NOTICE OF MEETING

The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION
Will Be Held

Monday, February 25, 2019 at 5:30 p.m.

Veterans Memorial Building
50 2nd Avenue Bridge, 4th Floor, Cedar Rapids, IA

A G E N D A

I. Call to Order

II. Roll Call – Introductions

III. Public Response

IV. Approval of Minutes from January meeting

V. Action Items
   - Final Decision Regarding the Nelson v. Executive Estates Unit XVII HOA Case
   - Approval of a Small Claims Petition in the Behnke V. Subway (Mt Vernon Rd) Case

VI. Report from Chair

VII. Committee Reports
   - Outreach Committee Liaison
   - Marion Civil Rights Commission Liaison

VIII. Director’s Report

IX. Adjournment

NOTICE: Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Civil Rights at 319-286-5036 or email civilrights@cedar-rapids.org as soon as possible but no later than 48 hours before the event.
CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)
MEETING MINUTES
January 16, 2019 5:30 p.m.
Civil Rights Commission
50 2nd Avenue Bridge
Cedar Rapids, IA 52401

Commissioners Present:  Ms. Salma Igram, Chair
                       Mr. Keith Rippy, Vice Chair
                       Mr. Anthony Arrington
                       Mr. Leland Freie
                       Mr. Esaie Toingar
                       Ms. Linda Topinka
                       Dr. Ruth White

Staff Present:         Ms. Janet Abejo-Parker, Acting Executive Director
                       Ms. Alicia Abernathey, Administrative Assistant

Guests:               Renae Forsyth-Christy

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

II.   Roll Call/Introductions
      Commissioners, staff and guests introduced themselves.

III.  Public Response
      No public response.

IV.   Approval of Minutes
      Commissioner Topinka moved to approve the minutes. Commissioner White seconded the
      motion, which was unanimously approved.

V.    Action Item
      Annual Election of Officers – Chair and Vice Chair
      Commissioner Igram, Chair, stated each year the Commission needs to elect a Chair and
      Vice Chair at the first meeting of the year. Commissioner Igram stated her term as Chair and
      Commissioner Rippy’s term as Vice Chair are up in April. Commissioner Igram stated she did not
      wish to be Chair of Vice Chair going forward. Commissioner Igram asked for nominations for
      Chair and Vice Chair. Commissioner Freie was nominated for Chair and Commissioner Arrington
      was nominated for Vice Chair.

      Commissioner Arrington stated he may have a conflict of interest serving as Vice Chair as his
      company will bid on the Request for Quotes (RFQ) for hiring the Executive Director.
      Commissioner Rippy, Vice Chair, explained Commissioner Arrington could still be Vice Chair but
      would need to recuse himself from discussions pertaining to the hiring of the Executive Director.

      Commissioner Igram asked Commissioners White and Topinka if they were interested in the
      position of Vice Chair. Commissioners White and Topinka indicated they were not interested.
Commissioner Igram moved to elect Commissioner Leland Freie as Chair and Commissioner Anthony Arrington as Vice Chair, effective May 1, 2019. Commissioner White seconded the motion, which was unanimously approved.

VI. **Report from Chair**
Commissioner Igram, Chair, stated, she stopped by the Commission office and staff is continuing to do a great job managing the office. Commissioner Igram turned the report over to Vice Chair Rippy. Commissioner Rippy, Vice Chair, stated he met with the Assistant City Manager and Human Resources Director last week to discuss the hiring of an Executive Director.

Commissioner Rippy stated they decided to hire a search firm to do a national search and the selection of the search firm will be soon. Commissioner Rippy stated the selected search firm will meet with staff and Commissioners to involve them in every step of the process. Commissioner Rippy stated the search firm will conduct a national search with concentration in the Midwest. Commissioner Rippy stated Commissioner Arrington’s company will be bidding on the RFQ and if Commissioner Arrington’s company wins the bid, he is willing to serve as Vice Chair for business pertaining to the hiring of the Executive Director.

Commissioner Igram asked how staff was managing workloads. Janet Abejo-Parker, Acting Executive Director, stated there is a continued increase in intakes, walk-ins and phone calls received by the public regarding the filing of a complaint. Ms. Abejo-Parker stated staff is currently keeping up with workloads but will advise the Commission if the workloads get to be too much. Ms. Abejo-Parker stated staff is declining involvement in certain items due to the decrease in staff and needing to prioritize commitments.

Commissioner Rippy stated the hiring for the Investigator position is on hold until the Executive Director is hired. Commissioner Rippy stated all previous recruitment of Executive Directors was handled by the City’s Human Resources Department but this recruitment process will be different as it will be handled by a search firm. Commissioner Rippy stated he expressed to City officials the Commission is looking for someone with a long-term commitment to serving in the position. Commissioner Rippy stated he hopes to have a search firm selected by the February Commission meeting. Commissioner Rippy stated he would like the selected search firm to present to the Commission before moving forward with the recruitment. Commissioner Rippy stated if it does not work to have the selected search firm present at the February Commission meeting he would like to hold a special Commission meeting to have the presentation.

Commission Igram stated staff was not involved in the hiring process of the last two Executive Directors, but will be involved in the hiring process this time.

VII. **Committee Reports**

*Outreach Committee Liaison*
Commissioner Freie stated the Committee did not meet this month.

*Marion Civil Rights Commission Liaison*
Renae Forsyth-Christy, Marion Civil Rights Commission Liaison, stated the Marion Civil Rights Commission (MCRC) lost some Commissioners and had three vacancies. Ms. Forsyth-Christy stated three new Commissioners will start with the Commission at the next meeting. Ms. Forsyth-Christy stated Bret Nilles is still the Chair of the MCRC.

VIII. **Director’s Report**
Ms. Abejo-Parker stated staff received an email from the City Clerk’s office regarding the City of Cedar Rapids (City) Financial Disclosure Form and Commissioner Roles and Responsibilities. Ms.
Abejo-Parker stated the Financial Disclosure Form only needs to be filled out if there is a change in a Commissioner’s financial situation that creates a conflict of interest with the City. Ms. Abejo-Parker used Commissioner Arrington’s firm bidding on a contract with the City as an example. Commissioner Arrington stated he discussed it with Alicia Abernathey and it was figured out. Ms. Abejo-Parker stated the Commissioner Roles and Responsibilities reminder included an important note about not conducting business via email as it could be a violation of open meeting laws. Ms. Abejo-Parker stated staff recommends Commissioners not hit “reply all” on Commission emails to avoid the possibility of violating open meeting laws. Ms. Abejo-Parker asked Commissioners if they would be alright with staff sending emails to them blind copied. Ms. Abejo-Parker explained even if a Commissioner accidentally hit “reply all” on an email, if they are blind copied it will only go back to the sender. Commissioners expressed they were alright with staff sending emails blind copying Commissioners.

Ms. Abejo-Parker stated the interns have returned to the Commission and are in their final semester at Coe College. Ms. Abejo-Parker stated the interns will no longer work for the Commission following their graduation in May 2019. Commissioner Igram, Chair, asked if the interns plan to stick around Cedar Rapids after graduation. Ms. Abejo-Parker stated Keenan Lee plans to stay in the Cedar Rapids area for at least one year after graduation. Ms. Abejo-Parker stated Briana Gipson was awarded a scholarship to pursue her Master’s degree in the Urban Planning program at the University of Illinois Urbana-Champaign. Ms. Abejo-Parker stated this semester Briana will work on the Commission’s digital timeline and Fair Housing Poster Contest. Ms. Abejo-Parker stated Keenan will work on the videography for the Commission’s Legacy series and the Commission’s public service announcement. Ms. Abejo-Parker stated she met with a Coe College Federal Work Study Program representative and they plan to meet in February or March to discuss applications for another intern to start in the fall of 2019.

Ms. Abejo-Parker stated Trish Kropf, Assistant City Attorney, requested a bank statement from the homeowner’s association (HOA) in the Nelson v. Executive Estates Unit XVII HOA case and that was received. Ms. Abejo-Parker stated Ms. Kropf will attend the February Commission meeting to discuss the statement with the Commission and decide how to move forward. Commissioner Igram asked what month the statement is from. Ms. Abejo-Parker stated the statement is from December 2018. Commissioner Igram requested six months of bank statements be requested from the HOA to confirm money was not previously withdrawn and moved to another bank account.

Ms. Abejo-Parker stated in the Behnke v. Subway (Mount Vernon Road) case the Respondent had a financial change and Alex Anderson, Assistant City Attorney, is following up to confirm the financial change. Commissioner Arrington asked if the $100 per day late fee is still adding up. Ms. Abejo-Parker stated she spoke with Mr. Anderson about it and he indicated there is a cap of $2,000. Ms. Abejo-Parker stated the Commission did not receive their first payment on December 28th and the second payment is due January 25th. Commissioner Igram asked how many payments have been received. Ms. Abejo-Parker stated the Complainant received one payment out of three. Ms. Abejo-Parker stated Mr. Anderson is verifying the financial situation and may decide to pursue small claims court. Ms. Abejo-Parker stated Mr. Anderson might attend a Commission meeting to discuss the situation with the Commission and decide how to move forward. Ms. Abejo-Parker stated the Respondent is alleging he is filing for bankruptcy and Mr. Anderson needs to confirm if the bankruptcy is personal or for his business. Commissioner Igram asked what was owed to the Complainant and Commission. Alicia Abernathey, Administrative Assistant, stated the Complainant was owed approximately $3,000 and has received approximately $1,000. Ms. Abejo-Parker stated the Commission is owed approximately $1,700. Commissioner Igram asked when the case was settled. Ms. Abernathey stated the Commission issued the Final Order in October 2017.
Commissioner Igram asked if it was correct the Respondent has health issues. Commissioner Arrington stated the Respondent has cancer.

Ms. Abejo-Parker stated movie night is tonight and the Public Sector Job Fair is tomorrow. Ms. Abejo-Parker stated the St. Paul’s United Methodist Church is hosting a Martin Luther King Jr. (MLK Jr.) Day event on Monday evening. Ms. Abejo-Parker stated there is also an MLK Jr. event at Coe College on Monday and she and Alicia Abernathey will attend. Ms. Abejo-Parker shared details of the event and stated Briana Gipson will be speaking at the event. Ms. Abejo-Parker stated information was received for this year’s Iowa Civil Rights Commission Symposium that will be held on April 5th. Ms. Abejo-Parker stated Commissioners are welcome to attend and Ms. Abernathey will send out details on the event via email tomorrow. Ms. Abejo-Parker stated she was contacted by Okpara Rice, who invited the Commission to sponsor three Black History Month events. Ms. Abejo-Parker stated the Commission committed to sponsoring the events which includes displaying the Commission’s logo and allowing the Commission to table at each event. Ms. Abejo-Parker stated Ms. Abernathey will send out details on the events via email tomorrow.

Commissioner White stated The Academy for Scholastic and Personal Success is having a fundraiser event on February 23, 2019 and information will be distributed tomorrow. Commissioner Freie stated he would like to compliment Commissioner Toingar on the work he did in his home country. Commissioner Freie stated there was a nice article in the Gazette about Commissioner Toingar and the work he was doing in Chad.

Commissioner Arrington stated he received a complaint call at this office and the caller said the Commission was not helping him. Commissioner Arrington asked if the Commission has a conflict of interest with the Hilton. Ms. Abejo-Parker stated the Commission sees the DoubleTree by Hilton Hotel as a conflict of interest because it is located on a lot owned by the City. Commissioner Toingar asked who a person would file with if a case is a conflict of interest. Ms. Abejo-Parker stated staff refers conflict of interest cases to the Iowa Civil Rights Commission (ICRC). Ms. Abejo-Parker stated staff always tries to refer people to other agencies when the Commission cannot assist them. Ms. Abejo-Parker stated staff keeps a binder of various organizations contact information to assist in referring people to other agencies. Commissioner Igram asked if ICRC has a backlog of cases. Ms. Abejo-Parker stated she is not aware of a backlog but stated the ICRC also handles cases differently than this Commission. Ms. Abejo-Parker stated ICRC’s process involves “screeners” who do a thorough examination of the details provided and administratively close some cases without investigating them whereas this Commission opens majority of cases received. Ms. Abernathey stated ICRC also has staff members who attempt to mediate cases before they reach investigation. Ms. Abernathey stated ICRC also currently has an interim director. Ms. Abejo-Parker stated she is unsure what happened with the previous director but is aware that position is appointed by the Governor.

Commissioner Igram asked what happened with the skating rink case. Ms. Abejo-Parker stated there were Facebook posts circulating regarding an incident that happened at Super Skate and staff contacted the individual to provide our contact information if the involved parties wanted to file a complaint. Commissioner Igram asked if a complaint was filed. Ms. Abejo-Parker stated in a public setting she would not be able to confirm nor deny if a case was filed with the Commission.

IX. Adjournment
Commissioner Topinka moved to adjourn the meeting at 6:21 p.m. Commissioner Igram seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathey
In the Iowa District Court for Linn County

Plaintiff(s)
City of Cedar Rapids Civil Rights Commission
(Name)
50 2nd Ave Bridge, Cedar Rapids, IA 52401
(Address)

Defendant(s)
SP Canterbury, INC
(Name)
5712 Mayfair St SW, Cedar Rapids, IA 52404
(Address)
Scott Canterbury
(Name)
5712 Mayfair St SW, Cedar Rapids, IA 52404
(Address)

Original Notice and Petition for a Money Judgment

To Defendant(s):

1. You are notified that Plaintiff(s) demand(s) from you the amount of $6,500 plus court costs based on (state briefly the basis for the demand, not to exceed $5,000):
   SP Canterbury, INC (as a corporation) and Scott Canterbury (as an individual) owe monies to the Cedar Rapids Civil Rights Commission based on an 8/28/18 Settlement Agreement stemming from civil action CVCV090447. See attached summary for further explanation and attached proof.

2. Judgment may be entered against you unless you file an Appearance and Answer within 20 days of the service of the Original Notice upon you. Judgment may include the amount requested plus interest and court costs.

3. You must electronically file the Appearance and Answer using the Iowa Judicial Branch Electronic Document Management System (EDMS) at https://www.iowacourts.state.ia.us/EFile, unless you obtain from the court an exemption from electronic filing requirements.

4. If your Appearance and Answer is filed within 20 days and you deny the claim, you will receive electronic notification through EDMS of the place and time of the hearing on this matter.

5. If you electronically file, EDMS will serve a copy of the Appearance and Answer on Plaintiff(s) or on the attorney(s) for Plaintiff(s). The Notice of Electronic Filing will indicate if Plaintiff(s) is (are) exempt from electronic filing, and if you must mail a copy of your Appearance and Answer to Plaintiff(s).

6. You must also notify the clerk’s office of any address change.

/s/ Alex J. Anderson
Filing Plaintiff or Attorney
City of Cedar Rapids Attorneys Office
Law firm, or entity for which filing is made, if applicable

/s/ Second Plaintiff, if applicable

Law firm, or entity for which filing is made, if applicable
<table>
<thead>
<tr>
<th>Mailing address</th>
<th>101 First St. SE Cedar Rapids IA 52401</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number</td>
<td>319-286-5025</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:alex.anderson@cedar-rapids.org">alex.anderson@cedar-rapids.org</a></td>
</tr>
<tr>
<td>Additional email address, if applicable</td>
<td><a href="mailto:l.ryan@cedar-rapids.org">l.ryan@cedar-rapids.org</a></td>
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</tbody>
</table>
IN THE IOWA DISTRICT COURT IN AND FOR LINN COUNTY

CITY OF CEDAR RAPIDS, CIVIL RIGHTS COMMISSION, ) Small Claim
Plaintiff

vs.

SP CANTERBURY INC., and SCOTT CANTERBURY, ) AFFIDAVIT IN SUPPORT
Defendants)

STATE OF IOWA ) ss:
COUNTY OF LINN )

I, Janet Abejo-Parker, Senior Civil Rights Investigator with the Cedar Rapids Civil
Rights Commission, being first duly sworn on oath and over 18 years of age, do depose and state
as follows:

1. The Cedar Rapids Civil Rights Commission, SPC Canterbury INC and Scott Canterbury
entered into a Settlement Agreement on August 28, 2018, whereby SPC Canterbury INC
and Scott Canterbury agreed to make scheduled monetary payments to the Cedar Rapids
Civil Rights Commission.

2. The Cedar Rapids Civil Rights Commission received the September 28, 2018 payment in
the amount of $1,007.50 from Scott Canterbury.

3. SP Canterbury INC and Scott Canterbury failed to make the required Settlement
Agreement Payments on October 26, 2018, November 30, 2018, December 28, 2018, and
4. I have attempted to communicate with Scott Canterbury via email and telephone messages regarding the delinquency of the above payments but no new payments have been made.

5. As of February 14, 2019, the Cedar Rapids Civil Rights Commission has received no further payments from SPC Canterbury INC or Scott Canterbury.

6. SPC Canterbury INC and Scott Canterbury still owe $2,015.00 to the Cedar Rapids Civil Rights Commission to be distributed to Nikki Behnke.

7. SPC Canterbury INC and Scott Canterbury still owe $1,720.75 to the Cedar Rapids Civil Rights Commission directly for the incurred hearing costs.

8. SPC Canterbury INC and Scott Canterbury have now been delinquent in their payments for at least 108 days.

_______________________________________
JANET ABEJO-PARKER
Senior Civil Rights Investigator
Cedar Rapids Civil Rights Commission

Subscribed and sworn to before me by Amra Watkins on this _______ day of February, 2019.

_______________________________________
NOTARY PUBLIC, STATE OF IOWA
2. The Commission is explicitly authorized to, inter alia, investigate and determine the merits of complaints regarding discriminatory practices, hold hearings regarding the same, and issue orders granting relief where discrimination has occurred. CRMC §69.05(b), §69.05(f), §69.13, §69.14, §69.15.
3. On January 20, 2017, the Commission received a complaint of discrimination from Nikki Behnke alleging that she had faced multiple types of discrimination while working at a Subway food franchise located at 3025 Mt. Vernon Road SE in Cedar Rapids, Iowa.
4. The Subway franchise at this location was, during that time period, owned and operated by SP Canterbury, INC.
5. SP Canterbury, INC. (SPC) is a registered business entity with the Iowa Secretary of State.
6. Scott Canterbury is the Registered Agent for SPC, and is also the company’s President and Director of record.
7. SPC’s registered business address is 5712 Mayfair St. SW, Cedar Rapids, Iowa 52404. This is also Scott Canterbury’s home address.
8. A Commission investigator reviewed and investigated Ms. Behnke’s complaint.
9. On July 24, 2017, an Administrative Hearing pursuant to CRMC §69.14 was held before Administrative Law Judge (ALJ) Jonathan B. Hammond, JD.
10. During the hearing, the Commission was represented by Assistant City of Cedar Rapids Attorney Alex J. Anderson. SPC was represented by its President, Director, and Owner Scott Canterbury. Ms. Behnke was also personally present, without a representative.
11. ALJ Hammond issued his proposed Findings of Fact, Conclusions of Law, and Orders for Relief on September 14, 2017. The ALJ found that SPC had violated CRMC §69.06(a)(1) and recommended relief.
12. After review of the ALJ’s proposed orders, the Commission issued its Final Order in this matter under the authority of CRMC §69.15 on October 13, 2017. The Final Order found SPC to have violated CRMC §69.06(a)(1) and ordered relief.
13. Of importance in this matter the Commission’s Final Order required SPC to pay $3,022.50 to Ms. Behnke by January 11, 2018 for emotional distress caused by their failure to accommodate. The Commission’s Final Order also required SPC to pay the Commission $1,721.25 for the costs associated with the hearing proceeding by January 11, 2018.

14. A copy of the Commission’s Final Order was served on SPC via Scott Canterbury by certified mail.

15. SPC, via Scott Canterbury, received numerous notices and reminders regarding their financial obligations to Ms. Behnke and the Commission.

16. SPC never applied for judicial review of the Commission’s Final Order as provided for in CRMC §69.16 or Chapter 17A of the Iowa Code.

17. SPC failed to comply with any of the requirements of the Commission’s October 13, 2017 Final Order.

18. The Commission filed a civil enforcement action against SPC on June 4, 2018, demanding that SPC meet its financial obligations under the Commission’s Final Order (Linn County, Iowa Case No. CVCV090447).

19. On August 28, 2018, the Commission, SPC as a corporation and Scott Canterbury as an individual entered into a signed Settlement Agreement regarding the civil enforcement action. SPC and Scott Canterbury agreed to the following relevant terms:
   a. The Commission had valid jurisdiction over SPC and Mr. Canterbury at all times.
   b. That SPC was bound by the Commission’s Final Order.
   d. That SPC would pay the Commission $1,720.75 in two payments, on December 28, 2018 and January 25, 2019.
   e. That if SPC failed to make timely payments, SPC would be responsible for an additional $100.00 per day for late payments.
   f. That if SPC failed to comply with the terms of the Settlement Agreement, Scott Canterbury could be held individually, personally, and severally liable and responsible for fulfilling the terms, including financial payments.

20. Scott Canterbury made the September 28, 2018 payment, for $1007.50, to the Commission to distribute to Nikki Behnke.
21. As of February 14, 2019, SPC and Scott Canterbury have failed to make any other required payments, despite numerous notices and requests from Assistant City Attorney Alex Anderson and Commission Investigator Janet Abejo-Parker.

22. As of February 14, 2019, SPC and Scott Canterbury still owes $2,015 to the Commission on behalf of Nikki Behnke and $1,720.75 to the Commission directly for their incurred hearing costs. This is a total of $3,735.75.

23. As of February 14, 2019, SPC and Scott Canterbury are a minimum of 108 days delinquent on their required payments. Per the Settlement Agreement, a late penalty of $100.00 per day delinquent is required. This late penalties total $10,800. The Commission is requesting only $3,080.75 in late penalties to keep this matter in small claims jurisdiction.

24. The Commission is requesting the Court enter a judgment against SPC and Scott Canterbury for $6,500.00, enter an order requiring SPC and Scott Canterbury to pay that $6,500 to the Cedar Rapids Civil Rights Commission within 60 days, and assess the costs of this matter to the Defendants.

25. Also attached to this filing as proof are:
   a. The Commission’s Final Order
   b. Notices sent to SPC and Scott Canterbury regarding compliance with that original Commission Final Order
   c. The Enforcement Petition in CVCV090447
   d. The signed Settlement Agreement between the Commission, SPC, and Scott Canterbury
   e. An affidavit from Commission Investigator Janet Abejo-Parker attesting to payments made by SPC and Scott Canterbury and balances still due and owing to the Commission from those parties.
January 2019 Monthly Outreach and Education Report

Performance Goals:
- 50% of customers rating presentations satisfactory or better.
- 15% of increased knowledge in individuals after trainings.
- 2.5 or higher rating for overall customer service experience.

Outcomes:
- Individuals are satisfied with training programs/presentations and overall customer service.
- Individuals increase their knowledge about civil rights and the Commission.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Prior Month’s Actuals</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number training programs/presentations requested</td>
<td>1</td>
<td>28</td>
</tr>
<tr>
<td>Number training programs/presentations conducted</td>
<td>1</td>
<td>37</td>
</tr>
<tr>
<td>Number of attendees at training programs/presentations</td>
<td>10</td>
<td>771</td>
</tr>
<tr>
<td>Number of request for attendance at community events</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Number of community events participated in</td>
<td>3</td>
<td>47</td>
</tr>
<tr>
<td>Number of Social Media fans</td>
<td>2334</td>
<td>2332</td>
</tr>
<tr>
<td>• Facebook</td>
<td>400</td>
<td>398</td>
</tr>
<tr>
<td>• Twitter</td>
<td></td>
<td></td>
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<tr>
<td>Percent of customers rating training programs/presentations satisfactory or better</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Percent of increased knowledge or understanding of Civil Rights local ordinance</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Rating for overall customer service experience – Outreach</td>
<td>N/A</td>
<td>5/5</td>
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</table>

Training programs/presentations requested:
- D&D Real Estate Holdings

Training programs/presentations conducted

<table>
<thead>
<tr>
<th>Program/Presentation</th>
<th>Staff</th>
<th>Commissioners</th>
<th>Date</th>
<th>Attendees</th>
<th>Rating</th>
<th>Knowledge Gain</th>
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<tbody>
<tr>
<td>D&amp;D Real Estate Holdings</td>
<td>BAW</td>
<td>N/A</td>
<td>January 23, 2019</td>
<td>10</td>
<td>N/A</td>
<td>N/A</td>
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Attendance at community events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Staff</th>
<th>Commissioners</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLK Movie Night</td>
<td>JAA/BAW/BG/KL</td>
<td>AA/LF</td>
<td>January 17, 2019</td>
</tr>
<tr>
<td>Public Sector Job Fair</td>
<td>BAW</td>
<td>N/A</td>
<td>January 18, 2019</td>
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<tr>
<td>Coe College MLK Event</td>
<td>JAP/AAA</td>
<td>RW</td>
<td>January 21, 2019</td>
</tr>
<tr>
<td>St. Paul’s UMC MLK Celebration</td>
<td>JAP</td>
<td>LF</td>
<td>January 21, 2019</td>
</tr>
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Attendance at boards, meetings, and others: REPRESENTING THE CRCRC

<table>
<thead>
<tr>
<th>Boards/Meetings/Others</th>
<th>Staff</th>
<th>Commissioners</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>City iGreenCR Committee meeting</td>
<td>JAA/BAW</td>
<td>N/A</td>
<td>January 7, 2019</td>
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<tr>
<td>Police Chief Advisory Committee meeting</td>
<td>JAA</td>
<td>N/A</td>
<td>January 8, 2019</td>
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<tr>
<td>Immigrant Concerns Committee meeting</td>
<td>BAW</td>
<td>N/A</td>
<td>January 9, 2019</td>
</tr>
<tr>
<td>Cultural Expo Planning meeting</td>
<td>BAW</td>
<td>N/A</td>
<td>January 31, 2019</td>
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</table>

Upcoming Community Outreach Opportunities:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black History Month Event featuring Adam Foss</td>
<td>10:00 AM - 12:00 PM</td>
<td>Coe College</td>
<td>February 15, 2019</td>
</tr>
<tr>
<td>League of Women Voters</td>
<td>10:00 AM – 12:00 PM</td>
<td>Mercy Hospital</td>
<td>February 16, 2019</td>
</tr>
<tr>
<td>Black History Month Event – “Uncommon Allies”</td>
<td>1:00 – 3:00 PM</td>
<td>Coe College</td>
<td>February 23, 2019</td>
</tr>
<tr>
<td>An Evening with Ray Blue</td>
<td>7:00 – 9:30 PM</td>
<td>Mount Mercy University</td>
<td>February 23, 2019</td>
</tr>
<tr>
<td>Black History Month Event – “Not Without Me”</td>
<td>1:30 PM</td>
<td>African American Museum</td>
<td>February 24, 2019</td>
</tr>
<tr>
<td>Community Cultural Celebration and Expo</td>
<td>10:00 AM – 2:00 PM</td>
<td>CR Public Library</td>
<td>March 9, 2019</td>
</tr>
<tr>
<td>Theatre CR Event</td>
<td>TBD</td>
<td>Theatre Cedar Rapids</td>
<td>March 10, 2019 (Tentative)</td>
</tr>
<tr>
<td>Arc March</td>
<td>8:00 – 10:00 AM</td>
<td>Lindale Mall</td>
<td>March 23, 2019</td>
</tr>
<tr>
<td>“Not Without Me”</td>
<td>1:30 – 3:30 PM</td>
<td>African American Museum</td>
<td>March 24, 2019</td>
</tr>
</tbody>
</table>

Upcoming Trainings Hosted by Commission:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landlords of Linn County</td>
<td>7:00 PM</td>
<td>Longbranch Hotel</td>
<td>April 11, 2019</td>
</tr>
</tbody>
</table>
Cedar Rapids Civil Rights Commission Executive Director’s Report
February 25, 2019

STAFF UPDATES
• Stefanie Munsterman-Scriven returned to the Commission on February 20th as a temporary “Civil Rights Investigator” to assist with investigations until a full-time investigator is placed. Stefanie most recently served as a Senior Investigator in 2015 and previously worked for the Commission for approximately seven (7) years.

INTERN PROJECT UPDATES
• The 2019 Fair Housing Poster Contest has been announced. This year’s theme is “Fair Housing: Opens Doors and Welcomes All.” This contest is open to Cedar Rapids area students K-12. $500 in scholarship money towards a College Savings Iowa will be provided to the first place winners in three age categories (K-5, 6-8, and 9-12). Submissions are due Monday, April 1, 2019. Voting will take place at the April 2019 Commission meeting. Information is available on our website.

CASE UPDATES
• Nelson v. Executive Estates Unit XVII HOA
  Trish Kropf, Assistant City Attorney, received the Respondent’s bank account statements for the last six months. An Attorney-Client privilege memo was previously sent regarding this matter.
• Behnke v. Subway (Mount Vernon Road)
  Acting Executive Director/Senior Investigator Janet Abejo-Parker is continuing to work with the City Attorney’s Office to address non-compliance with the signed payment agreement, as the second and third scheduled payments to the Complainant have not been received to date. The first and second payments to the Commission, due on December 28th and January 25th have also not been received. Alex Anderson, Assistant City Attorney, is proposing the Commission move forward with a small claims lawsuit in order to pursue payment. Acting Executive Director/Senior Investigator Abejo-Parker will keep the Commission updated on any progress and next steps.

OUTREACH AND EDUCATION
• Upcoming Community Outreach Events
<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Cultural Celebration &amp; Expo 10:00 AM – 2:00 PM</td>
<td>CR Public Library</td>
<td>March 9, 2019</td>
</tr>
<tr>
<td>Theatre CR Event TBD</td>
<td>Theatre Cedar Rapids</td>
<td>March 10, 2019</td>
</tr>
<tr>
<td>Arc March 8:00 – 10:00 AM</td>
<td>Lindale Mall</td>
<td>March 23, 2019</td>
</tr>
<tr>
<td>“Not Without Me” 1:30 – 3:30 PM</td>
<td>African American Museum</td>
<td>March 24, 2019</td>
</tr>
<tr>
<td>Corridor Autism Resource Expo 9:00 AM – 1:00 PM</td>
<td>Grantwood AEA</td>
<td>March 30, 2019</td>
</tr>
</tbody>
</table>

• Upcoming Trainings Hosted by Commission:
<table>
<thead>
<tr>
<th>Time</th>
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landlords of Linn County 7:00 PM</td>
<td>Longbranch Hotel</td>
<td>April 11, 2019</td>
</tr>
</tbody>
</table>

Respectfully,
Janet Abejo-Parker, Acting Executive Director
### Agency Outreach Performance

**Performance Indicators:** 50% of participants rating presentations & events as satisfactory or better

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
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</tbody>
</table>

*N/A: No feedback was received from the month*

### Agency Customer Service Performance

**Performance Indicators:** Average customer service rating of 2.5 or higher on a 5 point scale

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>5</td>
</tr>
</tbody>
</table>

*N/A: No feedback was received from the month*

### Agency Case Investigation Performance

**Performance Indicators:** 45% of non-housing cases investigated in 300 days or less

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>YTD Total/Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7</td>
</tr>
</tbody>
</table>

### Case Report

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>-</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>19</td>
</tr>
</tbody>
</table>

### Additional Case Status

- **Mediations/Conciliations in Progress:** 2/5/19
- **Currently Out with Commissions:** 0
- **Currently in Public Hearing Phase:** 0
- **Inches in Progress:** 4

### Average Age of Open Cases

**including Post PC Finding (i.e. Conciliation, Public Hearing):** 2/5/19

**Not including Post PC Finding:** 94

### Investigator Caseload

<table>
<thead>
<tr>
<th>Janet Abejo</th>
<th>Bernie Walther</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Emp, 1 PA</td>
<td>5 Emp, 1 PA, 1 Ed</td>
</tr>
<tr>
<td>5 Emp, 1 PA</td>
<td>5 Emp, 2 PA, 1 Ed</td>
</tr>
<tr>
<td>5 Emp, 1 PA</td>
<td>6 Emp, 2 PA, 1 Hsg</td>
</tr>
<tr>
<td>4 Emp, 2 Hsg</td>
<td>4 Emp, 3 Hsg, 1 PA</td>
</tr>
<tr>
<td>4 Emp, 1 Hsg, 1 PA</td>
<td>4 Emp, 2 Hsg, 1 PA</td>
</tr>
<tr>
<td>5 Emp, 2 Hsg, 1 PA</td>
<td>5 Emp, 1 PA</td>
</tr>
<tr>
<td>5 Emp, 1 PA</td>
<td>5 Emp, 1 Hsg, 1 PA</td>
</tr>
</tbody>
</table>

### Performance Indicators:

- % of increased knowledge in participants after trainings
- Average customer service rating of 2.5 or higher on a 5 point scale
- % of Housing cases closed on time (100 Days)
- % of Housing cases closed on time (300 Days)
- % of Increased knowledge in participants after trainings
- Cases filed
- Cases closed - Housing
- Cases closed - Non-Housing
- No probable cause determination
- Probable cause determination - settlement
- Probable cause determination - public hearing
- Administrative closure
- Settlement
- Cases closed - Non-Housing
- No probable cause determination
- Probable cause determination - settlement
- Probable cause determination - public hearing
- Administrative closure
- Settlement