

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)**  
**MEETING MINUTES**  
**August 19, 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  
Ms. Salma Igram, Vice Chair  
Mr. Leland Freie  
Ms. Laura O’Leary  
Mr. Robin Tucker  
Dr. Ruth White  
Mr. Keith Wiggins

**Commissioners Absent:** Dr. Emily Bowman  
Ms. Ashley Reynolds

**Staff Present:** Ms. LaSheila Yates, Executive Director  
Mr. Bernie Walther, Investigator  
Ms. Alicia Abernathy, Administrative Assistant

**Guests:** Conni Huber

**I. Call to Order**

Commissioner Rippy, Chair, called the meeting to order at 5:37 p.m.

**II. Roll Call/Introductions**

Commissioners, staff and guests introduced themselves.

**III. Public Response**

No public response.

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

Commissioner Igram moved to approve the minutes. Commissioner Freie seconded the motion, which was unanimously approved.

**V. Report from Chair**

*State of Equity Report Update - Education*

Commissioner Rippy stated Commissioner White, Executive Director Yates and himself have been meeting with the school district.

Commissioner White stated the school district is very willing to work with the Commission and their staff will be presenting at the September Commission meeting.

LaSheila Yates, Executive Director, stated Commissioner White and herself are attending equity trainings the school district is putting on later this week. Staff from the school district will present Diversity Dashboard data at the September meeting.

## VI. **Action Items**

*Motion Authorizing the CRCRC Chair to sign a Three Year Service Agreement with the City of Cedar Rapids designating CRCRC Executive Director LaSheila Yates to serve as the City's Chief Diversity Officer and staff to take additional action as needed to fully execute the agreement – Human Resources Director, Conni Huber.*

Conni Huber, Human Resources Director, stated the City would like to formally request LaSheila Yates serve as the City's Chief Diversity Officer. As part of the Human Rights Campaign one item identified is to have a human rights person report to the Chief Administrator, which is Jeff Pomeranz, City Manager. Ms. Huber identified the role and responsibilities for the Chief Diversity Officer. Ms. Huber all pointed out disability is not included as the City Manager is the City's lead for concerns involving ADA. Ms. Huber stated the agreement would be a three year agreement.

Commissioner O'Leary moved to authorize the Chair to sign a Three Year Service Agreement with the City of Cedar Rapids designating LaSheila Yates as the City's Chief Diversity Officer. Commissioner Igram seconded the motion, which was unanimously approved.

*Approval of FY16 Education and Outreach Action Plan.*

Ms. Yates stated the Education and Outreach Action Plan was vetted out through the Outreach Committee and is similar to the plan adopted last year.

Bernie Walther, Investigator, stated the Action Plan aligns with the Commission goals and performance standards. The Action Plan was created keeping in mind the number of staff has been reduced to five members. Major highlights of the plan include translation of brochures to Swahili and Spanish, the smartphone application, Language Link, quarterly trainings for the public, Donna the Dolphin events, Marion outreach and State of Equity follow up.

Commissioner Tucker moved to approve the FY16 Education and Outreach Action Plan. Commissioner Igram seconded the motion, which was unanimously approved.

*Motion Authorizing the CRCRC Chair to sign a FY16 Cooperative Agreement with the Iowa Civil Rights Commission and staff to take additional action as needed to fully execute the agreement.*

Ms. Yates stated this is a renewal of the annual contract with the Iowa Civil Rights Commission. The contract has not changed from last year and needs to be signed by the Mayor and Chair. It will be placed on the September 8<sup>th</sup> City Council agenda for approval.

Commissioner Freie moved to authorize the Chair to sign the FY16 Cooperative Agreement with the Iowa Civil Rights Commission. Commissioner White seconded the motion, which was unanimously approved.

## VII. **Committee Reports**

*Development and Personnel Committee*

Commissioner O'Leary stated the Development and Personnel Committee met prior to the regular Commission meeting and discussed the Diversity Officer position and changes to the Executive Director's evaluations. Commissioner O'Leary stated Alicia will email evaluation forms for Commissioners to complete and return prior to LaSheila's performance review.

Commissioner Rippy stated they also discussed reclassifying the Senior Investigator position to Assistant Director. The Commission will review and approve the job description once finalized.

*Outreach and Education Committee*

No update.

*Finance Committee*

Commissioner Tucker stated the Finance Committee met to discuss the FY17 budget increases. Increases include additional money for the Assistant Director position and also additional money to have the rent covered by the City rather than through HUD money. Commissioner Tucker stated the Committee also discussed the five year plan.

*Marion Civil Rights Commission Liaison*

Bret Nilles, Marion Commission Liaison, stated the Marion Commission lost two members and are looking to replace them. The retreat schedule for last weekend was postponed until new members are determined. The Marion Commission is looking into outreach options such as Roll of the Dice or other simulations.

**VIII. Davenport Trip Discussion**

Ms. Yates stated staff is traveling to Davenport Tuesday, the 25<sup>th</sup>, and some commissioners will be joining staff on the trip. Ms. Yates stated she wanted to provide Commissioners with the opportunity to have some questions answered and asked Commissioners to complete the form that was being passed around. Ms. Yates stated the focus will not be on operational pieces but on barriers, accomplishments, performance standards, etc.

**IX. Performance Standards Tracking Document**

Ms. Yates stated the Commission's Performance Standards became effective July 1<sup>st</sup>. Ms. Yates stated Alicia used the New York Human Rights tracking document and modified it to suite the Commission needs in tracking performance standards. Ms. Yates stated the document was included in the packet and will be used going forward.

**X. Director's Report**

Ms. Yates stated staff had some internal staff trainings such as Real Colors and the Importance of Trust to better understand one another and learn the best ways to communicate with each other. A new departmental vision and new goals have been established for the new fiscal year. Major projects such as EnerGov and the Smartphone Application are still underway.

**XI. Adjournment**

Commissioner Igram moved to adjourn the meeting at 6:28 p.m. Commissioner Freie seconded the motion, which was unanimously approved.

*Respectfully submitted by Alicia Abernathy*