

CIVIL RIGHTS COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, MARCH 14, 2023; 12:00 PM

VIRTUAL VIA ZOOM [HTTPS://US02WEB.ZOOM.US/S/84869608008](https://us02web.zoom.us/j/84869608008)

AMID CONCERNS ABOUT THE SPREAD OF COVID-19 (CORONAVIRUS) WITHIN OUR COMMUNITY, AS AN ONGOING MITIGATION MEASURE, IN COMPLIANCE WITH CDC RECOMMENDATIONS, THE COMMISSION WILL HOST ITS NEXT MONTHLY MEETING, SCHEDULED FOR MARCH 14TH, 2023 AT NOON THROUGH A VIRTUAL FORMAT. THIS ACTION HAS BEEN TAKEN DUE TO SAFETY CONCERNS ASSOCIATED WITH COVID-19. THE HEALTH AND SAFETY OF COMMUNITY MEMBERS, VISITORS, CUSTOMERS AND OUR STAFF AT THE DAVENPORT CIVIL RIGHTS COMMISSION IS ALWAYS A TOP PRIORITY. IT IS WITH THIS IN MIND THAT WE HAVE TAKEN THIS STEP TO MITIGATE THE POSSIBILITY OF COMMUNITY TRANSMISSION. IF YOU WOULD LIKE TO SIGN UP TO ATTEND OUR NEXT MEETING, PLEASE REGISTER IN ADVANCE FOR THIS MEETING- YOU WILL FIND THE LINK IN THE AGENDA UNDER ROLL CALL. AFTER REGISTERING, YOU WILL RECEIVE A CONFIRMATION EMAIL CONTAINING INFORMATION ABOUT JOINING THE MEETING.

I. Roll Call

- A. VIRTUAL VIA ZOOM <https://us02web.zoom.us/j/84869608008>

II. Approval of Agenda

III. Approval of Minutes

- A. January 2023 Minutes

IV. Directors Report

- A. January 2023 Director's Report
- B. February 2023 Director's Report

V. New Business

- A. H-0050-0015-21
- B. E-0092-0044-18
- C. Meeting Format
- D. Position Development and Implementation

VI. Old Business

- A. Closed Session: Pursuant to Iowa Code 21.5(1)(f) - E-0139-0069-16
- B. Closed Session: Pursuant to Iowa Code 21.5(1)(f) - ED-0118-0002-15

C. Closed Session: Pursuant to Iowa Code 21.5(1)(c) - H-0123-0026-14

VII. Public Comment and Presentation

VIII. Adjourn

IX. Next Meeting

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
VIRTUAL VIA ZOOM <https://us02web.zoom.us/j/84869608008>

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:35 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
January 2023 Minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	January 10th, 2023 Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:36 AM

DAVENPORT CIVIL RIGHTS COMMISSION
Minutes of Regular Meeting
January 10, 2023

The Davenport Civil Rights Commission (DCRC) met at 12:00 p.m. Tuesday, January 10, 2023, online using Zoom. Commissioner Guster presided over the Commission.

COMMISSIONERS PRESENT:

Ethelene Boyd
Michael Guster
Richard Pokora
Angela Reyes
Charlene Upchurch-Taylor
Jeff Transou

COMMISSIONERS ABSENT

Andrew Lopez

Commissioner Pokora entered the meeting at 12:35 p.m. just before the Commission went into a closed session to discuss a complaint, and the DCRC Code of Conduct.

OTHER PERSONS PRESENT:

Director Latrice Lacey
Others from the community

APPROVAL OF AGENDA

Approval of the agenda was passed by unanimous consent. All Commissioners voted yes.

APPROVAL OF MINUTES

A. December 13, 2022

A motion was made by Commissioner Boyd, seconded by Commissioner Transou, to approve the minutes of the December, 2022 regular meeting. All Commissioners voted yes.

REPORT OF THE DIRECTOR

Director Lacey stated there was no right to sue letters in the month of December. There were no cases closed in mediation or conciliation in the month of December. Director Lacey stated she attended a leadership training program. Director Lacey stated she met with trainers to update the Commissioner training schedule. The training was tentatively scheduled for January 20, 2023, and would be led by Michael Seng. The Director met with staff to update case status report procedures, the Director also completed case processing documentation. The Director stated she worked on pre-hearing and post-hearing preparation. Director Lacey stated she continues to monitor COVID-19 rates and its impact on office functions as the U.S. continues to experience new variants of the virus. The Director brought up the Seeburger case, stating that the lawyer is wanting the Commission to pay for attorneys fees in the case. The Director stated interviews for a full time investigator are ongoing. Director Lacey stated that work is starting on the Annual Report. Two of the several issues that will be covered will be minorities being discriminated against in housing, and violence against women.

NEW BUSINESS

A. Election of Officers

A motion was made by Commissioner Boyd to keep Commissioner Guster as Chair of the Commission, it was seconded by Commissioner Upchurch-Taylor. All Commissioners voted aye. The next step was the Commission election for Vice Chair. A motion was made by Commissioner Upchurch-Taylor to keep Commissioner Boyd as the Commission Vice Chair, it was seconded by Commissioner Transou. All Commissioners voted aye, keeping Commissioner Boyd the Commission Vice Chair. The next election was for the Commission Secretary. A motion was made by Commissioner Reyes to keep Commissioner Transou as Commission Secretary, it was seconded by Commissioner Upchurch-Taylor. All Commissioners voted aye, keeping Commissioner Transou as Commission Secretary. The elections were then concluded by Commission Chair Guster, stating who was elected to the Commission's positions for the new term.

B. DCRC Commissioner Conduct - Closed session Pursuant to Iowa Code 21.5 (1)(a)

At 12:36 o'clock pursuant to Iowa Code 21.5 (1) (a) and upon motion by Commissioner Boyd, seconded by Commissioner Reyes and with all Commissioners; Boyd, Guster, Pokora, Reyes, Upchurch-Taylor, and Transou present and voting yes, the Commission moved into closed session to review or discuss records which are required or authorized by state or federal law to be kept confidential.

The Commission reconvened in open session at 12:54 p.m. There was no vote taken today.

OLD BUSINESS

- A. E-0139-0069-16**
- B. ED-0118-0002-15 Interlocutory Appeal**
- C. Seeburger Remand**

Director Lacey stated there was now an attorney for cases A and B, but case C still needed an attorney. The Director suggested the Commission wait for attorneys to schedule, and then we would be able to proceed with these cases. All three cases were tabled until the next meeting.

PUBLIC COMMENT and PRESENTATION

There were no comments from the public.

Commissioner Guster asked that in-person Commission meetings be put on the agenda for the next meeting.

ADJOURN

At 1:00 p.m. the Commission adjourned with unanimous consent. All Commissioners voted yes.

NEXT MEETING

The next meeting of the Commission will be February 14, 2023, at 12:00 p.m.

Submitted by Jeff Transou, secretary

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
January 2023 Director's Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	January Director's Report

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:36 AM

DIRECTOR'S REPORT FOR THE DAVENPORT CIVIL RIGHTS COMMISSION FOR January 2023

I. CASE STATUS

1. No "right to sue" letters were issued in the month of January.
2. No cases closed in mediation or conciliation in the month of January.

II. OTHER ACTIVITY

1. Director attended leadership training.
2. Director facilitated and attended Commissioner training.
3. Director conducted staff training.
4. Director updated case status reporting procedures.
5. Director completed case processing documentation.
6. Director worked on pre-hearing and post-hearing preparation.
7. Director continued to monitor COVID-19 rates and its impact on office functions.
8. Director worked on prospective conference planning activities.
9. Director attended mediation conference.
10. Director attended League of Iowa Civil and Human Rights Agencies meeting.
11. Director attended Violence Against Women Act (VAWA) training.
12. Director worked on case resolution documents.
13. Director worked on litigation.
14. Director worked on case processing documents.
15. Director and Housing Analyst submitted performance assessment report data.
16. Housing Analyst worked on investigations.
17. Housing Analyst worked on housing investigations.
18. Housing Analyst worked on housing inquiries.
19. Housing Analyst worked on case resolutions.

III. OLD BUSINESS

1. Ongoing harassment and bullying of Commission staff
2. Staffing

IV. NEW BUSINESS

1. Budget

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
February 2023 Director's Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	February Director's Report

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:36 AM

DIRECTOR'S REPORT FOR THE DAVENPORT CIVIL RIGHTS COMMISSION FOR February 2023

I. CASE STATUS

1. No "right to sue" letters were issued in the month of February.
2. No cases closed in mediation or conciliation in the month of February.

II. OTHER ACTIVITY

1. Director attended leadership training.
2. Director scheduled Commission staff training.
3. Director attended planning meeting for upcoming conference.
4. Director conducted Black History Month training.
5. Director attended FHAP partner meeting.
6. Director conducted staff training.
7. Director updated case status reporting procedures.
8. Director completed case processing documentation.
9. Director participated in fair housing interview.
10. Director worked on pre-hearing and post-hearing preparation.
11. Director continued to monitor COVID-19 rates and its impact on office functions.
12. Director worked on prospective conference planning activities.
13. Director attended mediation conference.
14. Director worked on case resolution documents.
15. Director worked on litigation.
16. Director worked on case processing documents.
17. Director, Housing Analyst and Civil Rights Specialist worked on annual report preparation.
18. Housing Analyst worked on investigations.
19. Housing Analyst worked on housing investigations.
20. Housing Analyst worked on housing inquiries.
21. Housing Analyst worked on case resolutions.
22. Civil Rights Specialist attended training.
23. Civil Rights Specialist worked on intake.
24. Civil Rights Specialist worked on case investigations.
25. Civil Rights Specialist worked on case resolutions.

III. OLD BUSINESS

1. Ongoing harassment and bullying of Commission staff
2. Staffing

IV. NEW BUSINESS

- 1.

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
H-0050-0015-21

REVIEWERS:

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Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:36 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
E-0092-0044-18

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:37 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Meeting Format

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 9:55 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Position Development and Implementation

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 10:37 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Closed Session: Pursuant to Iowa Code 21.5(1)(f) - E-0139-0069-16

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 9:54 AM

City of Davenport
Civil Rights Commission

Department:
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Date

Subject:
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Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 9:55 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Closed Session: Pursuant to Iowa Code 21.5(1)(c) - H-0123-0026-14

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	3/13/2023 - 9:51 AM