

CIVIL RIGHTS COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, DECEMBER 13, 2022; 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 DECEMBER 13, 2022 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. [https://us02web.zoom.us/j/84869608008?](https://us02web.zoom.us/j/84869608008?pwd=MUhuMUNSunp4WIZndk9tbXZiMIY1UT09)
[pwd=MUhuMUNSunp4WIZndk9tbXZiMIY1UT09](https://us02web.zoom.us/j/84869608008?pwd=MUhuMUNSunp4WIZndk9tbXZiMIY1UT09)

II. Approval of Agenda

III. Approval of Minutes

- A. November 7, 2022 Meeting Minutes

IV. Directors Report

- A. November Director's Report
- B. November 2022 Case Status Report

V. New Business

- A. Scott County Community ID

VI. Old Business

- A. ED-0118-0002-15 Interlocutory Appeal
- B. E-0139-0069-16

VII. Public Comment and Presentation

VIII. Adjourn

IX. Next Meeting

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
<https://us02web.zoom.us/j/84869608008?pwd=MUhuMUNSUUnp4WIZndk9tbXZiMIY1UT09>

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:44 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
November 7, 2022 Meeting Minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	November 8, 2022 Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:44 AM

DAVENPORT CIVIL RIGHTS COMMISSION
Minutes of Regular Meeting
November 7, 2022

The Davenport Civil Rights Commission (DCRC) met at 12:00 p.m. Monday, November 7, 2022, online using Zoom. Commission Chair Michael Guster, presided.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT

Andrew Lopez
Angela Reyes

OTHER PERSONS PRESENT:

Director Latrice Lacey
Others from the community

AGENDA

On motion by Commissioner Boyd, seconded by Commissioner Upchurch-Taylor, the agenda was moved. All Commissioners voted to approve the agenda.

APPROVAL OF MINUTES

On motion by Commissioner Boyd, seconded by Commissioner Guster, the minutes of the regular meeting on October 11, 2022 were moved. All Commissioners approved.

On motion by Commissioner Boyd, seconded by Commissioner Upchurch-Taylor, the minutes of the special meeting on October 25, 2022 were moved. All Commissioners approved.

REPORT OF THE DIRECTOR

Director Lacey stated there was no right to sue letters issued for the month of October. One case closed in conciliation in the month of October. This case involved allegations of disability discrimination in employment, and settled for \$10,000.00 and relief in the public interest.

The Director stated she attended a 5 day mediations training. Director Lacey stated she attended the HUD Region VII conference call. The Director also met with staff to review case status report and new procedures. Director Lacey stated she completed a HUD partnership fund/SEE fund proposal and submitted for review. The Director attended a training with HUD partners, went over coverage of the Violence Against Women's Act. The Director worked on pre-hearing and post-hearing preparation for a couple of cases for a hearing. The Director stated she continues to monitor COVID-19 rates and its impact on office functions. Director Lacey stated she worked on case resolution documents. The Director also worked on case processing documents for EEOC.

In new business for the Director, she stated there will be new staff starting November 14, 2022, a new Administrative Assistant and a new P/T Investigator. Director Lacey stated that Michael Seng could do Commissioner training in December or January. The Commission discussed

different dates in December and in January of 2023. The Director stated the length of the meeting would be all day from approximately 8 am till 5 pm. Director Lacey also stated that Joshua Barr could also do some training with the Commission. It was decided between the Commission and Director Lacey that the Director would send out a poll for Commissioner's to look over with dates and times and choose the dates best for them. The Director would then receive the results of the poll and come back to the Commission with the best dates that most Commissioners could attend the training.

NEW BUSINESS

A. ED-01118-0002-15

Director Lacey was asked about this case by Commissioner Guster and she stated that we should table this case until the next Commission meeting on December 13, 2022, until we consult with counsel to assist the Commission with this case. Commissioner Guster asked all Commissioners that approved to say aye, all Commissioners states aye, none were opposed.

B. Director's Benefits

The Director's deferred compensation was discussed, Commissioner Guster stated that CFO Mallory Merritt informed him that Director Lacey's offer letter provided 4% match for deferred compensation for Director Lacey, however she had inadvertently been given 5%; which is the percentage that all other Directors receive. Merritt asked Commissioner Guster to approve the continued 5% match however he felt that this was a decision that required a Commission vote. Commissioner Guster recommended Director Lacey keep the 5% deferred compensation contribution. Commissioner Boyd made a motion to approve Commissioner Guster's recommendation, Commissioner Upchurch-Taylor seconded the motion. All members of the Commission approved the motion.

OLD BUSINESS

A. Special Counsel

Director Lacey stated that two candidates agreed to be placed into consideration for the position, and she was looking for a third to provide the committee.

B. E-0139-0069-16

The Commission discussed this case briefly, and it was decided to table this case until we hire counsel to assist the Commission. All Commissioners voted aye.

PUBLIC COMMENT

There were no public comments.

ADJOURN

At 12:37 p.m. a motion was made by Commissioner Upchurch-Taylor, seconded by Commissioner Boyd, to adjourn the meeting. All Commissioners voted yes.

NEXT MEETING

The next regular meeting of the Commission is December 13, 2022, at 12 noon.

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
November Director's Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	November Director's Report

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:45 AM

DIRECTOR'S REPORT FOR THE DAVENPORT CIVIL RIGHTS COMMISSION FOR November 2022

I. CASE STATUS

1. No "right to sue" letters were issued in the month of November.
2. One case closed in conciliation in the month of October. This case involved allegations of race discrimination in employment, and settled for \$14,505.65 and relief in the public interest.

II. OTHER ACTIVITY

1. Director conducted new employee trainings.
2. Director met with Commissioner trainers to discuss upcoming Commissioner trainings.
3. Director met with staff to review case status report procedures.
4. Director completed case processing documentation.
5. Director updated HUD partnership fund/SEE fund proposal.
6. Director updated case processing system.
7. Director worked on pre-hearing and post-hearing preparation.
8. Director continued to monitor COVID-19 rates and its impact on office functions.
9. Director worked on case resolution documents.
10. Director worked on litigation.
11. Director worked on case processing documents.
12. Housing Analyst worked on investigations.
13. Housing Analyst worked on housing investigations.
14. Housing Analyst worked on housing inquiries.
15. Housing Analyst worked on case resolutions.

III. OLD BUSINESS

1. Ongoing harassment and bullying of Commission staff

IV. NEW BUSINESS

1. New staff

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
November 2022 Case Status Report

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:45 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Scott County Community ID

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:46 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
ED-0118-0002-15 Interlocutory Appeal

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:47 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
E-0139-0069-16

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Musser, Stephanie	Approved	12/12/2022 - 9:47 AM