



City of Cedar Rapids  
Civil Rights Commission  
**Development & Personnel Committee Meeting Minutes**  
Wednesday, August 19, 2015  
5:00 PM – 5:30 PM

**Commissioners Present:** Ms. Laura O’Leary, Chair  
Mr. Keith Rippy  
Mr. Keith Wiggins

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

**Guests:** Ms. Conni Huber, City of Cedar Rapids Human Resources Director

**I. Call to Order**

Laura O’Leary, Chair, called the meeting to order at 5:04 PM.

**II. Roll Call/Introductions**

Commissioners, staff and guests introduced themselves.

**III. Public Response**

No public present.

**IV. New Business**

**1. 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**

Conni Huber, Human Resources Director, stated the City would like to formally request LaSheila Yates serve as the Chief Diversity Officer. In this role, Ms. Yates would work with Ms. Huber to focus on diversity and equity. When reviewing the Human Rights Campaign it identified a need for someone to work on these issues under the Chief Administrator, which is Jeff Pomeranz, City Manager. Ms. Huber stated it formalizes roles LaSheila already has.

LaSheila Yates, Executive Director, stated the Iowa City Civil Rights Director is also Iowa City’s Diversity Director and she facilitates the Diversity taskforce. Ms. Yates stated serving in this role supports the Commission work plan and aligns with the Commission Charter. Ms. Yates stated it is a three year agreement and there will be no fee for the services.

**2. Civil Rights and Fair Housing Yearlong Internship Program**

Ms. Yates stated when Outreach Coordinator, Johnny Alcivar Zuniga, left the Commission in July there was a remaining balance in funds. Ms. Yates stated she requested HUD reallocate the \$10,000 for use in an internship program and it was approved. This item will be on the August 25<sup>th</sup> City Council meeting agenda for approval of two part time positions that would work 10-15 hours per week. The positions would exist until, at least, the end of FY16.

**3. Executive Director Annual Evaluation/Performance Appraisal and Employee Satisfaction Survey**

Ms. Yates requested the Committee use forms created by the City for future evaluations and performance appraisals. The forms are currently being used for other City Directors and are due October 30<sup>th</sup> of each year. Ms. Yates also requested the Committee use the Employee Satisfaction Survey, distributed by the City, for employee feedback. It would prevent staff from providing feedback twice in a year.

**4. Reevaluation and Reclassification of the Senior Investigator position to Assistant Director (FY17)**

Ms. Yates stated the current Senior Investigator position is a technical expert position and there is no opportunity for growth. Ms. Yates stated as part of succession planning she has been working with Human Resources on the job description. There is a budget increase request associated with the reclassification in the amount of \$5,100. Ms. Yates stated all internal investigators are eligible and the position would be in effect July 2016.

The meeting was adjourned at 5:34 PM.

*Respectfully submitted by Alicia Abernathey*