

Cedar Rapids
Civil Rights Commission

2012 Annual Report



Cedar Rapids Civil Rights Commission

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From the desk of the Executive Director

During the last year, the Cedar Rapids Civil Rights Commission was a recipient of Iowa's largest Housing and Urban Development "Partnership Funds" grant. Many of Iowa's local and state commissions applied, and it was a competitive process. Through our demonstration of how the funds would be applied, we received funding. Our focus then became to utilize this funding to educate and provide outreach.

It is often said, "Out of sight, out of mind". I believe this to be true, and especially true for an organization that has been in existence within the City of Cedar Rapids for 49 years. We vowed that we would not become a forgotten entity, and that we had to utilize old and new media forms in order for our message to be heard by those who are unaware of our purpose and mission.

In order to educate our current jurisdictions during this past year, we have focused on increasing our visibility in Cedar Rapids and Marion. A housing conference was held at the Kirkwood Training and Outreach Services Center in order to demonstrate to citizens of each city that we are here for them. This was our official announcement that we had expanded our jurisdiction into the City of Marion, and we began investigating any complaints filed within Marion. Our continued outreach and education into Marion will build the understanding among those residents, that they now have a local agency to handle these matters.

It is our hope that we will have the opportunity to cover all of Linn County in the near future. We want to keep local cases within the county and handle them expeditiously. In the meantime, we are grateful for the ability to continue to serve all of you.

Sincerely,

A handwritten signature in cursive script that reads "Karl Cassell". The signature is written in dark ink and is positioned above the printed name.

Karl A. Cassell

HIGHLIGHTS OF 2012

Partnership with HUD

The Commission received a grant from HUD to provide fair housing outreach to the communities of Cedar Rapids and Marion. The grant was specifically written for three specific goals: conduct fair housing testing in the areas of disability, reasonable accommodation of service or companion animals, and persons in a wheelchair; provide outreach and education in the form of city bus ads and bringing Donna the Anti-Discriminatory Dolphin to area schools; bring outreach and education to underserved populations.

- March 2012: City bus ad campaign started with two ads appearing on the outside and two ads appearing on the inside of Cedar Rapids city buses. The ads ran for 12 months.
- August – October 2012: Fair Housing test. The John Marshall School of Law was hired to train staff and testers to conduct fair housing tests focused on compliance with the Americans with Disabilities Act and Fair Housing laws concerned with disabilities. Tests were completed in October.
- November 2012: City Council approved the hiring of a temporary person to assist the Cedar Rapids Civil Rights Commission with fair housing education and outreach for both Cedar Rapids and Marion.
- September – December 2012: Mobile device application. Contracted with Victory Enterprises to develop a mobile device application that will provide timely information and expanded resources for citizens of Cedar Rapids and Marion.
- November 8, 2012: Fair Housing conference held at the Kirkwood Training and Outreach Services Center in Marion. 73 people attended, including realtors, landlords, attorneys, service providers, area FHAPs, and community members.

Donna the Anti-Discriminatory Dolphin

Donna continues to go into schools and present a skit in which she is a landlord or employer who discriminates against people who want to live or work in the community. Donna learns the error of 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 and diversity with hopes they will take the message home to family members.

Cedar Rapids/Marion Commission

The City of Marion, having surpassed the population of 29,000, is required under Chapter 216 of the State of Iowa law to have a Civil Rights Commission. They worked closely with our office to develop their own civil rights ordinance. The Cedar Rapids Civil Rights Commission has entered into an agreement with the City of Marion to investigate allegations of discrimination until they are able to staff their own office.

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 a three-year term. 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 public 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 and Marion. 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. Group and individual training sessions are held on the following topics: civil rights law (in general), sexual harassment, and disability issues (accommodations). 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
- ◆ Association (with a protected class)
- ◆ Color
- ◆ Creed
- ◆ Familial or Marital Status
- ◆ Gender Identity
- ◆ National Origin
- ◆ Mental or Physical Disability
- ◆ Race
- ◆ Religion
- ◆ Retaliation
- ◆ Sex (gender, pregnancy, sexual harassment)
- ◆ Sexual Orientation

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 and Marion. 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.

Association – a person's relationship or association with a person protected under Chapter 69.

Color – skin pigmentation

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

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

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

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

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

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

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

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

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

COMMISSION HISTORY

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

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

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

Initially, only housing cases were filed. The Committee tried to be proactive in dealing with race-based housing discrimination by contacting a number of area landlords and asking them to agree to not discriminate based on race when renting. The Committee created a document for landlords to sign stating that they would rent to minority individuals. The goal was to get half of Cedar Rapids' landlords to sign the statement. They hired a retired high school principal to make personal calls to apartment owners who had not signed the letter of intent. Those signatures represented 598 rental units out of 1,559. The Committee asked owners who had not signed a letter of intent to reconsider their decision. The Committee then compiled a list of the landlords, homebuilders, real estate personnel and employers who had positive dealings with minority individuals as tenants.

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

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

In these early years, some people raised concerns about the effectiveness of a commission with no enforcement powers. There was a growing consensus in the community that in order for the

Committee to be effective, it needed enforcement powers. Concerned groups and members of the minority communities petitioned Mayor Johnson and the City Council for an ordinance that would make the Committee a more effective body.

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

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

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

In June of 2009, the Commission began another push for updates to the ordinance. Working with Professor Len Sandler and students in The University of Iowa Clinical Law Program, the Commission proposed to add protection for:

- those with a lawful source of income, including alimony, worker’s compensation, SSI, Section 8 vouchers and other types of income or subsidies;
- persons associated with someone in a protected class;
- individuals who are retaliated against for filing a complaint or lawfully opposing an unfair or discriminatory practice or act;
- local jurisdiction to investigate ADA complaints.

Changes to the ordinance would also extend the deadline for filing an administrative complaint with the Commission from 180 to 300 days. After two and a half years of public input, all changes except lawful source of income were adopted and the new ordinance was signed by the Mayor of Cedar Rapids on January 10, 2012.

Besides routinely investigating jurisdictional complaints, the Commission performs outreach and education in the Cedar Rapids and Marion communities 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. 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 50 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 2012, three Commissioners ended their tenure with the Commission – Mitchell Levin, and Ruth White on June 30 and Indira Mysore on December 31. Two new Commissioners were appointed to serve three-year terms – Tamara Cronin and Paulette Hall. Below are bios on those Commissioners who served some or all of 2012.



Tamara Cronin

Currently Serving, since July 2012

Tammy is currently an Employment Developer for Systems Unlimited, Inc. She has held various other positions within local colleges as Student Advisor and Workforce Career Consultant. She is active in the community as the current Co-Chair of the Employer’s Council of Iowa for Region 10, Diversity Co-Chair on the board for the Eastern Iowa Human Resources Association, and is serving as an AmeriCorps volunteer with the Community Corrections Improvement Association. Tammy and her family are volunteers with the MacBride Raptor Project, a cooperative effort between The University of Iowa and Kirkwood Community College, since 1997.

A Cedar Rapids native, Tammy brought her family back to Cedar Rapids from Tampa, Florida in 1994 after having lived there for 6 years. She graduated with honors from the University of Iowa in 1998 with a degree in Religion and has completed work towards a Master’s degree in Special Education. Tammy is married to Phil Cronin, Store Manager of the Vernon Village True Value on Mt. Vernon Road in Cedar Rapids. They have three grown children: two married and two attending the University of Iowa. They are proud grandparents to one granddaughter; Zoe Cronin.



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 since 1993. Barb is a 1998 graduate of the Leadership for Five Seasons program. Barb and her husband, Scott, have two children.



Paulette Hall

Currently Serving, since July 2012

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



Salma Igram

Currently Serving, since July 2011

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 of others, as all humans were created equal, is what Salma, her husband, four children and seven grandchildren try to live by.



Mitchell Levin

Served November 2010 – June 2012

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

Served July 2011 – December 2012

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 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 an MBA from St. Ambrose University. Bret is married to Suzanne Nilles, also employed at Rockwell Collins. They have five grown daughters with two 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 27 years. Laura has been active in Landlords of Linn County since 1988, and is currently the President.

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



Anne Pham

Currently Serving, since January 2012

Anne Pham was sponsored from Vietnam, where the generosity of Iowans provided a sense of belonging and optimism for opportunity; Iowa has now been home for over 25 years. Following college, she settled in Cedar Rapids, where she has lived for the past 7 years. Anne is a graduate of the University of Iowa, with a Masters' Degree in Business Administration, an undergraduate degree in Mechanical Engineering, and a minor in Mathematics. She manages the drinking water compliance and operations section of the Water Quality Bureau for the Department of Natural Resources.

Passionate about equality, Anne volunteers much of her time to causes that support underrepresented populations. In addition to serving on the Civil Rights Commission, she is a

Big Sister for Big Brothers Big Sisters, Sponsorship Coordinator for Emerging Opportunities for Sustainability, tech college adjunct instructor, and a board member for Prevent Child Abuse Iowa.



Keith Rippy

Currently Serving, since November 2010

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

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

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

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



Robin Tucker

Currently Serving, since January 2012

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

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

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

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



Dr. Ruth White

Served July 2009 – June 2012

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.

COMMISSION STAFF

Karl Cassell, Executive Director

Hired December 2008

Karl Cassell is the Executive Director of the Cedar Rapids Civil Rights Commission. Its mission is to assure the rights of all under the law. 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. Under Karl's direction, the Commission has held three 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. In February 2012, Senator Harkin announced the largest state grant approval from HUD to the Cedar Rapids Civil Rights Commission.

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 Rotary International, 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), Leadership for Five Seasons Advisory Board (Board Chair), and Workplace Learning Connections.

Karl was inducted into Jefferson High School's 2011 Alumni Hall of Fame. He was 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 "40 Under 40" by the Corridor Business Journal. While living in Baltimore, MD, 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 an economic/community development corporation and think-tank to serve as a catalyst to bring community and business together.

Karl has given many keynote addresses, teaching seminars and speaking engagements. The most notable to date is his introduction of then Senator Barack Obama, en route to being the nation's 44th President of the United States.

From April 9 to 20, 2012, Karl traveled to Indiana University as a fellow and short-term visiting scholar for the Workshop in Political Theory and Policy Analysis; founded in 1972 by Drs. Elinor and Vincent Ostrom, recipient of the 2009 Nobel Prize in Economic Science.

Karl is a 1999 graduate of Iowa State University with a B.S. in Sports Management.

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 a member of the Iowa Olmstead Consumer Task Force, 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 is currently the Board President of Family Promise of Linn County (Non-Profit organization dedicated to serving children and families who are homeless), a board member of Diversity Focus, was appointed by the Governor to serve on the State of Iowa Council on Homelessness. She is an advisor to the City of Cedar Rapids/Linn County ADA Advisory Committee, a member of the Linn County Continuum of Care Planning & Policy Council, a member of the Iowa ADA Coalition, and is a Sexual Assault/Domestic Violence volunteer advocate for Waypoint Services.

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 B.S. degree in Psychology from Missouri Western State University and is completing her Masters of Business Administration at Mount Mercy University. In 2011, she was a recipient of the Forty Under 40 award.

Stefanie has two daughters: Ali, who is 19 and currently serving in the National Guard and Julia who is 7 and in the first grade.

Janet Abejo, Investigator

Hired January 2011

Janet has worked at the Civil Rights Commission since January 31, 2011. Before being hired by the Cedar Rapids Civil Rights Commission, Janet worked in Human Resources for the City of Cedar Rapids. She acquired a B.S. degree in Psychology at the University of Iowa as well as an

M.A. in Industrial/Organizational Psychology at Roosevelt University. Janet is originally from the Chicago area, where most of her family resides. She has lived in Cedar Rapids for four years. Janet previously volunteered as an ESL tutor for adults at the Catherine McAuley Center and serves as Chair for the Board of Directors of Monsoon, United Asian Women of Iowa. She currently serves as a board member for the Arc of East Central Iowa, is a volunteer advocate for Waypoint Services, and a member of the League of Women Voters. When time permits, she is also a foster mom and volunteer for the Cedar Rapids animal shelter.

Jayne Swanson, Administrative Assistant

Hired February 2010; Retired May 2012

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. She thoroughly enjoyed her work and being part of the dedicated staff of the Cedar Rapids Civil Rights Commission.

Jeanette Gordon, Administrative Assistant

Hired April 2012

Jeanette worked in Academic Affairs at Cornell College in Mount Vernon, Iowa, where she was Assistant Registrar for 15 years. Her previous work experience includes a year at Tanager Place and over 20 years as a typesetter. Jeanette is originally from Indiana, and moved to Iowa from Denver, Colorado to be closer to her family. While in Colorado, she served as the local PTA president for four years, produced the newsletter and was the Health and Safety Committee Director for Colorado State PTA, and was an active member of the National PTA.

Jeanette has two adult children, Iris and Jim, and enjoys baking bread, fishing, reading, and being outdoors.

2012 EDUCATION AND OUTREACH

Published Articles and Media Presentations

- April 27, 2012: Cedar Rapids *Gazette* Opinion Page article “Racist injustice demands response” written by Bret Nilles, Cedar Rapids Civil Rights Commissioner.
- May 12, 2012: Cedar Rapids *Gazette* Opinion Page article “Prisons marginalize African Americans” written by Karl Cassell.
- July 19, 2012: WMT Radio program with Ryan Schlader, Karl Cassell interviewed on current civil rights protections.
- August 22, 2012: Neighborhood Network News, Karl Cassell interviewed on Ordinance changes, neighborhood involvement, and varying issues regarding civil liberties.
- November 2012: Mediacom Newsmakers interview with Karl Cassell aired the entire month of November on Mediacom channel 22.
- November 12, 2012: Cedar Rapids *Gazette* article published, “HUD official: Voucher program good for families and the economy; C.R. civil rights panel holds fair housing event” written by Rick Smith of the Cedar Rapids *Gazette*.
- December 13, 2012: Cedar Rapids *Gazette* Insight article “Poverty and the moral dilemma” written by Karl Cassell.

Education and Outreach 2012

- January 5, 2012: HUD and Family Promise, Stefanie Munsterman-Robinson attended webinar.
- January 5, 2012: New Hire Orientation/Sexual Harassment training, Janet Abejo presented.
- January 5, 2012: Iowa Council on Homelessness Committee meeting, Stefanie Munsterman-Robinson attended.
- January 24, 2012: Bridgehaven Pregnancy Support Center, Stefanie Munsterman-Robinson presented.
- January 25, 2012: Fair Housing Training, Eagle Property Management, Janet Abejo and Stefanie Munsterman-Robinson presented.
- February 2, 2012: New Hire Orientation/Sexual Harassment training, Janet Abejo and Stefanie Munsterman-Robinson presented.
- February 7-8, 2012: Immigrant Concern Meeting, Janet Abejo attended.
- February 15, 2012: New Hire Orientation/Sexual Harassment training, Janet Abejo presented.
- February 15, 2012: New commissioner Orientation, Stefanie Munsterman-Robinson presented.
- February 23, 2012: Fair Housing Training, Linn Mar Success Center, Janet Abejo presented.
- March 1, 2012: Women in Iowa Law and Politics conference, Karl Cassell attended.

- March 1, 2012: New Hire Orientation/Sexual Harassment training, Janet Abejo presented.
- March 2-30, 2012: Book Club, “The New Jim Crow” by Michelle Alexander.
- March 5, 2012: League of Human/Civil Rights Meeting, Karl Cassell and Janet Abejo attended.
- March 14, 2012: Immigrant Concern Meeting, Janet Abejo attended.
- March 17, 2012: African American Family Preservation and Resource Committee, Panel discussion ”Status on African Americans in Cedar Rapids” moderated by Karl Cassell.
- March 19, 2012: Civil Rights presentation at Downtown Rotary, keynote address presented by Karl Cassell.
- March 21, 2012: Fair Housing Training, Affordable Housing Network, Janet Abejo and Stefanie Munsterman-Robinson presented.
- March 26, 2012: Donna the Dolphin Fair Housing Presentation, Prairie Ridge, Stefanie Munsterman-Robinson and Janet Abejo presented.
- April 3, 2012: Donna the Dolphin Fair Housing Presentation, Prairie View Elementary, Stefanie Munsterman-Robinson and Janet Abejo presented.
- April 5, 2012: New Hire Orientation/Sexual Harassment training, Janet Abejo presented.
- April 5, 2012: Donna the Dolphin Fair Housing Presentation, Truman Elementary School, Stefanie Munsterman-Robinson, Janet Abejo, and Marsha Bennett presented.
- April 9-20, 2012: Indiana University Bloomington Visiting Scholar Program, Karl Cassell attended.
- April 19, 2012: Fair Housing Training, HACAP Transitional Housing, Janet Abejo and Stefanie Munsterman-Robinson presented.
- April 23, 2012: Girl Scouts, Stefanie Munsterman-Robinson presented.
- April 24, 25, May 2, 8, 9, 22, 23, 25, 2012: Waypoint Advocate Training, Janet Abejo attended.
- May 14-18, 2012: Week Four Investigator Training, Stefanie Munsterman-Robinson attended.
- May 30-June 1, 2012: National ADA Symposium 2012, Stefanie Munsterman-Robinson attended.
- June 13, 2012: Immigrant Concern (ASAC & IA Legal Aid-Human Trafficking) Janet Abejo attended.
- June 20, 2012: Fair Housing Presentation to Cedar Rapids Area Association of Realtors, Stefanie Munsterman-Robinson presented.
- July 11, 2012: New Hire Orientation/Sexual Harassment training, Janet Abejo presented.
- July 16 - 18, 2012: “Making Diversity Count” Conference by the Anti-Defamation League, Stefanie Munsterman-Robinson attended.
- July 21, 2012: A 2012 ADA Celebration at Kernel’s Stadium, Stephanie Larios and Stefanie Munsterman-Robinson manned a booth.
- July 27, 2012: Peer Action Disability Support (PADS) meeting, Darryl Lipscomb attended.

- August 8, 2012: New Hire Orientation/Sexual Harassment training, Stefanie Munsterman-Robinson presented.
- August 9, 2012: Fair Housing Educational Outreach, Landlords of Linn County, Stefanie Munsterman-Robinson and Janet Abejo presented.
- August 9, 2012: Leadership For Five Seasons Orientation, Stefanie Munsterman-Robinson attended.
- August 23, 2012: State ADA Committee Meeting, Stefanie Munsterman-Robinson attended.
- August 28, 2012: New Commissioner Orientation, Stefanie Munsterman-Robinson, presented; Janet Abejo, Jeanette Gordon, Paulette Hall, and Tamara Cronin attended.
- September 6, 2012: Donna the Dolphin Fair Housing Educational Outreach to Preschool Students at Taylor Elementary, Stefanie Munsterman-Robinson and Janet Abejo presented.
- September 6, 2012: Donna the Dolphin Fair Housing Educational Outreach to Kindergarten and First Grade Students at Taylor Elementary, Stefanie Munsterman-Robinson and Janet Abejo presented.
- September 7, 2012: Booth and Educational Outreach at the Vet Stand Down, Stefanie Munsterman-Robinson presented.
- September 10 – 14: Completion of Week 5 Investigator Training and graduation for the National Fair Housing Training Academy, Stefanie Munsterman-Robinson attended.
- September 14-October 26, 2012: Book Club, “The Rich and the Rest of Us” by Tavis Smiley and Cornell West.
- September 20, 2012: Iowa Disability Rights planning meeting, Stefanie Munsterman-Robinson attended.
- September 21, 2012: Iowa Council on Homelessness meeting, Stefanie Munsterman-Robinson attended.
- September 21, 2012: Voter Registration Drive, co-sponsored by the Cedar Rapids Civil Rights Commission.
- September 27, 2012: Fair Housing Educational Outreach to 4 pre-school classes at St. Paul’s United Methodist Church, Stefanie Munsterman-Robinson and Janet Abejo presented.
- September 28 – 29, 2012: Leadership for 5 Seasons Retreat, Stefanie Munsterman-Robinson attended.
- October 1, 2012: Civil Rights and anti-bullying Educational Outreach to all 4th and 5th graders at Taylor Elementary, Stefanie Munsterman-Robinson presented.
- October 3, 2012: Anti-harassment training to new city employees, Stefanie Munsterman-Robinson presented.
- October 8, 2012: Focus Group hosted by the Department of Human Rights, Karl Cassell participated.
- October 24, 2012: Fair Housing Educational Outreach, Foundation 2, Janet Abejo presented.

- October 24, 2012: Fair Housing Educational Outreach, Foundation 2, Stefanie Munsterman-Robinson presented.
- October 30, 2012: Educational Outreach, Prairie High School Juniors, Stefanie Munsterman-Robinson presented.
- November 2, 2012: Leadership for Five Seasons, Stefanie Munsterman-Robinson attended.
- November 7, 2012: Anti-Harassment Training, City of Cedar Rapids new hires, Janet Abejo presented.
- November 8, 2012: Cedar Rapids Fair Housing Conference, Jeanette Gordon, Karl Cassell, Darryl Lipscomb, Janet Abejo, Stefanie Munsterman-Robinson hosted.
- December 5, 2012: Anti-Harassment Training, City of Cedar Rapids new hires, Janet Abejo presented.
- December 10, 2012: Educational Outreach, REM Iowa - Brain Injury Survivors' group, Janet Abejo and Stefanie Munsterman-Robinson presented.

COMMUNITY INVOLVEMENT OF STAFF MEMBERS

Karl Cassell, Executive Director

- ◆ Short-Term Visiting Fellow/Scholar ~ Ostrom Workshop in Political Theory & Public Analysis Indiana University
- ◆ Inductee ~ Jefferson High School Hall of Fame
- ◆ Founder/Board Member ~ Regional Economic Development Institute (RED-I)
- ◆ Founder/Board Member ~ Friends of the Cedar Rapids Civil Rights Commission
- ◆ Member, Greater Cedar Rapids Community Foundation
- ◆ Member, Downtown Rotary Club
- ◆ Member, St. Luke's Board of Directors
- ◆ Member, YMCA Board
- ◆ Member, United Way of East Central Iowa Board
- ◆ Chair, Neighborhood Transportation Service (NTS)
- ◆ Chair, 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, Olmstead Consumer Task Force
- ◆ Member, P.A.D.S.
- ◆ 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
- ◆ Former Executive Board Member and Webmaster, Iowa Community College Student Services Association
- ◆ Former Member, CR Schools Multi-Cultural Non-Sexist Education Advisory Committee

Stefanie Munsterman-Robinson, Investigator, Mediator

- ◆ President, Family Promise of Linn County
- ◆ Board Member, Diversity Focus
- ◆ Board Member, Iowa Council on Homelessness
- ◆ Board Member, College Community School Improvement Advisory Board
- ◆ Volunteer, Sexual Assault and Domestic Violence Advocate, Waypoint Services
- ◆ Member, Leadership for 5 Seasons class of 2013
- ◆ Advisor to the City of Cedar Rapids/Linn County ADA Advisory Committee
- ◆ Member of the Linn County Continuum of Care Planning & Policy Council
- ◆ Member of the State of Iowa ADA Coalition
- ◆ Member, Linn County Sleep Out for the Homeless Planning Committee
- ◆ Member, National Association of Human Rights Workers
- ◆ Member, International Association of Official Human Rights Agencies
- ◆ Member, NAACP
- ◆ Member, Psi Chi, Psychology Honor Society
- ◆ Former youth softball coach and high school girls basketball coach

Janet Abejo, Investigator, Mediator

- ◆ Board Member, The Arc – East Central Iowa
- ◆ Chair, Monsoon – United Asian Women of Iowa

- ◆ Member, Linn County League of Women Voters
- ◆ Volunteer, City of Cedar Rapids Animal Care and Control
- ◆ Volunteer Advocate, Waypoint Services

2012 CASELOAD REPORTS

In 2012, 38 cases were filed with the Cedar Rapids Civil Rights Commission. Of those 38, 25 were for employment, 9 for housing, 1 for public accommodation, 3 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 38. However, this provides a good snapshot of reasons people file with our agency.

Charts 4-6 show outcomes of the investigation of these cases. 37 cases were closed in 2012 including 27 in employment, 7 in housing, 3 in public accommodation, 0 in education and credit. Some cases were filed in 2011 and closed in 2012, and some were filed in 2012 but had not closed by the end of the year, creating the difference in numbers between those opened and closed.

Finally, Chart 7 shows the bases for all cases filed in 2012, Chart 8 shows the resolution of all cases closed in 2012, and Chart 9 breaks down those opened and closed by month.

CHART 1: BASES FOR EMPLOYMENT COMPLAINTS FILED IN 2012

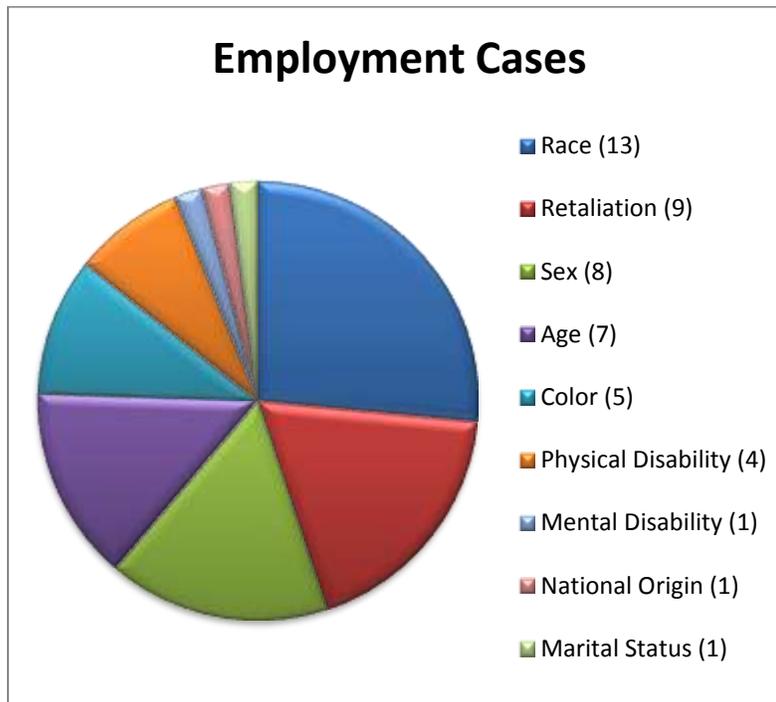


CHART 2: BASES FOR HOUSING COMPLAINTS FILED IN 2012

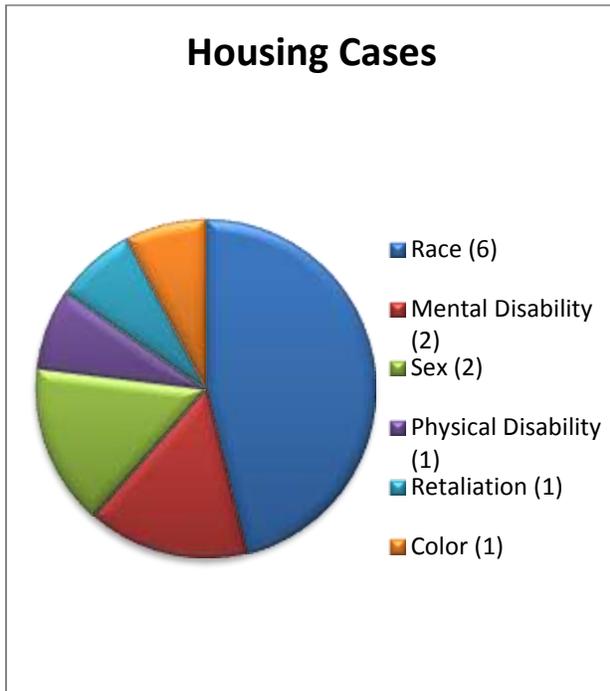


CHART 3: BASES FOR ALL OTHER CASES FILED IN 2012

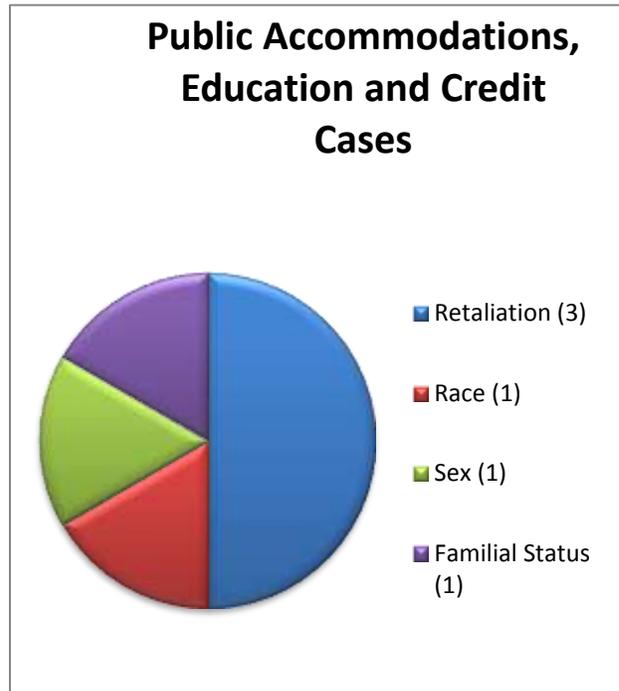


CHART 4: RESOLUTION OF EMPLOYMENT COMPLAINTS CLOSED IN 2012

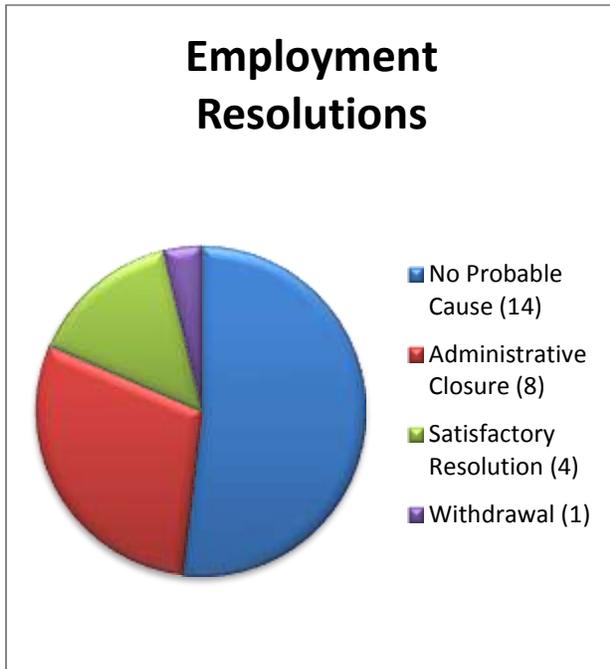


CHART 5: RESOLUTION OF HOUSING COMPLAINTS CLOSED IN 2012

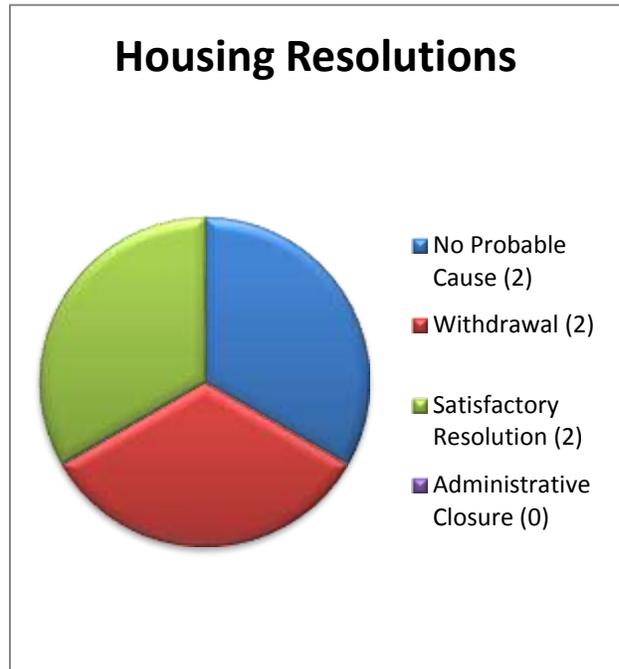


CHART 6: RESOLUTION OF ALL OTHER COMPLAINTS CLOSED IN 2012

Resolution of Public Accommodation, Credit and Education Cases

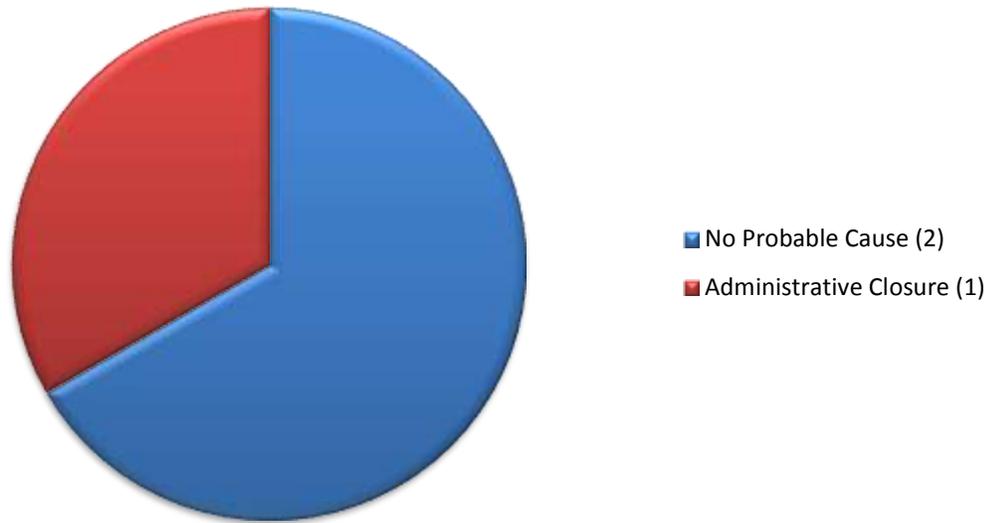


CHART 7: BASES FOR ALL CASES FILED IN 2012

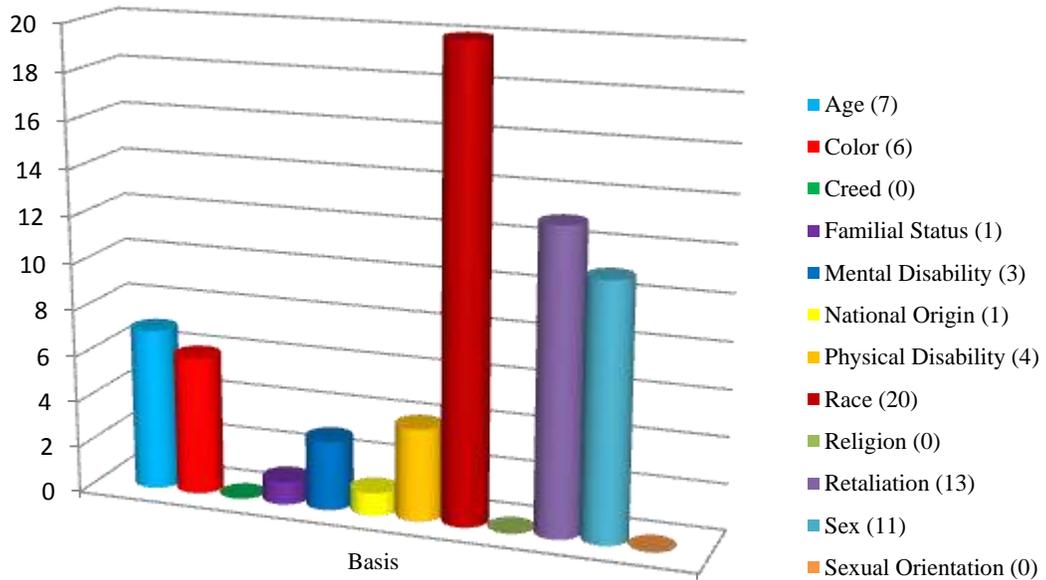


CHART 8: RESOLUTION OF ALL CASES CLOSED IN 2012

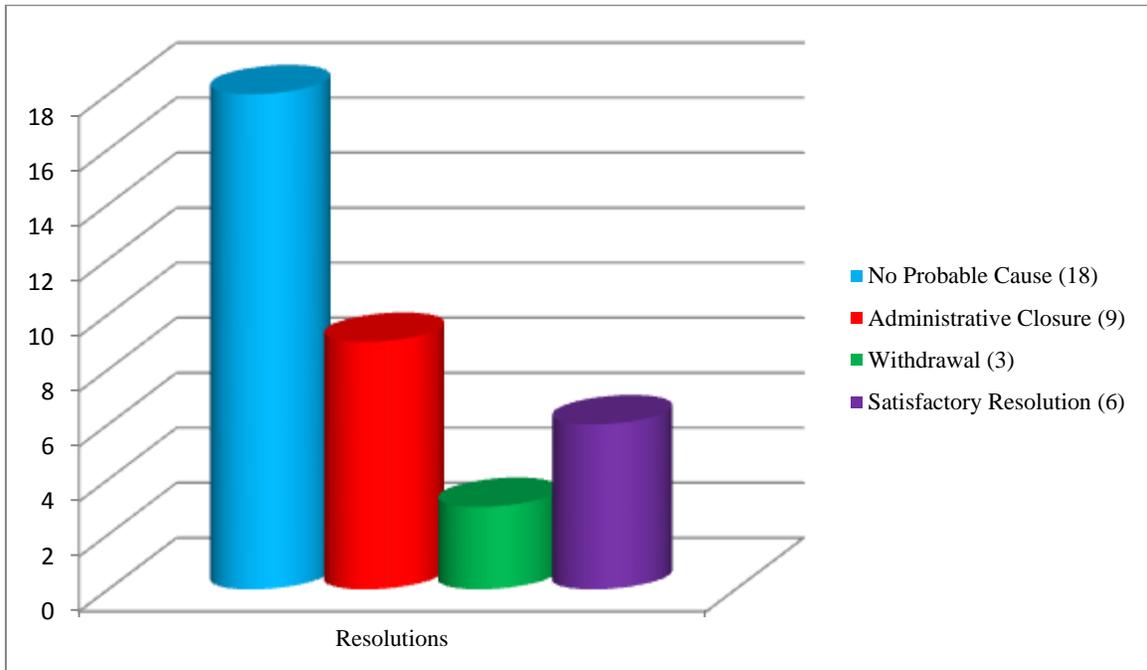
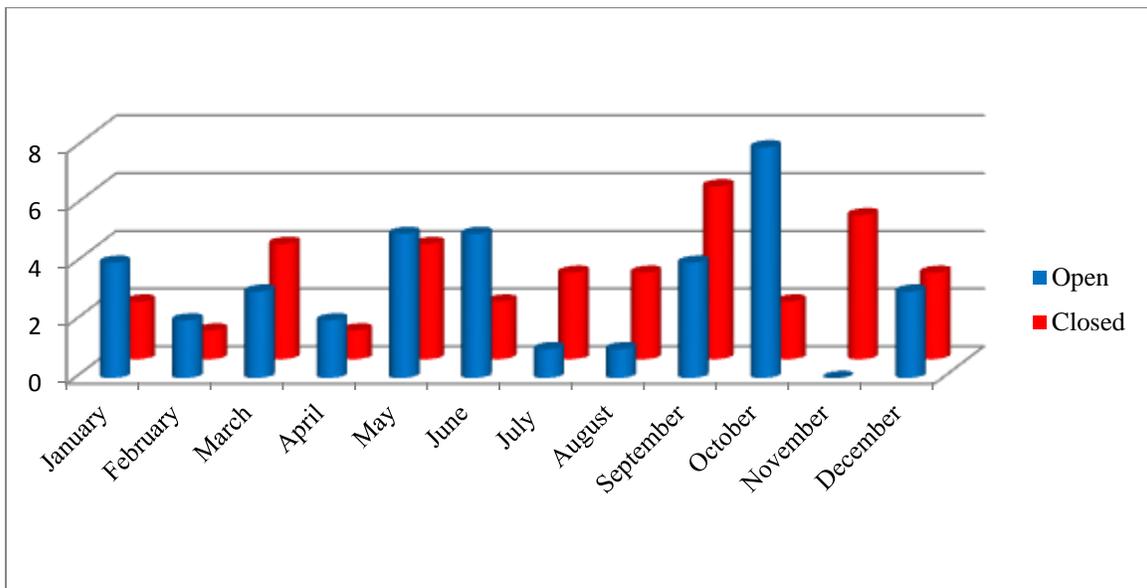


CHART 9: CASES FILED AND CLOSED IN 2012 BY MONTH



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

July: Opened 1, Closed 3
 August: Opened 1, Closed 3
 September: Opened 4, Closed 6
 October: Opened 8, Closed 2
 November: Opened 0, Closed 5
 December: Opened 3, Closed 3

CASELOAD STATISTICS

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

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

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

CRCRC#	Date Filed	Area	Basis	Date Closed	Resolution
3258	5/28/2010	Emp	Physical Disability	1/18/2012	SR
3265	8/10/2010	Emp	Physical Disability, Age	7/5/2012	SR
3269	8/30/2010	Emp	Color, Race, Retaliation	3/29/2012	NPC
3276	10/15/2010	Emp	Physical Disability	9/14/2012	SR
3277	10/15/2010	Emp	Race/Color	4/19/2012	NPC
3278	10/26/2010	Emp	Disability	3/22/2012	NPC
3280	11/5/2010	Emp	Physical Disability	5/1/2012	AC/FTC
3281	11/5/2010	Emp	Religion	5/4/2012	NPC
3282	11/19/2010	Emp	Physical Disability	2/13/2012	AC
3292	1/25/2011	Emp	Sex, Retaliation	10/10/2012	NPC
3294	3/10/2011	Emp	Sexual Orientation, Religion	8/7/2012	NPC
3295	3/14/2011	Emp	Race, Sex/Gender	6/22/2012	AC
3297	4/15/2011	Emp	Sex, Sexual Orientation, Retaliation	3/2/2012	NPC
3303	5/4/2011	Emp	Race	8/14/2012	AC/FTC
3305	6/6/2011	Emp	National Origin, Race	9/26/2012	AC/FTC
3308	9/9/2011	Emp	Race, Color, Creed	5/14/2012	SR
3311	8/9/2011	Emp	National Origin, Race, Religion	11/28/2012	NPC
3314	10/18/2011	PA	Race, Disability	5/21/2012	AC/FTC
3315	9/19/2011	PA	Race, Color	11/19/2012	NPC
3319	10/27/2011	Emp	Sex	12/18/2012	NPC
3322	12/14/2011	Emp	Race, Retaliation	9/13/2012	AC/EEOC
3323	1/24/2012	Emp	Race, Retaliation	9/12/2012	NPC
3324	1/16/2012	Emp	Race, Sex, Retaliation	7/2/2012	NPC
3325	1/11/2012	Emp	Race, Color	6/18/2012	NPC
3326	1/17/2012	Emp	Race, Color	1/26/2012	WD
3328	2/27/2012	Hsg	Race	3/11/2012	WD
3332	3/27/2012	PA	Sex, Familial Status	11/30/2012	NPC
3333	4/27/2012	Hsg	Color	8/13/2012	SR
3335	5/22/2012	Emp	Retaliation, Sex	9/24/2012	NPC
3337	5/23/2012	Emp	National Origin, Race	12/14/2012	AC/RTS
3338	6/11/2012	Hsg	Race	9/15/2012	NPC
3340	6/21/2012	Emp	Race, Color	10/5/2012	NPC
3342	7/19/2012	Hsg	Race	11/2/2012	NPC
3343	6/27/2012	Emp	Sex	7/13/2012	AC/ICRC
3349	9/20/2012	Hsg	Race, Gender	12/3/2012	WD
3352	9/28/2012	Hsg	Physical Disability, Mental Disability	11/14/2012	SR

OVERVIEW OF THE COMPLAINT PROCESS

There are 12 steps in the complaint process:

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

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

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