



City of Cedar Rapids
Civil Rights Commission
Finance Committee Meeting Minutes
Tuesday, August 18, 2015
2:00 PM. – 3:00 PM

Commissioners Present: Ms. Salma Igram – Chair (Via Conference Call)
Mr. Keith Rippy
Mr. Robin Tucker

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

Meeting started at 2:02 PM.

Public Response - No public present.

Approval of Minutes – Keith Rippy moved to approve the minutes. LaSheila Yates seconded the motion, which was unanimously approved.

New Business –

1. FY 2017-21 Financial Plan

LaSheila Yates stated discussions are taking place with Finance to develop a Five Year Plan and Ms. Yates would like feedback from the Finance Committee.

Commissioner Tucker arrived at 2:04 PM.

Ms. Yates stated she will be requesting a budget increase for two items. The first request would be for the reclassification of the Senior Investigator position to Assistant Director. The Senior Investigator position is a technical position and with the reclassification it will provide opportunity to recruit/hire within the organization. The budget increase request will be for \$5,100.

Commissioner Igram asked if \$5,100 would be enough money. Ms. Yates stated the position would start at salary grade 14 and when plugging in the numbers for each investigator the highest amount of increase in wage is \$5,100.

Ms. Yates stated it would be a permanent position with leadership opportunities that would include work with policy development, handling the budget, etc. The position would not be funded until FY17. Ms. Yates stated she is working with Human Resources to finalize a job description.

Ms. Yates stated the second budget increase request will be for \$9,000 to cover the cost of rent. The Commission would request a \$25,000 increase to cover ongoing costs for rental space and also a \$16,000 decrease that was intended for Contract Labor for one full-time AmeriCorps Public Allies position for FY16. When considering the decrease the total budget increase request is \$9,000. Ms. Yates stated the intent is to stop using HUD money for rent as the amount of money received from HUD each year is hard to predict and the amount needed to cover rent is not

guaranteed. Ms. Yates stated the increase requests will be submitted as part of the Five Year Plan and will be reviewed by the Commission's Budget Analyst.

Ms. Yates stated Finance is still working on the closeout numbers for FY15 and will schedule a meeting with the Finance Committee when the numbers are received. Ms. Yates stated she did not anticipate completion until September or October.

Commissioner Rippy moved to adjourn the meeting at 2:37 PM. Commissioner Tucker seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathey