

MEETING MINUTES - REVISED
CEDAR FALLS HUMAN RIGHTS COMMISSION
March 14, 2022
6:00 p.m.
Public Safety Training Room

Commissioners Present: Sonja Bock, Melissa Heston, Teri Jorgensen, Dave Kivett, Eashaan Vajpeyi

Commissioners Absent: Jordyn Beranek, Susan Langan, Spencer Luvert

Staff/Elected Officials: Bailey Schindel, Amy Eggleston

Public Present: Andy Milone – WCF Courier

1. Call to Order - Vajpeyi called the meeting to order at 6:00 PM.
2. Roll Call / Attendance – Completed. *(Note: The Commission inadvertently met on March 14, 2022 without a quorum of 6 due to the February 2022 Human Relations Ordinance amendment increasing the number of commissioners from 9 to 11. The agenda items that action was completed on March 14 will be on the April 11, 2022 agenda for re-action.)*
3. Agenda Changes – None.
4. Approval of February 14, 2022 Meeting Minutes - It was moved by Kivett and seconded by Heston to approve the minutes. Motion carried unanimously.
5. Committee Updates
 - a. Professional Development and Education – Purpose is to keep HRC up to date on current state of the law and HRC relevant news and events and to orient new members to the commission and educate them.

Jorgensen provided commissioners with a handout containing an Overview of the Americans with Disabilities Act. She gave a presentation on living with a disability and shared examples of situations she has experienced both in her work and everyday life. She shared facts regarding people with disabilities and mentioned a resource –MEPID-Medicaid for Employed Persons with Disabilities. Kivett has noticed that ADA requirements are met by placing accessible entrances in places that are less noticeable and suggested commissioners be very intentional about looking for challenges people with disabilities may encounter. Bock asked Jorgensen for some hot button items in CF that the commission can keep an eye out for and Jorgensen shared examples. Jorgensen discussed financial and housing hardships she has faced and Heston compared it to a form of Systemic Disability-ism.

Kivett will double check with Waterloo HRC on ways they spend their budget. Commissioners were encouraged to keep trainings, seminars and webinars in mind and Bock mentioned a virtual seminar to be held in the fall. Bock also commented on women featured on the HRC Facebook page for Women's History Month and would like to see certificates recognizing and acknowledging them and suggested a budget of \$50. It was moved by Heston and seconded by Jorgensen to allocate \$50 of the budget for congratulatory materials to the featured women of National Women's Month. Motion carried unanimously. Schindel will check into creating and printing the certificates and Bock will send over verbiage with names.

- b. Outreach & Communication – Purpose is to listen to the community, promote the HRC and our deeds, and be the communication first responders.

Vajpeyi read the guided statements provided by Kivett. It was discussed that the commissioners would choose three and reflect back to make commissioner videos. It was moved by Jorgensen and seconded by Bock to approve the slate of guided statements provided by Kivett in an email dated February 15, 2022.

Commissioners discussed incident response statements and the need for one canned response that is ready to go, very neutral and will be sent within 24 hours of the incident and one more nuanced response after facts come to light. Jorgensen expressed her frustration stating that she has made updates to the original statements, with the most recent being in January, which was emailed to Balvanz. Kivett said the generic initial response should be finalized by O&C and then as a group. He thinks the second response should not be a template, but an outline that when people are empowered to speak on the commission's behalf, these are three or four things they should speak to. There should be one initial response and then an outline of three basic points the commission want to seek to address. Vajpeyi found the statement submitted by Jorgensen and made a few small changes. Kivett suggested adding another sentence at the end. Vajpeyi then read the final statement with the minor changes. It was moved by Jorgensen and seconded by Kivett to make the revised statement the first rapid response initial statement to be shared by the O & C Committee. Vajpeyi will send this to Eggleston. O&C will decide who issues it and Jorgensen questioned how O&C will get the information that an incident has occurred. Vajpeyi suggested a group chat amongst the members. If someone hears something, they can send a message to O&C members. Kivett will work on an outline to empower the Executive Committee to speak on the commission's behalf for the second statement.

Bock stated the African – American Heritage Month event went well.

HRC would like a proclamation read each month at City Council meetings and will need to decide ahead of time what proclamation(s) they would like the Mayor to read. Jorgensen stated that she and Langan had previously created a list and she will re-send it. Commissioners discussed each month and came up with a preliminary list that Vajpeyi will share and that can be added to at the next meeting. The Outreach and Communication Committee will be tasked with providing the Mayor the Autism Awareness proclamation for April. Vajpeyi reminded the commissioners the deadline to have the proclamation submitted for Council is a week and a day prior to the meeting. Heston inquired as to whether the HRC would be doing anything for Juneteenth and Bock said they were planning something with the Farmers Market.

Commissioners requested a packet be provided for meetings to include the agenda, prior month's minutes and any supporting documents for the current meeting, instead of receiving emails throughout the month. Vajpeyi does not need a printed copy and Heston would like a printed copy. The other commissioners didn't state a preference.

- c. Advocacy – Heston thought the website is where the commission might use some funding and would be a task for the incoming Human Rights staff person. It was moved by Jorgensen and seconded by Kivett to approve the website sketch previously submitted by Vajpeyi subject to necessary tweaks. Vajpeyi will forward the sketch to Eggleston.
- d. Executive/Policy – The FY21 Annual Report was discussed with Vajpeyi stating this is the final version that the Executive Committee recommends adopting. It was moved by Kivett and seconded by Heston to adopt the final report as submitted. Motion carried unanimously. It was then moved by Heston and seconded by Kivett to present the report at the April 18, 2022 City Council Meeting with a social to follow. Motion carried unanimously.

A full-time HRC staff position was approved in the budget. Commissioners should brainstorm what the commission needs from the staff member, keeping in mind that we are the commission and can't delegate discretionary tasks to them. Kivett asked if he could reach out to Reverend Funchess to get his job description and Schindel said she has reached out to him and the Waterloo Director and will share this information at the next meeting.

The ordinance amendment passed raising the number of commissioners from nine to eleven, leaving three open spots. There still needs to be a gender balance, which includes what a person identifies as. The Executive Committee has been forwarded two applications that were on file and Vajpeyi encouraged commissioners

to think about people to join. Bock knows someone who is interested and has encouraged her to come to a meeting. The commission is currently in need of two males and another member who can be male, female or non-binary.

The Executive Committee will discuss the most recent bylaws at their next meeting.

Commissioners discussed what they expect from a commissioner and term limits. Vajpeyi mentioned a consecutive term limit where someone could serve, leave and come back. Bock thought turnover would be good, to get new eyes. Heston thought eight or nine years and Kivett suggested serving two to three terms and then taking a year off. Jorgensen noted that she will be taking a break when her term ends in July. Qualities a good commissioner should have include open-mindedness, participation in activities outside of government, interest in serving on HRC instead of one of many commissions, receptive to new ideas, willing to share on social media, passion for diversity, empathetic, ability to ask questions and gets along well with others.

6. Other – Vajpeyi went over homework for commissioners in preparation for the next meeting.

Kivett will touch base with Reverend Funchess about how the Waterloo HRC spends their budget.

Bock will talk to Schindel regarding congratulatory items.

Outreach & Communication will present proposed proclamation calendar to act upon at the next meeting.

Bock, Jorgensen and Beranek will coordinate on the Autism Proclamation and submit to the Mayor.

Heston will re-send an email requesting allied groups for the website.

Kivett will work on an outline for more nuanced incident statements.

7. Public Comments – None.

8. Next Meeting Date – April 11, 2022, at 6:00 PM in the Public Safety Training Room, 4600 S. Main Street.

April 18, 2022 - City Council meeting to present the FY21 Annual Report with a possible social afterwards.

9. Meeting Adjourned - Jorgensen moved to adjourn the meeting at 7:36 PM. Kivett seconded the motion. Motion carried unanimously.

Respectfully submitted,
Amy Eggleston, Administrative Assistant