



Civil Rights Commission

City of Cedar Rapids  
Civil Rights Commission

**Finance Committee Meeting Minutes**

Wednesday, December 16, 2015

4:30 PM. – 5:30 PM

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

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

**Guests:** Mr. Casey Drew, Finance Director  
Mr. Al Soukup, Finance Budget Analyst

Meeting started at 4:33 PM.

**Public Response** - No public present.

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

Commissioner Tucker arrived at 4:34 PM.

**New Business –**

**1. FY15 Financial Closeout**

Al Soukup, Budget Analyst, stated there was a small amount of surplus in the general fund that was due to position vacancies. Mr. Soukup stated there was an excess amount of revenue from selling furniture in the office move, billing Marion for services, revenue from the Iowa Civil Rights Commission (ICRC) and costs for speaking at events.

LaSheila Yates, Executive Director, stated she is responsible to ensure the discretionary fund does not exceed the budgeted costs.

**2. November FY16 Report**

Mr. Soukup stated revenue is currently at 115% of the budget due to billing Marion more than what was budgeted. For personal services the Commission is on target as 42% has been spent 42% through the year. Mr. Soukup stated discretionary funds are currently below target as they are 9% spent at 42% through the year.

**3. FY17 Budget Request**

Mr. Soukup stated the two main FY17 budget requests include an Assistant Director position and moving the building rental under the general fund. The Assistant Director budget request is for an amount that will cover any of the current staff becoming the Assistant Director.

Casey Drew, Finance Director, stated City Council will review all departmental requests in January.

Mr. Soukup stated the 28E Agreement with Marion is not proposed in the FY17 budget at this time as the agreement is under negotiation. Commissioner Rippey stated LaSheila and he met with City Attorney Jim Flitz to discuss the agreement. Ms. Yates stated the current agreement needs to be revised as the language needs to be updated. Ms. Yates stated Marion representatives and Cedar Rapids representatives will meet to discuss the 28E Agreement.

The meeting was adjourned at 5:27 PM.

*Respectfully submitted by Alicia Abernathy*