

**MEETING MINUTES**  
**CEDAR FALLS HUMAN RIGHTS COMMISSION**  
**July 11, 2022**  
**6:00 p.m.**  
**Public Safety Training Room**

Commissioners Present: Jordyn Beranek, Sonja Bock, Melissa Heston, Dave Kivett, Spencer Luvert, Eashaan Vajpeyi

Commissioners Absent: None

Staff/Elected Officials: Brenda Balvanz, Bailey Schindel, Kevin Rogers

Public Present: None

1. Call to Order - Vajpeyi called the meeting to order at 6:00 p.m.
2. Roll Call / Attendance - Completed
3. Agenda Changes – Schindel indicated that at the request of the Commission, City Attorney Kevin Rogers was present for a question and answer session with the commission to be included after approval of minutes.
4. Approval of June 13<sup>th</sup> Meeting Minutes – No changes to June 13<sup>th</sup> meeting minutes. Heston motioned to approve the June 13<sup>th</sup> minutes. Kivett seconded motion and it passed unanimously.
5. Question and Answer with Rogers – Rogers explained to the Commission that its role is defined in the City ordinance and it must operate within that. The Commission’s role is further defined in the bylaws, but they must be consistent with the ordinance. A commission acts as a body through motion and resolutions. Rogers explained that if an individual or group is taking charge of a task, they must be delegated by the Commission to do so. The Commission asked for guidance on what belongs in bylaws. Rogers explained that items that advise the Commission on how it operates/is structured belong in the bylaws. The goals, purpose, and tasks of each committee may be something the Commission would include in the bylaws. Rogers explained that amendments to the bylaws require a vote of two-thirds (2/3) to adopt the amendment. The Commission asked Rogers a question regarding what they can partner with Waterloo to work on. Rogers explained that Waterloo could not investigate Cedar Falls’ claims and vice versa due to jurisdictional power in the ordinances. The ordinance for Cedar Falls does not allow investigation of claims. The Commission asked Rogers what he saw as their role/the fine line between investigating and providing help/resources. Roger advised the Commission should be looking at big picture items, not individual claims, for patterns and data and to educate the public on what’s going on.

Otherwise, claims should be forwarded to the Iowa Civil Rights Commission (ICRC). The Commission had some discussion on how they could accomplish this with volunteer members and budget constraints. Partnering with the City DEI Specialist can help them with this goal. Discussion was held regarding community concerns that are brought to the City and how the HRC can help in ensuring matters are addressed. Rogers was thanked for meeting with the Commission and departed the meeting soon after.

6. Committee Assignment Overview Discussion/Updates – The Commission reviewed the four current committees, the committee purposes, and the current members assigned to each committee. The commission committee names were reviewed and it was discussed, but not finalized, to simplify the committee names down to: Advocacy, Education, Outreach, and Executive. Members indicated which committee they would like to serve on that best aligns with their interests for the Commission. This will be reviewed again at the next meeting.
7. Advocacy Committee Updates – Further discussion was held regarding the Cedar Falls HRC website concern and feedback form. While the Commission discussed and was initially divided on whether City staff should be included on the initial concern intake form, they ultimately decided to let the complainant decide if they want the concern to be shared with City staff. Discussion was held that a disclaimer should also be added that states if the complainant doesn't want information shared with the City that may limit the resolution the HRC can provide. Beranek made a motion for the concern form to be approved with a check box added to the form for the complainant to indicate if they want the concern shared with City staff, Kivett seconded, and the motion passed unanimously.
8. Professional Development & Education Committee Updates – Schindel provided an update that a few members from the Cedar Falls Library planned to attend the August 8<sup>th</sup> meeting to educate the Commission of a training they participated in on how to create an antiracist library culture. The Library members plan to share information with the HRC on how they plan to implement key takeaways from that training. Schindel provided another update on the City's Diversity, Equity, & Inclusion Specialist position, stating the position was recently advertised and testing documents are currently being reviewed by the consultant.

Vajpeyi and Schindel shared an overview of the Mayor's appointment process for boards and commissions that the selection panel will need to follow as candidates are considered for HRC membership. An update was shared that interviews would be conducted for applicants in the coming weeks.

9. Outreach & Communication Committee Updates – Schindel shared that the proclamation and event calendar was updated. Upon final review the Commission asked that events for Black History, recruitment, and Native American Heritage be added to months February, April and November respectively. Kivett made a motion to accept and adopt the calendar pending the additions. Luvert seconded the motion, and the motion passed unanimously. Discussion was held that the Advocacy Committee would be responsible for attending council meetings for proclamations that relate to major events.

Luvert provided an update on branding items including a drafted banner and post-it-notes that could be utilized at events. Commission members wanted to move forward with the banner and getting a quote, as well as looking into other promotional items. Ongoing discussion of recruitment brainstorming ideas also took place. Commission members suggested that they could give recruitment presentations to groups/organizations within the community such as Cedar Valley Society for Human Resource Management, Grow Cedar Valley, and more. Some commission members have completed the short intro-videos for the HRC website. Vajpeyi reminded those who have not completed the video shoot to please do so.

10. Executive/Policy Committee Updates – Executive committee members acknowledged that they would need to meet to review and make revisions to the current bylaws to include roles of committees, potential delegated authority for the approval of items, and more. An update was provided that the Commission is now operating under the new FY23 budget.
11. Staff Updates/Other – Staff indicated that the Cooperative Agreement between the Iowa Civil Rights Commission (ICRC) and the CFHRC was placed onto the agenda for review and action. Vajpeyi noted that the Commission would essentially never turn a claim in for reimbursement under this contract as investigations aren't a role of the Commission's. Instead this agreement serves as the relationship or avenue between the ICRC and the CFHRC. Beranek motioned that the agreement be signed and approved, Kivett seconded the motion, and the motion passed unanimously.
12. Commissioner Updates/Other – Vajpeyi provided an update that he gave a presentation at the Rotary Club about the Cedar Falls HRC on July 6<sup>th</sup>. Bock reminded Commissioners if they have any training ideas or topics to send them to herself and Beranek as members of the Professional Development/Education Committee. Discussion was held that there are recent unfortunate HRC-related events happening in surrounding communities and to be aware of things around us and the culture. Kivett educated the Commission that there are roughly only 19 Black-owned banks in the U.S., and that one will soon be established in Waterloo, Iowa.

13. Public Comments – None.

14. Next Meeting Date/Time/Location – August 8, 2022 at 6:00p.m. in the Public Safety Training Room, 4600 S. Main St. Cedar Falls

15. Meeting Adjourned - Kivett moved to adjourn the meeting at 8:43p.m. Beranek seconded the motion. Motion carried unanimously.

Respectfully Submitted,  
Bailey Schindel, Human Resources Manager