

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)**  
**MEETING MINUTES**  
**July 15, 2015 5:30 p.m.**  
Civil Rights Commission  
50 2<sup>nd</sup> Avenue Bridge  
Cedar Rapids, IA 52401

**Commissioners Present:** Mr. Keith Rippy, Chair  
Dr. Emily Bowman  
Mr. Leland Freie  
Ms. Laura O’Leary  
Ms. Ashley Reynolds  
Mr. Robin Tucker  
Dr. Ruth White

**Commissioners Absent:** Ms. Salma Igram, Vice Chair  
Mr. Keith Wiggins

**Staff Present:** Ms. LaSheila Yates, Executive Director  
Ms. Janet Abejo, Investigator  
Mr. Johnny Alcivar Zuniga, Outreach Coordinator  
Ms. Alicia Abernathey, Administrative Assistant  
Mr. Jeffrey Daubitz, Intern

**Guests:** Susie Weinacht, Bret Nilles, Scott Foens, Teresa Daubitz, Ciuin Ferrin

**I. Call to Order**

Commissioner Rippy, Chair, called the meeting to order at 5:32 p.m.

**II. Roll Call/Introductions**

Commissioners, staff and guests introduced themselves.

**III. Public Response**

No public response.

Commissioner Rippy stated he would like to move the Mission Moment – EnerGov and the Summer Internship Partnership Update agenda items to the top of the agenda under the approval of minutes. The Commission was in agreement with this change.

Commissioner Tucker arrived at 5:33 PM.

**IV. Approval of Minutes from June Meeting**

Commissioner White moved to approve the minutes. Commissioner Bowman seconded the motion. Commissioner O’Leary pointed out a correction in the date listed for the intern to be finished with the Commission. The minutes were unanimously approved, as amended.

**IX. Mission Moment – EnerGov**

Janet Abejo, Investigator, stated staff has been working with the IT Department since November on the EnerGov system setup. EnerGov is a case management system that manages details and simplifies processes. There are many benefits to EnerGov that are more detailed than current processes in place.

LaSheila Yates, Executive Director, stated EnerGov has various reporting features that will allow information to be pulled from the system at any time. The reporting feature will be used to ensure performance standards are being met and to ensure investigations are on track and completed in a timely manner. The reporting can outline where in the process any case is at any given time.

Scott Foens, IT Department, provided an overview of EnerGov going through how the system works. Mr. Foens pointed out contacts used by the Civil Rights Commission will be hidden from other City employees. Mr. Foens stated the system has the ability to track cases by Cedar Rapids or Marion. Mr. Foens also pointed out staff has access to rental property information and it will save time for staff not having to get the information elsewhere.

Commissioner Freie asked if older cases will be transferred to the system. Ms. Abejo stated the system will only include cases received after July 1, 2015 as there is no easy way to input old cases. It also aligns with the start of performance standards and allows staff to know cases in the EnerGov system are subject to the new standards.

Commissioner Reynolds asked if the Smartphone Application can link to EnerGov once it is finished. Mr. Foens stated it is possible but is not something staff has explored yet.

Mr. Foens also explained the tickler system within EnerGov that will remind staff when tasks are due to be completed. Email notifications will be sent to staff as reminders.

Ms. Abejo also pointed out template letters were created and uploaded to EnerGov for staff to pull information directly from EnerGov and save time when sending letters out.

## VII. **Sumer Internship Partner Update**

Ms. Abejo stated Jeffrey Daubitz has been an intern with the Commission since June 15<sup>th</sup> and will be with the Commission until July 31<sup>st</sup>. Ms. Abejo stated Jeffrey has been working on various tasks for the Commission and attended the Public Hearing on Tuesday and was able to help with preparation for the Public Hearing.

Jeffrey Daubitz, Intern, provided an overview of his background and how he came to be an intern for the Commission. Mr. Daubitz gave a presentation regarding the project he has been working on, involving the Commission's history and overall Civil Rights history. Mr. Daubitz stated he has learned a lot in his time with the Commission and enjoyed attending the Public Hearing.

## V. **Report from Chair**

### *Finance Committee Appointment*

Commissioner Rippy stated as the Commission has been reduced from 11 members to 9 members and each Commissioner has other appointments, he will be joining the Finance Committee.

Commissioner Rippy congratulated Johnny Alcivar Zuniga on his recent job offer with the City's Development Services Department and wished him the best in his new role.

Commissioner Rippy thanked Janet Abejo for her leadership in recent months as the Executive Director was out of the office.

### *State of Equity Cedar Rapids Community School District Follow Up*

Commissioner Rippy stated two meetings have been held with the Cedar Rapids Community School District.

Ms. Yates stated the last meeting was very productive and discussions included issues with the State of Equity Report and ways to report current information in relation to the report. The school district is working on an Equity Action Plan and will be in attendance at the September Commission meeting to provide an overview of their efforts to the Commission.

Commissioner White pointed out the school district is currently going through a transition phase.

## VI. **Action Items**

### *Approval of FY16 Work Plan*

Ms. Yates stated based on feedback from Commissioners some changes were made to the work plan from the previous meeting. Staff reviewed the work plan in regards to current workloads and suggested a few changes. Ms. Yates went through the work plan identifying the goals and various action items tied to each goal. Ms. Yates pointed out when the one-sheeter is completed it will be reviewed by the Commission prior to its publication and distribution

Commissioner Tucker moved to approve the FY16 Work Plan. Commissioner Freie seconded the motion, which was unanimously approved.

## VII. **Committee Reports**

### *Finance Committee*

Ms. Yates stated the Finance information included in the packet was as of May 2015. The Commission was at 219% for revenue and 82% for expenditures. Ms. Yates stated the Finance Department is currently working to close out the FY15 year. The Finance Committee will meet when the FY15 Finance report is complete.

### *Marion Civil Rights Commission Liaison*

Bret Nilles, Marion Civil Rights Commission, stated the Commission is working on Committee assignments and had the second portion of the Lawful Source of Income training at the last meeting. On August 15<sup>th</sup> the Commission will have a retreat to focus on strategy and planning for the new fiscal year.

## X. **Director's Report**

Ms. Yates stated HUD visited the Commission office in June to complete the Performance Review and had no knowledge of the 28E Agreement with Marion. HUD is working now to review the agreement with Marion and will notify staff of next steps once the review is complete.

Commissioner Tucker left the meeting at 6:45 PM

Ms. Yates stated a conference call was held with Amanda Kaufman, Marion Assistant to the City Manager, and Kristen Johnson, Iowa Civil Rights Commission (ICRC) Executive Director, to discuss the 28E Agreement. Marion is working on an agreement with ICRC.

Ms. Yates stated staff is working to complete the SmartPhone App, working to finalize EnerGov and is working on a language services contract.

Ms. Yates pointed out Marion's billings, to date, are outlined in the Director's Report.

Ms. Yates pointed out the July 2015 Newsletter was published early this afternoon and copies were provided to each Commissioner.

Council member Susie Weinacht provided an update to the Commission on various projects she has been working on that relate to Civil Rights, including the Juneteenth Proclamation. Council member Weinacht also shared race equity statistics with the Commission.

Commissioner Bowman stated there are two outreach events on July 25<sup>th</sup> including AsianFest and the ADA celebration. If Commissioners can help out with these events it would be appreciated. Ms. Yates stated Bernie Walther will be in attendance at the AsianFest and she will be in attendance at the ADA Celebration.

XI. **Adjournment**

Commissioner Freie moved to adjourn the meeting at 7:00 PM. Commissioner Reynolds seconded the motion, which was unanimously approved.

*Respectfully submitted by Alicia Abernathey*