CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)
MEETING MINUTES
January 20, 2016 5:30 p.m.
Civil Rights Commission
50 2nd Avenue Bridge
Cedar Rapids, IA 52401

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

Commissioners Absent: Ms. Ashley Reynolds
Dr. Ruth White
Mr. Keith Wiggins

Staff Present: Ms. Janet Abejo, Investigator
Ms. Judy Goldberg, Investigator
Ms. Alicia Abernathey, Administrative Assistant

I. **Call to Order**
Commissioner Rippy, Chair, called the meeting to order at 5:31 p.m.

II. **Roll Call/Introductions**
Commissioners and staff introduced themselves.

III. **Public Response**
No public response.

IV. **Approval of Minutes from December Meeting**
Commissioner Igram moved to approve the minutes. Commissioner Freie seconded the motion, which was unanimously approved.

V. **Action Items**
Election of Vice Chair
Commissioner Rippy stated an election of officers has to happen each year at the first meeting. Commissioner Rippy stated his term ends as Chair at the end of April and he would like to propose Salma Igram be elected as Vice Chair and become Chair on May 1st. Another election will be held in April to elect a new Vice Chair for when Salma becomes Chair.

Commissioner O'Leary moved to elect Salma Igram as Vice Chair and become Chair on May 1st. Commissioner Bowman seconded the motion, which was unanimously approved.

Commissioner Tucker arrived at 5:35 p.m.

VI. **Report from Chair**
28E Agreement with Marion
Commissioner Rippy stated Cedar Rapids representatives met with Marion representatives on Monday to discuss changes to the 28E Agreement. Commissioner Rippy stated he and staff have a

conference call with Executive Director LaSheila Yates on Thursday to discuss the changes and create a draft for City Attorney review. Once the Cedar Rapids Attorney and Marion Attorney have reviewed and agreed with the agreement it will come before the Commission for review and a vote of approval.

Commissioner Rippy stated the new agreement is more specific to the roles and responsibilities of each Commission and of staff as the current agreement is vague. The new agreement will also limit the roles of staff and will be effective July 1st to align with the new fiscal year. The new agreement will remove the $5,000 annual fee and will use the City of Cedar Rapids rate model to bill hourly for staff services.

New City Council Liaison
Commissioner Rippy stated Councilwoman Susie Weinacht is no longer our liaison and it is now Councilman Scott Overland. Commissioner Rippy stated Councilman Overland will not be as engaged as Councilwoman Weinacht. Commissioner Rippy stated he is meeting with Councilman Overland to discuss his role with the Commission and update him on the Commission's efforts.

VII. **Committee Reports**

Marion Civil Rights Commission Liaison
Commissioner Tucker stated Marion has started having guest speakers at their meetings and they are looking at future Chairpersons as there has only been one Chairperson.

VIII. **Mission Moment – Case Summary Update**

Judy Goldberg, Investigator, stated there was previously no standard format for the case summaries and each investigators case summary was different. All investigators met and came up with a standard case summary that will be used by all investigators. Staff researched other communities and incorporated some of the pieces of staff's summary with those of other commissions and relied heavily on formats from the Iowa Civil Rights Commission (ICRC) and from the U.S. Department of Housing and Urban Development (HUD). The contents of each case summary will now include a caption of the finding, statement of jurisdiction, complainant allegations and investigative issues including standard of proof, undisputed facts and burden of proof. It will also include a summary of evidence, analysis, conclusion and a finding with recommended action. Staff became using the new template in September 2015.

IX. **Director's Report**

Commissioner Rippy stated the Director's Report was provided for Commissioner review. Janet Abejo, Investigator, reminded Commissioners that their biographies for the Annual Report are due by close of business on Friday. Ms. Abejo stated the respondent for Public Hearing Case 3423 has filed a motion for Judicial Review and a Motion to Stay. Ms. Abejo stated she is working with City Attorney, Trish Kropf, on next steps in the matter. Ms. Kropf may be reaching out to some Commissioners if she has any questions as to how the Commission came to their decision.

X. **Adjournment**

Commissioner Tucker moved to adjourn the meeting at 6:09 p.m. Commissioner Freie seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathey