

Cedar Rapids Civil Rights Commission 2011 Annual Report



Cedar Rapids Civil Rights Commission

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From the desk of the Executive Director

As Cedar Rapids continues to rebuild its infrastructure and we witness the construction of new buildings and renovation of older buildings in our city, we the Cedar Rapids Civil Rights Commission are following the example of building our agency for the next 50 years. We are committed to building upon the foundation that was laid by our predecessors of volunteer commissioners and staff, in their tireless pursuit to achieve the rights guaranteed to each citizen under the law. We especially thank Irving “Tommy” Tucker for almost 40 years of service.

After more than four years of extensive revision and comparative analysis, the new Chapter 69 Ordinance was completed and approved by the Mayor and City Council. The Commission is grateful for the work of the University of Iowa Law Clinic and all the students that participated in this project, under the leadership of Professor Len Sandler. Despite not having all the proposed protections included, the expansions that are included allow for a continued building of our work.

In the continued spirit of building a growing infrastructure, the final touches were put on the 28E agreement with the City of Marion. Marion will now partner with the Cedar Rapids Civil Rights Commission in the filing, investigation, and completion of closure for any discrimination cases occurring in Marion. This will be the first time in our Commission’s history that our jurisdiction will be expanded outside of the city limits of Cedar Rapids.

We again ask you, the citizens of our city, to help us help those who are most vulnerable and feel that they are without a voice in our society. The Commission will continue with educational outreach and the further development of our Youth Advisory Panel with the Friends of the Civil Rights Commission in shaping policy and offering balance to the discussion of human and civil rights.

Sincerely,

A handwritten signature in black ink, appearing to read "Karl A. Cassell". The signature is written in a cursive style with a large initial "K" and "C".

Karl A. Cassell

HIGHLIGHTS OF 2011

Chapter 69 Revisions

After four years of hard work the new Chapter 69 of the City Ordinance was approved and went into effect January 2012. University of Iowa College of Law Professor, Leonard Sandler along with a variety of law students throughout the four years, worked diligently on researching, drafting, rewriting and finally polishing the Ordinance to go before the City Council for approval. Professor Sandler and his students, along with Commissioners and staff attended focus groups to present the new ordinance to citizens of Cedar Rapids.

This new ordinance holds designers and builders responsible for meeting the Fair Housing Act and Americans with Disabilities Act accessibility standards until compliance is achieved; provides for local enforcement of Americans with Disabilities Act public accommodations provisions; details the responsibilities of persons with disabilities to be accompanied by or live with service or companion/emotional assistance animals that assist, support, *or* provide or perform a disability-related service or task; and protects individuals from retaliation and from discrimination based on association with someone in a protected class. This amendment has made Cedar Rapids a state and national leader, with the scope of their civil rights coverage being an Iowa first as well as being uncommon nationwide. As well, HUD has recognized the amendment as being responsible for that agency's first-ever fair housing certification for provisions relating to animals used by persons with disabilities.

Friends of the Cedar Rapids Civil Rights Commission

Formed in 2010, this non-profit continued to grow and educate the community about civil rights and to support programs for further civil rights awareness and education. The Friends is run entirely by volunteers. High school students are also given an opportunity to serve as Youth Advisory Panel members to assist in educating their peers.

Year-Long VISTA Associate

Paul Nemeth served as our second year-long AmeriCorps VISTA Associate from August 2010 through July 2011. This position focuses on expanding our education and outreach opportunities with the community. To help support this, the VISTA Associate position is also responsible for writing grants to purchase materials to help us educate our youth on civil rights.

Donald/Donna the Anti-Discriminatory Dolphin

Donald, the brainchild of our AmeriCorps VISTA Associate, Paul Nemeth, has taught over 1,700 pre-school and elementary age children about discrimination. Dressed in a dolphin costume, Donald (or Donna when worn by a female), goes into schools and presents a skit in which he/she is a landlord or employer who discriminates against people who want to live or work in the community. Donald/Donna learns the error of his/her ways and vows never to discriminate again. The dolphin has been an excellent tool for teaching children in a fun way about civil rights with hopes they will take the message home to family members.

Cedar Rapids/Marion Commission

The City of Marion, now large enough for their own Civil Rights Commission, worked closely with our office to develop their own civil rights ordinance. Once finalized, the Cedar Rapids Civil Rights Commission will begin investigating cases for Marion.

HUD Conference

In August, staff members Karl Cassell, Stefanie Munsterman-Robinson, Janet Abejo and Jayne Swanson attended the three-day HUD Conference in Kansas City.

40 Under 40 Award

Investigator Stefanie Munsterman-Robinson received this award for her outstanding work in the community.

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:

- ◆ Assist in the processing, cross-filing, and investigation of complaints;
- ◆ Assist in 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.

THE COMMISSION

The Commission is composed of up to eleven volunteer members who are appointed by the Mayor for three-year terms. Each may serve two 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 meetings take place on the third Wednesday of each month.

GENERAL RESPONSIBILITIES

The Cedar Rapids Civil Rights Commission's mandate is to eliminate discrimination in the areas of employment, housing, public accommodations, credit and education on the basis of the protected characteristics in each area (see below).

The Commission carries out its duties by:

- ◆ Investigating complaints of discrimination within the city limits of Cedar Rapids. The Commission determines the merits of the allegations and, in cases where probable cause for discrimination has been determined, attempts to conciliate the complaint in a manner that is agreeable to the complainant (person filing) and the respondent (person or entity the complaint is filed against) and that satisfies the public good.
- ◆ Educating the community about civil rights laws. This is done by talking to individuals who call or stop by the office, by speaking to groups about civil rights law in general or on a specific topic such as sexual harassment or disability issues. Additionally, the Commission develops and organizes presentations and workshops on such topics as employment law, fair housing and fair lending.

LOCAL CIVIL RIGHTS LAW

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

- ◆ Age
- ◆ Color
- ◆ Creed
- ◆ Familial or Marital Status
- ◆ Gender Identity
- ◆ National Origin
- ◆ Mental or Physical Disability
- ◆ Race
- ◆ Religion
- ◆ Sex (gender, pregnancy, sexual harassment)
- ◆ Sexual Orientation

ENFORCEMENT/JURISDICTION

The Commission enforces local civil rights laws in the areas of employment, public accommodations, housing, credit and education when the alleged discriminatory action was

because of the protected characteristic, within the city limits of Cedar Rapids. Complaints against any department of the City of Cedar Rapids or the City of Marion are investigated by the Iowa Civil Rights Commission.

The Commission does not:

- ◆ Enforce landlord/tenant laws
- ◆ Enforce labor laws, including:
 - Wage and Hour
 - Family and Medical Leave Act
 - Workers Compensation Law
- ◆ Deal with unfair treatment in at-will employment situations if no discrimination as defined in civil rights law is involved
- ◆ Deal with discrimination that is not illegal (prohibited under any laws)

Although the Commission does not enforce state or federal laws, we may be able to help individuals file complaints with the appropriate agencies. We also may be able to refer complainants to the agency that can help them if their situation does not involve civil rights law.

The Iowa Civil Rights Commission (ICRC) in Des Moines enforces the state's civil rights laws, which are similar to our local law.

The Equal Employment Opportunity Commission (EEOC) is a federal agency and enforces the following federal laws:

- ◆ Title 7 of the Civil Rights Act of 1964, as amended
- ◆ Age Discrimination in Employment Act of 1967, as amended
- ◆ Equal Pay Act of 1963, as amended
- ◆ Americans with Disabilities Act of 1990 (Titles 1 and 5)
- ◆ Pregnancy Discrimination Act (amendment to Title 7)
- ◆ Civil Rights Act of 1991
- ◆ Rehabilitation Act of 1973 (Sections 501 and 505)
- ◆ Executive Order 12067

The Department of Housing and Urban Development (HUD), also a federal agency, enforces the following federal laws:

- ◆ Title 8 of the Civil Rights Act of 1968
- ◆ Fair Housing Amendments Act of 1988

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.

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 for his or her self – which may or may not align with his or her physical gender

Marital Status – whether a person is married or not

National Origin – includes a 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

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 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, the Mayor and City Council adopted Resolution No. 1436, creating the Mayor's Committee on Human Rights. The Mayor 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 this 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 making contact with 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 the 64% of owners who had not signed a letter of intent to reconsider their decision. The Committee then created a resume 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 to reach out to 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 the Mayor 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, and sexual orientation (and families with children in housing, and marital status in credit and education).

One of the most recent changes was the addition to the local civil rights ordinance of sexual orientation as a protected class. In July 1997, the Commission started receiving information and hearing from individuals in the community about the need to do this. The process included discussion, research, and input from the community. It took approximately 16 months to complete, with a 3-2 vote in November 1998, the City Council added sexual orientation (for definition see page 11) to the local civil rights ordinance that became effective in January 1999.

Besides routinely investigating jurisdictional complaints, the Commission performs outreach and education in the community about civil rights laws. The Commission has five full-time employees. Since 1996 a U.S. Department of Housing and Urban Development (HUD) contract has paid for one of the staff members, the Fair Housing Specialist, and in 1999 the Commission won a national HUD award for best practices in fair housing.

Although overt acts of discrimination have become infrequent, subtle forms of discrimination still exist and warrant the ongoing efforts of the Cedar Rapids Civil Rights Commission. As the Commission celebrates its 49 years of service to the Cedar Rapids community, we look to the future and hope the need for civil rights laws, and our work with them, will disappear.

COMMISSIONERS

In 2011, five Commissioners ended their tenure with the Commission – Momodu Kamara, Eric Lam, Kavi Parupally and Rick Zingher on June 30 and Nancy Ziese on December 31. Four new Commissioners were appointed to serve three-year terms – Leland Freie, Salma Igram, Indira Mysore and Bret Nilles. Below are bios on those Commissioners who served some or all of 2011.

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.



Barbara Gay

Currently Serving, since July 2010

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 for the past 18 years. Barb is a 1998 graduate of the Leadership for Five Seasons program. Barb and her husband, Scott, have two children.



Salma Igram

Currently Serving, since July 2011

For the past 10 years Salma Igram has been working 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 others as all humans were created equal is what Salma, her husband, four children and seven grandchildren try to live by.



Momodu Kamara

Served December 2001 – June 2011

Momodu Kamara, along with his wife, Saffiatu, and their three children fled a civil war in Sierra Leone, West Africa, came to America in 1997 and have since lived in Cedar Rapids, Iowa. On September 13, 2010, Momodu and Saffi became one of our newer Iowans when they were naturalized as citizens at a ceremony held at the Herbert Hoover Presidential Library and Museum in West Branch, Iowa.

Prior to fleeing Sierra Leone, Momodu worked for the government as a teacher and administrator. For many years, he worked as a company executive for Shell Oil, which would be considered a top executive in this country. After arriving in the United States, he worked for US Cellular as a sales/marketing consultant. Until recently, he worked at PepsiCo/Quaker Oats as a supervisor in packaging lines and the shipping department. Mr. Kamara holds a four-year degree from the University of Sierra Leone and two graduate degrees from the Universities of Toronto and Guelph in Ontario, Canada.

Saffiatu, Momodu's wife, was an elementary school teacher in Sierra Leone and has completed the registered nursing course at Kirkwood Community College. The Kamara's have two sons, Sahid and Donald, and a daughter Esthella.

Among his various volunteer activities, Momodu is founder and President of "Books Without Borders Global", a non-profit organization designed to "create new pathways, and with their participation, empower the underprivileged towards self-sustainability".

Eric Lam

Served August 2008 – June 2011

Eric Lam is a lawyer, working in a local law firm. He has lived in Cedar Rapids since 1983. He previously served as Chair of Planned Parenthood of East Central Iowa, and also as Treasurer for the Cedar Rapids Community School District Foundation.



Mitchell Levin

Currently Serving, since November 2010

A native of Pennsylvania, Mitchell Levin grew up in Washington, D.C. He graduated from Tulane University in New Orleans and earned his Master's Degree in Human Resources Development from Webster University. He did additional course work at the University of Texas and the University of Central Arkansas. From 1985 until 2010, Mr. Levin was Vice President and Director of Human Resources for what is now AEGON/Transamerica, first in Little Rock, Arkansas and, since 1996 in Cedar Rapids, IA. Prior to that he held a similar position with Twin City Bank and Twin City Holding Company and had served as Vocational Education Coordinator for Easter Seal Sheltered Workshop of Arkansas.

A published author, Mr. Levin is a Contributing Editor and featured columnist for *Segula*, a magazine devoted to history and culture published in Israel. He is a Contributing Editor to JANGLO and is the Editor and Publisher of *This Day...In Jewish History*
<http://ThisDayInJewishHistory.blogspot.com>.

Mr. Levin is married to the former Deborah Jean Schueller, a native Hawkeye and a graduate of The University of Iowa.



Indira Mysore

Currently Serving, since July 2011

Indira Mysore came to the United States in 2000 and has been living in Cedar Rapids for over 7 years. She has worked in American and Indian multi-national companies including Shell Oil, Hewlett-Packard and Mahindra Group of India and has travelled extensively around the world.

Indira has a Masters in Applied Mathematics from Anna University, India. Currently, she is working for Rockwell Collins as a Principal Business Integration Analyst in E-Business. As a parent, Indira has been involved in promoting diversity in school districts in Texas and Iowa. As Enterprise Chair of the Friends of Asia Employee Network at Rockwell Collins, Indira helped promote partnerships with Asian non-profits in Iowa, bringing awareness of the contributions of Asian Immigrants to Iowa. She also champions social causes in the United States and India to promote welfare of children, women and families. Indira is passionate about civil rights and is committed to being a contributor to community and not just a consumer.



Bret Nilles

Currently Serving, since July 2011

Bret Nilles is currently a Finance Process Manager for Rockwell Collins, Inc. and has held various other positions throughout the finance and accounting organizations there. Bret has been active in the community as the current Treasurer on the Board of Directors for the Neighborhood Transportation Service (NTS), on the board for the New Bohemia Group, and is also the First Vice Chair of the Linn County Democrats. He also is the race director for the New Bo Fest Half Marathon and an active board member of the Cedar Valley Running Association. In addition he served on the Steering Committee for the Neighborhood Planning Process, which created a strategic plan and vision for the post flood recovery efforts in Cedar Rapids.

Bret has performed other volunteer work in the local schools with tutoring, Junior Achievement and elementary school Pen-Pal programs organized at Rockwell.

Originally from Dubuque, Iowa, Bret has lived in Cedar Rapids for 28 years after graduating from the University of Iowa with degrees in accounting and economics. He also earned a MBA from St. Ambrose University. Bret is married to Suzanne Nilles, also employed at Rockwell Collins. They have five grown daughters with three currently in college.



Laura O'Leary
Currently Serving, since August 2008

Laura O'Leary is currently 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 for about twenty-six years. Laura has been active in Landlords of Linn County since 1988, serving on the Board of Directors since 1989, and other offices including President from 1999 - 2008, and is currently on the Legislative Committee.

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 a volunteer crisis pregnancy counselor for Birthright.

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 one grandson.



Kavi Parupally
Served January 2005 – June 2011

Kavi Parupally is a first generation immigrant from India and has been living in Cedar Rapids for over 11 years with his wife and son. Previously Kavi worked in India for multi-national companies like Nissan, Mahindra, and Tecumseh in the areas of Materials Management. Kavi received his M.S. degree in Industrial Engineering and Management from Jawaharlal Nehru Technological University (JNTU), Hyderabad, India and MBA from the University of Iowa. Kavi is currently working for Rockwell Collins as a Director - Engineering and Factory Solutions in e-Business. He is passionate about civil rights and community development in general.



Keith Rippey
Currently Serving, since November 2010

Mr. Rippey 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, and Miracles In Motion. 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.



Dr. Ruth White

Currently Serving, since July 2009

After more than thirty years of teaching in the Cedar Rapids schools, Dr. Ruth White retired from Washington High School, where she taught AP 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 African American high school students and TAP (Toward Advanced Placement), a curricular choice for minority students which encourages students with untapped potential toward 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 and accepted a State leadership position. In this position she was able to learn and implement the concept of Cultural Competence training, which enables public and private enterprises to include and retain people from various cultural backgrounds as valuable components in the corporate structure. When she returned to the community, Dr. White became involved in Cultural Competence training as an independent consultant and in the issue of domestic violence in the African American community through the Iowa Accountability Program.

She is founder and Executive Director of The Academy for Scholastic and Personal Success and The Academy Expansion, and serves on the boards of Diversity Focus, I'll Make Me a World in Iowa, Cedar Rapids Civil Rights Commission, LBA Foundation, and African American Women's Conference.

Currently, Dr. White is Program Director for Kids on Course, a pilot program to provide elementary school students with enrichment opportunities, sponsored collaboratively by the Zach Johnson Foundation, the Cedar Rapids Community School District, and United Way of East Central Iowa.

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



Nancy Ziese

Served December 2000 – April 2004 and July 2007 – December 2011

Nancy Ziese, a Licensed Independent Social Worker, holds a Bachelor of Sociology, a Masters in Social Work and did work on a Ph.D. in Higher Education Administration. She has an extensive background in social work in many areas including adoption, public assistance, and children with mental challenges and developmental disabilities. She has served as an on-call substitute school social worker for Grant Wood AEA. Currently she is an adjunct instructor in Sociology at Kirkwood Community College and is a volunteer professional social worker/clinic advisor at the Community Health Free Clinic.

Nancy Ziese has served on many boards and commissions the past 40 years, some of which at present are the Iowa Child Advocacy Board, Chair of the Episcopal Diocese, Justice, Peace and Integrity of Creation Commission, ASAC, Iowa Breast Cancer Action Foundation, Heart of Iowa Council, Women's Equality Day Committee, and Linn County Advocates. She was a mental health professional for the Enduring Families Program of the Iowa National Guard for five years. She has been involved in many women's rights organizations over the years and is an at-large member of the NAACP, League of Women Voters of Cedar Rapids/Marion, NASW, and AARP. She is married and has one child.



Rick Zingher

Served August 2008 – June 2011

Rick has lived in Cedar Rapids since 1990 with his wife Paula. He has two adult children. He is a professor of social work at Mount Mercy College where he is the current Field Chair for Teaching Excellence. He also volunteers for Big Brothers/Big Sisters of Iowa.

COMMISSION STAFF

Karl Cassell, Executive Director

Hired December 2008

Karl Cassell is the Executive Director of the Cedar Rapids Civil Rights Commission. In a short time at the Commission Karl has demonstrated leadership in areas of crime prevention, neighborhood development, and public discourse on related public policy issues. The Commission has held two housing conferences, completed the annual “Analysis of Impediments”, and established the “Friends of the Cedar Rapids Civil Rights Commission,” a non-profit foundation developed to advocate and give young people a voice. Karl served as the President for the state-wide organization, “League of Iowa Human/Civil Rights Agencies” from 2009-2011.

Karl is the former Executive Director of Jane Boyd Community House, where he served in this leadership capacity for five years advocating for youth, families, and communities.

He is also active in the community and serves on the boards of St. Luke’s Hospital, Greater Cedar Rapids Community Foundation, United Way of East Central Iowa, CR Metro YMCA, Boy Scouts of America, Neighborhood Transportation Service (Board Chair), Workplace Learning Connections, and is incoming Chair for Leadership for Five Seasons Advisory Board.

Karl was inducted into Jefferson High School’s 2011 Alumni Hall of Fame. He was also awarded 1st place in an essay contest by the St. Louis Federal Reserve on Economic Development in 2009. In 2006, Karl was selected for recognition as a young and emerging leader for Forty Under Forty by the Corridor Business Journal. While living in Baltimore, Maryland, Karl served as an active member of the Baltimore Council on Foreign Affairs.

Karl also serves as Executive Director of the newly launched Red-I (Regional Economic Development Institute), an organization established as a community development corporation, an economic think-tank and regional resource to serve as a catalyst to bring community and business together.

In April 2012, Karl will attend Indiana University as a short-term visiting scholar for the Workshop in Political Theory and Policy Analysis; founded in 1972 by Dr. Elinor Ostrom (and her husband), recipient of the 2009 Nobel Prize in Economic Science.

Karl and his wife LaNisha, have two children, Lydia Grace and Solomon Joseph.

Darryl Lipscomb, Compliance Manager**Hired 1989**

Mr. Lipscomb is a Compliance Manager with the Cedar Rapids Civil Rights Commission. He has over twenty years of experience in employment, fair housing law, ADA, and mediation. He is credentialed as a Qualified Mediator, a Professional Human Rights Worker and graduate of the National Fair Housing Training Academy in Washington, DC. He is also a former member of the Board of Directors of the Iowa American Civil Liberties Union, a former State Commissioner – Iowa Commission on the Status of African-Americans, a life member of the NAACP and a life member of Kappa Alpha Psi Fraternity. He serves as Adjunct Faculty/Counselor in the Student Development Office at Kirkwood Community College and is a member of the Kirkwood EEO/Affirmative Action Advisory Board. He earned his B.S. and M.S. Ed., from the University of Wisconsin-Lacrosse.

Stefanie Munsterman-Robinson, Investigator**Hired November 2008; Promoted to Investigator September 2009**

Stefanie is a native of Kansas City, Missouri and upon moving to Cedar Rapids in 2000 became active in our community. She currently serves on several boards and organizations; Stefanie is the Board President of Family Promise of Linn County (a developing Non-Profit organization dedicated to serving children and families who are homeless), she is the Vice Chair of the Friends of the Cedar Rapids Civil Rights Commission, serves on the College Community School Improvement Advisory Board, is a Board member of Mediation Services of Eastern Iowa, originated and advises the Civil Rights Youth Advisory Panel, is a member of the Linn County Continuum of Care Planning & Policy Council, was appointed by the Governor to serve on the State of Iowa Council on Homelessness, and is a sexual assault/domestic violence volunteer advocate for Waypoint Services. In 2011, she was a recipient of the Forty Under 40 award.

Stefanie is a former coach for elementary girls in softball and high school girls in basketball. One of her most rewarding positions before joining the Civil Rights Commission was providing counseling to children and adolescents in a psychiatric hospital for eight years.

Stefanie received her Bachelor of Science degree in Psychology from Missouri Western State University and is currently a graduate student in the Mount Mercy University MBA program. She has two daughters, Ali (age 18) and Julia (age 6).

Janet Abejo, Investigator**Hired January 2011**

Before being hired by the Cedar Rapids Civil Rights Commission, Janet worked in the Human Resources Department for the City of Cedar Rapids. She acquired a B.S. in Psychology at the University of Iowa as well as an M.A. in Industrial/Organizational Psychology at Roosevelt University. Janet is originally from Illinois, where most of her family resides. She has lived in

Cedar Rapids for 3 years. Janet previously volunteered as an ESL tutor for adults at the Catherine McAuley Center and served 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 and is a volunteer advocate for Waypoint Services. In her spare time, she enjoys volunteering at Cedar Rapids Animal Care and Control.

**Jayne Swanson, Administrative Assistant
Hired February 2010**

Before coming to the Civil Rights Commission, Jayne was a career counselor at Cornell College in Mount Vernon, Iowa where she was Director of Career Services for 7 ½ years. Prior to Cornell she was a Placement Specialist/Program Manager at the University of Iowa's Career Center. Jayne received her Associate of Arts degree in Liberal Arts from Kirkwood Community College and a Bachelor of Business Administration degree in Business Management from Mount Mercy College.

Jayne has lived in the Mount Vernon area since 1981 and has been active in her community. She served on the board of the Mount Vernon Chamber of Commerce for four years as well as numerous committees through her work at Cornell and the University of Iowa including two years as chair of the Iowa Private College Career Consortium. Until the beginning of 2011, she was an active member of the Professional Women's Network where she served on various committees.

Jayne has three grown children, Julia, Aaron and Carl and a cat named Zoey. When not at work, she enjoys cooking, gardening, biking and hiking. She thoroughly enjoys her work and being part of the dedicated staff of the Cedar Rapids Civil Rights Commission.

**Paul Nemeth, Year-Long AmeriCorps VISTA Associate
August 2010 – August 2011**

Paul is the AmeriCorps VISTA Associate at the Commission, where he serves as the Community and Educational Outreach Coordinator, educating individuals on their civil rights. He participates in numerous educational outreach events, many focusing on youth, and Paul works to educate children on discrimination and their civil rights.

Paul received his B.A. in Journalism and Mass Communication and Anthropology from Iowa State University. During his undergraduate career, he was active in several campus organizations. He served as Secretary and Public Relations Officer for the Public Interest Research Group (PIRG), which aimed to get young people more involved in politics. He later became an intern with the organization during their voter registration campaign. Paul also served as Public Relations Officer for the LGBT (Lesbian, Gay, Bi-sexual, Transgender) Alliance, which aimed to teach the community about LGBT issues and resources. In both organizations, he worked to educate his fellow students about topics and issues related to each organization. The

American Civil Liberties Union and The Vagina Warriors, a campus feminist club, were some other organizations in which Paul participated.

Paul is still active in the community outside of work. He volunteers for One Iowa, where he works to bring equality for gay and lesbian couples in Iowa.

EDUCATION AND OUTREACH EFFORTS

January 2011

- Anti-Harassment training for new City of Cedar Rapids employees, January 6; *Stefanie Munsterman-Robinson presented*
- Outreach at Prairie High School, January 26; *Stefanie Munsterman-Robinson presented*
- Outreach at Mercy Hospital, January 27; *Stefanie Munsterman-Robinson and Paul Nemeth presented*
- Outreach at Access 2 Independence, January 28; *Stefanie Munsterman-Robinson presented*

February 2011

- Anti-Harassment training for new City of Cedar Rapids employees, February 3; *Stefanie Munsterman-Robinson presented*
- Outreach at Catherine McAuley Center, February 9; *Janet Abejo and Paul Nemeth presented*
- EEOC Webinar, February 16; *Darryl Lipscomb, Janet Abejo, and Stefanie Munsterman-Robinson attended*
- Outreach at the Abbe Center, February 23; *Paul Nemeth presented*
- NFHTA Week 1 Investigator Training, online; *Janet Abejo attended*

March 2011

- Outreach at Prairie High School, March 1; *Stefanie Munsterman-Robinson presented*
- MSEI Board Orientation, March 3; *Stefanie Munsterman-Robinson and Paul Nemeth attended*
- Anti-Harassment training for new City of Cedar Rapids employees, March 3; *Stefanie Munsterman-Robinson presented*
- MSEI CLE course, March 4; *Janet Abejo attended*
- MSEI Development Committee, March 7; *Stefanie Munsterman-Robinson attended*
- Leadership Institute, March 15; *Stefanie Munsterman-Robinson attended*
- Donald the Dolphin Fair Housing, Cedar Rapids Museum of Art, March 19; *Paul Nemeth and Stefanie Munsterman-Robinson presented*
- MSEI Subcommittee, March 22; *Stefanie Munsterman-Robinson attended*
- EIHR Diversity Committee, March 24; *Janet Abejo attended*

- SMART Convention, Prairie Creek Intermediate School, March 25; *Stefanie Munsterman-Robinson presented*
- Council on Homelessness, Department of Human Services, March 25; *Stefanie Munsterman-Robinson attended*
- Outreach at Prairie High School, March 30; *Stefanie Munsterman-Robinson presented*
- NFHTA Week 2 Investigator Training, online; *Janet Abejo attended*

April 2011

- Donald the Anti-Discriminatory Dolphin program about Fair Housing to kindergartners at Prairie View Elementary School, April 6; *Stefanie Munsterman-Robinson, Paul Nemeth and Janet Abejo presented*
- Anti-Harassment training for new City of Cedar Rapids employees, April 7; *Stefanie Munsterman-Robinson presented*
- Senior Leadership Institute, April 13; *Stefanie Munsterman-Robinson attended*
- CMC Immigrant Concern Meeting at the Catherine McAuley Center, April 13; *Janet Abejo attended*
- Fair Housing outreach presented to Landlords of Linn County, April 14; *Stefanie Munsterman-Robinson and Paul Nemeth presented*
- Donald the Anti-Discriminatory Dolphin program about Fair Housing to pre-school students at Ascension Lutheran Pre-School, April 15; *Stefanie Munsterman-Robinson and Paul Nemeth presented*
- Donald the Anti-Discriminatory Dolphin program about Fair Housing to pre-school students at Prairie View Elementary School, April 19; *Stefanie Munsterman-Robinson, Paul Nemeth and Janet Abejo presented*
- Monsoon Presentation “Speak Up Through Art”, Public Space One, Iowa City, April 19; *Janet Abejo attended*
- Fair Housing outreach to the Cedar Rapids Area Association of Realtors, April 20; *Stefanie Munsterman-Robinson presented*
- Gay/Straight Alliance Conference with Iowa Pride Network in Ames, April 23; *Paul Nemeth presented*
- Fair Housing Outreach and Donald the Anti-Discriminatory Dolphin to Prairie Heights Elementary School, April 28; *Paul Nemeth and Janet Abejo presented*
- Donald the Anti-Discriminatory Dolphin program about Fair Housing to kindergartners at Taylor Elementary School, April 29; *Paul Nemeth and Janet Abejo presented*

May 2011

- Donald the Dolphin Fair Housing Presentation for first grade students at Taylor Elementary, May 5; *Paul Nemeth and Stefanie Munsterman-Robinson presented*
- Diversity and Inclusion Training, Diversity Focus, May 17; *Stefanie Munsterman-Robinson attended*

- Donald the Anti-Discriminatory Dolphin program about Fair Housing to pre-school students at Taylor Elementary School, May 18; *Stefanie Munsterman-Robinson, Paul Nemeth and Janet Abejo presented*
- Donald the Anti-Discriminatory Dolphin program about Fair Housing to kindergartners and second graders at Taylor Elementary School, May 18; *Stefanie Munsterman-Robinson, Paul Nemeth and Janet Abejo presented*
- Fair Housing Information and Reasonable Accommodation to landlords in Cedar Rapids at the Housing Choice Voucher Program Forum, May 24; *Stefanie Munsterman-Robinson presented*
- Diversity and Inclusion Training, Diversity Focus, May 24; *Stefanie Munsterman-Robinson attended*

June 2011

- Fair Housing Information to Horizons Credit Counseling staff, June 2; *Stefanie Munsterman-Robinson presented*
- Anti-Harassment training for new City of Cedar Rapids employees, June 2; *Janet Abejo presented*
- Immigrant Concern Meeting, CMC, June 8; *Janet Abejo attended*
- Leadership Institute, June 8; *Stefanie Munsterman-Robinson attended*
- Iowa Council of Homelessness meeting in Cedar Rapids, June 15; *Stefanie Munsterman-Robinson attended*
- Building Bridges Toward LGBT Diversity in the Workplace, June 23; *Janet Abejo attended*

July 2011

- Anti-Harassment training for new City of Cedar Rapids employees, July 7; *Stefanie Munsterman-Robinson presented*
- Pacific Institute, Grantwood AEA, July 11-13; *Stefanie Munsterman-Robinson attended*
- Fair Housing Information to college students through the United Way, July 14; *Stefanie Munsterman-Robinson presented*
- Donald the Dolphin appearance at ADA night at the ballpark, Kernels Stadium, July 16; *Janet Abejo and Paul Nemeth presented*

August 2011

- NFHTA Week 3 Investigator Training in Washington, DC, August 1 – 5; *Stefanie Munsterman-Robinson attended*
- Anti-Harassment training for new City of Cedar Rapids employees, August 2; *Janet Abejo presented*
- Pacific Institute, August 8-9; *Stefanie Munsterman-Robinson attended*
- EEOC Seminar, Chicago, August 10; *Janet Abejo attended*

- Regional HUD conference in Kansas City, Missouri, August 15-18; *Stefanie Munsterman-Robinson, Janet Abejo, Karl Cassell and Jayne Swanson attended*

September 2011

- Anti-Harassment training for new City of Cedar Rapids employees, September 1; *Stefanie Munsterman-Robinson presented*
- Values training, NHO, September 7; *Stefanie Munsterman-Robinson attended*
- Friends of the Cedar Rapids Civil Rights Commission, September 8; *Karl Cassell and Stefanie Munsterman-Robinson attended*
- Fair Housing Outreach to Veterans at the Linn County Continuum of Care, September 9; *Stefanie Munsterman-Robinson and Janet Abejo presented*
- 30 Hour Mediation Skills Training at Hamline University in Minneapolis, Minnesota, September 14-17; *Janet Abejo attended*

October 2011

- Anti-Harassment training for new City of Cedar Rapids employees, October 6; *Janet Abejo presented*
- Immigrant Concern Meeting, October 12; *Janet Abejo attended*
- Friends of the Cedar Rapids Civil Rights Commission, October 13; *Karl Cassell and Stefanie Munsterman-Robinson attended*
- Donald the Dolphin Fair Housing Outreach to second grade students at Cleveland Elementary School, October 13; *Stefanie Munsterman-Robinson and Janet Abejo presented*
- Donald the Dolphin Fair Housing Outreach to third grade students at Cleveland Elementary School, October 13; *Stefanie Munsterman-Robinson and Janet Abejo presented*
- Donald the Dolphin Fair Housing outreach to first grade students at Cleveland Elementary School, October 14; *Stefanie Munsterman-Robinson and Janet Abejo presented*
- Donald the Dolphin Fair Housing outreach to kindergarten students at Cleveland Elementary School, October 14; *Stefanie Munsterman-Robinson and Janet Abejo presented*
- Latino Employee Network, Hispanic Heritage Month panel discussion at Rockwell Collins, October 14; *Karl Cassell presented*
- Donald the Dolphin Fair Housing outreach to second grade students at Harrison Elementary School, October 20; *Stefanie Munsterman-Robinson and Janet Abejo presented*

November 2011

- Priority One, November 1; *Karl Cassell attended*

- Anti-Harassment training for new City of Cedar Rapids employees, November 3; *Stefanie Munsterman-Robinson presented*
- Donald the Dolphin Fair Housing Information to second grade students at Van Buren Elementary School, November 10; *Stefanie Munsterman-Robinson and Janet Abejo presented*
- Institutional Analysis Group with Department of Human Services, November 29; *Karl Cassell attended*

December

- ADA/DOJ Standard of Accessible Design, December 1; *Stefanie Munsterman-Robinson attended*
- Friends of the Cedar Rapids Civil Rights Commission Board Meeting, December 20; *Karl Cassell and Stefanie Munsterman-Robinson attended*

COMMUNITY INVOLVEMENT OF STAFF MEMBERS

Karl Cassell, Executive Director

- ♦ Member, St. Luke's Board of Directors
- ♦ Member, YMCA Board
- ♦ Member, United Way of East Central Iowa Board
- ♦ Member, Boy Scouts of America Board
- ♦ Chair, Neighborhood Transportation Service (NTS)
- ♦ Member, Leadership for Five Seasons Committee
- ♦ Member of the Leadership for Five Seasons class of 2007
- ♦ Member of the Leadership Institute's class of 2008
- ♦ Selected for recognition as a young and emerging leading for "40 Under 40" by the Corridor Business Journal in 2006

Darryl Lipscomb, Compliance Manager, / Mediator

- ♦ Member, Citywide ADA Committee
- ♦ Member, Accessible Parking Review Committee
- ♦ FHAP TEAPOTS Administrator
- ♦ FHAP National Fair Housing Training Academy Coordinator
- ♦ FHAP/HUD Funds Administrator
- ♦ Instructor, Sexual Harassment Training for Employers/Employees
- ♦ Instructor, Anti-Harassment Training for City Employees/New Employee Orientation
- ♦ Member, Kirkwood Community College Affirmative Action/Equal Employment Advisory Council
- ♦ Adjunct faculty, Student Development office, Kirkwood Community College
- ♦ Member, National Association of Human Rights Workers

- ◆ Board of Directors, Iowa City – Cedar Rapids Alumni Chapter Kappa Alpha Psi Fraternity
- ◆ Legislative Member, Black Iowa Initiative
- ◆ Life Member, NAACP
- ◆ Life Member, Kappa Alpha Psi Fraternity, Inc.
- ◆ Past Member, Board of Directors Iowa Chapter of American Civil Liberties Union
- ◆ Former State Commissioner, Iowa Commission for Status of African Americans
- ◆ Past Advisory Member, Iowa Department of Human Services Child Support Committee
- ◆ Past Member, Eastern Iowa United Way Vision/Strengthening Families Allocation Committee
- ◆ Executive Board Member and Webmaster, Iowa Community College Student Services Association
- ◆ Member, CR Schools Multi-Cultural Non-Sexist Education Advisory Committee

Stefanie Munsterman-Robinson, Investigator

- ◆ Member, National Association of Human Rights Workers
- ◆ Member, International Association of Official Human Rights Agencies
- ◆ Member, NAACP
- ◆ Member, Iowa Council on Homelessness
- ◆ Board Member, Mediation Services of Eastern Iowa (M.S.E.I.)
- ◆ President, Family Promise of Linn County
- ◆ Vice-Chair, Friends of the Cedar Rapids Civil Rights Commission
- ◆ Advisor, Civil Rights Youth Advisory Panel
- ◆ Member, College Community School Improvement Advisory Board
- ◆ Member, Martin Luther King Jr. Day Planning Committee
- ◆ Member, Psi Chi, Psychology Honor Society
- ◆ Former youth softball coach and high school girls basketball coach
- ◆ Volunteer, Sexual Assault and Domestic Violence Advocate, Waypoint Services

Janet Abejo, Investigator

- ◆ Board Member, The Arc – East Central Iowa
- ◆ Chair, Monsoon – United Asian Women of Iowa
- ◆ Member, Eastern Iowa Human Resources Association
- ◆ Volunteer, City of Cedar Rapids Animal Care and Control
- ◆ Voluntary member, Cedar Rapids Employees Care Committee, City of Cedar Rapids
- ◆ ESL Tutor for Catherine McAuley Center
- ◆ Diversity Committee Member for Eastern Iowa Human Resources Association (EIHRA)
- ◆ Volunteer Advocate, Waypoint Services

2011 CASELOAD REPORTS

In 2011, 29 cases were filed with the Cedar Rapids Civil Rights Commission. Of those 29, 21 were for employment, 5 for housing, 2 for public accommodation, 1 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 39. However, this provides a good snapshot of reasons people file with our agency.

Charts 4-6 show outcomes of the investigation of these cases. 28 cases were closed in 2011 including 14 in employment, 10 in housing, 3 in public accommodation, 1 in education and 0 in credit. Some cases were filed in 2010 and closed in 2011 and some were filed in 2011 but had not closed by the end of 2011, creating the difference in numbers between those opened and closed.

Finally, Chart 7 shows the bases for all cases filed in 2011, Chart 8 shows the resolution of all cases closed in 2011, and Chart 9 breaks down those opened and closed by month.

CHART 1: BASES FOR EMPLOYMENT COMPLAINTS FILED IN 2011

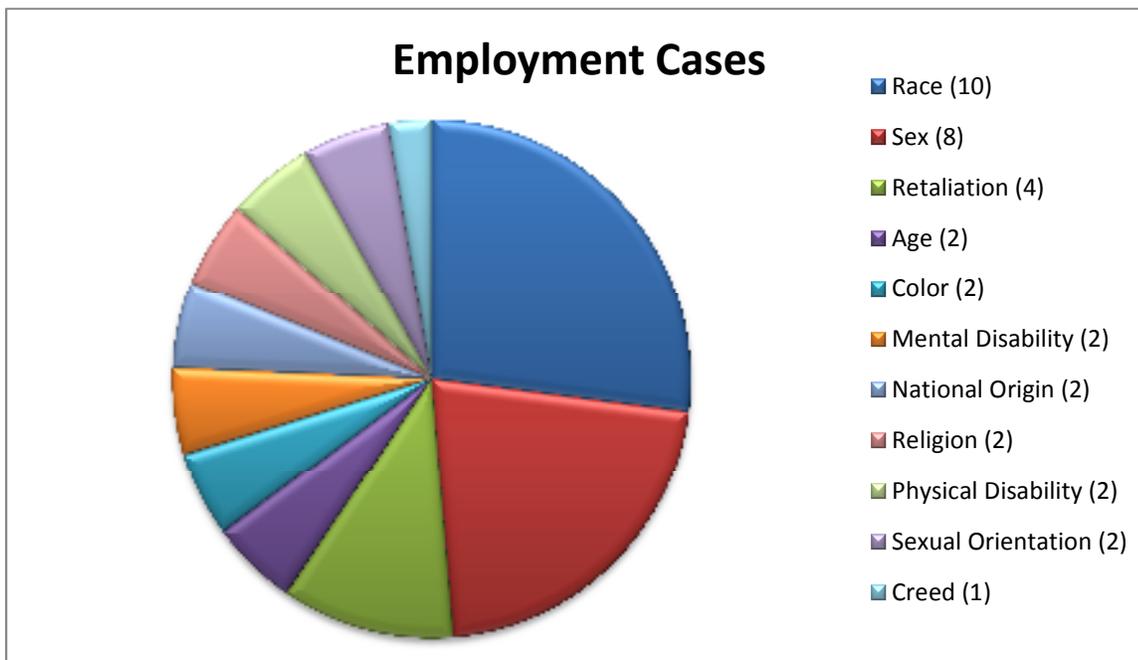


CHART 2: BASES FOR HOUSING COMPLAINTS FILED IN 2011

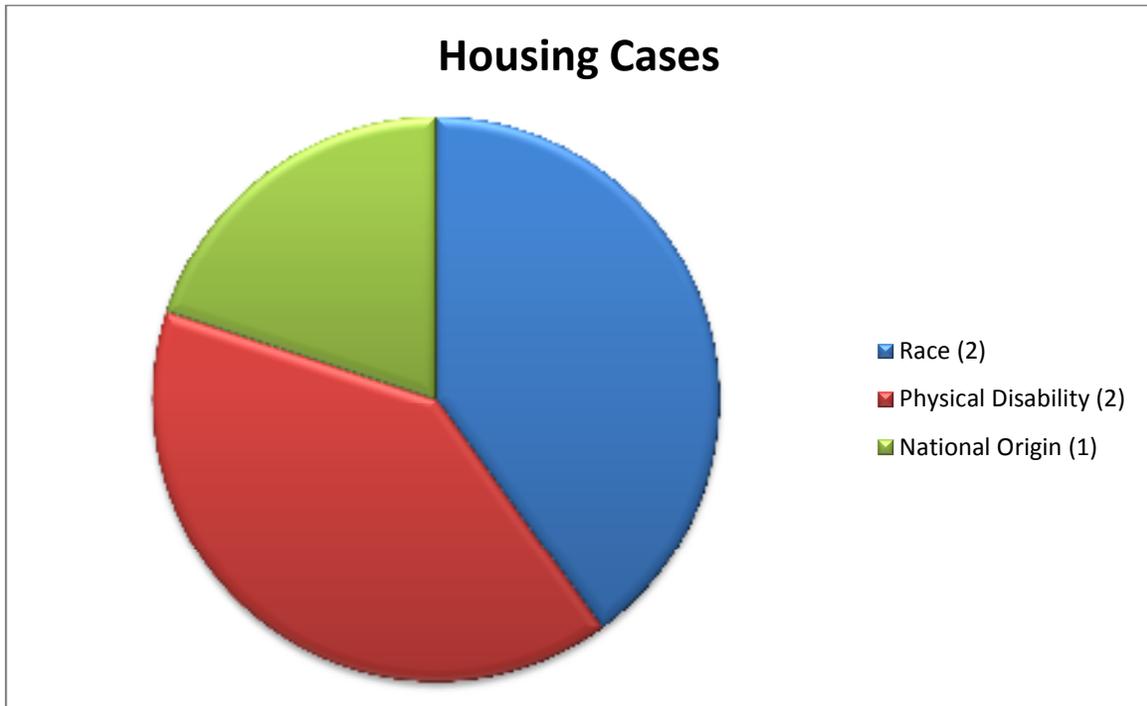


CHART 3: BASES FOR ALL OTHER CASES FILED IN 2011

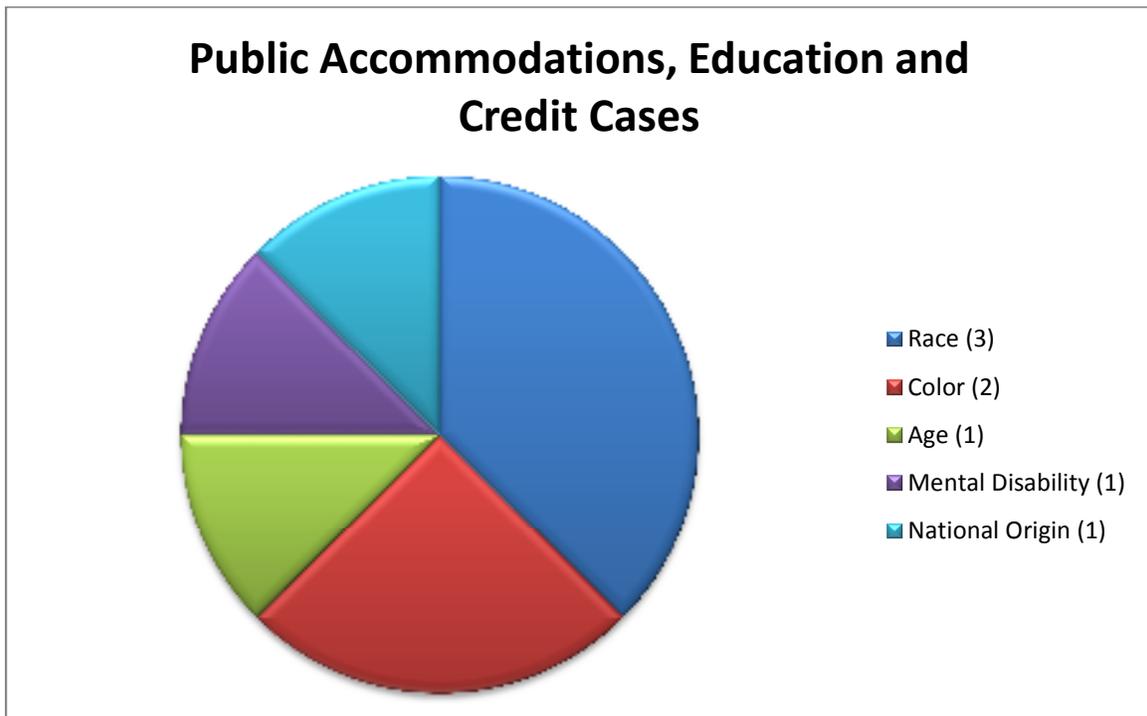


CHART 4: RESOLUTION OF EMPLOYMENT COMPLAINTS CLOSED IN 2011

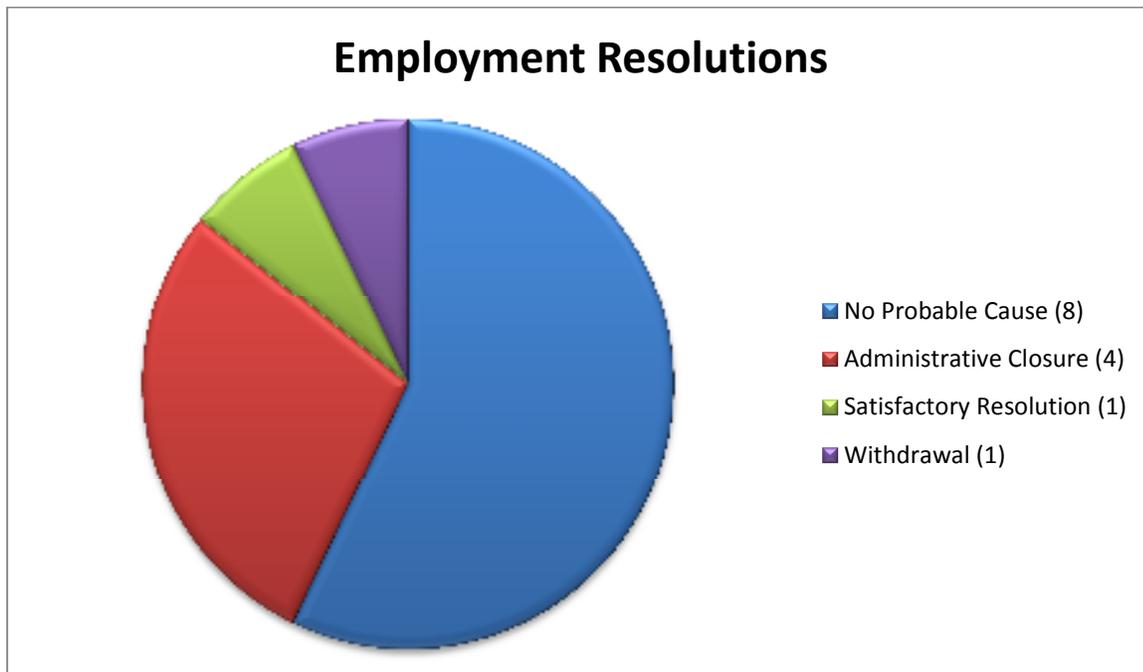


CHART 5: RESOLUTION OF HOUSING COMPLAINTS CLOSED IN 2011

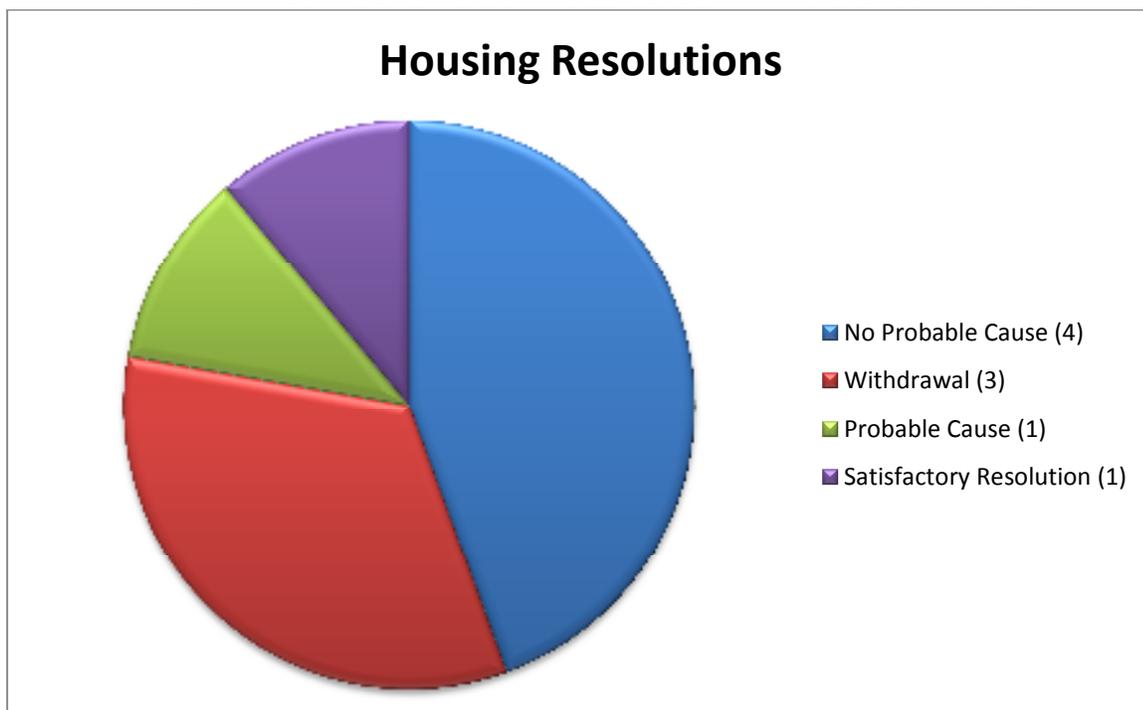


CHART 6: RESOLUTION OF ALL OTHER COMPLAINTS CLOSED IN 2011

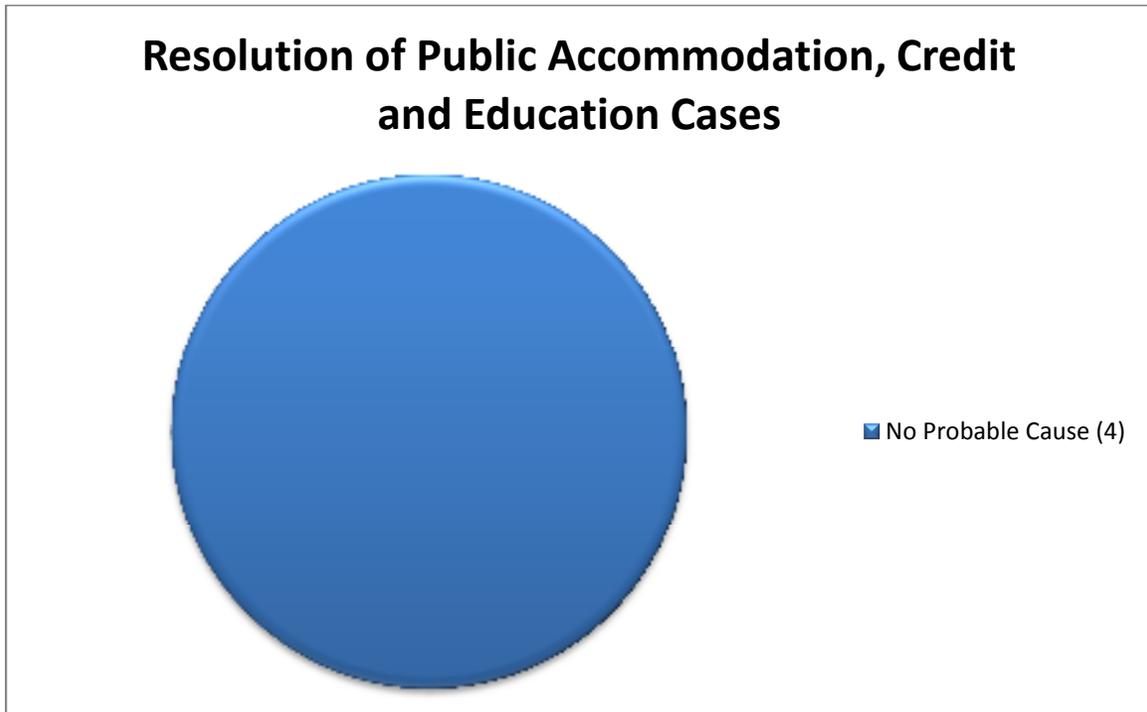


CHART 7: BASES FOR ALL CASES FILED IN 2011

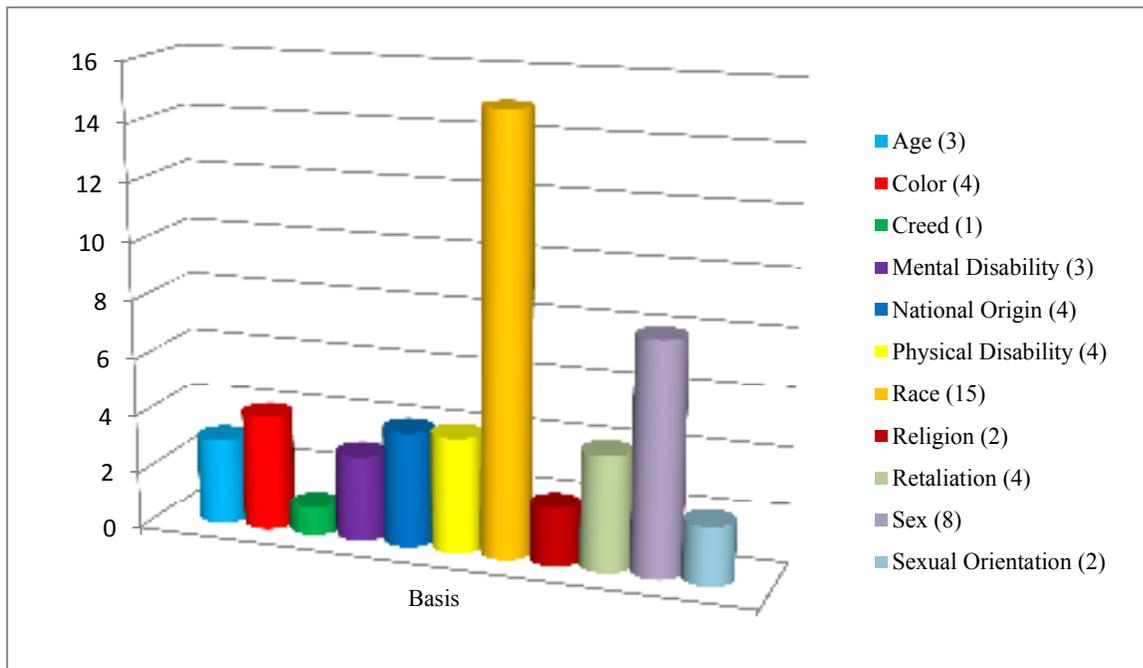


CHART 8: RESOLUTION OF ALL CASES CLOSED IN 2011

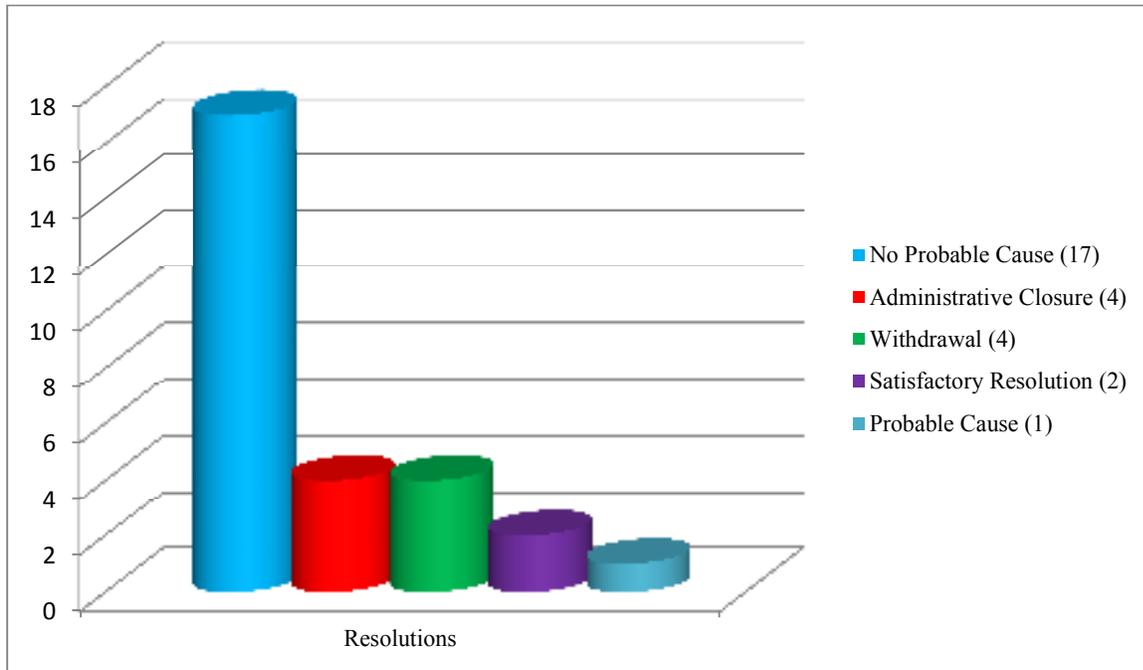
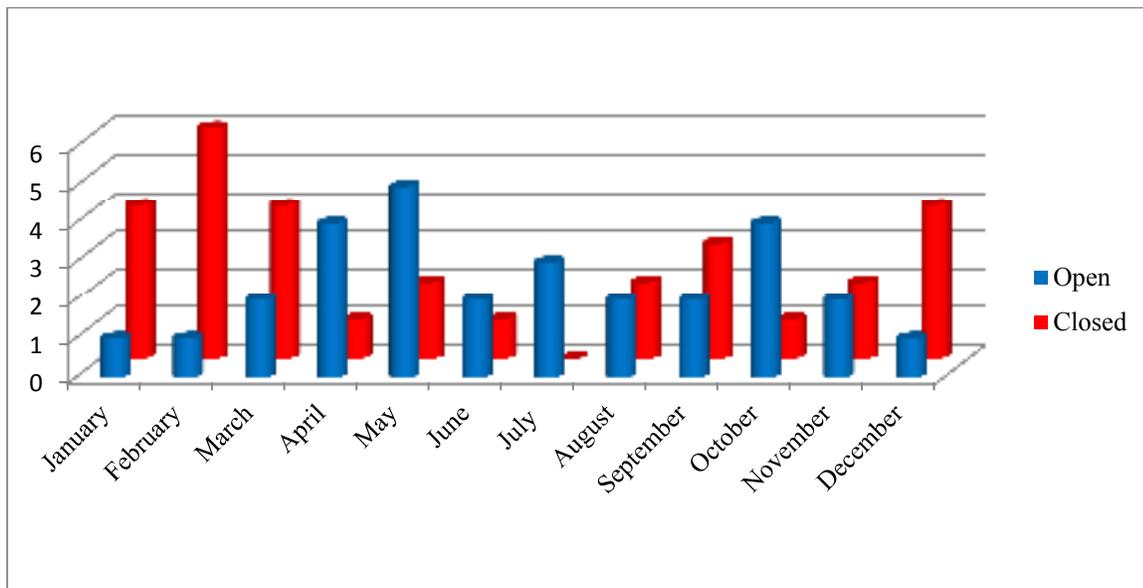


CHART 9: CASES FILED AND CLOSED IN 2011 BY MONTH



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

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

CASELOAD STATISTICS

NPC – No Probable Cause

RTS – Right To Sue

WD – Withdrawal

PC – Probable Cause

SR – Satisfactory Resolution

NJ – Non Jurisdictional

FTC – Failure to Cooperate

AC – Administrative Closure

COI – Conflict of Interest

CRCRC#	Date Filed	Area	Basis	Date Closed	Resolution
2939	08/08/07	Emp	Race, Color	02/23/11	AC
3204	07/27/09	Emp	Race, Color	02/03/11	AC
3221	11/03/09	Emp	Race	01/03/11	NPC
3231	12/18/09	Emp	Race	01/03/11	NPC
3234	01/12/10	Emp	Race	03/25/11	AC
3235	01/13/10	Hsg	Mental Disability	11/18/11	PC
3236	01/18/10	Emp	Race, National Origin	01/21/11	NPC
3240	02/04/10	Emp	Physical Disability	3/24/11	NPC
3244	03/12/10	Edu	Mental Disability	05/16/11	NPC
3253	04/29/10	Emp	Age, Race	05/25/11	NPC
3259	06/29/10	PA	Mental Disability	09/28/11	NPC
3267	08/13/10	Emp	Race, Color	06/07/11	NPC
3273	09/13/10	PA	Race	02/04/11	NPC
3274	09/14/10	Emp	Age, Color, Race, National Origin	12/16/11	NPC
3275	09/30/10	Emp	Race	04/15/11	NPC
3283	12/02/10	Hsg	Race, Religion	03/04/11	NPC
3284	11/17/10	PA	Race, Color, National Origin	03/17/11	NPC
3285	11/08/10	Hsg	Race	02/17/11	NPC
3286	08/26/10	Hsg	Age, Disability	01/31/11	NPC
3287	11/30/10	Hsg	Race	02/23/11	NPC
3290	12/22/10	Emp	Sex	02/18/11	SR
3293	02/24/11	Emp	Sex	11/09/11	AC
3298	05/03/11	Hsg	Race	08/22/11	NPC
3301	05/10/11	Hsg	Physical Disability	08/15/11	WD
3307	07/25/11	Emp	Mental Disability, Age, Sex	09/22/11	WD
3309	07/05/11	Hsg	Race	10/17/11	WD
3312	08/25/11	Hsg	Physical Disability	09/28/11	WD
3316	10/19/11	Hsg	National Origin	12/27/11	SR

OVERVIEW OF THE COMPLAINT PROCESS

There are 12 steps in the complaint process:

- | | |
|--------------------------|--------------------|
| 1) Filing | 7) Screening |
| 2) Jurisdictional Review | 8) Mediation |
| 3) Notice | 9) Investigation |
| 4) Cross-Filing | 10) Finding |
| 5) Answer | 11) Conciliation |
| 6) Rebuttal | 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 (Section 69.06(a)1 of the Municipal Code of Cedar Rapids) and the “Iowa Civil Rights Act” (Iowa Code Chapter 216). A complaint must be filed with the Commission within 180 days 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.
 - 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 Section 69.06(a)1 of the Municipal Code of Cedar Rapids 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.