



City of Cedar Rapids  
Civil Rights Commission  
**Finance Committee Meeting Minutes**  
Wednesday, November 19, 2014  
4:30 p.m. – 5:15 p.m.

**Commissioners Present:** Ms. Salma Igram - Chair  
Mr. Robin Tucker  
Mr. Keith Rippy

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

Meeting started at 4:37 p.m.

**Introductions**

**Public Response** - No public present

**Approval of Minutes** – Robin Tucker moved to approve the minutes. Salma Igram seconded the motion, which was unanimously approved.

**Old Business** -

**1. Civil Rights Office Space Update**

LaSheila Yates stated the wiring from the IT Department is near completion as they need to finish installing wiring for wireless internet and setting up our camera system. They are anticipating completion by December 5<sup>th</sup>. The cost for the wiring is approximately \$10,700 and the cameras are approximately \$1,100. Ms. Yates stated the current office furniture will be sold for \$4,000 and the cost of the movers will be \$1,200. Staff ran ads regarding the move in the Penny Saver and Gazette and the cost was approximately \$355.

**New Business** –

**1. Civil Rights FY15 Budget**

Ms. Yates stated the department has to meet or exceed the budget by June 30, 2015 and the total revenue is currently at 144%. Ms. Yates reviewed and identified specific information for the all of the commission's budget.

Keith Rippy joined the meeting at 5:04 p.m.

Ms. Yates stated Elizabeth's position will run out of funding in June and Johnny's position will run out of funding in August. Ms. Yates identified the money currently spent on specific projects and stated some corrections will be made as some items were not coded correctly.

**2. 28E Agreement**

Ms. Yates stated she met with the Marion Executive Committee and discussed the 28E Agreement. The 28E Agreement includes an initial \$5,000 setup fee to be paid to the Cedar Rapids commission each year to cover expenses relating to the Marion Rules of Practice, Charter, Standard Operating Procedures and staff training. Any additional staff time for meeting attendance, administrative meeting preparation, outreach and investigation work will be billed to Marion at 125% of staff's wage rate.

**3. 2014 Fair Housing MOU's**

This item was not discussed.

The meeting adjourned at 5:27 p.m.

*Respectfully submitted by Alicia Abernathy*