new Chapter 69 of the City Ordinance was approved and went into effect January 2012. The CRCRC Rules of Practice were last revised in March 2006. In May 2014, the process of updating the CRCRC's Rules of Practice to correspond with the new Chapter 69 began. After the CRCRC vetted a proposed revision of the ROP through the Cedar Rapids City Attorney's Office, an Ad Hoc ROP Committee was formed to review the City Attorney's comments.

The significant overall changes to the Rules of Practice include the creation of a revised framework to compliment the new Chapter 69 of the City Ordinance, inclusion of CRCRC revised mission and vision, clarification and correlation of complaint processing procedures with standard operating procedures, and clarification of the roles and responsibilities of the Executive Director and Commission. After six months of hard work, in November 2014 the CRCRC adopted a revised version of its Rules of Practice.

State of Equity Report

Cedar Rapids is a wonderful place to live, raise a family, and start a business. However, we cannot stop there. We want to make sure that Cedar Rapids is a place where all of its citizens can experience dignity, fairness, and the fruits of building a greater community now and for the next generation.

As part of our 50 Year Celebration, the Cedar Rapids Civil Rights Commission (CRCRC) engaged over 60 organizations and 89 individuals in the "State of Equity in Cedar Rapids Report." This project used Community-Based Participatory Research (CBPR) to take a snapshot of any disproportionality that may be found throughout systems in our great city. Our hope is that this

effort will inform community leaders and policymakers so that together we can ensure our community welcomes and includes all people.

In November and December 2013, the CRCRC convened six content expert subcommittees to look at state and local data in order to identify areas or systems where disproportionality may exist. The committees included approximately 90 individuals representing over 60 organizations who contributed their knowledge towards finding and distilling relevant research and data.

In February and March 2014, the initial data were presented to hundreds of Cedar Rapids residents for their review and recommendations. The group included the faith community, faculty, policymakers, business owners, non-profit workers, students, and local community organizers. Their feedback has been integrated into this final report.

On April 23, 2014 the data gathered in this report was shared with 427 attendees during the Cedar Rapids Civil Rights Commissions Fair Housing Summit, “Building an Inclusive Community, One Neighborhood at a Time.”

Diverse and inclusive communities with access to good schools, available jobs, accessible health care, safe neighborhoods, and affordable housing are crucial to our community’s prosperity. The April 23 Summit was designed to bring together representatives from different sectors, such as underserved and underrepresented communities (communities of color, immigrants, LGBT, people with disabilities, etc.), local, state and federal government, philanthropists, economic development, neighborhood associations, realtors, non-profit organizations, business, etc., to create communities where we ALL want to live and grow.

The summit's format:

- Identify the gaps (who is being left out from our community's success)
- Learn about national, state and local strategies that have worked to resolve these kinds of gaps
- Work together to identify possible solutions

The Commission will be taking action on the State of Equity report in 2015.

Creation of the Education & Outreach Plan

The first-of-its-kind CRCRC’s Education and Outreach Action Plan was accepted by the Education and Outreach Committee in October, 2014. The document intends to establish a route for educational programs and events which carry forth the visions and goals of the Cedar Rapids Civil Rights Commission. The plan aims to be a proactive and dynamic platform which will help us evaluate our efforts moving forward and enhance our activities in the future. As a result, high-quality programs and events will become the norm, increasing the awareness and education in regards to the existing anti-discrimination laws and the CRCRC’s role in our community.

Relocation to Veteran’s Memorial Building

It is with great pleasure we announce we opened our doors at a more convenient location. Our new location is centrally located at the Veteran’s Memorial Building on the 2nd Avenue Bridge on May’s Island. Our address is now 50 2nd Avenue Bridge, 7th Floor, Cedar Rapids, IA 52401. Our phone number remains (319) 286-5036 and our office email remains civilrights@cedar-rapids.org.

IN REMEMBRANCE

Remembering Darryl Lipscomb

Darryl Lipscomb was a cornerstone for the Cedar Rapids Civil Rights Commission. He was a mentor to many Civil Rights Investigators and generously shared his expertise. Since 1989, he served the Commission as a Compliance Manager, Civil Rights Investigator, and Mediator. He was credentialed as a Professional Human Rights Worker and a graduate of the National Fair Housing Training Academy in Washington, DC. Darryl also served as Adjunct Faculty/Counselor in the Student Development Office at Kirkwood Community College and was a member of the Kirkwood EEO/Affirmative Action Advisory Board. He earned his Bachelor's Degree in Mass Communications and a Master's in Education and Student Development Administration, both from the University of Wisconsin-LaCrosse.



Darryl was very active in the community and served on numerous boards including the Iowa Olmstead Consumer Task Force, the Iowa American Civil Liberties Union, Iowa Commission on the Status of African-Americans, a life member of the NAACP, and a life member of Kappa Alpha Psi Fraternity. In 1986, he was named to Outstanding Young Men in America and in 2013 earned the Parker Multicultural Alumni Award.

Darryl will be remembered for his compassionate heart, incredible love for his family and friends, and his quiet strength. He touched many people throughout his life and is deeply missed.

Remembering Tommy Tucker

I.L. "Tommy" Tucker was one of the 15 original Commissioners of the Human Rights, now Civil Rights Commission for the City of Cedar Rapids. In 1963, Mayor Robert M.L. Johnson appointed 15 local leaders to serve on a local Mayor's committee that would become today's Commission. Mr. Tucker served from 1963 to 1995, which was the longest length of service to the Commission. He chaired the Commission multiple times.



Born Irvin Lee, his nurses at the Council Bluffs hospital gave him the nickname Tommy. He moved to the Cedar Rapids area shortly after his birth. He went to elementary school at Hayes School, surrounded by Czech Heritage. He picked up a little on the Czech language and culture. He later moved to the SE side area, where he spent his junior and senior high days in Wellington Heights at his family home. The room over the garage had a juke box and was a popular gathering place.

His interaction with fellow black students at McKinley, along with a family trip to Louisiana, during the days of segregation, influenced him greatly on his views of equality.

Former executive director Karl Cassell and current Commissioner, Robin Tucker (Tommy's youngest son) interviewed Tommy for the Commission achieves back in the summer of 2011. He was recognized at a ceremony held by the Friends of the Civil Rights Commission.

Tommy's obituary as published by The Gazette:

Irvin Lee "Tommy" Tucker, 87, of Saddle-Brooke, Ariz., passed away Aug. 2, 2014.

Tommy was born in Council Bluffs, Iowa, on May 9, 1927. He quickly relocated to Cedar Rapids, where he was raised and lived the majority of his life.

He graduated from McKinley High, then entered the U.S. Navy ahead of the end of World War II. He later attended Coe College, where he met LaVerne Swanson. He worked with family throughout his early career, including Tucker Mfg. Co. Inc., beginning in 1945. They married Jan. 9, 1949.

In 1955, Tommy entered the real estate industry. He began Tommy Tucker Realty Co. in 1958. He was a former local board president, state president, as well as a national regional vice president. He retired as Realtor Emeritus.

He was very active in business, political affairs, Rotary, his church and community up until his death. He was an inaugural commissioner (1963-1995) for the Cedar Rapids Civil Rights Commission.

He enjoyed time with family and friends throughout his life. They built their Tucson home in 1998.

He is survived by his wife of 65 years, LaVerne; children: Marcia (Chester) Crawley, Terry Tucker and Robin (Carole) Tucker; and four granddaughters.

A Celebration of Life will be 1 p.m. Saturday, Aug. 16, at St. Paul's United Methodist Church, 1340 Third Ave. SE, Cedar Rapids.

Memorial donations may be made to St. Paul's United Methodist Church or The Rotary Foundation.

MISSION STATEMENT

City of Cedar Rapids Civil Rights Commission Mission Statement:

To promote and protect equality under the law.

The Cedar Rapids Civil Rights Commission is an Administrative Law Agency which exists to:

- ◆ Provide education and outreach to the community on civil rights and fair housing issues;
- ◆ Receive citizen inquiries alleging discrimination;
- ◆ Determine jurisdiction under federal/state/local civil rights laws.

If inquiries are jurisdictional, to:

- ◆ Investigate the complaints;
- ◆ Conduct mediation/conciliation to resolve complaint allegations;
- ◆ Recommend findings after a complaint is investigated;
- ◆ Assist in the public hearing process.

If inquiries are not jurisdictional, to:

- ◆ Refer citizens to appropriate agencies for assistance.

WHO WE ARE

The Cedar Rapids Civil Rights Commission (CRCRC) is the Local Administrative Law Agency charged with securing all individuals within the Cities of Cedar Rapids and Marion from discrimination because of age, color, creed, disability, family status, gender identity, marital status, national origin, race, religion, sex or sexual orientation in connection with employment, public accommodations, housing, credit, and education.

Civil Rights law codifies the basic rights that all people of a society are supposed to have, e.g. the right to vote or to receive fair treatment from the law. It is the “bottom” or “the line we shall not cross” when it comes to decency towards our fellow community members. The commission’s work goes beyond investigation and enforcement. It goes towards making our community a place where we all, in the fullness of our diversity, want to live.

The Commission is composed of eleven volunteer members who are appointed by the Mayor for a three-year term. Each may serve three consecutive three-year terms. This is a policy-making body, which directs the Commission staff. Commissioners are also involved in revising the local civil rights ordinance and assisting staff members in their efforts to enforce these laws. The Commission annually elects a Chairperson and a Vice-Chairperson. Regularly scheduled public meetings take place on the third Wednesday of each month.

LOCAL CIVIL RIGHTS LAW

Prohibits discrimination/different treatment in education, employment, housing, credit, and public accommodations because of:

- ◆ Age (18+)
- ◆ Association (with a protected class)
- ◆ Color
- ◆ Creed
- ◆ Familial or Marital Status
- ◆ Gender Identity
- ◆ National Origin
- ◆ Mental or Physical Disability
- ◆ Race
- ◆ Religion
- ◆ Retaliation
- ◆ Sex (gender, pregnancy, sexual harassment)
- ◆ Sexual Orientation
- ◆ Lawful Source of Income (*Marion only*)

OVERVIEW OF THE COMPLAINT PROCESS

There are 12 steps in the complaint process:

- | | | | |
|--------------------------|-----------------|------------------|--------------------|
| 1. Filing | 4. Cross-Filing | 7. Screening | 10. Finding |
| 2. Jurisdictional Review | 5. Answer | 8. Mediation | 11. Conciliation |
| 3. Notice | 6. Rebuttal | 9. Investigation | 12. Public Hearing |

From the time the Commission receives the complaint to the time the investigation is completed and a finding has been made, the Commission is a neutral fact-finder and represents neither party.

1. **FILING:** The Complainant (the person who alleges the discrimination) submits a complaint to the Civil Rights Commission for review.
2. **JURISDICTIONAL REVIEW:** When a signed/verified complaint is received, it is reviewed to determine whether it meets legal requirements of the Cedar Rapids Civil Rights Ordinance or the Marion Civil Rights Ordinance (Chapter 69 of the Municipal Code of Cedar Rapids, or

Chapter 31 of the Municipal Code of Marion). A complaint must be filed with the Commission within 300 days (365 days for housing complaints) of the last alleged discriminatory incident.

- a. If the complaint does not meet the statutory requirements, the Complainant is notified that the Commission does not have jurisdiction and the complaint is closed. Where possible, the Complainant is referred to another agency.
 - b. If the complaint meets the statutory requirements, a charge of discrimination is drafted by the Commission and signed by the Complainant. The charge is given a Complainant number
3. **NOTICE:** A copy of the formal complaint is mailed to the Complainant. Another copy is served on the **Respondent** (the person or organization charged in the complaint with a violation of Chapter 69 of the Municipal Code of Cedar Rapids or Chapter 31 of the Municipal Code of Marion, and Iowa Code Chapter 216).
 4. **CROSS-FILING:** The complaints (except housing cases) are automatically cross-filed with the Iowa Civil Rights Commission; employment cases are also cross-filed with the Equal Employment Opportunity Commission (EEOC). Housing cases are automatically cross-filed with the Department of Housing and Urban Development (HUD). The Iowa Civil Rights Commission and HUD register the charges and defer to the Cedar Rapids Civil Rights Commission to conduct the investigation unless the Complainant specifically requests that the state or federal agency handle the case.
 5. **ANSWER:** The Respondent is required to answer the charge and submit any requested records or relevant documents as requested.
 6. **REBUTTAL:** When the Commission receives the Respondent's position statement to the charge of discrimination, the Complainant is given a copy of the response and the opportunity to refute the statements made by the Respondent and/or submit additional information.
 7. **SCREENING:** All information is reviewed to determine whether further investigation is warranted.
 - a. If further investigation is not warranted, the complaint is administratively closed.
 - b. If further investigation is warranted, the parties will be given the option of mediation (a no-fault settlement).
 8. **MEDIATION:** Both parties must agree to mediate for this option to become available. If mediation is not mutually accepted by the parties or mediation fails, the complaint will be assigned to the investigation unit or a letter of *right-to-sue* may be requested (see below). Mediation is available throughout the investigative process, even if it initially fails.

***RIGHT TO SUE:** After the complaint has been on file for sixty (60) days, the Complainant can choose whether the complaint will remain with the Cedar Rapids Civil Rights Commission for investigation and resolution or whether the complaint will be removed from the Commission and pursued by the Complainant in state district court. If the Complainant's choice is to take the case to court, the complaint will be administratively closed with the Commission and no further action will be taken.*
 9. **INVESTIGATION:** During the investigation, each party is usually interviewed and additional records are collected. Witnesses may also be contacted and interviewed. When the investigation is complete, the investigator will analyze all of the collected information and write an investigative report.

10. **FINDING:** The investigative report is given to a Commissioner on the Civil Rights Commission who reviews the report and recommends whether probable cause or no probable cause exists that discrimination occurred.
- a. If the Commission finds No Probable Cause, the complaint is closed. A No Probable Cause finding terminates the Complainant's right-to-sue with the Iowa Civil Rights Commission.
 - b. If the Commission finds Probable Cause, the complaint will move to conciliation.
11. **CONCILIATION:** With a probable cause finding, the complaint is assigned a conciliator who will contact the parties and attempt to conciliate or settle the complaint.
12. **PUBLIC HEARING:** If the conciliation fails, the complaint will be reviewed to determine whether it should proceed to public hearing. If the complaint is selected for public hearing, an Administrative Law Judge will hear the case in accordance with the "Iowa Administrative Procedure Act." If not selected for public hearing, the complaint will be administratively closed and the Complainant may request a letter of right-to-sue with the Iowa Civil Rights Commission.

DEFINITIONS

Age – persons age 18 and over: protected under the local ordinance. Persons under the age of 18: a parent or custodial adult may file a civil rights complaint on behalf of a child under the age of 18. For Housing, under age 18 is protected under familial status.

Association – a person's relationship or association with a person protected under Chapter 69 in Cedar Rapids or Chapter 31 in Marion.

Color – skin pigmentation

Creed – a formal summary of beliefs; a set of beliefs or principles not necessarily religious

Disability – physical and/or mental impairment, which substantially limits a major life activity; others' perception of having such impairment; history or record of having such impairment

Familial Status – the presence of children; protects one or more individuals under age 18:

- ◆ who is domiciled with a parent or another person who has legal custody;
- ◆ and the designee of the parent or other person who has legal custody;
- ◆ and a person who is pregnant or in the process of securing legal custody of someone under age 18

Gender Identity – the gender role that a person claims – which may or may not align with his or her physical gender

Lawful Source of Income (Marion only) – any lawful, verifiable source of money paid directly or indirectly to or on behalf of a renter or buyer of housing, including income derived from:

- A. Any lawful profession or occupation.
- B. Any government or private assistance, subsidy, voucher, grant, or loan program.
- C. Any gift, inheritance, pension, annuity, alimony, child support, or other consideration of benefit.
- D. Any sale or pledge of property or interest in property.

Marital Status – whether a person is married or not

National Origin – includes people who have a common origin, tradition and language, and who are capable of forming or actually constitute a Nation-State

Race – a division of humankind possessing traits that are transmissible by descent and sufficient to characterize the division as a distinct human type

Religion – a belief in the existence of a superhuman controlling power, especially of God or gods, usually expressed in worship or a system of faith and worship

Retaliation – to take action against another person because such person has lawfully opposed any practice forbidden under Chapter 69 or Chapter 31, obeys the provisions of Chapter 69 or Chapter 31, or has filed a complaint, testified, or assisted in any proceeding under Chapter 69 or Chapter 31

Sex – gender is either male or female, belonging to one of two main groups (male or female) which is dependent on reproductive functions; includes sexual harassment and pregnancy

Sexual Orientation – actual, history of, or perceived heterosexuality, homosexuality, or bisexuality; does not include participation in acts which are prohibited by law

COMMISSION HISTORY

In 1963, local minorities placed pressure on the Mayor of Cedar Rapids, Robert M. L. Johnson, to establish a local civil rights commission. The local Council of Churches, along with the Jewish community and the Roman Catholic Clergy, supported the minority groups' call for the establishment of a commission. On October 17, 1963, Mayor Johnson and the City Council adopted Resolution No. 1436, creating the Mayor's Committee on Human Rights. Mayor Johnson then appointed citizen members to the Committee.

The first task was to determine how to run a Human Rights Committee. At the time, cities and states were just beginning to create such agencies. The newness of the enterprise meant no standard existed to be a guide. The Committee's primary goals included education, prevention and mediation. The Committee strove to be both effective and efficient as it took on these challenges.

In addition to tackling the administrative issues associated with a new organization, the Committee also had to struggle through the development of civil rights laws. In its early years, many of the civil rights that we take for granted were nonexistent. In 1963, there were few civil rights laws, and even fewer examples of civil rights law cases, especially in the state of Iowa. At that time, Congress and state legislatures were enacting some of the earliest civil rights legislation, including the Iowa Fair Employment Practices Act and the national Equal Pay for Equal Work Act. For these first few years, a comprehensive Iowa Civil Rights Act was not in place. These deficiencies left important legal questions unanswered, complicating the early years of the Committee.

Initially, only housing cases were filed. The Committee tried to be proactive in dealing with race-based housing discrimination by contacting a number of area landlords and asking them to agree to not discriminate based on race when renting. The Committee created a document for landlords to sign stating that they would rent to minority individuals. The goal was to get half of Cedar Rapids'

landlords to sign the statement. They hired a retired high school principal to make personal calls to apartment owners who had not signed the letter of intent. Those signatures represented 598 rental units out of 1,559. The Committee asked owners who had not signed a letter of intent to reconsider their decision. The Committee then compiled a list of the landlords, homebuilders, real estate personnel and employers who had positive dealings with minority individuals as tenants.

In addition to reaching out to area landlords, the Committee also sought out members of Cedar Rapids' minority communities. This was a particularly important task for the Committee because in the early years, whites would often report incidents on behalf of blacks. In order to combat this problem, the Committee surveyed the black community, as well as conducted a census, to get a better understanding of the problems facing the Cedar Rapids minority communities.

The Committee focused much of its energy on raising general community awareness about discrimination and about the Committee itself. Members attended conferences and requested public service time on local radio and television stations. They also made special efforts to address the needs of Cedar Rapids' youth.

In these early years, some people raised concerns about the effectiveness of a commission with no enforcement powers. There was a growing consensus in the community that in order for the Committee to be effective, it needed enforcement powers. Concerned groups and members of the minority communities petitioned Mayor Johnson and the City Council for an ordinance that would make the Committee a more effective body.

In October 1969, the City Council passed City Ordinance 104-69 renaming the Committee "Cedar Rapids Civil Rights Commission," giving the Commission enforcement powers and empowering the commission to hire an executive secretary, and other staff as the Commission deemed necessary.

Much has changed since 1963. The Commission is now empowered to investigate complaints in the areas of employment, housing, public accommodation, education and credit on the bases of race, creed, color, sex, religion, national origin, physical and mental disability, age, sexual orientation, gender identity, familial status, and marital status.

In July 1997, the Commission started receiving information and hearing from individuals in the community about the need to add sexual orientation as a protected class. The process of updating the ordinance included discussion, research, and input from the community. It took approximately 16 months to complete, and with a 3-2 vote in November 1998, the City Council added sexual orientation (for definition see page 8) to the local civil rights ordinance that became effective in January 1999.

In collaboration with the University of Iowa, College of Law, the Commission began updating its ordinance in 2009. After two and a half years of public input, all changes except lawful source of income were adopted and the new ordinance was signed by the Mayor of Cedar Rapids on January 10, 2012.

COMMISSIONERS

In 2014, two Commissioners ended their tenure with the Commission – Reverend Tom Capo on June 30th and Barbara Gay on October 15th. One new Commissioner was appointed to serve a three-year term – Keith Wiggins, one new Commissioner was appointed to fill a two year vacancy – Ashley Reynolds, and four commissioners were reappointed – Leland Freie, Salma Igram, Laura O’Leary and Dr. Ruth White. Below are bios for Commissioners who served some or all of 2014.



Dr. Emily Bowman
Currently Serving, since November 2013

Dr. Emily Bowman is currently employed as an Assistant Professor of Sociology at Coe College, where she specializes in inequality, sociological theory, and educational policy. She obtained her B.A. from Hanover College and her M.A. and Ph.D. from Indiana University. Prior to moving to Cedar Rapids, Dr. Bowman lived in Bloomington, Indiana, where she served as a member and the Chair of the Bloomington Human Rights Commission. As a member of the CRCRC, she looks forward to continuing her efforts in not only educating people about their rights and responsibilities regarding the civil rights ordinance, but also ameliorating discrimination and fighting for social equality here in Cedar Rapids.



Tamara Cronin
Currently Serving, since July 2012

Tammy is currently the Abbe PACT Team Vocational Specialist. She has held various other positions within local colleges as Student Advisor and Workforce Career Consultant. She is active in the community as a member of the Employer's Council of Iowa for Region 10, and is serving as an AmeriCorps volunteer with the Community Corrections Improvement Association as an Employment Coordinator. Tammy and her family have been volunteers with the MacBride Raptor Project, a cooperative effort between The University of Iowa and Kirkwood Community College, since 1997.



Leland Freie
Currently Serving, since July 2011

Leland has been the Day Manager of Foundation 2 Youth Shelter for over 20 years. He received his MA in Therapeutic Recreation from the University of Iowa. Leland is married and has a son and 4 grandchildren.



Paulette Hall
Currently Serving, since July 2012

Paulette grew up on a ranch in Idaho and attended college at Brigham Young University and the University of Minnesota. She received her BS degree in Horticulture and spent 20 months as a volunteer in Japan. Paulette did freelance writing and teaching at vocational/tech schools before moving to Cedar Rapids in March of 1979. She raised 5 children, was a foster parent, and hosted foreign students for four years. Paulette volunteered at schools and taught reading to adults. She has served as a volunteer to women’s groups, children and teens and held various Boy Scouts of America positions. After being a stay-at-home mom for many years, Paulette accepted the position of Business Manager for Bright Ideas! Inc. and has been there since 1997. She is interested in every aspect of civil rights and wanted to give something back to the community.



Salma Igram

Currently Serving, since July 2011

After being a stay-at-home mom, in 1997 Salma went back to work full time as the CFO at Cedar Graphics Inc., a printing company located in Hiawatha, Iowa. Salma received her Accounting and Management degrees from Mt. Mercy University. Her passion is the nonprofit world as she has served (and is still serving) for many years on different boards. Being accepted and accepting of others, as all humans were created equal, is what Salma, her husband, four children and ten grandchildren try to live by.



Laura O'Leary

Currently Serving, since August 2008

Laura O'Leary is employed by Skogman Companies as the manager of Pheasant Run Apartments, a 231 unit apartment complex in southwest Cedar Rapids. She has been managing residential rental property in Cedar Rapids since 1986. Laura has been active in Landlords of Linn County since 1988, and is currently the President.

She has served on the Board of Directors of Landlords of Iowa since 1991, which has been instrumental in successfully promoting numerous legislative changes to the Landlord Tenant Code of Iowa, benefiting many property owners statewide. Laura has served on the Cedar Rapids Affordable Housing Commission, The Enhance Our Neighborhoods Task Force, and has served two terms on the Cedar Rapids Housing Board of Appeals, of which she is a past chair. In addition, she is an active parishioner and volunteer of St. Jude Church, and is currently a volunteer ESL tutor at the Catherine McCauley Center.

Originally from Manchester, Iowa, Laura attended Wartburg College in Waverly as a foreign language major. In Manchester she was a community volunteer and homemaker before moving to Cedar Rapids in 1984. She is married to Joe O'Leary, an IT Data Analyst for Ad Track. They have three grown sons and two grandchildren.



Ashley Reynolds

Currently Serving, since November 2014

Ashley Reynolds is currently a Government Systems Electro-Mechanical Designer for Rockwell Collins. She has held this position since June 2014. Since moving to Cedar Rapids in July of 2014, Ashley has become involved in a number of activities and organizations including the Rockwell Collins Elementary School PenPal program, Rockwell Collins African American Professionals Forum member & volunteer, co-instructor of Activity Day Girls (a group that meets bi-monthly with young girls age 8-11, to assist in the teaching of Faith in God), Secretary in Charge of Public Relations for Wake Up For Your Rights (an international organization that works to raise awareness of the trials and hardships that refugees and immigrants face upon leaving their native lands as well as to help them become acclimated and settled into their new communities.) and an active member of the African immigrant community working to unite the expatriates of African Nations to grow and develop their talents in Iowa's Creative Corridor.

Mrs. Reynolds holds an Associate of Applied Science in Mechanical Design - CAD/Pro Engineer from EICCD Scott Community College, Bettendorf, IA.

Ashley is the proud mother of two children, Fatima & Josiah. She enjoys sewing, crocheting, gardening and cooking.



Keith Rippy
Currently Serving, since November 2010

Mr. Rippy is currently the Executive Director for Area Ambulance Service. He has held this position since August of 2005. Since coming to Cedar Rapids, Keith has become an active member of the community participating in a variety of organizations including the Chamber Ambassadors, Downtown Rotary, Neighborhood Transportation Service, Miracles In Motion, Cedar Rapids Civil Rights Commission, Linn County Gaming Committee, Family Promise board of directors, and Community Corrections Improvement Association board of directors. Mr. Rippy has been in either the ambulance or passenger transportation business for approximately 10 years.

Prior to entering this field Mr. Rippy had a twenty year career in law enforcement. He retired from the Peoria, Illinois police department as its Chief in 1994. Soon after retiring, Mr. Rippy accepted a contract with the Department of Justice and went to the country of Haiti to work with an international team of law enforcement executives charged with the task of establishing Haiti's (first ever) civilian police force.

Mr. Rippy holds a Masters' degree in Management from the University of Northern Colorado and a Bachelors' degree from the University of Denver. He is also a graduate of the FBI National Police Academy.

Keith is married to Susie (a school teacher) and has one son, Jordan.



Robin Tucker
Currently Serving, since January 2012

Robin Tucker is a native of Cedar Rapids and is currently a REALTOR® with Tommy Tucker Realty Co. and general manager of Tucker Manufacturing Co., Inc., two multi-generational companies. Prior to returning to Cedar Rapids 25 years ago, he worked in public accounting in Omaha. Robin has participated in trade exhibitions in England, Canada, Germany, the Netherlands, and the United States.

Robin has a Bachelor of Science degree in Business Administration, Accounting from Creighton University in Omaha, Nebraska. He completed "*A Leader's Guide to Asian Cultures*" in St. Louis in the Executive Education for the Global Leader program through FedEx and the University of Memphis.

Robin is a Rotarian and has performed other volunteer work throughout the years with various schools, the YMCA, St. Paul's United Methodist Church, the Jaycees, community and industry organizations, and the City of Cedar Rapids.

Robin and his wife Carole have three daughters, one college graduate and two attend college.



Dr. Ruth White
Served July 2009 – June 2012; Currently Serving, since February 2013

After more than thirty years of teaching in the Cedar Rapids schools, Dr. Ruth White retired from Washington High School, where she taught Advanced Placement English and Humanities. White also served as Academic Advisor to Minority Students, through which she counseled minority students toward greater academic success. In that capacity, Dr. White developed The Academy for Scholastic and Personal Success, a summer

program for high school students of color, and TAP (Toward Advanced Placement), a curricular choice for minority students with untapped potential to encourage their enrollment in AP classes. She was also instrumental in developing Washington High School's Ethnic Week celebration, a program that involves the entire student body and celebrates the school's rich diversity.

In 2002, she accepted an invitation from Governor Vilsack to head the Commission on the Status of African Americans, a division of the Iowa Department of Human Rights. After six months in that position, Dr. White was promoted to head the department. In this position she was able to learn and implement Cultural Competence training, which enables public and private enterprises to include and retain people from varying cultural backgrounds. Returning community, Dr. White became an independent consultant in Cultural Competence and worked in domestic violence prevention in the African American community through the Iowa Accountability Program.

In addition to serving as Executive Director of The Academy for Scholastic and Personal Success and The Academy Expansion, Dr. White serves on the boards of Diversity Focus, Cedar Rapids Civil Rights Commission, the LBA Foundation, Red-I, and is a member of Cedar Rapids Rotary West.

Currently, Dr. White works with Transwebglobal, where she helps prepare international students improve their performance on college entrance exams.

Dr. White and her husband, George Pope are the adoptive parents of their grandson, Travell.



Keith Wiggins

Currently Serving, since August 2014

Keith Wiggins is a Cedar Rapids native with a passion to serve his community and country, as a single father of three wonderful children ages 7, 6, and 3 Keith enjoys his work as a Commercial Realtor for NAI Iowa Realty Commercial. Keith is actively involved with many committees and boards such as RPAC and Governmental Affairs within the CRAAR, Cedar Rapids Metro Economic Alliance, Iowa Capital Investment Board, Jaycee's and Kiwanis. Keith is also a Veteran of the United States Army where he proudly served a tour in Iraq in 2003-2004, shortly after returning from his tour Keith started his own successful business and began working as a Quality Engineer for Clipper Windpower. Keith also attended Ashford University where he studied Business Administration all while gaining experience and studies in Six Sigma, Project Management and ISO Auditing.



Reverend Tom Capo

Served September 2013 – June 2014

Tom Capo is the minister of Peoples Church Unitarian Universalist. He is Vice President of the Inter-Religious Council of Linn County, is on the Program Committee for Prairiewood Franciscan Retreat Center, is a moderator for KCRG's Ethical Perspectives on the News, is a member of the Downtown Rotary, serves on the Linn County Homeless Coordinating Board, and the Linn County Community Resources Committee. In addition, Tom has worked with the Cedar Rapids' Blue Zones Purpose and Engagement team and the Sexual Health Alliance of Linn and Johnson County. Tom lives in Cedar Rapids with his wife, Martha, and his youngest son, Jacob. Tom's oldest son, Aaron, also lives in Cedar Rapids.



Barbara Gay
Served July 2010 – October 2014

Barb Gay is the Executive Director for Foundation 2, Inc., a non-profit agency providing crisis support to individuals, families, and communities. Barb received her Master's Degree in Health Education from the University of Northern Iowa, and has been working in the field of community health with non-profits in Cedar Rapids since 1993. Barb is a 1998 graduate of the Leadership for Five Seasons program. Barb and her husband, Scott, have two children.

COUNCILMEMBER LIASION



Susie Weinacht

Councilwoman Weinacht serves as liaison between the Cedar Rapids City Council and our Civil Rights Commission. In addition to serving our community as Councilwoman At-Large, Susie holds a Bachelor of Science in Education and Associates of Science degrees, as well as teaching certification. She is self-employed and works in the areas of strategic planning, finance, negotiation and project management. Previously she worked as Executive Director of the Iowa PTA, as well as Director of Office Operations for the RWDSU-UFCW Local 110 in Cedar Rapids, which represents Quaker Oats and Cole's Quality Foods, Inc.

Most notable in Susie's continuing education is her active participation in the Pacific Institute and Disney Institute's Keys of Excellence. Pacific Institute focuses on performance improvement and professional growth, change management and leadership development, while the Disney Institute, the professional development arm of The Walt Disney Company, focuses on their global success of solutions in time-tested best practices, sound methodologies, and real life business lessons to facilitate corporate culture change.

Susie has been awarded her Chamber of Commerce Community Leadership Certificate, and has a long history of community involvement. She was, and continues to be, an active solution-oriented advocate for flood recovery. In 2008 was appointed to the Governor's Long Term Recovery Task Force, served locally on the United Way's flood recovery and rebuild committees, and in June and July 2008 spearheaded the Hawkeye Labor Council 'Gut & Mucks' for 100 plus of our neighbors who were impacted by flood waters. That fall she brought together the Cedar Rapids School District, PTA and Organized Labor for a successful Back to School Rally held for displaced students and families. Her most recent involvement spans Housing Fund for Linn County, Horizons Family Service Alliance, Community Corrections Improvement Association (CCIA), United Way Education Solutions Team and Ready by 21 Stakeholders committee, Blue Zones Advisory Council, local, city and state-level PTA, Junior League, and a host of other organizations.

COMMISSION STAFF

LaSheila Yates, Executive Director
Hired August 2014

The Cedar Rapids Civil Rights Commission is pleased to announce LaSheila Yates as the new Executive Director, effective August 28, 2014. LaSheila is excited to bring her background in public policy, civil rights enforcement, governmental financial management, organizational process improvement and development, team building, and cultural competency to the Commission.

Please see the Hiring of the New Executive Director article for LaSheila's educational background and work experience.

Stefanie Munsterman-Robinson, Senior Investigator**Hired November 2008**

Stefanie is a native of Kansas City, Missouri and upon moving to Cedar Rapids in 2000 became active in the community. She helped develop and launch Family Promise of Linn County, a non-profit organization dedicated to serving families with children who are homeless. She currently serves as a board member of Diversity Focus, Waypoint, and was appointed by the Governor to serve on the State of Iowa Council on Homelessness. Stefanie is a consultant to the City of Cedar Rapids/Linn County ADA Advisory Committee, a board member of the Institutional Review Board, Kirkwood Community College, on the College Community School District School Improvement Advisory Board, and is a Domestic Violence Volunteer Advocate with Waypoint. She also serves as an adjunct Professor with Mount Mercy University for the MBA/MSL programs teaching Systems Thinking and Organizational Design.

She earned the Corridor Business Journal's "Woman of Influence" Award in 2013, the "Forty Under 40" Award in 2011, and was profiled in the Fall of 2012 Diversity Focus publication of "Inclusive Communities." Stefanie received her Bachelor of Science degree in Psychology from Missouri Western State University and her Masters of Business Administration at Mount Mercy University.

Stefanie has two daughters, Ali, who is a college sophomore, works at St. Luke's in Security, and also serves in the National Guard and Julia, a third grader, who loves to dance, sing, and play basketball.

Janet A. H. Abejo, Investigator / Mediator**Hired January 2011**

Janet has worked at the Civil Rights Commission since January 31, 2011. Before being hired by the Commission, Janet worked in Human Resources for the City of Cedar Rapids for approximately 2.5 years. She acquired a Bachelors of Science degree in Psychology at the University of Iowa as well as an M.A. in Industrial/Organizational Psychology at Roosevelt University. Janet is originally from the Chicago area, where most of her family resides. She has lived in Cedar Rapids for approximately 5 years. Janet previously volunteered as an "English as a Second Language (ESL)" tutor for adults at the Catherine McAuley Center and serves as Chair for the Board of Directors of Monsoon, United Asian Women of Iowa. She currently serves as a board member for the Arc of East Central Iowa, is a volunteer advocate for Waypoint Services, and a member of the League of Women Voters. When time permits, she is also a foster mom and volunteer for Cedar Rapids Animal Care & Control (Animal Shelter).

Virginia Sipes, Investigator / Mediator**Hired May 2014**

Before joining the CRCRC, Virginia sought out opportunities to address the needs of Iowans living in poverty while practicing law and working with nonprofit organizations. She worked as a research assistant for the Iowa Nonprofit Resource Center while in law school, performed a judicial clerkship in the First and Third districts of Iowa, and currently serves on the Access to Justice Committee for the Iowa State Bar Association (ISBA). Virginia has a B.A. degree from Grinnell College, a J.D. from the University of Iowa, and brings a wealth of experience and expertise to the Civil Rights Commission.

Johnny Alcivar-Zuniga, Outreach and Education Coordinator

Hired August 2014

Johnny Alcívar-Zúñiga, MCRP, is the Education and Outreach Coordinator at the Cedar Rapids Civil Rights Commission. He was born in Quito, Ecuador, grew up in New Jersey, and moved to Iowa for his post-secondary studies. As a first generation immigrant, he earned his BS in Political Science and International Studies in 2010 at Iowa State University. Johnny recently earned a Masters of Community and Regional Planning from Iowa State University conducting research that focused on the economic integration of Latinos in Des Moines, IA.

Elizabeth Macias, Investigator & Outreach Specialist

Hired June 2014

Elizabeth Macias was born in Madera, California located in the San Joaquin Valley. She grew up living in California, Oregon and in various states in the Southern Coast of Mexico. Elizabeth has eight brothers and sisters and was the first in her family to graduate from college. She recently obtained her Master of Science from the University of Iowa School of Urban and Regional Planning with a concentration in Housing and Community Development. She also holds a Bachelors of Arts in Sociology and a Bachelors of Arts in Psychology from the University of Iowa. Elizabeth has been with the Commission since June of 2014. She is fluent in both English and Spanish and is CRCRC's first bilingual investigator.

Alicia Abernathey, Administrative Assistant / Intake Specialist

Hired October 2014

Alicia Abernathey has worked for the Civil Rights Commission since October 2014. Prior to being hired by the Commission, Alicia worked in the City's Community Development Department. Alicia has been with the City of Cedar Rapids for approximately three years. Prior to joining the City, Alicia worked as an Administrative Assistant for an Environmental Remediation company assisting with the demolitions of the flood damaged homes following the tragic 2008 flood. Alicia is a native Cedar Rapiidian.

2014 EDUCATION AND OUTREACH

- January 8, 2014: New Hire Orientation, Anti-Harassment training, Janet Abejo attended
- January 9, 2014: Linn County and Cedar Rapids ADA Advisory Board, Stefanie Munsterman-Robinson attended
- January 10, 2014: Co-Chaired Human Needs Day for Leadership for Five Seasons Program, Stefanie Munsterman-Robinson attended
- January 13, 2014: Martin Luther King Jr. Celebration Planning Meeting, Stefanie Munsterman-Robinson attended
- January 14, 2014: United Way Education Solutions Team, John-Paul Chaisson-Cardenas attended
- January 14, 2014: Welcome at Immigrant Entrepreneur Summit, Metro Economic Alliance, John-Paul Chaisson-Cardenas attended
- January 19, 2014: Guest Sermon, Christ Episcopal Church, John-Paul Chaisson-Cardenas and Zadok Nampala attended
- January 20, 2014: Keynote, Who is my Neighbor? MLK Celebration, Saint Paul's UMC, John-Paul Chaisson-Cardenas attended
- January 20, 2014: The Arc, Resource Development Committee Meeting, Janet Abejo attended
- January 27, 2014: The Arc, Board of Directors Meeting, Janet Abejo attended
- January 28, 2014: City of Cedar Rapids Recruitment Pipeline, John-Paul Chaisson-Cardenas, Monica Challenger and Zadok Nampala attended
- January 31, 2014: UI School of Social Work Practicum Recruitment Fair, John-Paul Chaisson-Cardenas attended
- February 1, 2014: Board of Directors Meeting, Monsoon, United Asian Women of Iowa, Janet Abejo attended
- February 3, 2014: Leadership Circle Operations Committee: John-Paul Chaisson-Cardenas attended
- February 4, 2014: State of Equity, Community Meeting, Janet Abejo, John-Paul Chaisson-Cardenas, Monica Challenger, Stefanie Munsterman-Robinson attended
- February 6, 2014: United Way Education Solutions Team, John-Paul Chaisson-Cardenas attended
- February 6, 2014: Leadership Circle, John-Paul Chaisson-Cardenas and Monica Challenger attended
- February 7, 2014: CRCRC Investigation Peer Review, John-Paul Chaisson-Cardenas, Janet Abejo and Stefanie Munsterman-Robinson attended
- February 11, 2014: Leadership for Five Seasons Executive Program, John-Paul Chaisson-Cardenas attended
- February 12, 2014: ADA & EEO Overview at ACRO Manufacturing, Janet Abejo and Stefanie Munsterman-Robinson attended
- February 12, 2014: State of Equity Reflective Process, ASAC Multicultural Committee, John-Paul Chaisson-Cardenas, Zadok Nampala and Yesenia Hernandez attended
- February 12, 2014: Planning Meeting for Cultural Competence Training for 6th Judicial District, John-Paul Chaisson-Cardenas, Zadok Nampala and Yesenia Hernandez attended
- February 12, 2014: State of Equity Reflective Process, Linn co. Immigrant Concerns Committee, John-Paul Chaisson-Cardenas, Zadok Nampala and Yesenia Hernandez attended

- February 12, 2014: Meeting Developing Minority Contractors for Section 3 Rehab. Contracts, John-Paul Chaisson-Cardenas attended
- February 12, 2014: Race Card Project by Michelle Norris, Coe College, John-Paul Chaisson-Cardenas attended
- February 20, 2014: State of Equity Reflective Process, Interfaith Alliance, John-Paul Chaisson-Cardenas attended
- February 24, 2014: The Arc, Resource Development Committee Meeting, Janet Abejo attended
- February 24, 2014: The Arc, Board of Directors Meeting, Janet Abejo attended
- March 24, 2014: The Arc, Board of Directors Meeting, Janet Abejo attended
- April 2, 2014: New Hire Orientation, Anti-Harassment training, Janet Abejo attended
- April 23, 2014: State of Equity Summit, All staff attended
- April 28, 2014: ADA & EEO Training at The Arc, Janet Abejo attended
- May 3, 2014: Monsoon United Asian Women of Iowa, Board of Directors Meeting, Janet Abejo attended
- May 13, 2014: Donna Presentation, Taylor Elementary, Janet Abejo and Monica Challenger attended
- May 29, 2014: Iowans to Speak Out on Age Discrimination – AARP Event, Janet Abejo, Virginia Sipes and John-Paul Chaisson-Cardenas attended
- June 23, 2014: The Arc, Board of Directors Meeting, Janet Abejo attended
- June 25, 2014: Fair Housing Training, Janet Abejo and Stefanie Munsterman-Robinson attended
- June 30, 2014: SAFE CR Training, Janet Abejo attended
- July 19, 2014: CRCRC Table at Kernels Game (ADA Night), Janet Abejo attended
- August 6, 2014: New Hire Orientation, Anti-Harassment training, Janet Abejo attended
- August 11-15, 2014: NFHTA Week 5 Training, Janet Abejo attended
- August 21, 2014: Media Contest Meeting at CRCRC with Quinn Pettifer, We Create Here, Johnny Alcívar-Zúñiga attended
- August 25, 2014: The Arc, Board of Directors Meeting, Janet Abejo attended
- August 27, 2014: Media Contest Meeting at Diversity Focus with Gabe Erickson, Johnny Alcívar-Zúñiga attended
- August 28, 2014: 100+ Corridor Women Who Care Meeting, LaSheila Yates attended
- August 29, 2014: Latino Professional Development Institute Committee meeting in Des Moines, Johnny Alcívar-Zúñiga attended
- August 29, 2014: ISU-4H Listening Event with John Paul Chaisson-Cardenas in Des Moines, Johnny Alcívar-Zúñiga attended
- September 3, 2014: Media Contest Meeting with Ben Kaplan, We Create Here, Johnny Alcívar-Zúñiga attended
- September 3, 2014: Marion Civil Rights Commission Meeting, LaSheila Yates attended
- September 4, 2014: LGBTQIA Fair Housing Summit Cedar Rapids / Marion Civil Rights Commission, LaSheila Yates and Johnny Alcívar-Zúñiga attended
- September 5, 2014: 9th Annual Stand Down Resource Fair, Johnny Alcívar-Zúñiga attended
- September 11, 2014: African American Museum of Iowa 2014 History Makers Gala LaSheila Yates attended

- September 11, 2014: Area Substance Abuse Council Annual Meeting, LaSheila Yates attended
- September 15, 2014: Foundation 2 Board meeting, LaSheila Yates attended
- September 16, 2014: United Way of East Central Iowa Board of Directors Meeting, LaSheila Yates attended
- September 16, 2014: Foundation 2 Board meeting, LaSheila Yates attended
- September 19, 2014: Media Contest at CRCRC with Quinn Pettifer, We Create Here, Johnny Alcívar-Zúñiga attended
- September 19, 2014: Latino Professional Development Institute Committee Meeting in Iowa City, Johnny Alcívar-Zúñiga attended
- September 23, 2014: Media Contest Meeting with Ben Kaplan, We Create Here, Johnny Alcívar-Zúñiga attended
- September 20, 2014: Fair Housing Movie Night meeting with Amber Mussman, Cedar Rapids Public Library, Johnny Alcívar-Zúñiga attended
- September 30, 2014: PUSH-CR Advisory Board Meeting, LaSheila Yates attended
- October 1, 2014: Marion Civil Rights Commission Meeting, LaSheila Yates attended
- October 1, 2014: Young Parents Network meeting with Monica Vallejo, Johnny Alcívar-Zúñiga attended
- October 2, 2014: Leadership Circle Casey Family Programs Foundation Planning Session, LaSheila Yates participated in planning session
- October 2, 2014: City of Cedar Rapids 2014 Employee Service Awards Ceremony, LaSheila Yates, Stefanie Munsterman-Robinson, Janet Abejo and Johnny Alcívar-Zúñiga attended
- October 3, 2014: Iowa Latino Professional Development Institute in Iowa City, Johnny Alcívar-Zúñiga attended
- October 7, 2014: Cedar Rapids City Council Meeting, Cedar Rapids Civil Rights Commission received a Proclamation for National Disability & Employment, Commissioner Tammy Cronin, LaSheila Yates, and Johnny Alcívar-Zúñiga accepted the proclamation
- October 7, 2014: Project SEARCH, Steering Committee Meeting, Janet Abejo attended
- October 8, 2014: New Hire Orientation, Anti-Harassment training, Janet Abejo attended
- October 8, 2014: Immigrant Concerns meeting at Catherine McAuley Center, Johnny Alcívar-Zúñiga attended
- October 9, 2014: Fair Housing Training for Young Parents Network, Johnny Alcívar-Zúñiga attended
- October 16, 2014: Meeting with the U.S. Assistant Secretary for Fair Housing and Equal Opportunity Gustavo Velasquez, Kansas City, LaSheila Yates attended
- October 20, 2014: Foundation 2 Board meeting, LaSheila Yates attended
- October 20, 2014: Festival Latino Committee Meeting at Young Parents Network, Johnny Alcívar-Zúñiga attended
- October 20, 2014: The Arc, Resource Development Committee Meeting, Janet Abejo attended
- October 22, 2014: Iowa Women's Foundation luncheon, LaSheila Yates attended

- October 28, 2014: City Update event, LaSheila Yates and Johnny Alcívar-Zúñiga attended
- October 29, 2014: City Services Center Open House, LaSheila Yates attended
- October 31, 2014: Section 8 meeting with Kim Gordon, Johnny Alcívar-Zúñiga attended
- November 5, 2014: Marion Civil Rights Commission Meeting, LaSheila Yates and Johnny Alcívar-Zúñiga attended
- November 6, 2014: Flavors of Horizons Event, Johnny Alcívar-Zúñiga attended
- November 6, 2014: Fair Housing Movie Night, Cedar Rapids Public Library, LaSheila Yates, Elizabeth Macias and Johnny Alcívar-Zúñiga attended
- November 7, 2014: Fatherhood Alliance at Waypoint, Johnny Alcívar-Zúñiga attended
- November 14, 2014: Area Substance Abuse Council Annual Meeting, LaSheila Yates attended
- November 14, 2014: Cedar Rapids Regional Police Academy Graduation Ceremony, LaSheila Yates attended
- November 15, 2014: Keynote, NAACP Freedom Fund Banquet, LaSheila Yates served as the keynote speaker
- November 14, 2014: Cedar Rapids Regional Police Academy Graduation Ceremony, LaSheila Yates attended
- November 13, 2014: Greater Cedar Rapids Celebration of Community Celebration of Community, LaSheila Yates attended
- November 17, 2014: Festival Latino Committee Meeting at Young Parents Network, Johnny Alcívar-Zúñiga attended
- November 18, 2014: United Way of East Central Iowa Board of Directors Meeting, LaSheila Yates attended
- November 18, 2014: Mount Mercy University Roll of the Dice Training, LaSheila Yates, Janet Abejo, Stefanie Munsterman-Robinson, Elizabeth Macias and Johnny Alcivar-Zuniga attended
- November 21, 2014: Developing Intercultural Skills for Diversity and Inclusion Training in Dubuque, Johnny Alcívar-Zúñiga attended
- November 24, 2014: The Arc, Board of Directors Meeting, Janet Abejo attended
- December 3, 2014: Marion Civil Rights Commission Meeting, EEO Training, LaSheila Yates, Janet Abejo, Virginia Sipes and Johnny Alcivar-Zuniga attended
- December 4, 2014: Leadership Circle Meeting, LaSheila Yates attended
- December 5, 2014: Developing Intercultural Skills for Diversity and Inclusion Training in Dubuque, Johnny Alcívar-Zúñiga attended
- December 8, 2014: Festival Latino Committee meeting at Young Parents Network, Johnny Alcívar-Zúñiga attended
- December 10, 2014: Fair Housing meeting with Paula Land at Catherine McAuley Center, Johnny Alcívar-Zúñiga attended
- December 12, 2014: Developing Intercultural Skills for Diversity and Inclusion Training in Dubuque, Johnny Alcívar-Zúñiga attended
- December 15, 2014: Foundation 2 Board meeting, LaSheila Yates attended

- December 16, 2014: Fair Housing Staff Training at Young Parents Network, Johnny Alcívar-Zúñiga attended
- December 11, 2014: The League of Iowa Human and Civil Rights Agencies, LaSheila Yates participated via in conference call.
- December 11, 2014: Area Substance Abuse Council meeting, LaSheila Yates attended
- December 15, 2014: Foundation 2 Board meeting, LaSheila Yates attended
- December 19, 2014: Developing Intercultural Skills for Diversity and Inclusion Training in Dubuque, Johnny Alcívar-Zúñiga attended

COMMUNITY INVOLVEMENT OF STAFF MEMBERS

LaSheila Yates, Executive Director

- ◆ Member, Leadership Iowa class of 2014
- ◆ Member, Leadership Circle, Casey Families Foundation
- ◆ Board Member, United Way of East Central Iowa
- ◆ Board Member, Area Substance Abuse Council
- ◆ Board Member, Foundation 2
- ◆ Advisory Board member, PUSH-CR
- ◆ Scoutmaster, Hawkeye Area Council Troop 4
- ◆ Assistant Coach, *FIRST* (For Inspiration and Recognition of Science and Technology) Tech Challenge, Team 5084

Stefanie Munsterman-Robinson, Interim Senior Investigator & Mediator

- ◆ Board Member, Diversity Focus
- ◆ Board Member, Waypoint Services
- ◆ Board Member, Institutional Review Board of Kirkwood Community College
- ◆ Board Member, Iowa Council on Homelessness
- ◆ Board Member, College Community School Improvement Advisory Board
- ◆ Board President, Family Promise (2008-2013)
- ◆ Volunteer, Domestic Violence Advocate, Waypoint Services
- ◆ Advisor to the City of Cedar Rapids/Linn County ADA Advisory Committee
- ◆ Member, National Association of Human Rights Workers
- ◆ Member, International Association of Official Human Rights Agencies

Janet A. H. Abejo, Investigator, Mediator

- ◆ Board Member, The Arc – East Central Iowa
- ◆ Chair, Monsoon – United Asian Women of Iowa
- ◆ Member, Linn County League of Women Voters
- ◆ Volunteer, City of Cedar Rapids Animal Care and Control
- ◆ Volunteer Advocate, Waypoint Services
- ◆ ESL Tutor, Catherine McAuley Center (2011-2012)

Johnny Alcivar-Zuniga, Education & Outreach Specialist

- ◆ Committee Member, Festival Latino – Cedar Rapids
- ◆ Volunteer, Young Parents Network
- ◆ Volunteer, Justice for Our Neighbors

2014 CASELOAD REPORTS

In 2014, 47 cases were filed with the Cedar Rapids Civil Rights Commission. Of those 47, 31 were for employment, 15 for housing, 1 for public accommodation, 0 for education, and 0 for credit.

Charts 1-3 below break down our cases by the bases on which they were filed. Please keep in mind that some cases reported more than one basis for discrimination so totals will equal more than 47. However, this provides a good snapshot of reasons people file with our agency.

Charts 4-6 show outcomes of the investigation of these cases. 36 cases were closed in 2014 including 23 in employment, 11 in housing, 2 in education, 0 in public accommodation and credit. Some cases were filed in 2011, 2012, and 2013 and were closed in 2014, and some were filed in 2014 but had not closed by the end of the year, creating the difference in numbers between those opened and closed.

Finally, Chart 7 shows the bases for all cases filed in 2014, Chart 8 shows the resolution of all cases closed in 2014, and Chart 9 breaks down those opened and closed by month.

CHART 1: BASES FOR EMPLOYMENT COMPLAINTS FILED IN 2014

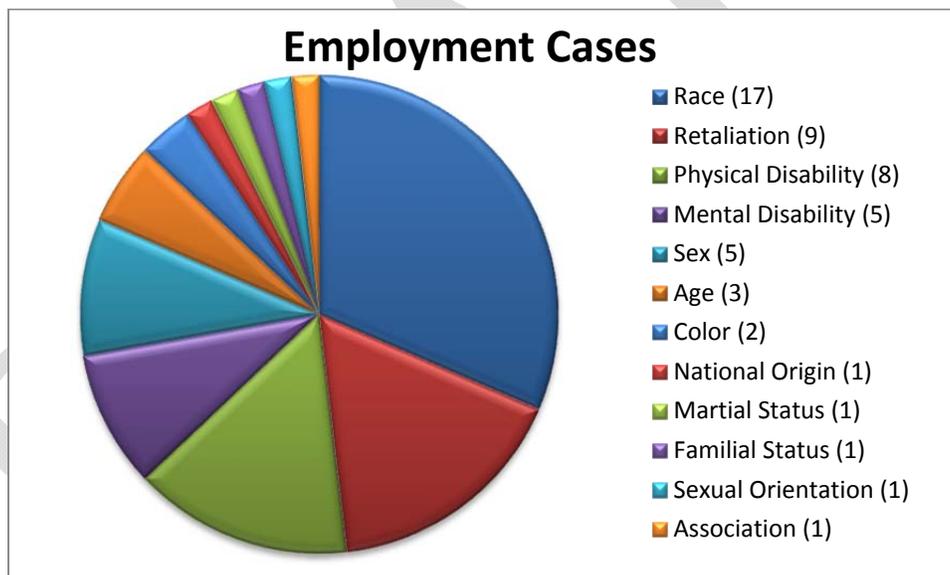


CHART 2: BASES FOR HOUSING COMPLAINTS FILED IN 2014

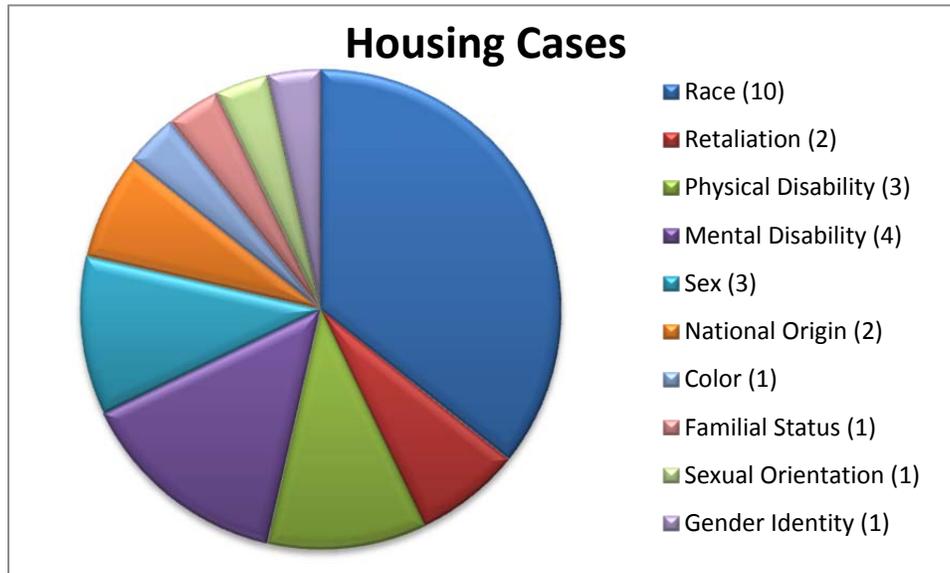


CHART 3: BASES FOR ALL OTHER COMPLAINTS FILED IN 2014

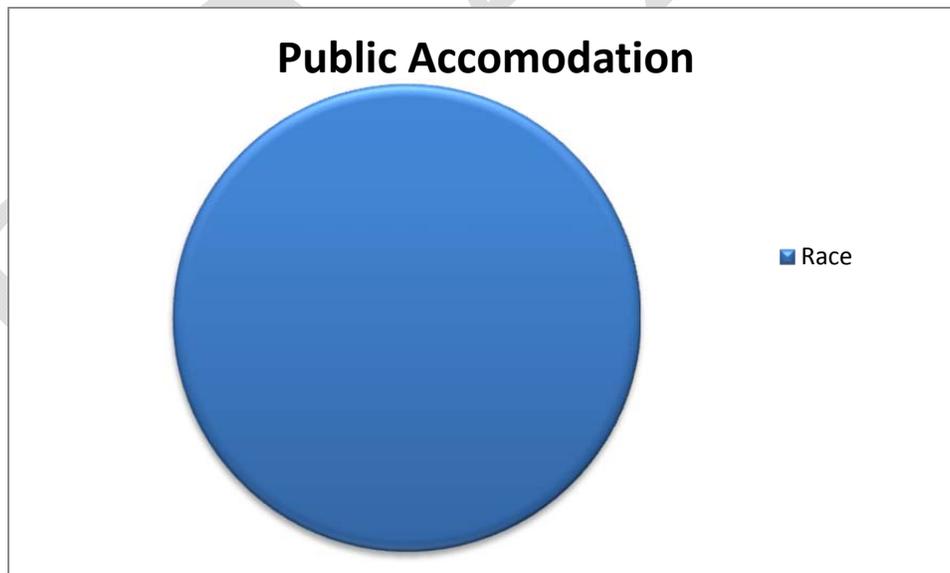


CHART 4: RESOLUTION OF EMPLOYMENT COMPLAINTS CLOSED IN 2014

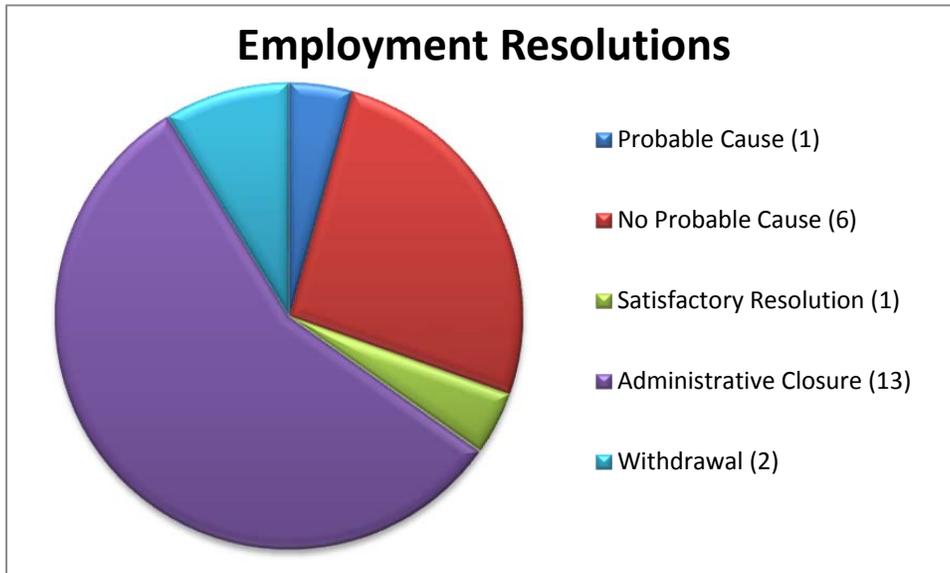


CHART 5: RESOLUTION OF HOUSING COMPLAINTS CLOSED IN 2014

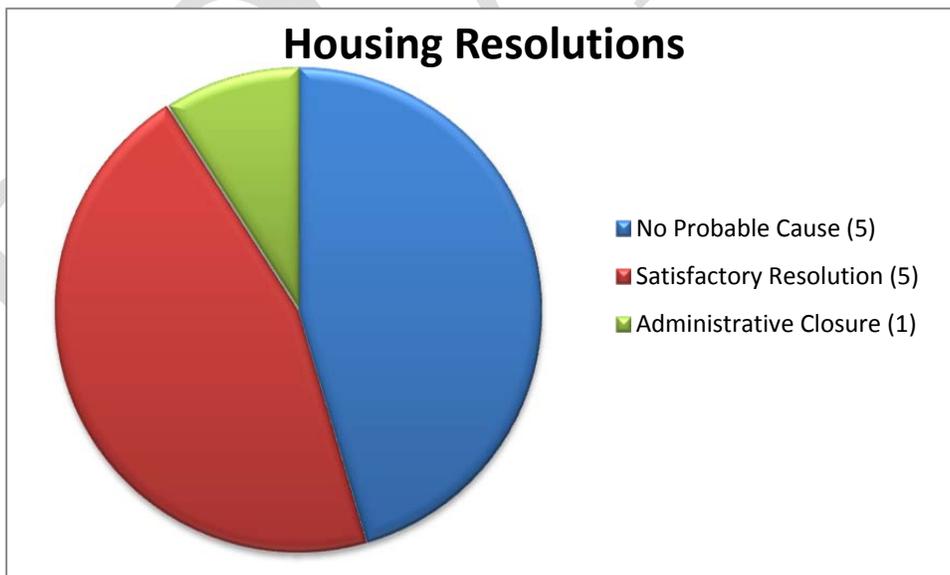


CHART 6: RESOLUTION OF ALL OTHER COMPLAINTS CLOSED IN 2014

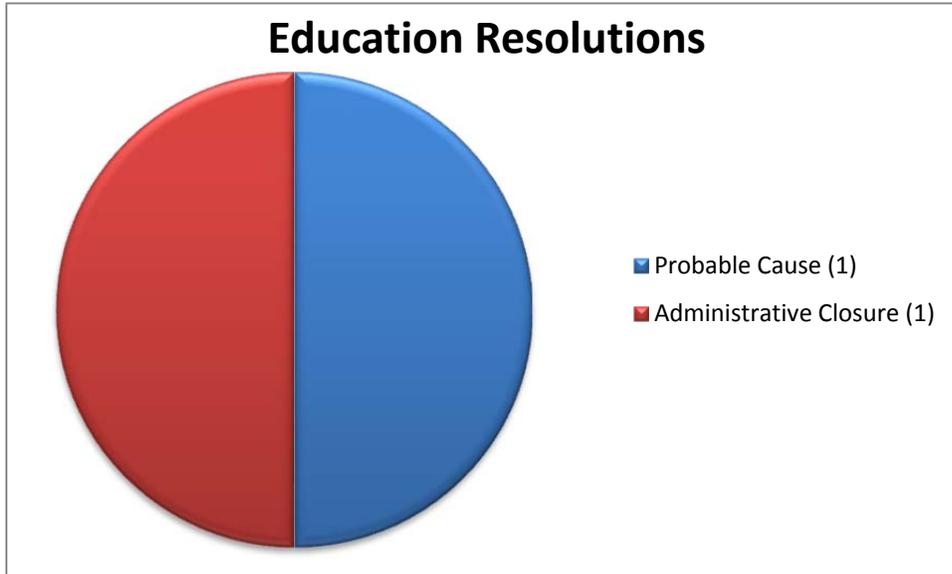


CHART 7: BASES FOR ALL CASES FILED IN 2014

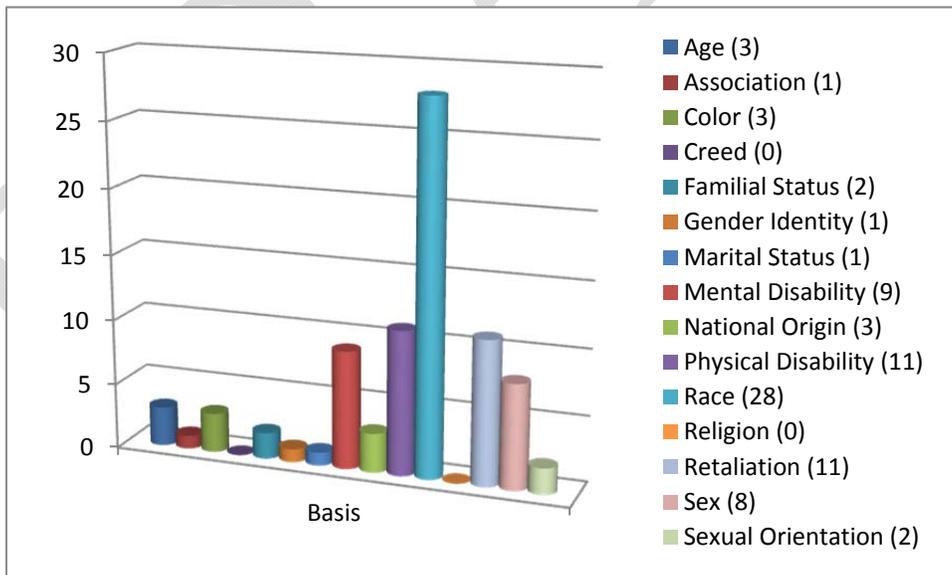


CHART 8: RESOLUTION OF ALL CASES CLOSED IN 2014

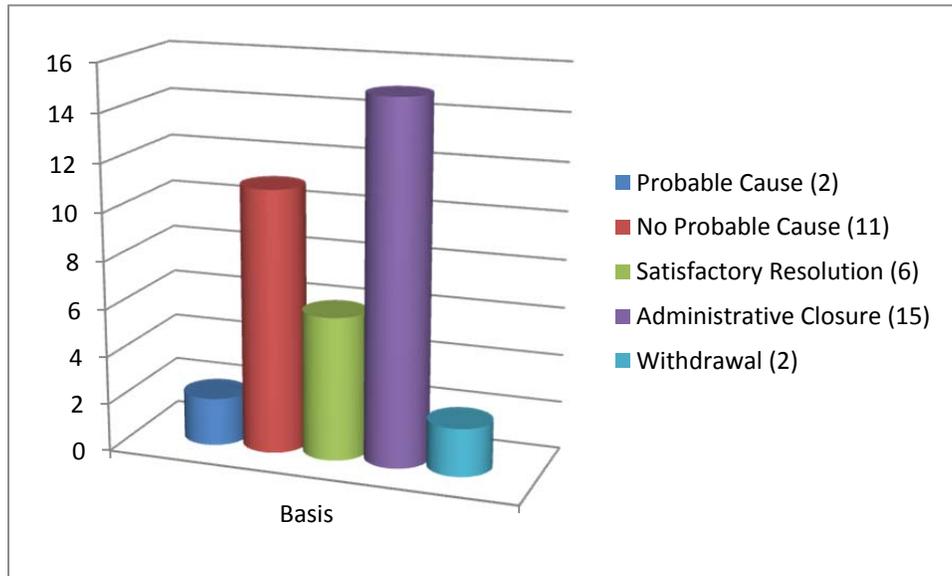
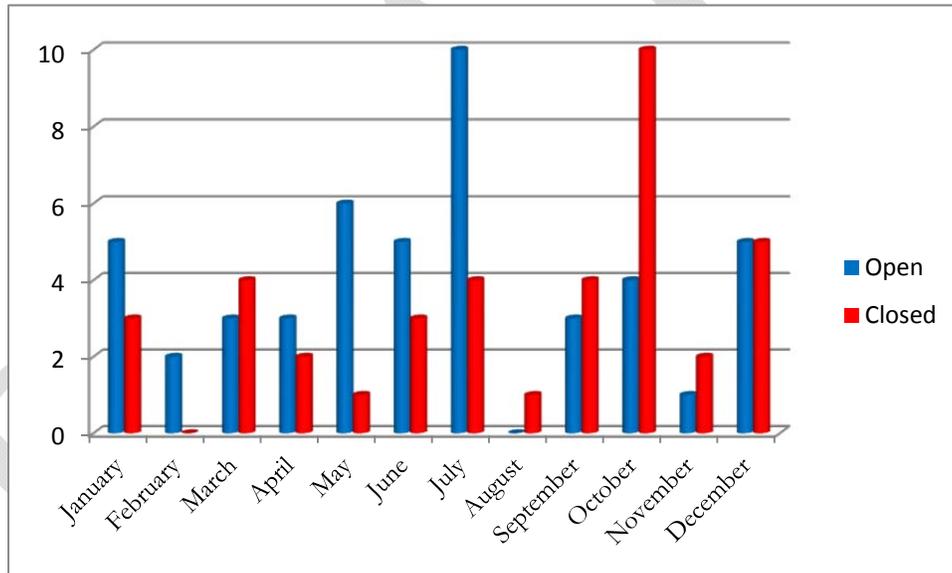


CHART 9: CASES FILED AND CLOSED IN 2014 BY MONTH



January: Opened 5, Closed 3
 February: Opened 2, Closed 0
 March: Opened 3, Closed 4
 April: Opened 3, Closed 2
 May: Opened 6, Closed 1
 June: Opened 5, Closed 3

July: Opened 10, Closed 4
 August: Opened 0, Closed 1
 September: Opened 3, Closed 4
 October: Opened 4, Closed 10
 November: Opened 1, Closed 2
 December: Opened 5, Closed 5

CASELOAD STATISTICS

AC – Administrative Closure
 EEOC – Equal Employment
 Opportunity Commission
 FTC – Failure to Cooperate

ICRC – Iowa Civil Rights
 Commission
 NJ – Non Jurisdictional
 NPC – No Probable Cause

PC – Probable Cause
 RTS – Right To Sue
 SR – Satisfactory Resolution
 WD – Withdrawal

CRRC#	Date Filed	Area	Basis	Date Closed	Resolution
3300	4/11/2011	Edu	National Origin, Race, Color, Age	10/10/2014	PC
3304	5/17/2011	Emp	Race	1/22/2014	AC/NJ
3321	11/14/2011	Emp	Race, Color	9/9/2014	NPC
3327	2/24/2012	Emp	Race, Color, Retaliation	7/10/2014	NPC
3329	3/6/2012	Emp	Age, Race, Physical Disability	1/23/2014	PC/RTS
3331	5/7/2012	Emp	Marital Status	12/11/2014	NPC
3334	4/27/2012	Emp	Age, Retaliation	12/30/2014	NPC
3339	5/29/2012	Emp	Age, Sex	12/4/2014	NPC
3354	10/10/2012	Emp	Physical Disability	1/29/2014	AC/RTS
3361	1/25/2013	Emp	Sex	12/1/2014	AC/FTC
3378	4/30/2013	Emp	Sexual Orientation	4/8/2014	AC/FTC
3379	5/3/2012	Emp	Sexual Orientation	6/24/2014	WD
3380	5/10/2013	Edu	Race, Association	7/28/2014	AC/FTC
3384	6/13/2013	Emp	Race	10/20/2014	NPC
3388	7/15/2013	Emp	Mental Disability	3/28/2014	AC/FTC
3390	7/30/2013	Emp	Race	10/6/2014	AC/FTC
3393	7/29/2013	Emp	Race	3/5/2014	WD
3395	8/26/2013	Emp	Physical Disability	10/29/2014	ICRC
3396	8/26/2013	Emp	Mental Disability	7/10/2014	AC/FTC
3403	9/17/2013	Emp	Race	10/30/2014	ICRC
3409	1/7/2014	Hsg	Race, Physical Disability, Retaliation	6/16/2014	NPC
3410	12/19/2013	Hsg	Mental Disability, Physical Disability	6/9/2014	NPC
3415	1/21/2014	Hsg	Race, Mental Disability	3/25/2014	SR
3417	1/7/2014	Hsg	Race	4/16/2014	NPC
3422	2/10/2014	Emp	Race	3/28/2014	SR
3426	4/22/2014	Hsg	Gender, Mental Disability	10/27/2014	SR
3429	5/27/2014	Hsg	Race, Sex	11/3/2014	NPC
3430	4/29/2014	Emp	Race, Retaliation	10/24/2014	ICRC
3431	3/30/2014	Emp	National Origin, Physical Disability, Sex	10/30/2014	ICRC
3436	5/29/2014	Emp	Physical Disability, Race, Retaliation	9/24/2014	ICRC
3438	6/25/2014	Hsg	Mental Disability	10/3/2014	SR
3443	7/1/2014	Hsg	Race	10/8/2014	NPC
3445	7/8/2014	Hsg	National Origin, Race	11/5/2014	SR
3457	10/14/2014	Hsg	National Origin, Race, Sex	12/19/2014	SR
3458	9/10/2014	Emp	Race, Religion	10/29/2014	ICRC

	<u>Cedar Rapids</u>	<u>Davenport, IA</u>	<u>Sioux City, IA</u>	<u>Iowa City, IA</u>	<u>Waterloo</u>	<u>Council Bluffs, IA</u>	<u>Dubuque, IA</u>	<u>Des Moines, IA</u>	<u>ICRC</u>
Population	128,429 (2013)	102,157 (2013)	82,459 (2013)	71,591 (2013)	68,366 (2013)	62,115 (2012)	58,253 (2013)	207,510 (2013)	207,510 (2013)
Total # Staff Members	7 (5 FT, 2 Temp)	7 (5 FT, 1 PT, 1 Temp)	5 (3 FT, 2 Temp)	2 (2 FT)	4 (3 FT, 1 PT Temp)	1 (FT)	5 (5 FT)	5 (3 FT, 2 Temp)	29 Total
Total # of Commissioners	11	7	11	9	9	9	9	7	7
Commissioner term	3 years	2 years	3 years	3 years	3 years	3 years	3 years	3 years	4 years
Annual Report	Yes	Yes	No.	No.	No.	No.	Yes.	No.	Yes.
1. Do Commissioners participate in education/outreach?	Yes, somewhat. (Tabling, etc.)	Yes, somewhat.	Yes	Yes.	Yes, somewhat.	Yes, somewhat.	Yes.	Yes, somewhat.	No.
2. Do Commissioners participate in investigation of cases?	No.	No.	No.	No.	No.	No.	No.	No.	No.
3. Staff make-up. (i.e. 1 Admin, 2 investigators, 3 support staff)	1 Director; 1 Senior Investigator/ Compliance Manager, 2 Investigators; 1 Admin/Intake Specialist; 1 Edu & Outreach Coordinator (Temp); 1 Investigator/Investigation Support Staff (Temp).	1 Director; 1 Investigative Paralegal; 1 Housing Analyst; 1 Secretary; 1 Mediation Coordinator(PT), 1 Outreach Coordinator, 1 Fair Housing Attorney.	1 Director; 1 Human Rights Investigator; 1 Administrative Secretary; 2 AmeriCorps VISTA.	1 Director; 1 Investigator; 0 Admin/Support Staff.	1 Director; 1 Administrative Secretary; 1 Human Rights Specialist; 1 PT Assistant.	1 Director (Part of City Attorney's Office).	1 Director; 1 Human Relations Specialist; 1 Intake Specialist, 1 Assistant City Attorney; 1 Training & Workforce Development Coordinator; 1 Community Engagement Coordinator.	1 Director; 1 Senior Human Relations Specialist, 2 AmeriCorps VISTAs, 1 Legal Counsel	1 Director; 8 Investigators; 10 Screeners; 1 Compliance; 3 Admin Support; 1 Assistant Attorney General; 1 Housing Supervisor; 1 Intake Manager; 1 Housing Intake Analyst; 1 Testing
4. Who conducts investigations?	Investigators only	Investigators only. Temporary volunteer provides assistance.	Director and Investigator	Director and Investigator.	Director and Investigator. Investigator (Human Rights Specialist) conducts all non-housing cases, Director conducts all housing cases. Also temporary, PT staff assists Investigator w/ case work.	Director only.	Assistant City Attorney.	Investigator only (Human Relations Specialist).	Investigators "(Civil Rights Specialists)". See Note Below.
5. Who performs education and outreach?	Investigators. However, currently have Temporary Education and Outreach Coordinator.	Investigators. However, currently have a Temporary Education and Outreach Coordinator.	Director conducts most outreach. Temp support staff assist with scheduling and other logistics.	Director and Investigator.	Director and Investigator.	Director.	Human Relations Specialist is in charge of building connections with underrepresented groups in the community.	Designated staff member for outreach.	Director, Designated Staff Member (Don Grove), and CSRs.
6. Support staff for investigations?	Not currently.	No.	No.	No.	Yes. 1 PT Assistant for non-housing cases.	No.	Intake Specialist assists with scheduling mediations. Paralegal keeps files and schedules interviews. Director reviews challenges to administrative closure and requests for re-opening.	No.	Yes.
7. Average caseload per investigator.	15-20 (Approx 70 current cases).	Investigative Paralegal - 88/yr.; Housing Analyst - 28 over last 3 years.	15-20 (32-40 current cases).	15-20 (Approx. 40 current cases).	159 non-housing cases between PT Assistant and Investigator.	12-15.	20-25 (26 cases filed in FY12).	20-25 (40-50 cases/yr).	10-15 cases at a time.
8. Required Case Deadline/Average Days Old.	~350 Ave Days Old	270 Goal.	N/A - None.	192 Average.	N/A. Stated they hope to be in position where cases are kept to 18 months old (547.5 days old). NOTE: New Contract w/ EEOC is based on how they've performed in the past. Starting new contract October 1st. They based numbers on May 2013-April 2014 and how many cases closed in that time period. Estimated they could close 70 cases/yr, divided by 4. Each quarter, goal is to close 17 employment cases. To their knowledge they do not received a decreased reward if cases are over a certain amount of days old.	6-8 months Average (180 - 250 Days Old).	278 Average w/ outliers (180 Day Target).	Within a year (365 days).	300 Maximum

	<u>Cedar Rapids</u>	<u>Davenport, IA</u>	<u>Sioux City, IA</u>	<u>Iowa City, IA</u>	<u>Waterloo</u>	<u>Council Bluffs, IA</u>	<u>Dubuque, IA</u>	<u>Des Moines, IA</u>	<u>ICRC</u>
9. Additional Contracts w/ other cities?	Yes, Marion	No.	No.	No.	No, but considering coverage of Cedar Falls.	No.	No.	No.	N/A
10. Calculation of Aged Cases.	Investigation Days Only.	Investigation Days Only (not including conciliation, PH).	Investigation Days Only.	All, until close (including PH, Conciliation).	No response.	Investigation Days Only.	Investigation and Conciliation Only (not including PH).	All, until close.	All, until close.
Notes:	N/A		Mentioned they also currently have a backlog due to staff changes. Cases 2-3 years old. Karen Mackey - Human Rights Director; Sharon Holder - Human Rights Investigator ;Tracey Wilmes - Administrative Secretary; Susan Moore - AmeriCorps VISTA; Don Dew - AmeriCorps VISTA Since the ICRC pays a "finder fee" of sorts, we actively encourage people from other communities in Iowa to file with us.		Rebecca Johnson, worked at Human Rights Commission 17 years. Also addressing a backlog of cases. Received EEOC Contract to be FEPA approximately 2 years ago. Stated they were working towards partnering/covering Cedar Falls. NOTES (Investigation): Getting contract w/ EEOC helped. Closures averaged only 30-40 closures/year. Last year our number was 84, dropped down to 52, ended up closing 54 cases. Matter of knowing what your goal is and getting it done. Having temp person to help. It does help. I honestly don't take phone calls Tues and Thurs, Appt only. Every once in blue moon, help somebody on Tuesday. Admin keeps track of position statements and open statements. Gave PT Assistant oldest cases. No testing, due to lack of time, currently no need.				NOTE (Investigations): CSRs also conduct the screening analysis; conduct our mediations and conciliations and represent the Commission at public hearings. For Commissioners, no more than 4 members allowed to the same political party.
Contact Name:	Janet Abejo, Investigator	Michelle Neels Scheper, fjf@ci.davenport.ia.us	K. Mackey, kmackey@sioux-city.org	Stefanie Bowers, Stefanie-Bowers@iowa-city.org	Rebecca Johnson, rebecca.johnson@waterloo-ia.org	Graham Jura, gjura@councilbluffs-ia.gov	Kelly Larson, Kl Larson@cityofdubuque.org	Rudy Simms, rusimms@dmgov.org; Mikel Johnson, Mikel J. Johnson mjjohnson@dmgov.org	Don Grove, Don.Grove@iowa.gov, Diane Sisler, d.515-281-0338,
Contact Info:	(319) 286-5632	(563) 326-7888	(712) 279-6986	(319) 356-5022, General	(319) 291-4441	(712) 328-4618	(563) 589-4190	(515) 283-4284, General	Grove; 515-281-0302, Sisler



City of Cedar Rapids
Board & Commission Member
Orientation
September 15 and 16, 2014

AGENDA

- Welcome - Mayor Ron Corbett
- Roles & Responsibilities - Amy Stevenson, City Clerk
- Legal Aspects of Board and Commission Membership – Jim Flitz, City Attorney
- Ethics introduction - Cedar Rapids Board of Ethics

Finance Director, Casey Drew, will be available to answer questions regarding the Financial Disclosure Form near the end of the orientation.



BOARD & COMMISSION MEMBER ROLES & RESPONSIBILITIES

- Items that make an effective board/commission member include the following:
 - Interest and concern for the importance of the charge of the board/commission.
 - Willingness to function as a member of a team.
 - Willingness and ability to devote time and effort necessary to conduct the board/commission business.
 - Ability to speak effectively and to communicate stands on issues
 - Ability to make decisions
 - Ability to understand how groups function.

- Responsibilities as a member include the following:
 - Conduct meetings in public session and in accordance of law
 - Keep informed about matters of concern to your board/commission.
 - Always remember individual board members and the collective board will be fair, impartial and respectful of the public, staff and each other.
 - Make decisions on a wide range of topics.
 - Respect the limitations of your individual and collective authority. The role of the committee is to advise the Mayor and City Council. An appointment to a board/commission does not empower you to make final decision unless authorized by State law or to supervise city staff.
 - To support city staff in their approved function.
 - The commission chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspective.
 - To work as a group on a yearly work plan.

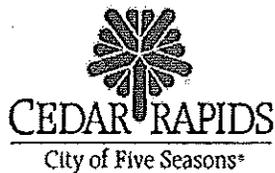
An **important** note for board and commission members: Do not deliberate about Commission work and issues via e-mail or in side meetings or gatherings as these actions may be in violation of open meetings laws. The City Attorney is available to provide advice to commissions in this regard and on any other legal issue.



BOARD AND COMMISSION CITY STAFF LIAISON ROLES & RESPONSIBILITIES

The City Manager is responsible for the day-to-day operations of the City, including assigning staff liaisons to assist the various City Board, Commission and Task Forces in carrying out their responsibilities. These staff liaisons, by virtue of their technical training and experience, are competent to provide this assistance. Commissions work closely with the city staff liaison; however, they do not have the authority to supervise or direct the work of city staff. Special assignments to staff are made through the City Manager or the staff members' direct supervisor. The following are roles of the city staff liaison:

- Attend all meetings of the Commission
- Ensure that a work plan including annual report of goals for coming calendar year and accomplishments in the prior calendar year is submitted by the Commission to the Mayor and City Council
- Research information, report preparation and correspondence to keep with the work plan and depending on work load and time availability
- Provide administrative support to the Commission
- Work with the chairperson to prepare agendas
- Schedule meetings, setup and appropriate public notification
- Ensure new members are orientated to the board, including procedures and projects
- If Commission desires to have bylaws, work with members and city attorney's office to write bylaws and keep permanently
- Distribute meeting packets (if any) to members
- Prepare summary or minutes (should be a clear and concise statement of the commission actions and resolutions made)
- Coordinate posting all commission related items including agendas and minutes on the city website and keep those documents permanently
- Serve as the communication link between the commission and city administration, city departments and council as appropriate.
- Communicate directions from the city council to the commission
- Notify City Clerk's office of attendance problems, resignations and meeting schedule/location changes prior to reappointment



BOARD & COMMISSION COUNCIL LIAISON ROLES & RESPONSIBILITIES

- Serve as the primary two-way communication channel between Council and the board or commission.
- Serve as the primary informal Council contact for the board or commission.
- Help resolve questions the board or commission may have about the role of Council, municipal government, and the board or commission.
- Establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
- Provide procedural direction and relay Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
- Serve as Council contact rather than an advocate for or ex-officio member of the board or commission.
- Review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.
- Identify and help resolve any problems that may exist with respect to the functioning of the board or commission.

Council liaisons do not normally attend monthly meetings of the boards and commissions. Liaisons are informed of boards and commissions activities through agendas and minutes, work plans, and annual reports. Liaisons may attend a meeting due to an interest in a specific agenda topic, or may attend just to observe. Attendance by a council liaison should not affect the normal structure of a board meeting. Attention should not be focused on the council liaison and his or her input.

If council liaison participation is critical to a particular item, a direct invitation should be made to the council liaison, explaining why participation is deemed to be critical. If appropriate, discuss with the liaison prior to the meeting what expectations are and whether the liaison can meet those expectations.

INTRODUCTION AND BACKGROUND.

Thank you for the opportunity to present this briefing information. It is our hope that this information is useful and will facilitate the very important work to be performed by the many city boards and commissions.

Some of what follows is obvious and may be common knowledge and indeed common sense. It is not our intent to provide needless or unnecessary information. It is also not our intent to provide specific legal advice as to these topics in this setting. We want to make sure that all of the members of the city's boards and commissions have available some minimum degree of information and resources.

II. NUTS AND BOLTS.

A. Board and Commission "Charter" Issues.

All the city's boards and commission are created by some action of the Cedar Rapids City Council. Sometimes this is in the form of an ordinance. Sometimes it is in the form of a resolution. In some cases state law requires the City Council to establish the board or commission, such as the Cedar Rapids Board of Adjustment, and give it certain powers and duties. There should be some document that creates the board and otherwise establishes the scope of its powers and duties. Each prospective member should review that "charter" to better understand the board's purpose, function, powers, and duties. My understanding is that each board will be reviewing its charter in the coming months.

B. Qualifying for Office.

Members of the boards and commissions are appointed by the mayor, upon the advice and consent of the entire city council. This action is by resolution. In most cases, the terms of the members are staggered and a member serves until a successor is appointed and qualified.

C. Nature of a City Board or Commission.

City boards and commissions are deliberative bodies. A board's powers and duties are only exercised by a deliberative action such as passage of a motion or resolution. Such an action may only occur at a meeting of the board which is open to the public which will be discussed below. Individual members cannot bind or speak for the board, unless expressly authorized, which would only be in rare cases. We would urge caution in any attempts to do so.

D. Open Meetings.

In most cases, the city council has established minimum rules regarding a board's meetings and proceedings. Many of the operational rules have been left to the board to create, such as when

and where to meet as well as how such meetings would be conducted. In many cases, the individual boards have established by-laws, or rules which address the many operational details.

Most city boards and commissions will constitute a "governmental body" for purposes of the Iowa Open Meetings Statute found at Chapter 21 of the Code of Iowa. An extensive review of the Open Meetings Law would be beyond the scope and purpose of this briefing. However, following are general principles:

1. All "meetings" must be held at a time, date and place so that they are accessible and open to the public.

2. Meetings must be preceded by reasonable notice posted 24 hours in advance unless there are special circumstances. The notice must include a tentative agenda. Typically, a board's staff liaison will handle those details.

3. A "meeting" is defined as a gathering of a majority of the members where any deliberation *or* action on any matter within the scope of the power of the board is taken. Note the word "or" in italics. "Mere" discussion about a matter within the board's scope of duty will almost always constitute "deliberation" and thus a meeting occurs even if no action is taken. All ambiguity is to be resolved in favor of openness. There are other special circumstances that constitute "meetings" but that discussion will be saved for another day.

4. Minutes must be kept.

5. Closed meetings are problematic. There are a number of circumstances that might justify closing meetings, such as to discuss pending or imminent litigation with legal counsel. There appears to be a great deal of confusion over this. We recommend that a board never close a meeting unless the matter has been reviewed with the City Attorney's Office. Consequences can be severe.

6. Be wary of extensive use of e-mails involving more than a quorum of a board's members. Theoretically, it is possible for e-mails to be exchanged with enough frequency and by enough members of a governmental body that a "meeting" may occur in cyberspace. This is a rapidly emerging area of law. We strongly caution you against extensive use of e-mails for substantive discussion.

F. Open Records.

The Iowa Open Records Law is contained in Chapter 22 of the Code of Iowa. Generally, all records of the city are public records and must be available for examination and copying. This will almost always include the documents of a city board or commission. There are a number of exceptions to this general rule by which a governmental body may withhold certain documents from public inspection. As with open meetings, any ambiguity or doubt is to be resolved in favor of openness.

The City Council has adopted an open records policy for City boards and commissions. Requests for access to a board's records should be forwarded to the staff liaison and at least the chair of the meeting. The liaison will have received training as to the administration of the process. The City Attorney's office is available for assistance.

Be aware of e-mails, even those sent to or from private computers. It is possible for an e-mail generated from your home computers to constitute a "public record". We cannot completely foreclose the possibility otherwise. We advise caution with respect to the use of electronic mails to discuss public business, even on your personal computers.

In the course of a board's activities situations will occur when it is reasonably anticipated that litigation will occur. The rules of practice of our court system require someone who should reasonably anticipate litigation must take reasonable steps to preserve documents relating to that matter. You cannot wait until a claim is filed to begin preserving the records. This includes electronic records, such as emails. A board's staff liaison will coordinate these activities.

G. Conflict of Interest.

As you may be aware, the recently adopted Home Rule Charter contained a provision pertaining to conflicts of interest. Members of Cedar Rapids Board of Ethics have or will address those issues. I would like to apprise you of Iowa Code Section 362.5 that prohibits a city officer, which would include most board or commission members, from having direct or indirect interests in any contract with the city. Such a contract, should one be formed, is void. The term "direct or indirect interest" has been given a very broad interpretation by courts. There are several exceptions, or "safe harbors" to this law. Please work with the staff liaison for further information.

H. Gift Law.

The Iowa Gift Law, found in Iowa Code Chapter 68B will become applicable to each of you and the members of your immediate family. A complete review of the Gift Law at this time would be beyond the scope and purpose of this briefing. A "gift" is defined by the statute and includes a rendering of money, property, services, discount, loan forgiveness, payment of indebtedness or anything else of value in return for which legal consideration of equal or greater value is not given and received. It is a violation of the Gift Law to accept a "gift" from a restricted donor. This too is an extensively defined term but generally includes any entity that does business with the City, wants to do business with the City, or in some way is affected by the performance of your official duties in a way that is greater than the ordinary public. As you can imagine, there are several exceptions to the Gift Law. Gift Law questions are extensively fact driven. Gifts to your spouse or any member of your immediate family are implicated by this law. For instance, if a gift would be illegal if given to you directly, it is also illegal if it is given to your spouse. Cedar Rapids Municipal Code Chapter 3 requires public officials to adhere to the Iowa Gift Law. We anticipate that this will be a common topic of conversation. If there are any further or immediate questions at this time, please call any of us and we will provide more information as necessary.

III. CONCLUSION

There are two keys to successfully addressing these issues. First, be aware of them at all times. Second, use the resources available to the board, especially the staff liaison. There may be additional need or opportunities for training.

Brief Conflict of Interest Summary for New Members of Cedar Rapids City Boards and Commissions
Cedar Rapids Board of Ethics
September 2014

Congratulations, you're a city official! That means the Cedar Rapids Conflict of Interest Ordinance applies to you. Here is a very brief introduction to the ordinance:

What is a city official?

- City council
- City clerk
- City attorney
- City manager
- Chief of Police
- Fire chief
- **Any member of a city board or commission appointed or approved by city council**

What are the ethics laws?

- City ordinance *adds* to state gift and outside employment law
- Prohibit the use of public office for private gain—financial conflicts of interest, mainly
 - Acceptance of gifts
 - Relationships that could lead to *financial* gain in connection with your status as a city official
 - Outside employment or activity
 1. Use of city resources for financial benefit not available to general public (exception for off-duty emergency personnel with city approval)
 2. Receiving any money or other consideration from other than the city for executing city duties
 3. A matter that is subject to the execution of your city dutiesAll may be resolved by quitting outside activity or employment. #3 may also be resolved by recusal.

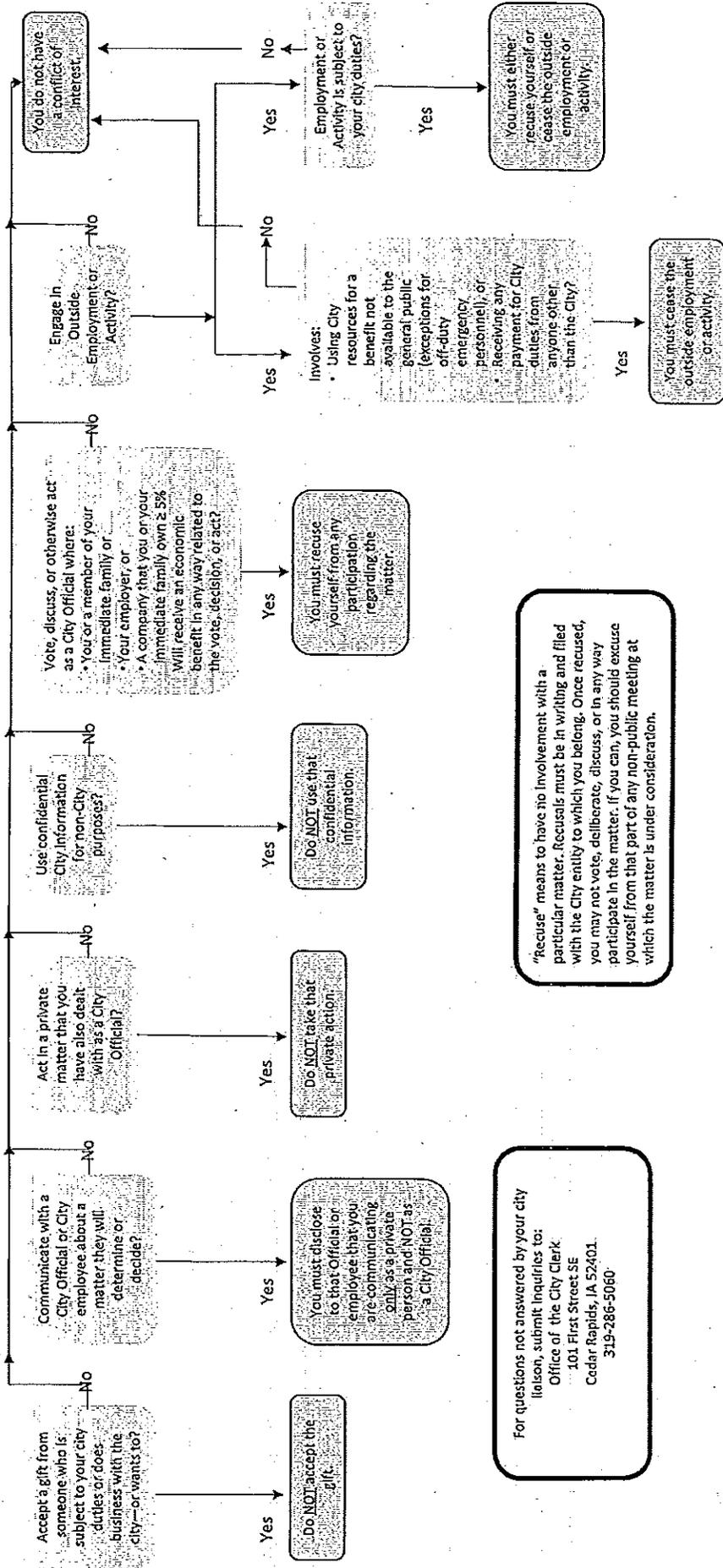
Two main tools

- Flow chart
- Financial disclosure form
- For more detailed summary, city ordinance, procedures, advisory opinions: <http://www.cedar-rapids.org/government/boardsandcommissions/regulatoryaffairs/boardofethics/Pages/default.aspx>

When you have a question

- | | |
|---|---|
| <ul style="list-style-type: none">• Consult your flow chart<ul style="list-style-type: none">– Bridget McMenemy, City Clerk's office
319-286-5272
b.mcmenemy@cedar-rapids.org | <ul style="list-style-type: none">• For financial disclosure form<ul style="list-style-type: none">– Casey Drew, City Finance Director
319-286-5097
c.drew@cedar-rapids.org |
|---|---|

Cedar Rapids Board of Ethics Is There a Conflict of Interest? Potential Conflict of Interest Situations



"Recuse" means to have no involvement with a particular matter. Recusals must be in writing and filed with the City entity to which you belong. Once recused, you may not vote, deliberate, discuss, or in any way participate in the matter. If you can, you should excuse yourself from that part of any non-public meeting at which the matter is under consideration.

For questions not answered by your city liaison, submit inquiries to:
Office of the City Clerk
101 First Street SE
Cedar Rapids, IA 52401
319-286-5060

Conflict of Interest Summary for City of Cedar Rapids City Officials

Amended September 9, 2011

Introduction:

The Home Rule Charter for the City approved on June 14, 2005, prohibits the use of public office for private gain and required the establishment of a Board of Ethics to deal with financial conflicts of interest issues involving City Officials. Most of the issues involve either the acceptance of gifts by City Officials or the existence of relationships that might result in financial gain to City Officials in connection with their status as such.

The initial Ordinance proposed by the first Board of Ethics members implementing the Charter's direction was adopted by the City Council on August 15, 2007. The Ordinance, No. 039-07, was subsequently amended at the suggestion of the Board of Ethics on February 24, 2010 and June 14, 2011.

The Ordinance applies to a limited group of individuals defined as City Officials. They include the members of the Cedar Rapids City Council, the City Clerk, the City Attorney, the City Manager, the Chief of Police, the Fire Chief, and any member of a City board or commission who is appointed or approved by the City Council.

The Ordinance does not apply to City employees who are not in the above positions. City staff has authority over those employees.

In addition to the provisions in the Ordinance, there are separate state statutes that restrict gifts to public officials.

Key Definitions

1. City Official's Immediate Family: spouse, parents or children, parents-in-law, sisters, sisters-in-law, brothers, brothers-in-law, stepparents, stepbrothers or stepsisters, domestic partners and stepchildren.
2. Business entity or organization:
 - a. by which you or immediate family are employed, or
 - b. in which you or immediate family has 5% or more ownership or voting power interest.
3. Private Financial Interest/Private Gain: any direct or indirect economic benefit or other consideration to City Official or their Immediate Family or their Business Entity

or Organization that is not otherwise a benefit or other consideration to the general public and does not similarly benefit the general public.

4. Official Action: any act taken by a City Official in furtherance of the City Official's duties and powers as a City Official even if such action is advisory only and not binding on the City or any board, commission, agency or officer.

What is a Conflict of Interest Action?

The Ordinance is violated when a conflict of interest action occurs in one or more of the five following situations:

1. As a City Official you take an action or vote when you have, or reasonably can be expected to have, a Private Financial Interest or expect a Private Gain in the outcome that is separate from the general public's financial interest or gain.

See Board Advisory Opinions:

- 11/26/07 to Council Member Shey
- 11/24/08 to Mayor and Council re Replacement Housing Task Force
- 9/28/09 to Council Members Podzimek and Shey
- 1/13/10 to Council Member Swore
- 6/14/11 amendments to Section 6.22(c)(8)&(9) of the Ordinance

The keys to avoiding a Conflict of Interest Action in this respect are to:

- Recognize the facts and circumstances that could lead to a Conflict of Interest Action;
- Recuse (not participate) from discussion about the matter;
- Explain why you have recused to staff and other City Officials so that they know to avoid involving you in the discussion;
- Request that the minutes/notes of the meetings reflect your recusal and the basis for it; and
- Abstain from taking any action or vote and have a record made of that abstention.

2. As a City Official you accept a gift or other thing of value contrary to Iowa law or the City of Cedar Rapids Municipal Code.

The key to avoiding this sort of Conflict of Interest Action is:

- Understand what constitutes a "gift" and who might be a "restricted donor" as those terms are used in the State Statutes. Consult with the City Attorney if necessary.

Board of Ethics would normally refer a question or an allegation to the appropriate official responsible for enforcing these provisions.

3. You act in a private capacity on matters dealt with as a public official.

See Board Advisory Opinions:

- 11/24/08 to Mayor and Council re Replacement Housing Task Force
- 9/28/09 to Council Members Podzimek and Shey
- 1/13/10 to Council Member Swore

Example: You are paid by a friend to develop a proposal for a library building and you are a member of the library board.

The key to avoiding this type of Conflict of Interest Action is the same as identified under Section 1 above.

4. You use confidential City information for purposes other than your duties as a City Official.

No Advisory Opinions have been issued by the Board of Ethics on this matter as of this time. The issues addressed indicate that in the course of your service as a City Official you may learn of confidential information, or information that is not generally available to the public. A City Official should refrain from using such information for the benefit of private individuals, including the City Official.

Again, the key to avoiding this type of Conflict of Interest Action is to be alert and aware of it and to recognize those situations where you may be made aware of confidential information. Once you are aware, make sure you make no private use of that information.

Example: As a member of the Airport Commission's long range planning committee, you learn non-public information about potential future property expansion and pass the information on to your brother to purchase part of the land.

5. You appear before a city entity on behalf of the private interests of a third party. You do not fully and completely disclose to City staff that you are a City Official and that your appearance is not on behalf of the third party in your official capacity as a City Official.

See Advisory Opinion:

- 6/30/09 to Airport Commissioner Thies

The keys to avoiding the Conflict of Interest appearance problem are to:

- Disclose to city agency representative your position as City Official;
- Disclose appearance in your personal capacity for a third party and not in official capacity;
- Disclose lack of connection between appearance and jurisdiction of your duties as a City Official; and
- Make record of your disclosure before the agency.

This Conflict of Interest Action has been particularly at issue since the adoption of the Ordinance. The policy reflected by the Board's opinions thus far has been to be proactive and disclose your official status before your appearance. Recognize, too, that an "appearance" can occur not only when you personally appear before a board or commission, but also when a business partner or employee does as well.

Board Procedure

The Ordinance and the Board's Rules and Procedures are posted at the City's website:

<http://www.cedarrapids.org/government/boardsandcommissions/regulatoryaffairs/boardofethics/Pages/default.aspx>

The website also includes a complaint form, the Advisory Opinions issued by the Board, and other Letters issued by the Board.

Complaint:

Any person can file a complaint with the City Clerk alleging that a conflict of interest action has occurred. The Board conducts a screening inquiry to determine whether or not it has jurisdiction over the complaint.

Penalty:

The Board has the authority to impose a range of penalties for a violation of the Ordinance. The range includes a private warning, public reprimand, administrative fine, and/or ordering or prohibiting certain conduct.

Advisory Opinions:

Only City Officials can request advisory opinions. The request is filed with the City Clerk and the Board issues a written opinion.

Advisory Opinions are useful tools for educating all City Officials and the public. They also assist the Board in identifying areas of the Ordinance that may need amendments.

The Board encourages City Officials to submit the requests as soon as possible after the official becomes aware of an issue. The Board also encourages City Officials to seek guidance from the City Attorney who may be familiar with previous similar issues.

Cedar Rapids Civil Rights Commission

Director's Report

February 18, 2015

STAFF UPDATES

- On February 5th, Civil Rights Investigator Virginia Sipes made a decision to resign from her position and her last day of employment with the Commission was February 6th. Key staff met February 6th and agreed on moving forward with an internal transition plan. LaSheila will be sure to provide an update at the February Commission Meeting.
- The Civil Rights Investigator position was posted on the City's website on February 6th and will close on March 06, 2015 at 4:00 p.m. LaSheila will continue to work the City's Human Resources Department on the recruitment efforts.
- February 2nd, staff participated in an onsite City Timekeeping Training provided by the Department's Timekeeper, Greg Hosier.
- February 9th, staff watched a YouTube video titled "Employee Accountability: Empowerment in Action" at the weekly staff meeting.
- Staff is currently reading the book *Crucial Conversations: Tool for Talking when the Stakes are High*. The team will read two chapters per month and discuss as a group during a monthly lunch and learn.
- The Cedar Rapids City Council met on February 5th to review and discuss the City's FY16 Budgets. LaSheila was in attendance at this meeting on behalf of the Civil Rights Commission.
- LaSheila has worked with the Finance Department and made an initial budget increase request for a full-time AmeriCorps position. This would be an increase of 16K to the Civil Rights General Fund for FY16. The request was part of the budget request that was presented by the City Manager at the February 5th City Council meeting. There were no questions regarding the 16K increase to the Civil Rights General Fund. Therefore, the item will remain in the FY16 Budget book and will be up for approval at the March 12th City Council meeting. Also, here is the proposed budget book and letter council received: <https://ftp.cedar-rapids.org>

The site will ask for credentials which are as follows:

Account: public
Password: public

The documents are:

Council Budget Book.pdf
FY16 Budget Book Letter – Council.pdf

CASES AND INTAKES

- **Transfer of Aged Cases to the Iowa Civil Rights Commission**

Due to several consecutive organizational changes, the Cedar Rapids Civil Rights Commission is in the process of addressing a backlog of cases. During this time of transition, in order to provide timely closure of aged cases, we are partnering with the Iowa Civil Rights Commission. The Commission will be transferring approximately 24 cases that are between 250 and 1,000 days old to the Iowa Civil Rights Commission. The Cedar Rapids Civil Rights Commission will notify all involved parties of these actions through mail.

The staff has worked with the City's Human Resources Department to secure a temporary employee to assist with administrative tasks associated with transfers. To save cost on postage, LaSheila will hand deliver each case file including all collected case file information and documentation. Complaints will

continue to have options for Mediation and a Right-to-Sue through the Iowa Civil Rights Commission. Once the cases have been transferred, all future notifications regarding cases will be from the Iowa Civil Rights Commission. This was a very difficult decision for our agency, but it was certainly made with the best interest of the involved parties in mind. We truly appreciate your patience and cooperation in this process.

- **Cases Filed and Closed from January 2014 – February 2015**

Cases Filed		
January 2014 - February 2015 (Feb 1-11)		
Area	Count	Percent
Employment	33	67%
Housing	15	31%
Public Accommodation	1	2%
Education	0	0%
Credit	0	0%
Total	49	100%

Cases Closed		
January 2014 - February 2015 (Feb 1-11)		
Area	Count	Percent
Employment	24	65%
Housing	11	30%
Public Accommodation	0	0%
Education	2	5%
Credit	0	0%
Total	37	100%

INFORMATIONAL ITEMS

- **Investigation Performance Standards Update**

Project Lead: Stefanie

In order to safeguard timely and quality investigations for our community, the CRCRC adopted the following performance standards on November 19, 2014:

- 85% of non-housing investigations closed within 300 days from date of filing as of July 1, 2015.
- 50% of all housing investigations closed within 100 days from date of filing, effective immediately.

The CRCRC Investigative team is taking deliberate steps in order to accomplish these goals. Thus far, the team has evaluated the current Standard Operating Procedures (SOP) and has determined the need to create additional procedures, including our 1) Appeal Process, 2) Administrative Closure Process, and 3) Public Hearing Process. These were developed by designated staff members and were due February 13, 2015. Project Lead, Stefanie, met with Knowledge Management professionals to determine best practices of Knowledge Management for the Commission.

Next Steps

1. Commissioner Wiggins will assist in this project due to his expertise in process improvement. A meeting was held on February 10th. Commissioner Wiggins was provided with copies of all current SOPs and timelines.

2. On January 16, 2015, LaSheila, Stefanie, and Alicia met with representatives of the City's IT department to discuss the possibility of utilizing EnerGov for case processing and reporting mechanisms. Staff reviewed the prototype on February 12, 2015 and provided feedback to IT. Another meeting with IT will be held by the end of February to ensure the program meets the needs of the Commission. If it is determined that this is an appropriate model, the launch of EnerGov, for case processing, is tentatively set for July 1, 2015.
3. The team is currently reviewing existing tools, processes, templates, and platforms to determine gaps using specific process and quality oriented models. Development of additional tools, processes, templates, and/or platforms will be completed by April 30, 2015.
4. The team will evaluate and test new tools, processes, templates, and/or platforms during the months of May and June 2015.
5. On July 1, 2015, the team will implement the developed and tested items.

The team will develop and implement a process to continually assess the effectiveness of implemented items. It is imperative the CRCRC uses a systematic and iterative process to measure and safeguard desired outcomes.

- **Marion Civil Rights Commission**

Project Lead: LaSheila

- Marion Commission approved the following items at their February meeting:
 - Rules of Practice
 - Mission and Vision Statements
 - Subcommittee Charters
- Marion will be hosting a Meet & Greet Social on Wednesday, March 4th at Lowe Park Arts & Environment Center located at 4500 N. 10th Street, Marion. Their March meeting will start at 6:30 p.m. meeting and will be followed by the Meet & Greet Social at 7:00 p.m. Cedar Rapids Commissioners are invited to attend. If you would like to attend, please RSVP at www.cityofmarion.org by February 27, 2015 or contact Bret Nilles at banilles26@hotmail.com for more information.
- To date, the CRCRC has billed the City of Marion a total of \$462.45 for Civil Rights staff services (October 2014 = \$139.75 and November 2014 = \$322.70)
- Staff provided Educational Discrimination training at the February meeting.

- **2014 Fair Housing Cooperative Agreements and MOUs**

Project Lead: Stefanie

Waypoint staff received Fair Housing Training in July 2014, Young Parents Network and Jane Boyd received Fair Housing Training in January 2015, and Catherine McCauley clientele and staff received training in February 2015. Training for Tanager Place will be scheduled in March 2015. Partners have been diligent in providing their monthly reports to the Commission.

- **2014 State of Equity Report**

Project Lead: LaSheila

On February 5th, Al Rowe, Associate Vice President, Institutional Effectiveness at Kirkwood Community College met with Chairperson Keith Rippy and LaSheila Yates to prepare for the State of Equity follow-up work session. Mr. Rowe will facilitate a work session with the Commission on March 10th from 4:00 pm to 7:00 pm at Veterans Memorial on the 4th floor in the Veterans Council Chamber.

- State of Equity Community Follow-up:
 - January 15, 2015: McKinley Middle School GEAR UP 2.0 documentary viewing, LaSheila Yates participated and provided feedback relating to the 2014 State of Equity Report (Education)
 - January 20, 2015: Cedar Rapids Community School District Equity Walk, Wilson elementary, LaSheila Yates participated and provided feedback relating to the 2014 State of Equity Report (Education)
 - January 21, 2015: LaSheila Yates participated in a stakeholder interview with Morningside Research and Consulting for the Community Development Block Grant to gather input regarding Housing & Community Issues for the Consolidated Plan, City Hall, provided feedback relating to the 2014 State of Equity Report (Housing)
 - January 22, 2015: Community Development Block Grant to gather input regarding Housing & Community Issues for the Consolidated Plan, City Services Center and African American Museum of Iowa. LaSheila Yates participated and provided feedback relating to the 2014 State of Equity Report (Housing)
 - January 22, 2015: Speaker for Lunch and Learn with Big Brother and Sister, LaSheila Yates discussed general civil rights issues and 2014 State of Equity Report (Education)
 - January 22, 2015: LaSheila Yates and Johnny Alcívar-Zúñiga met with Cedar Rapids Area Association of Realtors Executive Director Kevin Platz to discuss a 2015 Fair Housing Month Presentation and 2014 State of Equity Report (Housing)
 - January 27, 2015: City of Cedar Rapids Envision CR – Comprehensive Plan Reception, City Hall, Johnny Alcívar-Zúñiga and LaSheila Yates attended
 - January 29, 2015: Public Forum for Cedar Rapids Community School District Superintendent Search, African American Museum of Iowa, LaSheila Yates participated and provided feedback relating to the 2014 State of Equity Report (Education)
 - February 11, 2015: LaSheila Yates met with Mary Ellen Maske and additional staff members from the Cedar Rapids School District to follow-up and initiate discussion that took place on November 12, 2014 regarding the 2014 State of Equity Report (Education). District staff members shared information about various diversity initiatives and programs taking place throughout the district.

- **CRCRC's Smart Phone Application Redesign**

- Project Lead: Elizabeth

- The week of February 2nd, staff spoke with Victory Enterprises and provided preliminary feedback about future direction of the CRCRC App and possible changes. Victory Enterprises informed staff that by the end of this week we should have a draft proposal with the estimated cost of those changes. CRCRC staff met with the City of Cedar Rapids IT Director Dominic Roberts to discuss ideas on how to improve the App. Further discussions with Victory Enterprises and IT will occur to discuss the cost of the app changes and future sustainable development of the application.

- **Language Access Protocols**

- Project Lead: Stefanie

- Research into options for language translation and interpretation is currently underway. Stefanie is obtaining information from other city departments as well as other Civil/Human Rights Commissions regarding cost, services, usage, product reviews, opportunities to partner and/or cost sharing, timelines, coordination with IT, and implementation. Five other Commissions have responded to date: Dubuque, Davenport, Iowa City, ICRC, and Council Bluffs. Staff is in the process of reviewing brochures to determine necessary updates prior to translation. The budget for document translation is \$5,000 and the budget for the language line for interpretation is \$3,000. These funds were designated from the 2014 Partnership Grant received from HUD.

OUTREACH AND EDUCATION

- *Landlords of Linn County Meeting*
On February 12th, LaSheila attended the Landlords of Linn County Meeting. She provided invitations for the March 4th Marion Civil Rights Commission Meet and Greet event.
- *Fair Housing Advertising*
Project Lead: Johnny
Due to recent information received about the City's purchasing process related to television advertising, the CRCRC Fair Housing Month advertising campaign that will begin in March and end in May 2015.
- *Annual Plan – (February 2015)*
Project Lead: Alicia
The 2014 Annual Report is included in the February Commission agenda packet for adoption at the Commission meeting. Staff will also present the report at the March 2nd City Council Public Safety and Youth Services Committee Meeting and at a March City Council Meeting.
- *Quarterly Newsletter – (January 2015)*
Project Lead: Alicia
The January 2015 Quarterly Newsletter highlighted the newest members of the Civil Rights Commission staff including: LaSheila Yates, Executive Director; Johnny Alcivar-Zuniga, Education & Outreach Coordinator; Elizabeth Macias, Investigation & Outreach Specialist; and Alicia Abernathy, Administrative Assistant & Intake Specialist. The newsletter also focused on the newly approved Performance Standards for Investigations and highlighted the Media Contest. The newsletter was distributed to community members on January 27, 2015, via the Commission's Facebook page, via Salsa and posted on the Civil Rights webpage.
- *A Face for Fairness: Fair Housing for All - Video and Poster Contest (Spring 2015)*
Project Lead: Johnny
In an effort to increase the enrollment of participants in the Fair Housing Media Contests, the CRCRC has worked with the Water Department to include contest flyers in the utility bills for residents of the City of Cedar Rapids. The inserts have started going out to households as of February 5th and will continue to be mailed until the 30,000 flyers run out or until March 28, 2015.

Respectfully submitted by

LaSheila Yates
Executive Director

Cedar Rapids Civil Rights Commission Case Report - February 11, 2015

Cases Filed January 2014 - February 2015		
January 2014	5	2 Emp, 3 Hsg
February 2014	2	2 Emp
March 2014	3	3 Emp
April 2014	3	1 Emp, 2 Hsg
May 2014	6	5 Emp, 1 Hsg
June 2014	5	3 Emp, 2 Hsg
July 2014	10	6 Emp, 4 Hsg
August 2014	0	
September 2014	3	3 Emp
October 2014	4	2 Emp, 1 Hsg, 1 PA
November 2014	0	
December 2014	5	3 Emp, 2 Hsg
January 2015	2	2 Emp
February 2015 (Feb 1 - Feb 11)	0	
TOTAL FILED	48	

Cases Closed January 2014 - February 2015		
January 2014	1	1 Emp
February 2014	0	
March 2014	4	3 Emp, 1 Hsg
April 2014	2	1 Emp, 1 Hsg
May 2014	1	1 Hsg
June 2014	3	1 Emp, 2 Hsg
July 2014	4	2 Emp, 1 Hsg, 1 Edu
August 2014	0	
September 2014	1	1 Emp
October 2014	9	5 Emp, 3 Hsg, 1 Edu
November 2014	2	2 Hsg
December 2014	5	4 Emp, 1 Hsg
January 2015 (Jan 1 - Jan 15)	1	1 Emp
February 2015 (Feb 1 - Feb 11)	0	
TOTAL CLOSED	33	

Settlements January 2014 - February 2015		
January 2014	0	\$ -
February 2014	0	\$ -
March 2014	0	\$ -
April 2014	0	\$ -
May 2014	0	\$ -
June 2014	0	\$ -
July 2014	0	\$ -
August 2014	0	\$ -
September 2014	2	\$ 1,514.00
October 2014	1	\$ 300.00
November 2014	0	\$ -
December 2014	0	\$ -
January 2015	0	\$ -
February 2015 (Feb 1 - Feb 11)	0	
TOTAL	3	\$ 1,814.00

Case Assignments		
Munsterman-Robinson, S	24	1 Cr, 21 Emp, 1 Hsg, 1 PA
Abejo, Janet	24	1 Cr, 2 Edu, 16 Emp, 3 Hsg, 2 PA
Macias, Elizabeth	9	7 Emp, 1, Hsg, 1 PA
TOTAL ASSIGNED	57	

Additional Case Status		
Out w/Commissioners	0	
Public Hearing	1	1 Hsg
Conciliation in process	1	1 Hsg
Intakes In Process	11	5 Emp, 5 Hsg, 1 Edu

Average Days of Open Cases	Jan	Feb
Including Post PC Finding (i.e. Conciliation, Public Hearing)	375	394
Not including Post PC Finding	360	375



CASES FILED AND CLOSED: January 2014 - February 2015 (Feb 1-11)

For reporting period January 2014 – February 11, 2015, **49 cases** were **filed** with the Cedar Rapids Civil Rights Commission. Of those 49, 33 (67%) were employment, 15 (31%) housing, 1 (2%) public accommodation, 0 education, and 0 credit.

A total of **37 cases** were **closed** by the Cedar Rapids Civil Rights Commission during the same reporting period. Of those 37, 24 (65%) were employment, 11 (30%) housing, 0 public accommodation, 2 (5%) education, and 0 credit. The chart below shows the areas for all cases filed and closed during this reporting period:

