



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

Will Be Held

Wednesday, April 20, 2016 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 from March Meeting
- V. Civil Rights History – Bailie Wiggins
- VI. Closed Session
The Commission may go into closed session to discuss the filing of one or more complaints, information gathered during investigation of such complaints, and attempts to eliminate such alleged discrimination pursuant to Iowa Code Sections 21.5(1)(a) and 216.15(5) (2012).
 - Discuss Respondent Offer for Pearson v. Seldin Properties, LLC
- VII. Action Items
 - Election of Vice Chair
- VIII. Report from Chair
- IX. Committee Reports
 - Outreach Committee
 - Finance Committee
 - Marion Civil Rights Commission Liaison
- X. Director’s Report
- XI. Adjournment

NOTICE: Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Civil Rights at 319-286-5036 or email civilrights@cedar-rapids.org as soon as possible but no later than 48 hours before the event.

CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)
MEETING MINUTES
March 9, 2016 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
Mr. Leland Freie
Ms. Laura O’Leary
Ms. Ashley Reynolds
Mr. Robin Tucker
Mr. Keith Wiggins

Commissioners Absent: Dr. Emily Bowman
Dr. Ruth White

Staff Present: Ms. LaSheila Yates, Executive Director
Ms. Janet Abejo, Senior Investigator
Ms. Alicia Abernathy, Administrative Assistant

Guests: Bret Nilles, Patricia Kropf, Yvonne Aubrey, Paul Hayes, Autumn Pino

I. Call to Order

Commissioner Rippy, Chair, called the meeting to order at 5:34 p.m.

II. Roll Call/Introductions

Commissioners, staff and guests introduced themselves.

III. Public Response

No public response.

IV. Equity and Diversity in the Cedar Rapids Community School District

Paul Hayes, Cedar Rapids Community School District, provided statistics for employee diversity, student diversity, AP enrollment by ethnicity, Program for Academic and Creative Talent enrollment by ethnicity, and % graduated and enrolled in post-secondary institution by ethnicity.

Autumn Pino, Cedar Rapids Community School District, stated the teachers at Roosevelt Middle School are working to create an Equity Plan. The teachers participated in an activity where they had to bridge the gaps between a student’s and teacher’s perspective. Ms. Pino stated the teachers are also challenged to consider cultural backgrounds when a student is using informal English.

V. Approval of Minutes from January Meeting (reviewed and voted on following closed session)

Commissioner Igram moved to approve the minutes. Commissioner Reynolds seconded the motion, which was unanimously approved.

VI. Closed Session

The Commission may go into closed session to discuss the filing of one or more complaints, information gathered during investigation of such complaints, and attempts to eliminate such alleged discrimination pursuant to Iowa Code Sections 21.5(1)(a) and 216.15(5) (2012).

Pearson v. Seldin Properties, LLC

Commissioner Igram moved to go into closed session. Commissioner Reynolds seconded the motion and a roll call vote was taken. The motion carried on a unanimous vote and the Commission went into Closed Session at 6:24 p.m.

Commissioner Igram moved to return to open session. Commissioner Freie seconded the motion and a roll call vote was taken. The motion carried on a unanimous vote and the Commission returned to Open Session at 6:54 p.m.

Commissioner Reynolds moved to continue with Judicial Review for the Pearson v. Seldin Properties, LLC case. Commissioner Igram seconded the motion, which was unanimously approved.

VII. Action Items

Review and Approve Revised 28E Agreement between the City of Cedar Rapids and the City of Marion

Commissioner Rippy stated Cedar Rapids representatives met with Marion representatives on two occasions to review and revise the 28E Agreement. The amended agreement clarifies roles of each Commission and outlines fees for service.

Commissioner Igram moved to approve the revised 28E Agreement between the City of Cedar Rapids and the City of Marion. Commissioner Freie seconded the motion, which was unanimously approved.

VIII. Report from Chair

No report.

IX. Committee Reports

Outreach Committee Liaison

Commissioner Reynolds stated the Committee met with Scott Ireland from KGAN. Staff is working with KGAN to create a Public Service Announcement that will focus on service and companion animals and will have 312 airings in the month of April. Commissioners are encouraged to submit outreach ideas for FY17 to Bernie by the end of May. The Committee reviewed an online training module and provided feedback to staff.

CRCSD Diversity Committee Liaison

No report.

Marion Civil Rights Commission Liaison

Bret Nilles, Marion Civil Rights Commission, stated there were 18 people in attendance at the StarPower event. Sara Buck provided a housing presentation at the March meeting.

X. Director's Report

Ms. Yates stated the 2015 Annual Report is complete and highlights programs and achievements from 2015. It also includes new information such as statistics for settlement agreements, referrals to other agencies and inquires for non-protected classes.

XI. Adjournment

The meeting was adjourned at 7:09 p.m.

Respectfully submitted by Alicia Abernathy



APRIL 2016 Monthly Outreach and Education Report

Performance Goals:

- 50% of customers rating presentations satisfactory or better.
- 15% of increased knowledge in individuals after trainings.
- 2.5 or higher rating for overall customer service experience.

Outcomes:

- Individuals are satisfied with training programs/presentations and overall customer service.
- Individuals increase their knowledge about civil rights and the Commission.

	Prior Month's Actuals	Year to Date
Activities:		
Number training programs/presentations requested	3	23
Number training programs/ presentations conducted	2	43
Number of attendees at training programs/ presentations	89	962
Number of request for attendance at community events	1	27
Number of community events participated in	1	41
Number of Social Media fans	2328	2366
• Facebook		
• Twitter	362	365
Percent of customers rating training programs/presentations satisfactory or better	0	100%
Percent of increased knowledge or understanding of Civil Rights local ordinance	0	21%
Rating for overall customer service experience – Outreach	0/0	5/5

Training programs/presentations requested:

- Safe CR Rental Business training - April 19, 2016
- NAACP general knowledge presentation - April 21, 2016
- Mediation (second presentation) - April 22, 2016
- Kirkwood trucking Anti-Harassment training - May 17, 2016
- Law Day - May 25, 2016



Training programs/presentations conducted:

Program/Presentation	Staff	Commissioners	Date	Attendees	Rating	Knowledge Gain
• City of CR New Hire Orientation	JA	None	March 2, 2016	6	NA	NA
• Intrinsic Bias to Coe College students	JG/SB	None	March 23, 2016	22	NA	NA
• Fair Housing training to Kelley Property Mgt.	BW	None	March 24, 2016	5	NA	NA
• Fair Housing training to Five Seasons Mobile Home Court	JG/BG	None	April 6, 2016	6	NA	NA
• Fair Lending presented by John Marshall Law School	BW	LO	April 8, 2016	50	NA	NA

Attendance at community events:

Event	Staff	Commissioners	Date	Area
ARC March	JA/JG	None	April 2, 2016	Outreach

Attendance at boards, meetings, and others: REPRESENTING THE CRCRC

Boards/Meetings/Others	Staff	Commissioners	Date
• Continuum of Care Committee	BW	None	February 29, 2016
• City of CR Diversity Planning Committee	LY	None	March 1, 2016
• Marion Civil Rights Commission Meeting	LY	RT	March 2, 2016
• Diversity Initiatives Committee	LY/AA/BW	None	March 3, 2016
• Meet Jairo Munoz to discuss emerging Latino/Hispanic Committee	LY	None	March 8, 2016
• Immigrant Concerns Committee	BW	None	March 9, 2016



Civil Rights Commission

• City Employee Diversity & Equity Committee	LY	None	March 10, 2016
• CSI class at Kirkwood Community College	LY	None	March 11, 2016
• HUD Region VII FHAP conference	LY	None	March 15-17, 2016
• City Council meeting to reduce Commission size	LY	KR	March 22, 2016
• City Employee Diversity & Equity Committee	LY	None	March 23, 2016
• Implicit Bias for City Directors	LY	None	March 23, 2016
• CR Diversity Planning meeting	LY	None	March 23, 2016
• Civil Service Commission meeting	LY	None	March 23, 2016
• SET Committee Law Enforcement & Public Safety subcommittee meeting	LY	None	March 24, 2016
• City Employee Diversity & Equity Committee	LY	None	March 28, 2016
• Continuum of Care Committee	BW	None	March 28, 2016
• Section 3 program discussion with Housing Division	LY/AA	None	March 29, 2016
• Facilitated training discussion with Linn County	LY	None	March 31, 2016
• City Diversity Initiative Listening Tour with City Clerk	LY	None	March 31, 2016
• United Way Health Solutions	LY	None	April 1, 2016
• SET Housing task force committee meeting	LY	None	April 6, 2016
• Marion Civil Rights Commission “Know your Rights” Train the Trainer	LY	None	April 6, 2016
• SET Communities task force committee meeting	LY	None	April 7, 2016
• ERGC Research Committee	LY	None	April 7, 2016
• Attend Butterfly Brunch	LY	None	April 9, 2016
• United Way LEP training	LY	None	April 11, 2016
• Law Day Planning Committee	LY	None	April 11, 2016
• City Council Meeting to accept Fair Housing proclamation	LY/JG	None	April 12, 2016
• CR Police recruitment strategies meeting	LY	None	April 13, 2016



Upcoming events and opportunities:

Event	Time	Location	Date
• Mediation Training	9am-noon	CRPD Community Room	April 22, 2016
• Law Day	TBD	CRCRC office	May 25, 2016
• Farmer's Market (Citizen Appreciation Day)	7:30am-Noon	Green Square Park	June 4, 2016
• PrideFest	Noon-6pm	Club Basix	June 4, 2016
• Tanager Fest- Donna the Dolphin	4:30-6:30pm	Rockwell Sports Complex	June 4, 2016
• Asian Festival	1:30-10pm	McGrath Amphitheatre	June 11, 2016
• Juneteenth	11am-4:00pm	Viola Gibson Park	June 18, 2016
• ADA celebration	4:00PM?	Kernels Stadium	July 23, 2016
• Public Accommodations/ADA presented by Great Plains ADA Center	10:00am-noon	Whipple Auditorium/ CR Public Library	August 29, 2016
• Veteran's Stand Down	TBD	Kernels Stadium	Sept. 9, 2016
• Festival Latino	2:00-7:00pm	May's Island	Sept. 18, 2016

Cedar Rapids Civil Rights Commission

Director's Report

April 20, 2016

CASE PROCESSING

- Public Hearing Cases
 - 3423 – We have received a decision on the Motion to Stay for this case. Trish will discuss this case further during closed session.
 - 3437 – The ALJ's proposed order for this case has been approved as is, with no modifications, by the Marion Civil Rights Commission. A request for judicial review was not received within the allotted 30 days. This case will be formally closed.

INFORMATIONAL ITEMS

- **EnerGov System Update**
Project Lead: Janet
 - Scott Foens is working on finalizing several items with a deadline of April 30, 2016. Met with Scott to check in on progress and request additional changes to the Workflow Detail on April 19, 2016. Deadline for additional changes of adding "Compliance Process Review" steps will be June 30, 2016.
- **New Performance Standards & Case Report Document**
Project Lead: Alicia
 - Previously there were two documents distributed in each monthly agenda packet in regards to cases statuses and performance measures. Those documents have now been combined into one document to tie the two pieces together. The hope is this document will make more sense and will be more reader friendly. Please contact Alicia or LaSheila with questions regarding the new document.
- **Quarterly Newsletter – (April 2016)**
Project Lead: Alicia
 - The April 2016 Quarterly Newsletter will be made public and will be distributed next week.

OUTREACH AND EDUCATION

- **Language Interpretation**
Project Lead: Judy
 - *Brochures:*
The Commission's five brochures have now been translated into the Western African dialect of French to accommodate the next largest population of residents whose first language is not English. The need was determined by local immigrant advocacy groups including the Immigrant Concerns Committee.
 - *Intake Forms:*
The housing and non-housing intake forms have now been translated into Spanish, Swahili and French to better aid residents in filing a complaint whose first language is not English. Services are also available, with confidentiality protection, for the interpretation of completed foreign language intake forms and other documents.

- **CRCRC Community Quarterly Trainings**

- Project Lead: Bernie

- *Mediation Training:*

- The second training will be held Friday, April 22nd at the Cedar Rapids Police Department from 9:00 AM to Noon. We currently have 48 participants registered to attend. The training will include a quick overview of the first training and then will move on to the mediation process with a role play skit.

- *EEOC Training:*

- The EEOC Training was scheduled for May but has been cancelled at this time due to continual issues with the EEOC and City coming to an agreement on contract language. Staff will continue to work through these issues for a training next fiscal year.

- *Fair Lending Training*

- Fair Lending training was conducted on April 8th in partnership with the Cedar Rapids Area Association of Realtors. There was approximately 50 people in attendance with a mix of landlords, realtors, lenders and City staff.

- *Public Accommodation/ADA Outreach*

- Staff is currently in negotiation with Great Plains ADA Center to conduct a presentation targeting business owners covering their rights and responsibilities under the ADA. Topics include dealing with patrons with service animals and patron accessibility to goods and services. The training is tentatively set for August 29, 2016 at the Whipple Auditorium in the Cedar Rapids Public Library.

- **Fair Housing Poster Contest**

- *Project Lead: Sophie*

- We received a total of 35 entries. Some Commissioners have already placed their votes for the winners and the remaining Commissioners are invited to vote following tonight's meeting.

Respectfully,

LaSheila Yates
Executive Director

Cedar Rapids Civil Rights Commission Performance Standards and Case Report

Agency Outreach Performance

Performance Indicators: 50% of participants rating presentations & events as satisfactory or better										
15% of increased knowledge in participants after trainings										
	July	August	September	October	November	December	January	February	March	YTD Average
% of participants rating presentations & events as satisfactory or better	N/A	N/A	N/A	N/A	100%	N/A	N/A	N/A	N/A	100%
% of increased knowledge in participants after trainings	N/A	N/A	N/A	N/A	21%	N/A	N/A	N/A	N/A	21%

*N/A: No feedback was received in that month

Agency Customer Service Performance

Performance Indicators: Average customer service rating of 2.5 or higher on a 5 point scale										
	July	August	September	October	November	December	January	February	March	YTD Average
Average Intakes customer service rating	N/A	5	N/A	N/A	5	N/A	N/A	N/A	N/A	5
Average Investigations customer service rating	N/A	N/A	N/A	N/A	5	N/A	3	5	5	4.50
Average Outreach customer service rating	N/A	N/A	N/A	5	N/A	N/A	N/A	N/A	N/A	5

*N/A: No feedback was received in that month

Agency Case Investigation Performance

Performance Indicators: 85% of non-housing cases investigated in 300 days or less										
50% of housing cases investigated in 100 days or less										
	July	August	September	October	November	December	January	February	March	YTD Total/Average
Cases closed - Housing	-	-	-	-	1	-	-	1	-	2
Number of Housing cases closed on time (100 Days)	-	-	-	-	1	-	-	1	-	2
% of Housing cases closed on time (100 Days)	-	-	-	-	100%	-	-	100%	-	100%
Cases closed - Non-Housing	-	-	-	1	1	2	-	-	1	5
Number of Non-Housing cases closed on time (300 Days)	-	-	-	1	1	2	-	-	1	5
% of Non-Housing cases closed on time (300 Days)	-	-	-	100%	100%	100%	-	-	100%	100%

Case Report

	July	August	September	October	November	December	January	February	March	YTD Total
Cases filed	-	3	2	2	2	2	-	3	5	19
Cases closed - Housing	-	-	-	-	1	-	-	1	-	2
- no probable cause determination	-	-	-	-	-	-	-	1	-	1
- probable cause determination	-	-	-	-	-	-	-	-	-	0
- administrative closure	-	-	-	-	1	-	-	-	-	1
- settlement	-	-	-	-	-	-	-	-	-	0
- public hearing	-	-	-	-	-	-	-	-	-	0
Cases closed - Non-Housing	-	-	-	1	1	2	-	-	1	5
- no probable cause determination	-	-	-	1	-	2	-	-	1	4
- probable cause determination	-	-	-	-	-	-	-	-	-	0
- administrative closure	-	-	-	-	1	-	-	-	-	1
- settlement	-	-	-	-	-	-	-	-	-	0
- public hearing	-	-	-	-	-	-	-	-	-	0

Average Age of Open Cases

	February
Including Post PC Finding (i.e. Conciliation, Public Hearing)	155
Not including Post PC Finding	65

Additional Case Status

	February
Conciliations in Progress	1
Currently Out with Commissioners	0
Currently in Public Hearing Phase	2
	2 Hsg
Intakes in Progress	2
	1 Emp, 1 PA

Investigator Caseload

	July	August	September	October	November	December	January	February	March
Janet Abejo	3	3	3	3	4	4	5	6	6
	1 Emp, 2 Hsg	1 Emp, 3 Hsg	1 Emp, 3 Hsg	2 Emp, 3 Hsg	3 Emp, 3 Hsg	3 Emp, 3 Hsg			
Judy Goldberg	1	2	2	2	1	1	3	4	6
	1 Hsg	1 Emp, 1 Hsg	1 Emp, 1 Hsg	2 Emp	1 Emp	1 Emp	2 Emp, 1 Hsg	3 Emp, 1 Hsg	5 Emp, 1 Hsg
Bernie Walther	1	1	2	3	2	3	3	3	3
	1 Hsg	1 Emp	1 Emp, 1 Hsg	2 Emp, 1 Hsg	1 Emp, 1 Hsg	2 Emp, 1 Hsg	2 Emp, 1 Hsg	2 Emp, 1 PA	2 Emp, 1 PA



CASES FILED AND CLOSED: July 2015 – March 2016

For reporting period July 2015 – March 2016, **20 cases** were **filed** with the Cedar Rapids Civil Rights Commission. Of those 20, 13 (65%) were employment, 4 (20%) housing, 3 (15%) public accommodation, 0 education, and 0 credit.

A total of **8 cases** were **closed** by the Cedar Rapids Civil Rights Commission during the same reporting period. Of those 8, 6 (75%) were employment, 2 (25%) housing, 0 public accommodation, 0 education, and 0 credit. The chart below shows the areas for all cases filed and closed during this reporting period:

