

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION
MEETING MINUTES**

July 16, 2014, 5:30pm

Civil Rights Commission Office
425 Second Street SE
Cedar Rapids, IA 52401

Commissioners Present: Dr. Emily Bowman
Ms. Tamara Cronin
Mr. Leland Freie
Ms. Barb Gay, Vice Chair
Ms. Paulette Hall
Ms. Salma Igram
Ms. Laura O'Leary
Mr. Keith Rippy, Chair
Mr. Robin Tucker

Commissioners Absent: Dr. Ruth White

Staff Present: Mr. John-Paul Chaisson-Cárdenas, Executive Director
Ms. Stefanie Munsterman-Robinson, Investigator
Ms. Janet Abejo, Investigator
Ms. Virginia Sipes, Investigator
Ms. Elizabeth Macias, Investigator
Ms. Jeanette Gordon, Administrative Assistant

Staff Absent: None

Guests: Mr. Bret Nilles, Marion Civil Rights Commission Liaison
Ms. Susie Weinacht, Cedar Rapids City Council Liaison
Mr. Bernard Clayton, Cedar Rapids community member

I. Call to Order

Noting there was a quorum, Commissioner Rippy, Chair, called the meeting to order at 5:30pm.

II. Roll Call/Introductions

Commissioners, staff, and guests introduced themselves.

III. Public Response

None.

IV. Approval of Minutes from June Meeting

After looking over the June meeting minutes, Commissioner Igram moved to approve the meeting minutes; Commissioner Hall seconded the motion. The minutes were approved without changes.

V. Report from Chair

Commissioner Rippy, Chair, thanked Executive Director Chaisson-Cárdenas for his significant and important contributions to the Cedar Rapids Civil Rights Commission. He reported that Ms. Munsterman-Robinson will be the Interim Executive Director. The permanent position will be posted for employees of the city only starting Friday, July 18 and will close on Friday, July 25.

Commissioner Rippy also noted that he will be looking at the Veterans Building for possible office space for the Commission.

VI. **Committee Reports**

Finance

Commissioner Igram, Finance Committee Chair, reported that fiscal year 2014 has not been closed and there are no financial reports available yet.

Outreach and Education

Commissioner Cronin reported that the committee will meet soon to discuss upcoming events.

LGBT Capacity Building

Ms. Munsterman-Robinson, staff, reported that the next meeting of the committee will be July 22 at 5:15pm at the Cedar Rapids Civil Rights Office. A keynote speaker has been contracted and breakout sessions are planned for the September 4 Summit.

Personnel Committee

Commissioner Igram reported that Executive Director Chaisson-Cárdenas' evaluation has been completed. The committee met with him and the evaluation will be sent to Human Resources next week.

Marion Civil Rights Commission Liaison

Commissioner Tucker reported that the Marion Commission meets the first Wednesday of each month. They are looking at Committee Charters, Rules of Practice, Standard Operating Procedures, and are planning a Roll of the Dice event.

Friends of the Civil Rights Commission Committee

Executive Director Chaisson-Cárdenas reported that there is a possibility of having a joint Friends Committee with the Marion Civil Rights Commission. A draft charter was distributed for commissioners to review and decide if they want to pursue this option. Commissioner Rippy, Chair, asked commissioners to review the draft charter and asked members of the Ad Hoc Committee to meet and discuss the option.

VII. **Director's Report**

Mr. Chaisson-Cárdenas, Executive Director, reported on the following:

- The Latino Festival was attended by approximately 1,000 people.
- Elizabeth Macias reported that the committee working on the Latino Summit being planned for October 3, 2014 will be meeting August 8 at the University of Iowa School of Social Work. The committee is also planning to publish a Latinos in Iowa report.
- Staff from the Cedar Rapids Civil Rights Commission spoke with the Dubuque Department of Human Rights about the State of Equity process to help them replicate it in their community.
- The Department of Justice contacted Executive Director Chaisson-Cárdenas and wants to partner with us. Staff will be meeting with them on July 22 to talk about a Memorandum of Understanding.
- There has been a 60% increase in cases in the past year, proving that our outreach is working.
- Executive Director Chaisson-Cárdenas thanked the commission for the opportunity to serve.

Commissioners took a ten minute break at 6:00pm to say farewell to Executive Director Chaisson-Cárdenas and the meeting continued at 6:10pm.

Ms. Munsterman-Robinson, Interim Executive Director, continued the report as follows:

- The 180-day plan was updated to include benchmarking to increase cases filed, cases closed, and satisfactory resolutions.
- We are working on getting our brochures translated in Spanish and another language to be determined (possibly French and Swahili).
- We will continue developing both commissions.
- Outreach and education is continuing with projects such as the Fair Housing poster and video contest, “Roll of the Dice” events, the LGBTQ Summit, and the Latino Professional Summit.
- The Commission will not stop at the State of Equity report and will continue to foster inclusivity, including increasing contact with LGBT, Latino, and domestic violence victims.

VIII. **Old Business**

- Rules of Practice: Ms. Sipes, staff, gave commissioners two tools to use to look at the Rules of Practice – one document included recommended changes and the other was a redlined copy. Changes have been sent to the City Attorney’s Office for their opinion and commissioners will be updated when that opinion comes back. Any questions should be addressed to Ms. Sipes or brought back to next month’s meeting. She is willing to meet with commissioners individually if desired.
- Standard Operating Procedures: Interim Executive Director Munsterman-Robinson presented two new Standard Operating Procedures – the Compliance Agreement Audit Process and the Compliance Team. Commissioner Gay motioned to approve the new Audit Process Procedure; Commissioner Igram seconded the motion. The motion passed unanimously on a voice vote. Commissioner Bowman motioned to approve the new Compliance Team Procedure; Commissioner O’Leary seconded the motion. The motion passed unanimously on a voice vote.
- Committee Charter Revision: Ms. Sipes, staff, presented revisions to the Friends of the Civil Rights Committee Charter to include the Marion Commission. Commissioners were asked to bring comments and questions to the next commission meeting.

IX. **New Business:**

None.

X. **Adjournment**

Commissioner Rippy, Chair, asked that the meeting be adjourned. Commissioner Bowman moved to adjourn the meeting; Commissioner Freie seconded the motion. The meeting was adjourned at 6:45pm.

The next meeting will be held on August 20, 2014 at 5:30pm at the Commission Office, 425 2nd Street SE, Suite 960.

Respectfully submitted by Jeanette Gordon