

**SPECIAL MEETING MINUTES**  
**CEDAR FALLS HUMAN RIGHTS COMMISSION**  
**July 20, 2022**  
**4:30 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: Bailey Schindel

Public Present: None

1. Call to Order - Vajpeyi called the meeting to order at 4:33 p.m.
2. Roll Call / Attendance - Completed
3. Agenda Changes – None
4. Promotion of New Member Diversity – Commission members held discussion on the goal to strive for diversity while going through the process of considering new members. Bock provided insight that diversity can be represented by a variety of different factors. An example provided was an individual who works in mental health versus an individual who has personal experience mental health; both offer benefits to diversity. Discussion was also held by commissioners that recruitment is important to obtain a diverse pool of applicants. The Commission discussed recruitment options including: students, universities, different community groups/organizations, and inviting people to attend a meeting. Commission members also thought it was important to have carefully crafted interview questions to help in determining the best candidates to fill the open offices. Schindel and Vajpeyi offered that commission members could feel free to email suggested interview questions to either of them and they would be considered.
5. Commission Appointment Process – Vajpeyi reminded the Commission that there were five open offices to fill, and that six interviews were scheduled for July 27<sup>th</sup>. Schindel shared that there were potentially six additional candidates to be interviewed in a second set of interviews in the near future. Schindel reminded the Commission of the next steps in the appointment process including a meeting with the Mayor, Mayor appointment, and approval by Council. A question arose regarding how quickly the office openings would be filled. Schindel offered that the openings should be filled as timely as possibly, and that if there were a few good candidates after the first round of interviews those few may be sent forward for appointment immediately, with the other remaining

- openings to be considered after the second round of interviews. The Commission liked this plan to ensure that a few new members could possibly get on-boarded before the departure of one member on sabbatical to maintain quorum. A question regarding gender-balance arose. Schindel offered that similar to other boards/commissions the HRC should strive for gender balance. The current commission is comprised of three male, three female. Of the new candidates to be appointed, two shall identify as male, two as female, and the last open office can be either.
6. Agenda Items & Procedure for Agenda Setting – Discussion was held regarding the agenda setting process and the procedure for how to get items added to the agenda. Vajpeyi shared that it was the Executive Committee’s role to set the agenda. If commissioners have an item they would like to be added to the agenda they could email the Executive Committee or staff members Schindel/Balvanz. Agenda suggestions should be sent in a timely manner before the agenda creation and posting. Commission members offered suggestions that if an item gets tabled at the current meeting it should be considered at the beginning of the next meeting to ensure it gets addressed. Another idea offered was a rotation of agenda items so that the last item isn’t always getting the least amount of time dedicated to it.
  7. Appointment of Commissioner to Executive Committee – Discussion was held regarding the current opening on the Executive Committee. The Executive Committee is comprised of the current Chair, Vice-Chair, and Past-Chair. The Past-Chair office is currently vacant. Vajpeyi offered that as the only Past-Chair currently on the Commission, Luvert would be given time to consider if he would like to join the Executive Committee.
  8. Other/Updates – Regarding new members, Commissioners agreed it would be a good idea to review new member onboarding/training materials so that they would be ready when new members join the Commission. Professional Development/Education Committee to review new member binder. Furthermore, Kivett suggested educating new members of the three committees and asking them which they are most interested in and would like to join to get them involved right away.
  9. Public Comments – None
  10. Next Meeting Date/Time/Location – August 8, 2022 at 6:00p.m. in the Public Safety Training Room, 4600 S. Main St. Cedar Falls
  11. Meeting Adjourned - Kivett moved to adjourn the meeting at 5:23p.m. Beranek seconded the motion. Motion carried unanimously.

Respectfully Submitted,  
Bailey Schindel, Human Resources Manager