



NOTICE OF MEETING
The Regular Meeting of the
CRCRC DEVELOPMENT AND PERSONNEL COMMITTEE MEETING

Will Be Held

Wednesday, August 19, 2015 at 5:00 p.m.

Civil Rights Commission Office
50 2nd Avenue Bridge, 4th Floor, Cedar Rapids, IA

A G E N D A

- I. Call to Order
- II. Roll Call – Introductions
- III. Public Response
- IV. New Business
 - Three Year Service Agreement with the City of Cedar Rapids, designating CRCRC Executive Director LaSheila Yates to serve as the City’s Chief Diversity Officer
 - Civil Rights and Fair Housing Yearlong Internship Program
 - Executive Director – Annual Evaluation/Performance Appraisal and Employee Satisfaction Survey
 - Reevaluation and Reclassification of the Senior Investigator position to Assistant Director (FY17)
- V. Adjournment

NOTICE: Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.

Cedar Rapids Civil Rights Commission Diversity and Equity Services
Cedar Rapids Human Resources Department
Prepared by Conni Huber
8/6/15

Scope of Services September 19, 2015 – September 18, 2018

The City of Cedar Rapids has the opportunity to create an Employee Diversity and Equity Committee and to designate a Chief Diversity Officer to lead and support citywide diversity and inclusion efforts. To provide additional resources and support for these efforts, the City requests the services of the Executive Director to serve as the City's Chief Equity and Diversity Officer. This agreement is between the City of Cedar Rapids and the City of Cedar Rapids Civil Rights Commission.

City of Cedar Rapids Chief Diversity Officer Roles and Responsibilities include:

- Serving as an adviser to the City Manager on issues of equity and diversity, and coordinating with the Human Resources Director on the City's internal diversity efforts and initiatives;
- Receiving public concerns related to age, color, creed, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation concerning municipal services provided by the City of Cedar Rapids;
- Working in partnership with the Human Resources Director to serve as a co-advisor to the City Manager on issues related to diversity, equity, and inclusion;
- Working with the Human Resources Director to co-lead and support employee diversity programming, including supporting an Employee Diversity and Equity Committee;
- In collaboration with the Human Resources Director, working with City departments to update policies that promote diversity, equity, inclusion and anti-discrimination; and
- In partnership with the Human Resources Director, serving as a co-chair for the Employee Diversity and Equity Committee
- Additional services and responsibilities may be developed with the agreement of both parties.

These services will be provided for the three year duration of this agreement. Either party may terminate this agreement with 30 day notice to the other party. Upon agreement of both parties, this agreement may be extended as needed.

There is no fee for these services.

Conni Huber
Human Resources Director

Keith Rippy
Chair, City of Cedar Rapids Civil Rights
Commission



Council Agenda Item Cover Sheet

Submitting Department: Civil Rights

Presenter at Meeting: LaSheila Yates
E-mail Address: l.yates@cedar-rapids.org

Phone Number/Ext.: 5004

Alternate Contact Person: Janet Abejo
E-mail Address: j.abejo@cedar-rapids.org

Phone Number/Ext.: 5632

Description of Agenda Item: CONSENT AGENDA

Resolution authorizing the addition of two part-time employees for the Civil Rights Commission for a Civil Rights and Fair Housing Internship Program with the classification of two part-time Civil Rights Investigation and Outreach internship positions.
CIP/DID #CVR-2015-08A

<p>EnvisionCR Element/Goal: ProtectCR Goal 3: Maintain and provide quality services to the community.</p>
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Background: In FY14, the Civil Rights Commission received approximately \$50,000 of HUD partnership grant funding to support a Temporary Education & Outreach Coordinator position. Due to staffing changes in July 2015, the Temporary Education & Outreach Coordinator position was vacant and resulted in approximately \$10,000 of remaining unused funds.

On July 31, 2015, HUD approved reallocation of the unused funds and granted an extension to support a yearlong internship program. The Civil Rights Commission requests two Civil Rights Investigation and Outreach internship level classification to assist with educational outreach, investigative activities, and other duties as assigned.

The internship will allow the Commission to satisfactorily fulfill our core mission under the City Ordinance and have a positive impact on customer service delivery. The position is subject to an eight to ten month length of employment or budget dollars availability.

Action/Recommendation: Authorize the addition of two part-time employees for the Civil Rights Commission for the classification of two part-time Civil Rights Investigation and Outreach internship positions.

Alternative Recommendation: N/A

Time Sensitivity: Immediate

Resolution Date: August 25, 2015

Budget Information: HUD partnership grant funding (approximately \$10,000)

Local Preference Policy: (Click here to select)

Explanation: NA

Recommended by Council Committee: (Click here to select)

Explanation: NA

DIRECTOR PERFORMANCE APPRAISAL

Name _____

Appraisal Date _____

Department _____

PeopleSoft Employee ID # _____

Job Title _____

Self Evaluation

Provided By _____

Commission Chairperson Evaluation

Annual

Probationary (new employee)

Trial (existing employee)

Self Appraisal

Rating guide: See performance level definition sheet for detail.

Far exceeds expectations

Exceeds expectations

Meets expectations

Periodically meets expectations

Does not meet expectations

New responsibility (Mark as "Meets Expectations" and note expectations in Key Measurable Goals or Comment Section.)

Key Measurable Goals

1. _____

2. _____

3. _____

4. _____

5. Self and team fulfilled training requirements. [Training Report](#)

6. Conducted timely and accurate performance appraisals. [Fiscal Year End - Appraisal Timeliness Report](#)

7. Total number of employee injuries T.R.C.R.* and days away/restricted time D.A.R.T.** less than or equal to rates at time of last review.

* T.R.C.R.-OSHA Total Recordable Case Rate

[Safety Report](#)

Prev Year _____ Curr Year _____

** D.A.R.T.-Days Away / Restricted Time

Prev Year _____ Curr Year _____

Key Measurable Goals Comments: Accomplishments / Goals:

Adaptability

Rating

* Adheres to professional standards of occupation and organizational standards.

* Insures that actions carried out by department / work groups are consistent with goals, philosophies and policies of the City and Commission.

* Adapts to changes in assignments and/or new conditions in work environment.

* Responds quickly and effectively to inquiries and complaints.

* Maintains self control and professionalism under adverse conditions.

* Open to new ideas and is willing to try new approaches.

* Functions well with multiple assignments.

Adaptability Comments: Accomplishments / Goals:

Professional Competencies

- * Demonstrates specific job knowledge and required skills, and applies them appropriately.
- * Balances tasks and processes so that all objectives are met within expected time frame.
- * Anticipates short and long-term goals, and effectively plans assignments accordingly.
- * Continuously implements process improvements to enhance results.
- * Strives for excellence in meeting all priorities.
- * Demonstrates importance of professional development through active participation in meetings and trainings.
- * Applies competence toward organizational purpose, department objectives, and job description.
- * Searches out opportunities by looking for creative, innovative and viable alternatives to problems and issues.
- * Deals effectively with unexpected situations and creates appropriate contingency plans.

Rating

Select **Professional Competencies Comments: Accomplishments / Goals:**

Rating

Select **Communication**

- * Demonstrates united support of overall City and Commission priorities.
- * Effectively communicates with community groups, government and regulatory agencies to achieve desired results.
- * Exchanges information needed to achieve timely shared objectives.
- * Demonstrates and conveys a favorable image of the organization.
- * Welcomes ideas and feedback from employees, supervisors and managers.
- * Exhibits teamwork in all interactions, in department and across the organization.

Communication Comments: Accomplishments / Goals:**Interpersonal Skills**

- * Networks for the good of the entire organization.
- * Is trustworthy and deserving of team confidence.
- * Builds trust in the team that positively influences reaction and response.
- * Shows appreciation for good performance to enhance team morale.
- * Keeps fairness at the core of decisions.
- * Recognizes and gives credit when due.

Rating

Select **Interpersonal Skills Comments: Accomplishments / Goals:****Leadership and Staff Development Skills**

- * Establishes a solid rapport with team members.
- * Employees receive constructive and positive feedback consistently.
- * Holds each team member accountable for increased efficiencies.
- * Holds supervisors accountable to achieve desired results.
- * Handles conflict in a calm, constructive, and respectful manner.
- * Influences others to strive toward objectives.
- * Personal style increases motivation in others.
- * Values employees, actively seeks staff input and participation in decision making and keeps employees informed of relevant issues.

Rating

Select **Leadership and Staff Development Comments: Accomplishments / Goals:**

Planning / Execution / Decision Making

Rating

Select

- * Analyzes all factors for effective problem solving and making solid decisions.
- * Breaks down major projects into workable processes.
- * Provides realistic promises and offers timely follow-up.
- * Monitors the expected results and adjusts action plans to meet objectives.
- * Coordinates customer and City's / Commission's best interest when executing responsibilities.
- * Controls expenses, uses resources wisely.
- * Analyzes data to improve and sustain good results.
- * Removes barriers that keep employees from being successful at their jobs.
- * Achieves goals, objectives, projects and assignments identified for the year.

Planning / Execution / Decision Making Comments: Accomplishments / Goals:

[Greyed out comment area]

Organizational Impact

Rating

Select

- * Proactively works to build and maintain the organizational vision and values.
- * Demonstrates ethical behavior in all transactions.
- * Exhibits concern for the entire City of Cedar Rapids organization by contributing ideas, which have benefits beyond the scope of the individual work group or department.
- * Demonstrates willingness to go beyond or outside of one's normal job duties to contribute to a larger or city-wide initiative.
- * Emphasizes the importance of customer service to the team.
- * Holds confidentiality as a priority and is a trusted role model.
- * Promotes diversity as a means to advance our organization.
- * Open to consider calculated risks to enhance end results.
- * Demonstrates high levels of honesty and integrity.
- * Staff adheres to safety and wellness requirements.

"Cedar Rapids is a vibrant urban hometown - a beacon for people and businesses that are invested in building a greater community now and for the next generation."

Organizational Impact Comments: Accomplishments / Goals:

[Greyed out comment area]

Overall: Top 3 Accomplishments (within the past 12 month period)

1. _____
2. _____
3. _____

Overall: Top 3 Opportunities / Goals (work toward by targeted date)

1. _____
2. _____
3. _____

Director Feedback / Comments

[Greyed out feedback area]

1. As your direct supervisor, what is one thing I could do to better support your success?

[Greyed out feedback area]

2. From your perspective, what is one thing I could do to improve my leadership or the department as a whole?

[Greyed out feedback area]

Commission Chairperson Feedback / Comments

[Greyed out feedback area]

Director Signature _____

Date Signed _____

Commission Chair Signature _____

Date Signed _____

[Mid Year Progress Section - complete 6 months after annual performance appraisal.]

**Mid Year Progress: cover top 3 opportunities from annual appraisal -
(note progress (or) continued goals)**

1. _____

2. _____

3. _____

Feedback / Comments

[Greyed out feedback area]

Director Signature _____

Date Signed _____

Commission Chair Signature _____

Date Signed _____

**Cedar Rapids Civil Rights Commission Staff
Executive Director Evaluation**

Please write the number that you feel best describes the Executive Director's work during the past 90 days. October 2014 – January 2015

Over all: _____
_____ Staff responded

- 1 = Unsatisfactory**
- 2 = Needs Improvement**
- 3 = Satisfactory**
- 4 = Good**
- 5 = Excellent**

- 1 ___ The Executive Director effectively communicates with Staff.
- 2___ The Executive Director effectively communicates with Commissioners.
- 3___ The Executive Director provides training and other educational opportunities.
- 4___ The Executive Director effectively communicates with the community.
- 5___ The Executive Director provides effective leadership to Commissioners.
- 6___ The Executive Director is able to establish and meet realistic goals.
- 7___ The Executive Director demonstrates a willingness to learn (both formal and informal learning opportunities).
- 8___ The Executive Director demonstrates the ability to administer all aspects of to commission (budget, grants, HUD housing contract, education and outreach.)
- 9___ The Executive Director manages staff effectively, fairly and professionally.
- 10___ Overall rating

A. Please identify the major strengths demonstrated.

B. Please identify areas for improvement.

Staff _____ Date _____
(signing is optional)

**Cedar Rapids Civil Rights Commission
Executive Director Evaluation**

Please write the number that you feel best describes the Executive Director's work during the past 90 days. October 2014 – January 2015

Over all: _____
_____ Commissioners

- 1 = Unsatisfactory responded**
- 2 = Needs Improvement**
- 3 = Satisfactory**
- 4 = Good**
- 5 = Excellent**

1 ___ The Executive Director effectively communicates with Commissioners

(Includes providing training and other educational opportunities).

2 ___ The Executive Director effectively communicates with the community.

3 ___ The Executive Director provides effective leadership to Commissioners.

4 ___ The Executive Director is able to establish and meet realistic goals.

5 ___ The Executive Director demonstrates a willingness to learn (both formal and informal learning opportunities).

6 ___ The Executive Director demonstrates the ability to administer all aspects of to commission (budget, grants, HUD housing contract, education and outreach.)

7 ___ Overall rating

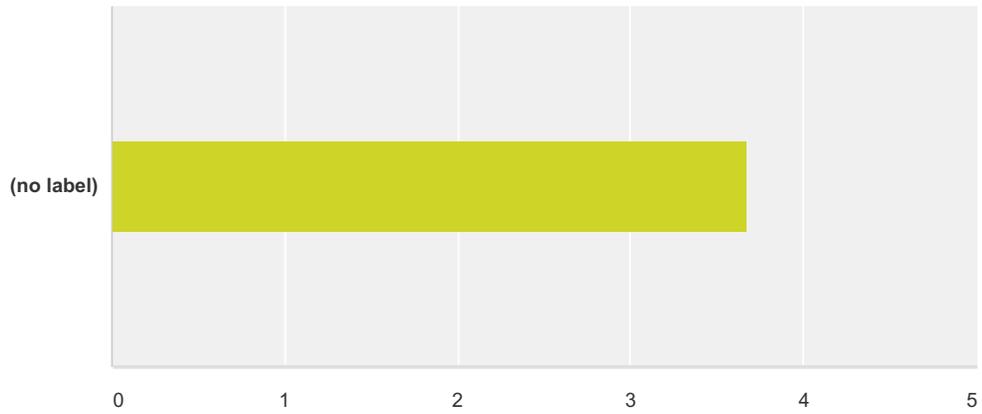
A. Please identify the major strengths demonstrated.

B. Please identify areas for improvement.

Commissioner _____ Date _____
(signing is optional)

Q1 I know our City's vision and what it is trying to accomplish.

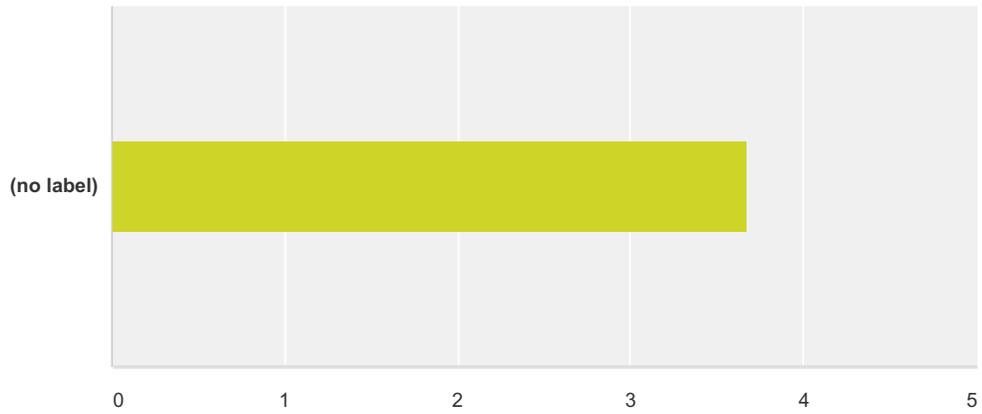
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q2 My manager emphasizes our organization's values to guide us.

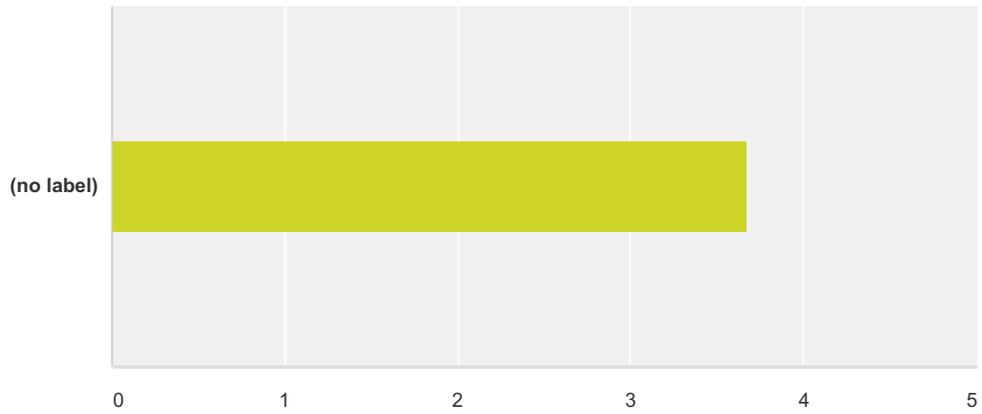
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q3 My manager informs me of what they think is most important.

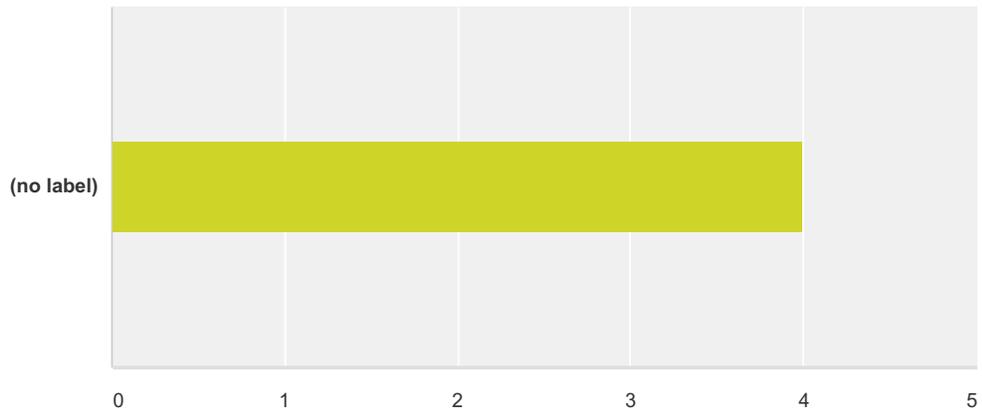
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q4 My manager is interested in my ideas.

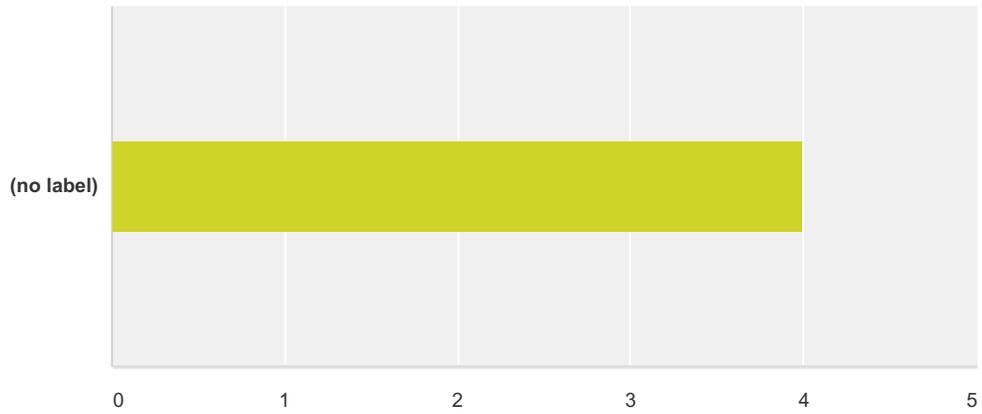
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q5 My manager strongly encourages good customer service with all staff.

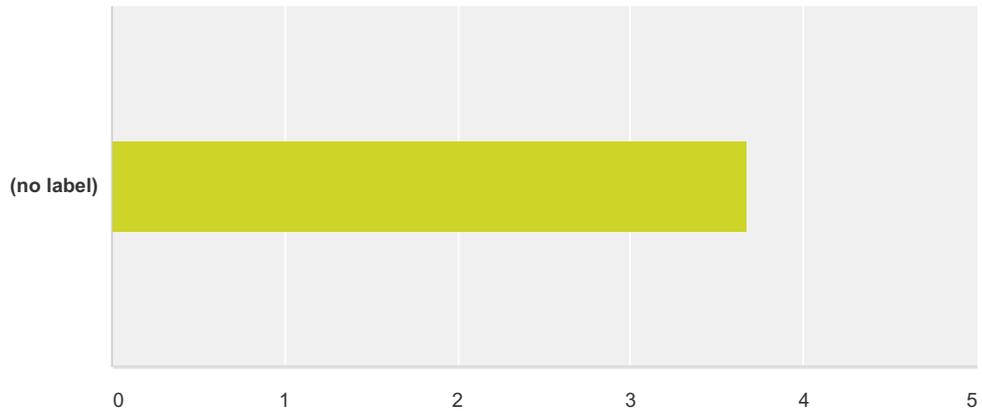
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q6 Day to day I am expected to make decisions and solve problems.

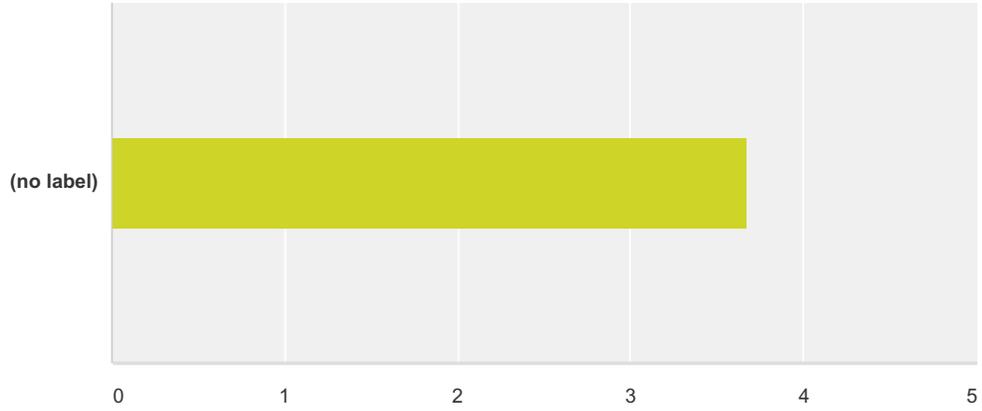
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q7 I know how to measure the quality of my work. (Examples: Customer satisfaction, error rate, re-work needed)

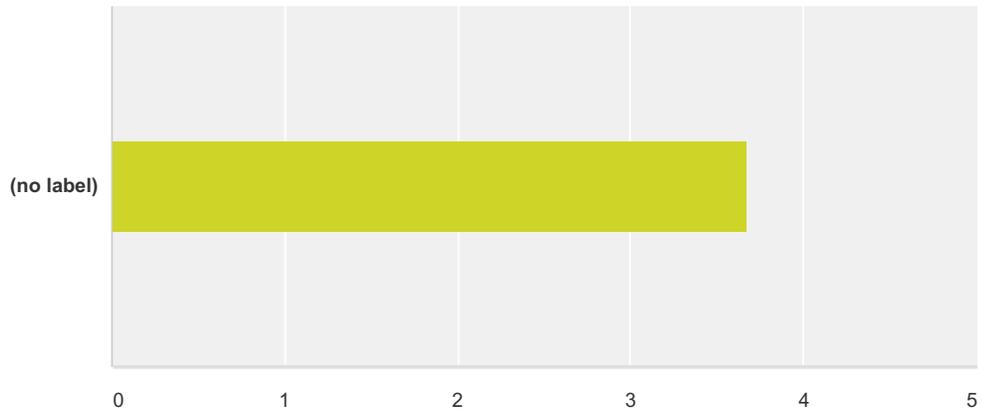
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q8 I know how my work fits into the department's overall metrics.

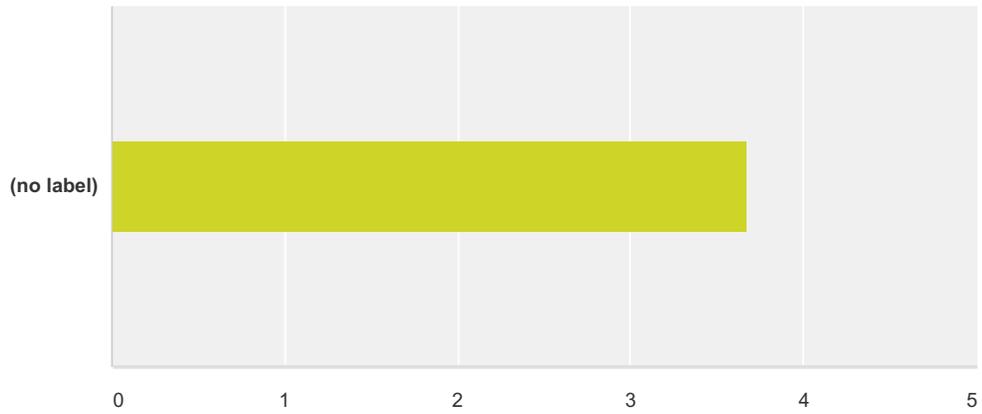
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q9 I receive the important information I need to do my work.

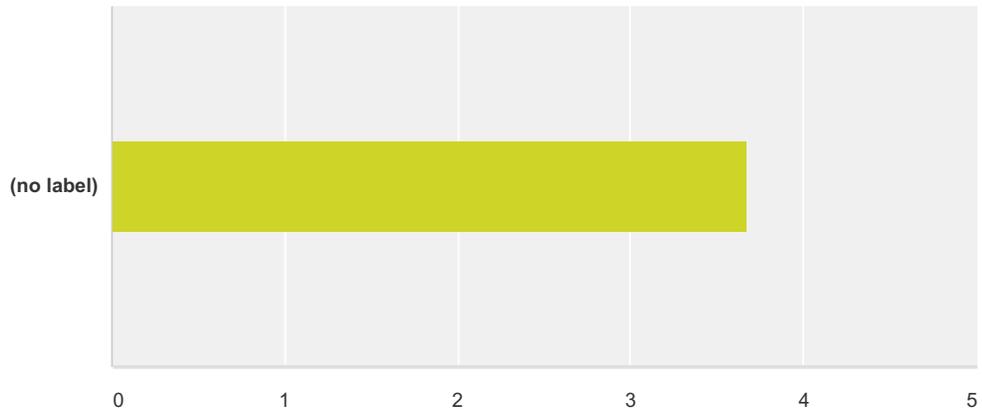
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q10 I received information about how my department is doing.

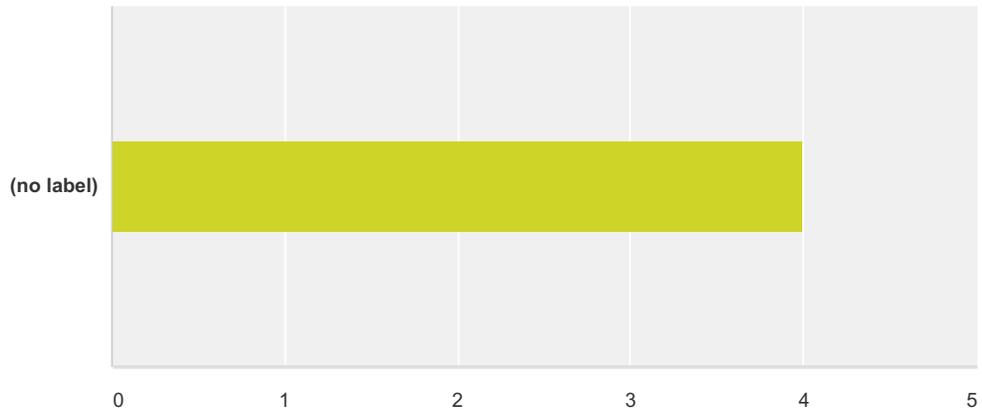
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q11 I can make suggestions and changes that will improve my work.

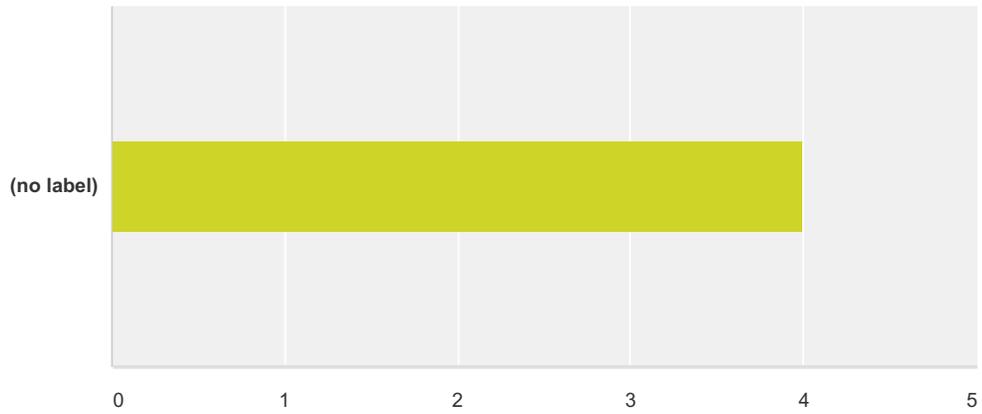
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	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q12 The people I work with cooperate and work as a team.

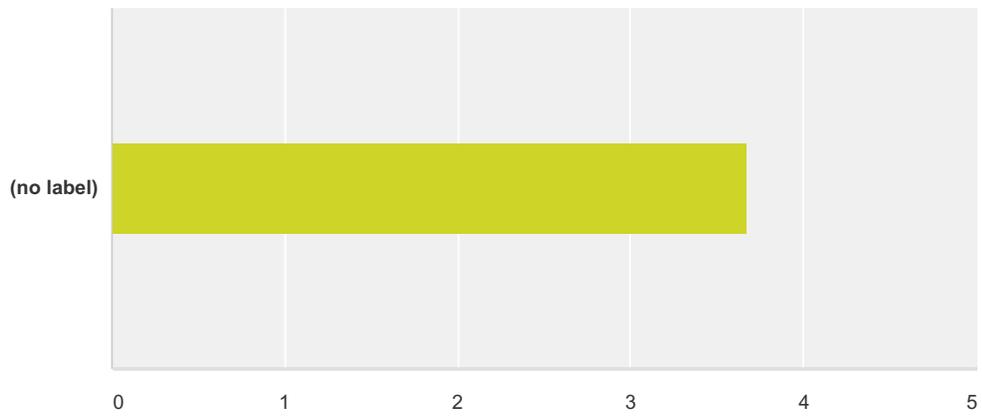
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q13 Other departments are cooperative and work with me as a team.

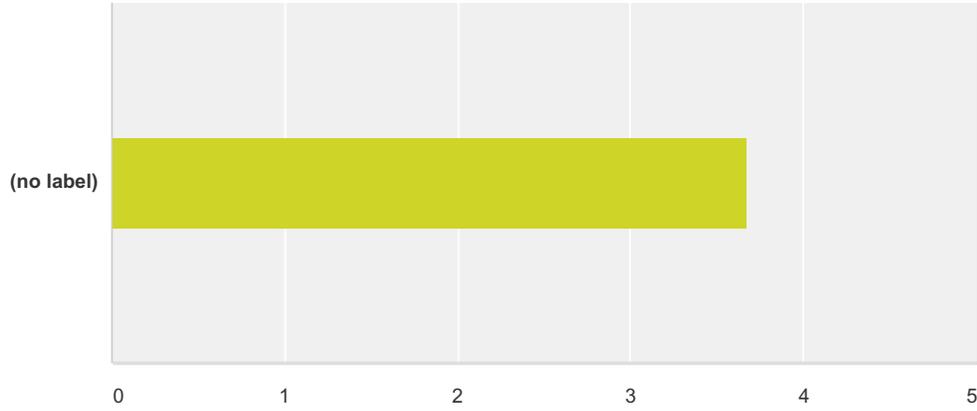
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q14 My supervisor encourages me to develop my job skills and attend training so I can advance in my career.

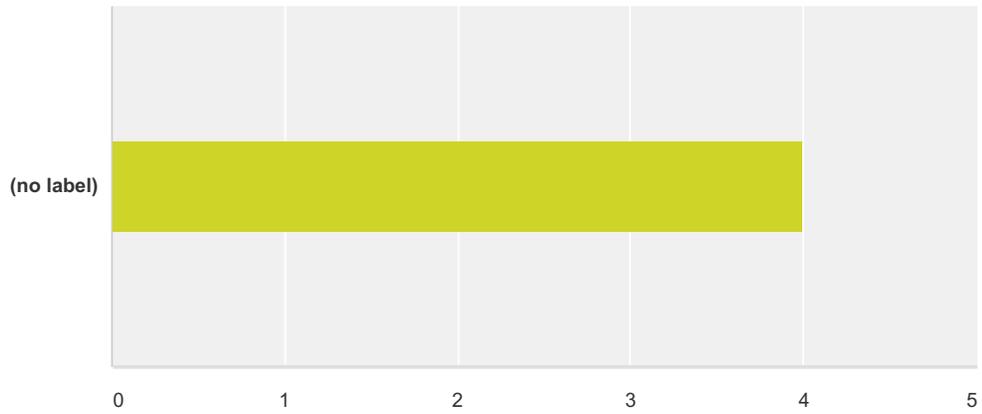
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q15 I am recognized by my supervisor for my work.

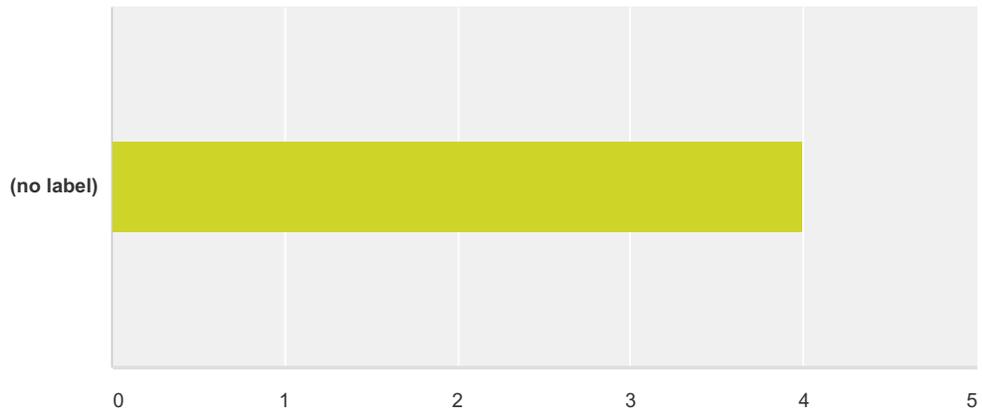
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q16 I have a safe workplace.

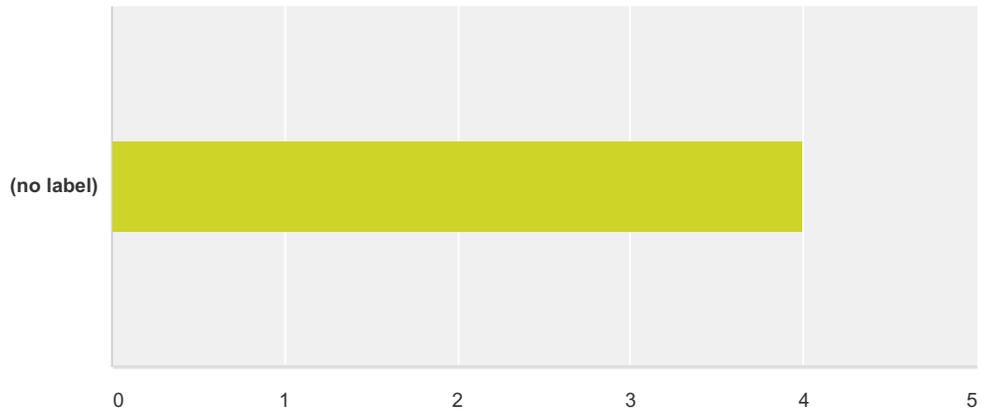
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q17 My supervisor cares about me as a person.

Answered: 3 Skipped: 0



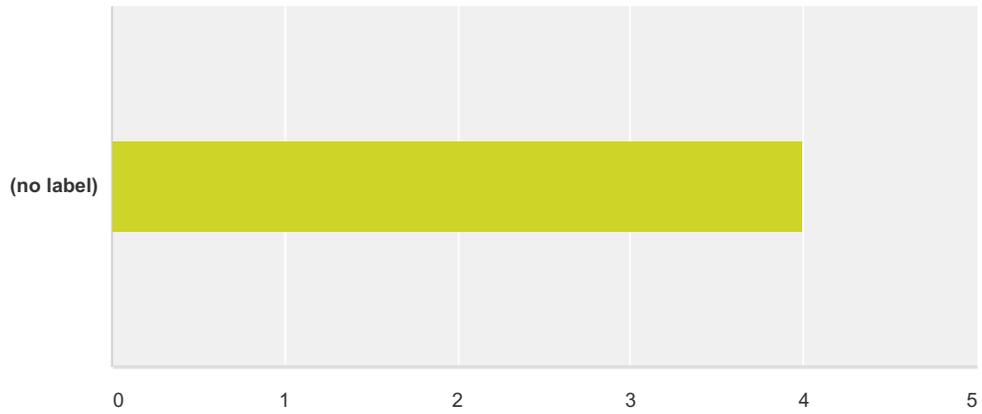
	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

**Q18 Please add your comments for
statement 17 - My supervisor cares about
me as a person.**

Answered: 1 Skipped: 2

Q19 My department leadership cares about me as a person.

Answered: 3 Skipped: 0



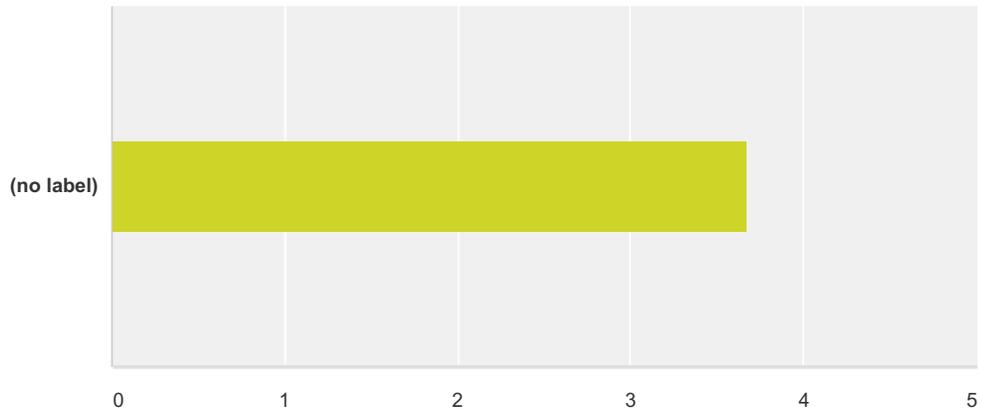
	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

**Q20 Please add comments for statement 19
- My department leadership cares about me
as a person.**

Answered: 1 Skipped: 2

Q21 The City as an organization cares about me as a person.

Answered: 3 Skipped: 0



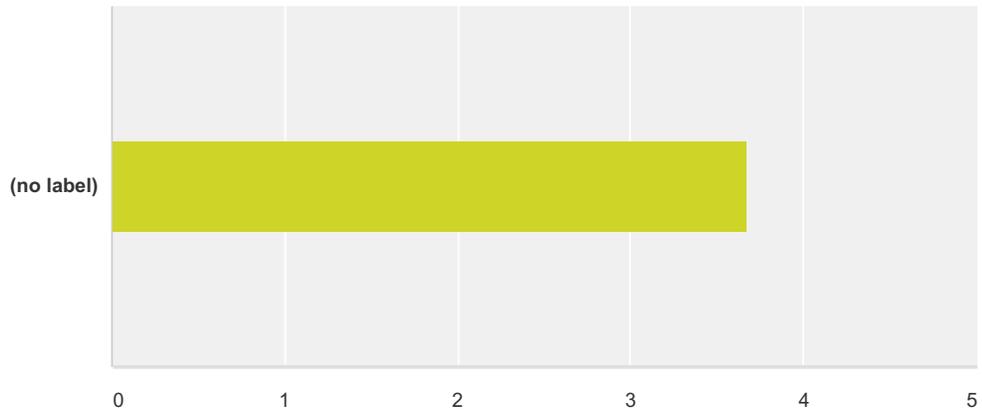
	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q22 Please add comments for statement 21
- The organization cares about me as a
person.

Answered: 0 Skipped: 3

Q23 I can get the resources I need to do my job successfully.

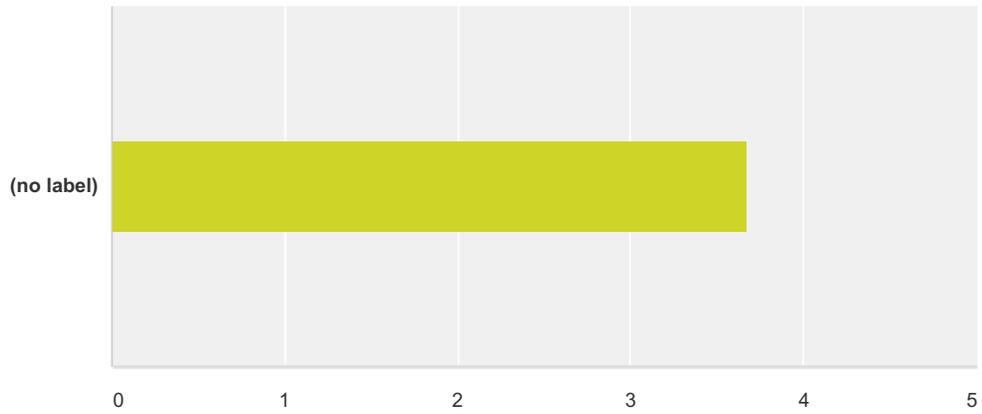
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q24 I know how our City is doing financially.

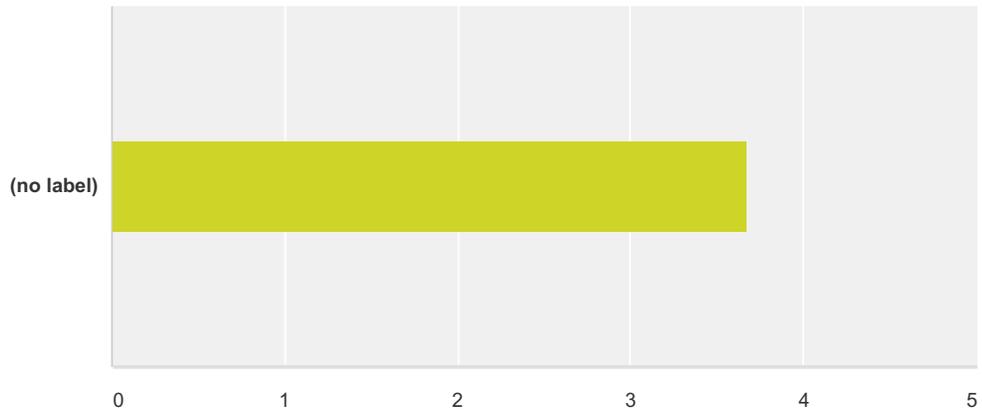
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q25 I am supported to remove things that get in the way of progress.

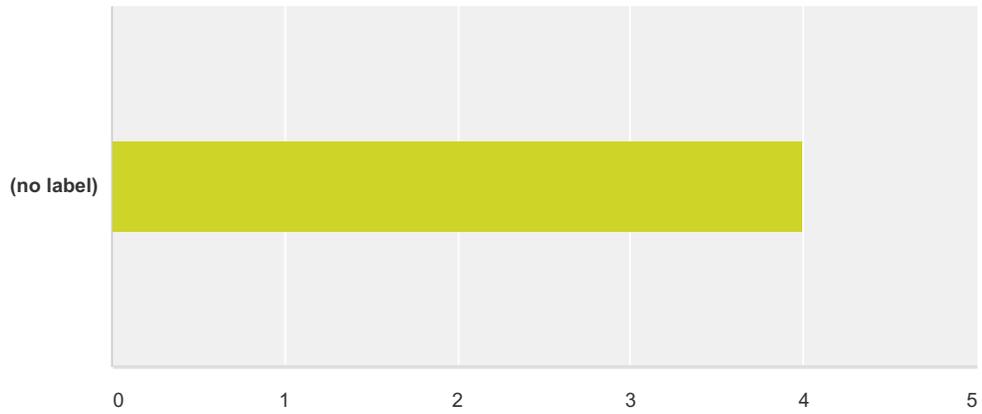
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q26 I believe my department director obeys laws and regulations.

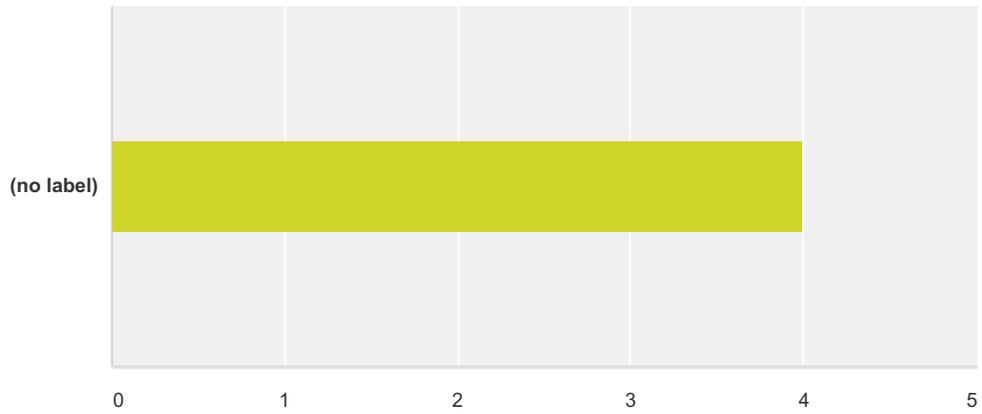
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q27 I believe my department director has high standards and ethics.

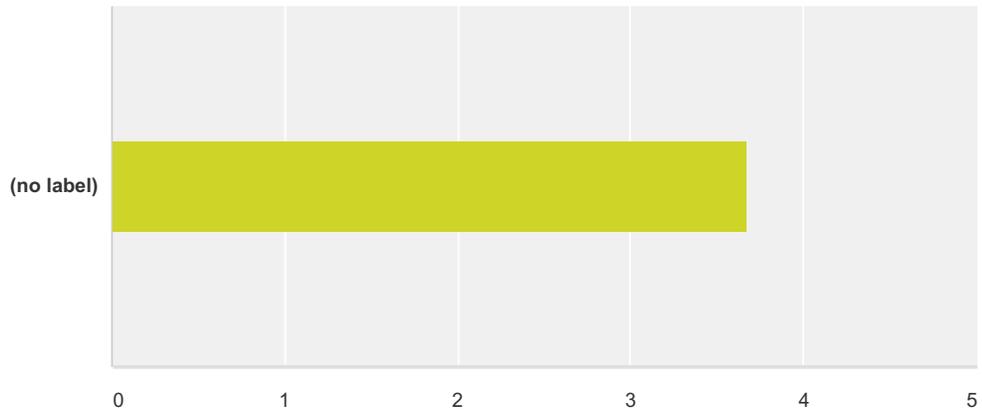
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3	4.00

Q28 I am satisfied with my job and know that I contribute to the organizational goals.

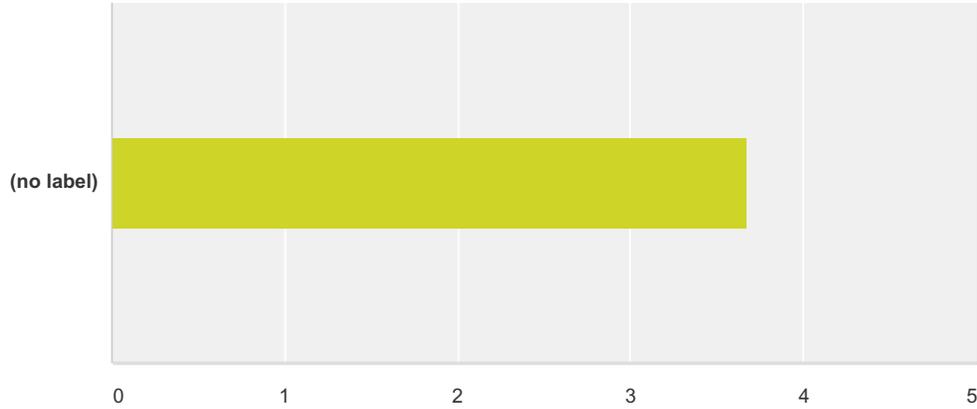
Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q29 Being a good steward of time and resources is important to me and to my department.

Answered: 3 Skipped: 0



	Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Average Rating
(no label)	0.00% 0	0.00% 0	33.33% 1	66.67% 2	3	3.67

Q30 Please add your suggestions of ways to improve stewardship in your department or in the organization.

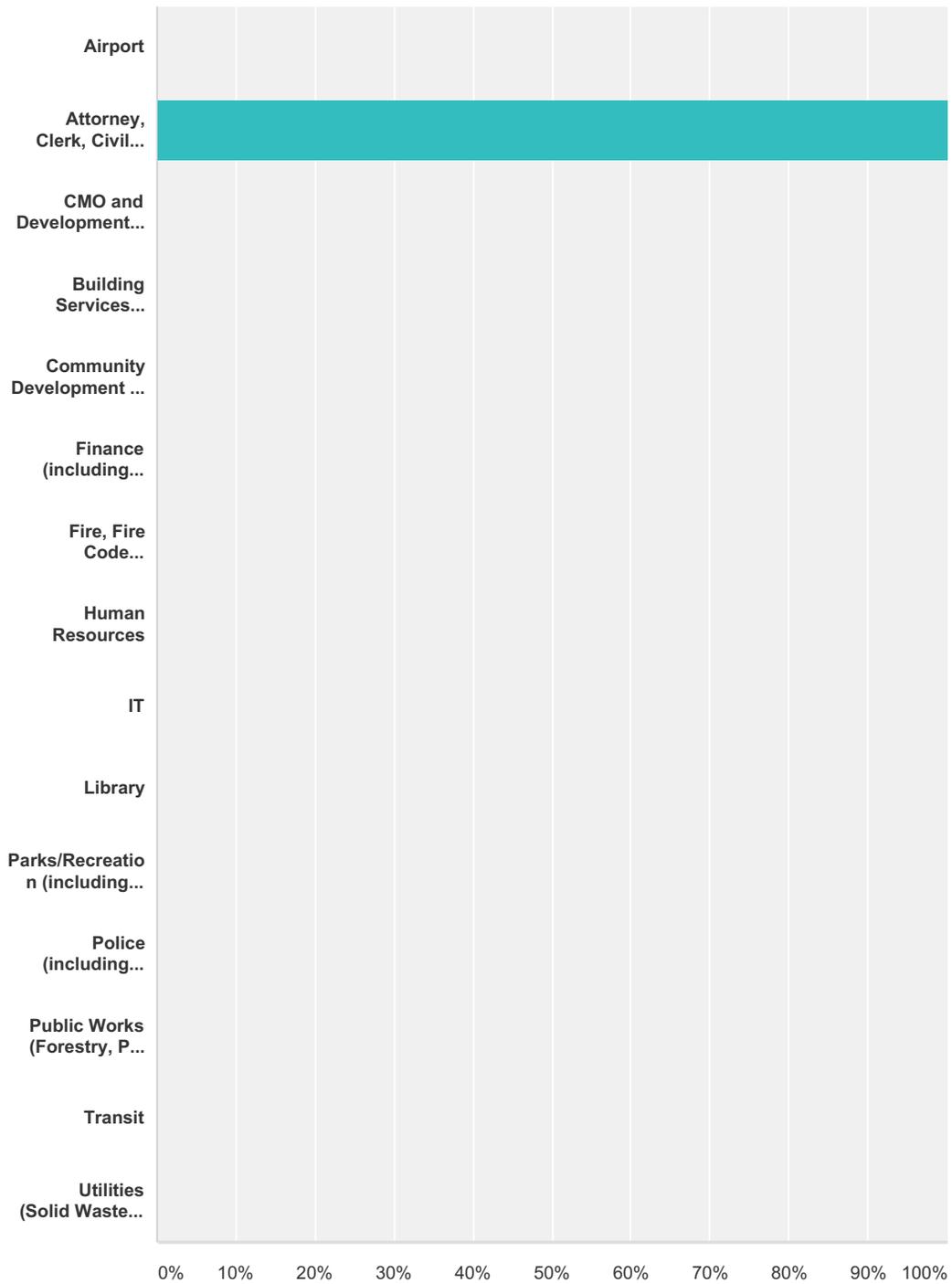
Answered: 0 Skipped: 3

Q31 Please provide additional feedback or suggestions here:

Answered: 0 Skipped: 3

Q32 Department ID

Answered: 3 Skipped: 0



Answer Choices	Responses
Airport	0.00% 0
Attorney, Clerk, Civil Rights	100.00% 3
CMO and Development Services	0.00% 0

Building Services (Building, Zoning, Electrical, Mechanical, Plumbing, Housing)	0.00%	0
Community Development and Housing Services	0.00%	0
Finance (including Fleet, Purchasing, Treasury, Facilities Maintenance)	0.00%	0
Fire, Fire Code Enforcement	0.00%	0
Human Resources	0.00%	0
IT	0.00%	0
Library	0.00%	0
Parks/Recreation (including Aquatics, Golf)	0.00%	0
Police (including Joint Communication, Animal Control)	0.00%	0
Public Works (Forestry, PW Engineering, Sewer, Streets)	0.00%	0
Transit	0.00%	0
Utilities (Solid Waste, Water, Water Pollution Control)	0.00%	0
Total Respondents: 3		