



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

Will Be Held

**Wednesday, January 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 December Meeting
- V. Action Items
  - Election of Vice Chair
- VI. Report from Chair
  - 28E Agreement with Marion
  - New City Council Liaison
- VII. Committee Reports
  - CRCSD Diversity Committee Liaison
  - Marion Civil Rights Commission Liaison
- VIII. Mission Moment – Case Summary Update
- IX. Director’s Report
- X. 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.**

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)**

**MEETING MINUTES**

**December 16, 2015 5:30 p.m.**

Civil Rights Commission

50 2<sup>nd</sup> Avenue Bridge

Cedar Rapids, IA 52401

**Commissioners Present:** Mr. Keith Rippy, Chair  
Ms. Salma Igram, Vice Chair  
Mr. Leland Freie  
Ms. Laura O’Leary  
Mr. Robin Tucker  
Ms. Ashley Reynolds  
Dr. Ruth White  
Mr. Keith Wiggins

**Commissioners Absent:** Dr. Emily Bowman

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

**Guests:** Councilwoman Susie Weinacht, Brett Nilles, Al Soukup, Casey Drew,  
Annette Lorenz, Amanda Grieder

**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 response.

**IV. Approval of Minutes from November Meeting**

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

**V. Departmental Finances Update**

Al Soukup, Finance Budget Analyst, stated for FY15 there was a small amount of surplus in the general fund that was due to position vacancies. Mr. Soukup stated there was an excess amount of revenue from selling furniture in the office move, billing Marion for services, revenue from the Iowa Civil Rights Commission (ICRC) and costs for speaking at events.

Mr. Soukup stated for the current fiscal year, FY16, revenue is currently at 115% of the budget due to billing Marion more than what was budgeted. For personal services the Commission is on target as 42% has been spent 42% through the year. Mr. Soukup stated discretionary funds are currently below target as they are 9% spent at 42% through the year.

Mr. Soukup stated the two main FY17 budget requests include an Assistant Director position and moving the building rental under the general fund. The Assistant Director budget request is for an amount that will cover any of the current staff becoming the Assistant Director.

VI. **Chapter 22.A Proposed Revisions**

Amanda Grieder, SAFE-CR, stated the goal of the SAFE-CR program is to discourage nuisance activity, protect the quiet enjoyment of neighborhoods, ensure properties are well maintained, etc. Ms. Grieder stated 356 properties were designated as nuisances with 207 being rentals, 141 owner occupied and 8 commercial. Of those 356 properties 182 are still active nuisance properties and 174 are in now compliance. Ms. Grieder stated there have been 44 administrative appeals in which 34 were upheld, 9 were overturned and 1 is still pending a decision. Ms. Grieder stated a total of 54 properties have been billed with a total amount billed of \$39,729.95.

Ms. Grieder stated focus groups were created to review Chapter 22A to ensure it does not penalize victims of crime. Ms. Grieder identified members of the focus groups and discussed the timeline of events that took place in reviewing Chapter 22A for corrections. Ms. Grieder identified the proposed revisions recommended by the focus groups including definitions, additional language that was needed, clarifying language, etc.

VII. **Report from Chair**

Commissioner Rippy stated he and LaSheila met with City Attorney Jim Flitz and they are in the process of amending the 28E Agreement with Marion. Once the recommended changes are identified it will be presented to Marion for discussion as an addendum to the current agreement.

VIII. **Committee Reports**

*Finance Committee*

Commissioner Igram stated there is no report as the Committee meeting consisted of the Finance information presented at tonight's meeting.

*Outreach Committee*

Commissioner Freie stated Mediation training for the public will be February 9<sup>th</sup> and movie night for the movie "Selma" will be January 17<sup>th</sup>. Participants must register to attend both events. There is currently a civil rights walking display in City Hall and will be taken down next week.

LaSheila Yates, Executive Director, stated there was a Human Rights Month Proclamation at the December 15<sup>th</sup> City Council meeting and there will be a Dr. Martin Luther King Jr. Day Proclamation at the January 12<sup>th</sup> City Council meetin.

*CRCSD Diversity Committee Liaison*

Commissioner White stated the committee will meet in January and on area of interest includes course work that targets diverse populations.

Commissioner Reynolds arrived at 6:21 p.m.

*Marion Civil Rights Commission Liaison*

Brett Nilles, Marion Commission Liaison, stated Marion will select new officers in January and the Commission has started having educational trainings at their meetings each month.

Commissioner Tucker stated Marion educational trainings included Marion's Police Chief at the December meeting in which he spoke about body cameras and car cameras. Commissioner Tucker stated Marion also has public outreach scheduled for February in which they will host the simulation of the game StarPower.

IX. **Director's Report**

Ms. Yates stated the Commission now has two interns and Investigator Janet Abejo was the lead in

the hiring process. Ms. Yates stated she will be out of the office December 21<sup>st</sup> through January 8<sup>th</sup> and Judy will serve as the person in charge. Ms. Yates stated the current average caseload is 44 days old. Ms. Yates stated the annual report will go out in February and Alicia will be contacting all commissioners for updated bios.

X. **Adjournment**

Commissioner Rippy stated he would like to thank Councilwoman Susie Weinacht for serving as the Civil Rights Commission liaison to the City Council. Commissioner Rippy stated Councilman Scott Overland will be the new Commission liaison.

The meeting was adjourned at 6:33 p.m.

*Respectfully submitted by Alicia Abernathy*

DRAFT

**Agency Outreach Performance**

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

**Agency Customer Service Performance**

Performance Indicators: <i>Average customer service rating of 2.5 or higher on a 5 point scale</i>							
	July	August	September	October	November	December	YTD Average
Average Intakes customer service rating	N/A	5	N/A	N/A	5	N/A	5
Average Investigations customer service rating	N/A	N/A	N/A	N/A	5	N/A	5
Average Outreach customer service rating	N/A	N/A	N/A	5	N/A	N/A	5

**Agency Case Investigation Performance**

Performance Indicators: <i>85% of non-housing cases investigated in 300 days or less</i>							
<i>50% of housing cases investigated in 100 days or less</i>							
	July	August	September	October	November	December	YTD Total
Cases filed	0	2	2	2	2	2	10
Intakes in Progress	3	2	3	2	4	4	N/A
Cases closed - Housing	0	0	0	0	1	0	1
- no probable cause determination (%)	N/A	N/A	N/A	N/A	-	N/A	N/A
- probable cause determination (%)	N/A	N/A	N/A	N/A	-	N/A	N/A
- administrative closure (%)	N/A	N/A	N/A	N/A	100%	N/A	100%
- settlement (%)	N/A	N/A	N/A	N/A	-	N/A	N/A
- public hearing (%)	N/A	N/A	N/A	N/A	-	N/A	N/A
Number of Housing cases closed on time (100 Days)	N/A	N/A	N/A	N/A	1	N/A	N/A
% of Housing cases closed on time (100 Days)	N/A	N/A	N/A	N/A	100%	N/A	100%
Cases closed - Non-Housing	0	0	0	1	1	2	4
- no probable cause determination (%)	N/A	N/A	N/A	100%	-	100%	100%
- probable cause determination (%)	N/A	N/A	N/A	-	-	-	N/A
- administrative closure (%)	N/A	N/A	N/A	-	100%	-	100%
- settlement (%)	N/A	N/A	N/A	-	-	-	N/A
- public hearing (%)	N/A	N/A	N/A	-	-	-	N/A
Number of Non-Housing cases closed on time (300 Days)	N/A	N/A	N/A	1	1	2	4
% of Non-Housing cases closed on time (300 Days)	N/A	N/A	N/A	100%	100%	100%	100%
Average age of complaint caseload (days)	N/A	27	47	44	58	74	N/A

Cedar Rapids Civil Rights Commission Case Report - January 14, 2016

Cases Filed December 2014 - December 2015		
December 2014	5	3 Emp, 2 Hsg
January 2015	2	2 Emp
February 2015	2	1 Emp, 1 Hsg
March 2015	10	5 Emp, 4 Hsg, 1 Edu
April 2015	0	
May 2015	0	
June 2015	0	
July 2015	1	1 Emp
August 2015	2	1 Emp, 1 Hsg
September 2015	2	2 Emp
October 2015	2	2 Emp
November 2015	2	2 Hsg
December 2015	2	2 Emp
<b>TOTAL FILED</b>	<b>30</b>	

Settlements December 2014 - December 2015		
December 2014	0	\$ -
January 2015	0	\$ -
February 2015	1	\$ 390.00
March 2015	1	\$ 15,000 (Marion)
April 2015	0	\$ -
May 2015	0	\$ -
June 2015	0	\$ -
July 2015	0	\$ -
August 2015	0	\$ -
September 2015	0	\$ -
October 2015	0	\$ -
November 2015	0	\$ -
December 2015	0	\$ -
<b>TOTAL</b>	<b>2</b>	<b>\$ 390.00</b>

Cases Closed December 2014 - December 2015		
December 2014	5	4 Emp, 1 Hsg
January 2015	1	1 Emp
February 2015	28	21 Emp, 1 Hsg, 2 Edu, 3 PA, 1 Credit (24 Transferred to ICRC)
March 2015	9	7 Emp, 1 Hsg, 1 Credit
April 2015	3	3 Emp (1 Marion)
May 2015	23	18 Emp, 3 Hsg, 1 Edu, 1 PA (18 Transferred to ICRC - 1 Marion Emp)
June 2015	3	1 Emp, 2 Hsg
July 2015	1	1 Emp (Marion)
August 2015	1	1 Hsg (Marion)
September 2015	0	
October 2015	2	1 Emp, 1 Hsg
November 2015	2	1 Emp, 1 Hsg
December 2015	2	2 Emp
<b>TOTAL CLOSED</b>	<b>80</b>	

Case Assignments		
Abejo, Janet	4	1 Emp, 3 Hsg (1 Marion)
Goldberg, Judy	1	1 Emp
Walther, Bernie	3	2 Emp, 1 Hsg
<b>TOTAL ASSIGNED</b>	<b>8</b>	

Additional Case Status		
<b>Out w/Commissioners</b>	0	
<b>Public Hearing</b>	2	2 Hsg (1 Hsg - Marion)
<b>Conciliation in process</b>	0	
<b>Intakes In Progress</b>	4	2 Emp, 2 PA

Average Days of Open Cases	November	December
Including Post PC Finding (i.e. Conciliation, Public Hearing)	202	205
Not including Post PC Finding	58	74



### CASES FILED AND CLOSED: December 2014 - December 2015

For reporting period December 2014 – December 2015, **30 cases** were **filed** with the Cedar Rapids Civil Rights Commission. Of those 30, 19 (64%) were employment, 10 (33%) housing, 0 public accommodation, 1 (3%) education, and 0 credit.

A total of **80 cases** were **closed** by the Cedar Rapids Civil Rights Commission during the same reporting period. Of those 80, 60 (75%) were employment, 11 (13%) housing, 4 (5%) public accommodation, 4 (5%) education, and 2 (2%) credit. The chart below shows the areas for all cases filed and closed during this reporting period:

