



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

Will Be Held

Wednesday, December 14, 2016 at 5:30 p.m.

Veterans Memorial Building
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 November Meeting
- V. Report from Chair
- VI. Committee Reports
 - Marion Civil Rights Commission Liaison
- VII. Diversity Focus Roles Follow Up
- VIII. Director's Report
- IX. 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

November 16, 2016 5:30 p.m.

Civil Rights Commission

50 2nd Avenue Bridge

Cedar Rapids, IA 52401

Commissioners Present: Ms. Salma Igram, Chair
Mr. Keith Rippy, Vice Chair
Ms. Laura O’Leary
Mr. Esaie Toingar
Dr. Ruth White
Mr. Keith Wiggins

Commissioners Absent: Mr. Leland Freie

Staff Present: Ms. LaSheila Yates, Executive Director
Ms. Alicia Abernathy, Administrative Assistant

Guests: Joe Ellis

I. Call to Order

Commissioner Igram, Chair, called the meeting to order at 5:32 p.m.

II. Roll Call/Introductions

Commissioners, staff and guests introduced themselves.

III. Public Response

No public response.

IV. Approval of Minutes from the October Meeting

Commissioner Rippy moved to approve the minutes. Commissioner White seconded the motion, which was unanimously approved.

V. Report from Chair

Commissioner Igram, Chair, welcomed LaSheila Yates back and thanked Commissioner Rippy for covering the previous meeting.

VI. Committee Reports

Outreach Committee Liaison

LaSheila Yates, Executive Director, stated the Outreach Committee met and reviewed various outreach activities that took place throughout the last few months.

Finance Committee Liaison

Commissioner Igram, Chair, stated the Finance Committee met and discussed the closeout budget for FY16 and the current status of the FY17 budget. The Commission is out of the deficit from 2013.

Marion Civil Rights Commission Liaison

Joe Ellis, Marion Civil Rights Commission, stated the Marion Civil Rights Commission had a guest speaker from Lynch Law Firm in November and will have Commissioner Shirley Pantini as the

guest speaker in December. Mr. Ellis stated the Marion Civil Rights Commission reviewed the most recent 28E Agreement and passed their findings on to the City Attorney.

VII. Diversity Focus Roles Follow Up

Commissioner Rippy, Vice Chair, stated he brought up the matter at the last meeting and requested staff look into roles the Commission could take over since Diversity Focus is no longer an agency. Ms. Yates stated she reached out to members of the Diversity Focus board to see how the Commission could support them. Ms. Yates stated she has a meeting with Anne Carter, board member, on Friday to discuss some options. Ms. Yates stated one area of opportunity for support may be the Diversity Climate Survey but the financial aspect will also need to be determined. Ms. Yates stated it may not make sense for the Commission to take on some of the conferences and larger events that Diversity Focus hosted in the past.

Commissioner's stated they felt it was appropriate for the Commission to take over the Diversity Climate Survey. Ms. Yates stated she would follow up with the Commission following her meeting with Anne Carter and when more information is available to share.

VIII. Director's Report

It was requested the December meeting be rescheduled to December 14th due to the holiday.

Ms. Yates stated the Commission won an award from the NAACP for Outstanding Service to the Community and it was presented to the Commission at the Freedom Fund event on October 29th. Ms. Yates stated she is now the Chair of the Iowa League of Human and Civil Rights Agencies.

IX. Adjournment

Commissioner Rippy moved to adjourn the meeting at 6:13 p.m. Commissioner White seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathbey

Cedar Rapids Civil Rights Commission

Director's Report

December 14, 2016

HIGHLIGHTS

- The Commission's Performance Assessment Review with HUD is complete. The review focused on the Commission's performance from March 1, 2012 to April 30, 2015. The Commission met all nine performance standards of the review, which are outlined below:
 - **Performance Standard #1:** Commence complaint proceedings, carry forward such proceedings, complete investigations, issue determinations, and make final administrative dispositions in a timely manner.
 - **Performance Standard #2:** Administrative closures are utilized only in limited and appropriate circumstances.
 - **Performance Standard #3:** During the period beginning with the filing of a complaint and ending with filing a charge or dismissal, the agency, to the extent feasible, attempts to conciliate the complaint. After the charge has been issued, the agency, to the extent feasible, continues to attempt settlement until a hearing or a judicial proceeding has begun.
 - **Performance Standard #4:** The agency conducts compliance reviews for settlements, conciliation agreements, and orders resolving discriminatory housing practices.
 - **Performance Standard #5:** The agency must consistently and affirmatively seek and obtain the type of relief designed to prevent to prevent recurrences of discriminatory practices.
 - **Performance Standard #6:** The agency must consistently and affirmatively seek to eliminate all prohibited practices under its fair housing law.
 - **Performance Standard #7:** The agency must demonstrate that it receives and processes a reasonable number of complaints cognizable under both the Fair Housing Act and the agency's fair housing statute or ordinance.
 - **Performance Standard #8:** The agency must report to HUD on the final status of all dual-filed complaints where a determination of reasonable cause was made.
 - **Performance Standard #9:** The agency must conform its performances to the provisions of any written agreements executed by the agency and HUD related to substantial equivalence certification, including but not limited to the interim agreement or MOU.
- The Commission was also evaluated on budget and finance requirements, reporting and record keeping, testing, training, data support systems, changes limiting effectiveness of law, civil rights requirements, subcontracting and first amendment requirements.
- Only one area of concern was identified during the review which is as follows. *"The only issue of concern is the agreement the CRCRC has with the City of Marion, Iowa. Although the agreement is between the CRCRC and the City of Marion, Iowa, the CRCRC requested that HUD dual file the two cases. The agency should not have requested these cases be dual file with HUD. The Cooperative Agreement between HUD and the CRCRC does not permit the agency to conduct investigations outside of the city limits of Cedar Rapids, Iowa; therefore, these cases should not be accepted for dual filing or credited for payment once closed."*

PARTNERSHIPS

Project Lead: LaSheila

- CRCRC is working with Flowmedia and the CR Public Library to host a quarterly "Legacies" speaker series. The first series featured Black Women and was held on September 22nd. The second series featured Immigration and was held on November 10th. The third series featuring Black Men will be held on February 23, 2017.

- CRCRC is working with the CR Community School District and the City of Cedar Rapids to provide a Career Day to underrepresented students. The event was originally scheduled for October 13th but due to flood events was postponed until April 13, 2017.
- CRCRC is working with the CR Public Library, Department of Human Rights and Kirkwood Community College to host a Cultural Expo in the spring of 2017.
- CRCRC is working with the CR Public Library, Community CPA & Associates, Inc. and other partners to host an Iowa Immigrant Entrepreneur Summit tentatively set for August 22, 2017.

OUTREACH AND EDUCATION

- **CRCRC Community Quarterly Trainings**

Project Lead: Bernie

- *Immigrant Document Literacy*

The training is tentatively set for February or March 2017.

- **Upcoming Outreach Events**

- January 16, 2017 – MLK Day Movie Night / Public Employment Job Fair

Respectfully,

LaSheila Yates
Executive Director

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	April	May	June	YTD Average
% of participants rating presentations & events as satisfactory or better	N/A	N/A	85%	87%	N/A								86%
% of increased knowledge in participants after trainings	N/A	N/A	23%	6%	N/A								15%

*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	April	May	June	YTD Average
Average Intakes customer service rating	5	5	5	N/A	N/A								5
Average Investigations customer service rating	N/A	3	5	5	N/A								4.33
Average Outreach customer service rating	N/A	N/A	N/A	N/A	N/A								N/A

*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	April	May	June	YTD Total/Average
Cases closed - Housing	-	3	-	-	1								4
Number of Housing cases closed on time (100 Days)	-	3	-	-	1								4
% of Housing cases closed on time (100 Days)	-	100%	-	-	100%								100%
Cases closed - Non-Housing	3	3	-	-	5								11
Number of Non-Housing cases closed on time (300 Days)	3	3	-	-	5								11
% of Non-Housing cases closed on time (300 Days)	100%	100%	-	-	100%								100%

Case Report

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Cases filed	1	3	1	1	4								10
Cases closed - Housing	-	3	-	-	1								4
- no probable cause determination	-	1	-	-	-								1
- probable cause determination	-	1	-	-	-								1
- administrative closure	-	-	-	-	1								1
- settlement	-	1	-	-	-								1
- public hearing	-	-	-	-	-								0
Cases closed - Non-Housing	3	3	-	-	5								11
- no probable cause determination	1	-	-	-	2								3
- probable cause determination	-	2	-	-	-								2
- administrative closure	2	-	-	-	2								4
- settlement	-	1	-	-	1								2
- public hearing	-	-	-	-	-								0

Additional Case Status

	12/7/16
Mediations/Conciliations in Progress	1
Currently Out with Commissioners	0
Currently in Public Hearing Phase	0
Intakes in Progress	2

Average Age of Open Cases

	12/7/16
Including Post PC Finding (i.e. Conciliation, Public Hearing)	109
Not including Post PC Finding	109

Investigator Caseload

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