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

Wednesday, January 8, 2020 at 5:30 p.m.

Veterans Memorial Building
50 2nd Avenue Bridge, Mezzanine Level, M103, 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 December 18, 2019 meeting

V. Report from Chair

VI. Committee Reports –
   • Marion Civil Rights Commission Liaison

VII. Director’s Report

VIII. Closed Session – Discussion of Applicants for Executive Director Position
   This discussion may be closed pursuant to Iowa Code Sections 21.5(1)(i).

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
December 18, 2019 5:30 p.m.
Civil Rights Commission
50 2nd Avenue Bridge
Cedar Rapids, IA 52401

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

Commissioners Absent:  
Mr. Esaie Toingar

Staff Present:  
Mr. Bernie Walther, Investigator  
Ms. Stefanie Munsterman-Scriven, Investigator  
Ms. Alicia Abernathey, Administrative Assistant II / Intake Specialist

I. Call to Order
Commissioner Freie, Chair, called the meeting to order at 5:32 p.m.

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

III. Public Response
No public response.

IV. Approval of Minutes from November 20, 2019 meeting
Commissioner Rippy moved to approve the minutes. Commissioner White seconded the motion, which was unanimously approved, with no discussion.

V. Report from Chair
Commissioner Freie, Chair, stated a new recruitment schedule was received from Mercer Group for the hiring of the Executive Director. Commissioner Freie reminded Commissioners applications will be reviewed at the January 8, 2020 Commission meeting. Commissioner Rippy asked how many applications Mercer Group plans to bring for review. Commissioner Freie stated he believes it will be approximately 12, but will confirm. Commissioner Rippy asked if the Commission will narrow the applicants to five. Commissioner Freie stated the Commission will narrow the applicants to between five and seven. Commissioner Rippy asked if Chair Freie, Vice Chair Arrington and representatives from the City of Cedar Rapids will conduct the interviews. Commissioner Freie confirmed that was correct and stated they were also planning to have an open house to meet the final applicants, but he does not see it on the recruitment schedule. Commissioner Freie stated he will confirm an open house will be held.

VI. Committee Reports
Development & Personnel Committee Liaison
Commissioner Freie asked Alicia Abernathey how many responses were received via email for nominations of the Chair and Vice Chair. Alicia Abernathey, Administrative Assistant II, stated four, out of seven, Commissioners responded and of those responses, it was unanimous for Leland
Freie to serve as Chair and Anthony Arrington to serve as Vice Chair. Commissioner Freie asked if
the Commission needs to vote today to elect the Chair and Vice Chair. Ms. Abernathey stated the
vote needs to wait to the first annual meeting, per the Commission’s ordinance.

Commissioner Freie stated his term with the Commission will end in June 2020. Commissioner
Freie asked if Commissioners were in agreement with making him Chair knowing he will come off
the Commission in June. Commissioner Rippy stated the Commission could vote to make Leland
Freie Chair from January to June 2020 and then hold another election.

Marion Civil Rights Commission Liaison
The Marion Civil Rights Commission liaison was not present.

VII. Affordable Housing Commission Update
Commissioner Rippy stated the Affordable Housing Commission (AHC) has been active for a year
now and have been working to get things in order. Commissioner Rippy stated in January the
AHC will set goals to guide actions going forward.

Commissioners Arrington and Igram arrived at 5:39 p.m.

Commissioner Rippy stated the question was raised if the AHC is an advocate group or not.
Commissioner Rippy stated there are very qualified people on the AHC and the AHC will have an
important role in the community. Commissioner Rippy stated the Commission will forever have a
spot on the AHC and he is on the AHC currently representing the Commission.

Commissioner Topinka asked if anyone on the AHC receives housing services. Commissioner
Rippy stated he does not believe so, but he will mention it at the next AHC meeting.

VIII. Director’s Report
Bernie Walther, Investigator, stated Janet Abejo-Parker, Acting Executive Director, is currently out
of the office and therefore he will provide the Director’s Report in her absence. Mr. Walther stated
the January Commission meeting will be held on January 8 on the Mezzanine level of the Veterans
Memorial Building. The meeting will contain a closed session to review the applications for the
Executive Director position. Mr. Walther stated the 2020 Commission meeting schedule was
included in the agenda packet. Mr. Walther stated the Commission office will be closed December
24, December 25, and January 1 for holidays.

Mr. Walther stated the November Outreach Report was included in the agenda packet. Mr.
Walther stated highlights from the report include the Commission having a higher following on
Instagram and staff conducting a refresher training for Skogman Realty, per their request.

Mr. Walther stated there are a few events for Martin Luther King Jr. Day. The first is the
Commission’s movie night on January 16. Mr. Walther stated it would be appreciated if a
Commissioner could attend and do an introduction prior to the movie. Mr. Walther stated the
movie in Teach Us All and focuses on Little Rock. Mr. Walther stated the movie was selected as it
connects with the recent Not Without Me series at the African American Museum of Iowa. Mr.
Walther stated the second event is the Commission’s public sector job fair. Mr. Walther stated the
attendees will be the same as last year with the addition of College Community School District. Mr.
Walther stated staff will advertise these events soon.

Mr. Walther shared additional upcoming outreach events including the Housing Resource Fair on
April 11 and the Community Cultural Celebration and Expo on March 7. Mr. Walther stated it
would be appreciated if a Commissioner could attend the Community Cultural Celebration and Expo to do an introduction prior to the event.

IX. **Fair Housing Presentation**
Mr. Walther provided a presentation as a refresher to Commissioners on Fair Housing laws. Mr. Walther stated he modified the Fair Housing presentation that is generally given to the public and added elements relevant to Commissioners.

The Commission had a discussion on realtor steering.

Commissioner White left the meeting at 6:18 p.m.

Mr. Walther shared information on the new Iowa law making it a misdemeanor for housing providers to deny, or unreasonably delay, a reasonable accommodation for a service or emotional support animal.

Commissioner Freie stated there should be additional presentations on other areas such as employment law.

X. **Adjournment**
Commissioner Rippy moved to adjourn the meeting at 6:28 p.m. Commissioner Igram seconded the motion, which was unanimously approved, with no discussion.

*Respectfully submitted by Alicia Abernathey*
Cedar Rapids Civil Rights Commission
Executive Director’s Report
January 8, 2020

OUTREACH AND EDUCATION

- Outreach Report
  The December Outreach Report is enclosed with this report for informational purposes.

- Upcoming Community Outreach Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLK Movie Night</td>
<td>5:30 – 7:30 PM</td>
<td>CR Public Library</td>
<td>January 16</td>
</tr>
<tr>
<td>MLK Public Sector Job Fair</td>
<td>3:00 – 4:30 PM</td>
<td>CR Public Library</td>
<td>January 17</td>
</tr>
<tr>
<td>MLK Day Celebration</td>
<td>5:00 PM (Meal), 6:30 PM (Service)</td>
<td>St. Paul’s UMC</td>
<td>January 20</td>
</tr>
<tr>
<td>Community Cultural Celebration &amp; Expo</td>
<td>10:00 AM – 2:00 PM</td>
<td>CR Public Library</td>
<td>March 7</td>
</tr>
<tr>
<td>Housing Resource Fair</td>
<td>10:00 AM – 2:00 PM</td>
<td>CR Public Library</td>
<td>April 11</td>
</tr>
</tbody>
</table>

- MLK Events
  - It would be helpful if a Commissioner could attend movie night and provide a welcome.
  - If any Commissioners plan to attend the MLK Celebration at St. Paul’s, please let staff know.

Respectfully,

Janet Abejo-Parker
Acting Executive Director
December 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>46</td>
<td>47</td>
</tr>
<tr>
<td>Number training programs/presentations conducted</td>
<td>54</td>
<td>55</td>
</tr>
<tr>
<td>Number of attendees at training programs/ presentations</td>
<td>1192</td>
<td>1209</td>
</tr>
<tr>
<td>Number of request for attendance at community events</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Number of community events participated in</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Number of Social Media fans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facebook</td>
<td>2504</td>
<td>2505</td>
</tr>
<tr>
<td>• Twitter</td>
<td>415</td>
<td>416</td>
</tr>
<tr>
<td>• Instagram</td>
<td>58</td>
<td>70</td>
</tr>
<tr>
<td>• Total</td>
<td>2977</td>
<td>2991</td>
</tr>
</tbody>
</table>

Percent of customers rating training programs/presentations satisfactory or better | 98.5% | 98.5%
Percent of increased knowledge or understanding of Civil Rights local ordinance | 54%   | 54%
Rating for overall customer service experience – Outreach                         | 5/5   | 5/5

Training programs/presentations requested:
- Mirage Properties (Housing/ESA training)
## 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>
</tr>
</thead>
<tbody>
<tr>
<td>City of Cedar Rapids New Hire Orientation</td>
<td>BAW</td>
<td>N/A</td>
<td>December 12, 2019</td>
<td>17</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Attendance at community events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Staff</th>
<th>Commissioners</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHRM Certification Prep Seminar</td>
<td>SMS</td>
<td>N/A</td>
<td>December 3 – 6, 2019</td>
</tr>
<tr>
<td>Veteran’s Commission Holiday Buffet</td>
<td>AAA/BAW/SMS</td>
<td>N/A</td>
<td>December 18, 2019</td>
</tr>
</tbody>
</table>

## 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>
</tr>
</thead>
<tbody>
<tr>
<td>Social Equity Impact meeting</td>
<td>SMs</td>
<td>N/A</td>
<td>December 2, 2019</td>
</tr>
<tr>
<td>Metro Economic Alliance Gateways for Growth</td>
<td>JAA</td>
<td>N/A</td>
<td>December 4, 2019</td>
</tr>
<tr>
<td>Marion Civil Rights Commission meeting</td>
<td>JAA</td>
<td>N/A</td>
<td>December 4, 2019</td>
</tr>
<tr>
<td>Immigrant Concerns meeting</td>
<td>BAW</td>
<td>N/A</td>
<td>December 11, 2019</td>
</tr>
<tr>
<td>Community Cultural Celebration &amp; Expo planning meeting</td>
<td>BAW</td>
<td>N/A</td>
<td>December 16, 2019</td>
</tr>
</tbody>
</table>

## Upcoming events and opportunities:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLK Movie Night</td>
<td>5:30 – 7:30 PM</td>
<td>Cedar Rapids Public Library</td>
<td>January 16, 2020</td>
</tr>
<tr>
<td>MLK Public Sector Job Fair</td>
<td>3:00 – 4:30 PM</td>
<td>Cedar Rapids Public Library</td>
<td>January 17, 2020</td>
</tr>
<tr>
<td>MLK Day Celebration</td>
<td>5:00 PM</td>
<td>St. Paul’s UMC</td>
<td>January 20, 2020</td>
</tr>
<tr>
<td>League of Women Voters of Linn County</td>
<td>10:00 AM – 12:00 PM</td>
<td>Mercy Medical Center</td>
<td>February 15, 2020</td>
</tr>
<tr>
<td>Community Cultural Celebration &amp; Expo</td>
<td>10:00 AM – 2:00 PM</td>
<td>Cedar Rapids Public Library</td>
<td>March 7, 2020</td>
</tr>
<tr>
<td>Fair Housing Resource Fair</td>
<td>10:00 AM – 2:00 PM</td>
<td>Cedar Rapids Public Library</td>
<td>April 11, 2020</td>
</tr>
</tbody>
</table>
### Agency Outreach Performance

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

<table>
<thead>
<tr>
<th></th>
<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>% of participants rating presentation as satisfactory or better</td>
<td>N/A</td>
<td>N/A</td>
<td>83%</td>
<td>N/A</td>
<td>97%</td>
<td>90%</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>88%</td>
</tr>
<tr>
<td>% of feedback received via customer service rating</td>
<td>N/A</td>
<td>N/A</td>
<td>4.80</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>N/A</td>
<td>N/A</td>
<td>4.80</td>
</tr>
</tbody>
</table>

*N/A: No feedback was received in that 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></th>
<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>Average customer service rating</td>
<td>5.0</td>
<td>N/A</td>
<td>5.00</td>
<td>N/A</td>
<td>4.80</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>4.80</td>
</tr>
<tr>
<td>Average customer service rating</td>
<td>N/A</td>
<td>N/A</td>
<td>4.80</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>N/A</td>
<td>N/A</td>
<td>4.80</td>
</tr>
</tbody>
</table>

*N/A: No feedback was received in that month*

### Agency Case Investigation Performance

#### Performance Indicators: 75% of non-Housing cases investigated in 300 days or less.

<table>
<thead>
<tr>
<th></th>
<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>Cases closed - Housing</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>2</td>
<td>4.25</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>4.38</td>
</tr>
<tr>
<td>Cases closed - Non-Housing</td>
<td>5</td>
<td>N/A</td>
<td>4.5</td>
<td>N/A</td>
<td>3</td>
<td>5</td>
<td>4.38</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4.38</td>
</tr>
<tr>
<td>% of Housing cases closed on time (300 Days)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>67%</td>
</tr>
<tr>
<td>% of Non-Housing cases closed on time (300 Days)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>60%</td>
</tr>
</tbody>
</table>

*Note: Not including Post PC Finding* 

### Case Report

<table>
<thead>
<tr>
<th></th>
<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>Case Field</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>Case closed - Housing</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>2</td>
<td>4.25</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>4.38</td>
</tr>
<tr>
<td>Case closed - Non-Housing</td>
<td>5</td>
<td>N/A</td>
<td>4.5</td>
<td>N/A</td>
<td>3</td>
<td>5</td>
<td>4.38</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4.38</td>
</tr>
<tr>
<td>% of Housing cases closed on time (300 Days)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>67%</td>
</tr>
<tr>
<td>% of Non-Housing cases closed on time (300 Days)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>60%</td>
</tr>
</tbody>
</table>

### Additional Case Status

- **Definitions:**
  - Consultations in Progress: 3/20
  - Including Post PC Finding, Conciliation, Public Hearing: 1/19
  - Currently Did not Include Case in PC: 1/19
  - Currently in Public Hearing Phase: 1/19
  - Withdrawn in Progress: 4/19

### Investigative Caseload

<table>
<thead>
<tr>
<th></th>
<th>8/19</th>
<th>9/19</th>
<th>10/19</th>
<th>11/19</th>
<th>12/19</th>
<th>1/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case: Major</td>
<td></td>
<td></td>
<td>5 Emp</td>
<td>4 Emp</td>
<td>8 Emp</td>
<td>6 Emp</td>
</tr>
<tr>
<td>Case: Moderate</td>
<td></td>
<td></td>
<td>5 Emp</td>
<td>4 Emp</td>
<td>8 Emp</td>
<td>6 Emp</td>
</tr>
<tr>
<td>Case: Minor</td>
<td></td>
<td></td>
<td>5 Emp</td>
<td>4 Emp</td>
<td>8 Emp</td>
<td>6 Emp</td>
</tr>
<tr>
<td>Source: Walker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5 Emp</td>
<td>4 Emp</td>
</tr>
<tr>
<td>Source: Muenster-Schroen</td>
<td>5 Emp</td>
<td>4 Emp</td>
<td>8 Emp</td>
<td>6 Emp</td>
<td>5 Emp</td>
<td>4 Emp</td>
</tr>
</tbody>
</table>

### Budgetary Considerations

- **Agency Customer Service Performance**
  - Average customer service rating of 2.5 or higher on a 5-point scale.

- **Agency Case Investigation Performance**
  - 75% of non-Housing cases investigated in 300 days or less.

- **Case Report**
  - Case Field: 4/19
  - Case closed - Housing: 5/19
  - Case closed - Non-Housing: 5/19

- **Additional Case Status**
  - Definitions:
    - Consultations in Progress: 3/20
    - Including Post PC Finding, Conciliation, Public Hearing: 1/19
    - Currently Did not Include Case in PC: 1/19
    - Currently in Public Hearing Phase: 1/19
    - Withdrawn in Progress: 4/19

- **Investigative Caseload**
  - 8/19: 5 Emp, 4 Emp, 8 Emp, 6 Emp
  - 9/19: 5 Emp, 4 Emp, 8 Emp, 6 Emp
  - 10/19: 5 Emp, 4 Emp, 8 Emp, 6 Emp
  - 11/19: 5 Emp, 4 Emp, 8 Emp, 6 Emp
  - 12/19: 5 Emp, 4 Emp, 8 Emp, 6 Emp

- **Investigator Caseload**
  - 5 Emp, 4 Emp, 8 Emp, 6 Emp
  - 6 Emp, 5 Emp, 4 Emp, 8 Emp, 6 Emp