

CIVIL RIGHTS COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, NOVEMBER 7, 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 NOVEMBER 7, 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

II. Approval of Agenda

III. Approval of Minutes

- A. October 11, 2022 Meeting Minutes
- B. October 25, 2022 Special Meeting Minutes

IV. Directors Report

- A. Director's Report

V. New Business

- A. ED-01118-0002-15 Interlocutory Appeal
- B. Director's Benefits

VI. Old Business

- A. Special Counsel
- 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	Badillo, Beth	Approved	11/7/2022 - 8:21 AM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
October 11, 2022 Meeting Minutes

ATTACHMENTS:

Type	Description
▢ Cover Memo	October 11, 2022 Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:49 PM

DAVENPORT CIVIL RIGHTS COMMISSION
Minutes of Regular Meeting
October 11, 2022

The Davenport Civil Rights Commission (DCRC) met at 12:00 p.m. Tuesday, October 11, 2022, online using Zoom. Commission Chair Michael Guster, presided.

COMMISSIONERS PRESENT:

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

COMMISSIONERS ABSENT

None

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 Transou, the minutes of the regular meeting on September 13, 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 September, and no cases were settled in mediation for the month of September. The Director drafted and submitted an engagement plan proposal to EEOC for a joint outreach activity focusing on artificial intelligence. Director Lacey stated she drafted and submitted the FY2024 Business Plan goals for the FY2024 budget review process.

Director Lacey stated she met with staff to review cognitive interviewing and investigations processes. The Director worked on a proposal for a potential partnership opportunity for an internship/externship program. The Director stated she met with Joseph Seng to discuss Commissioner training, tentatively scheduled for December 10, 2022. Director Lacey she worked on an upcoming HUD partnership fund proposal. The Director stated she finalized the FY2024 budget increase proposal. Director Lacey stated she conducted research on the "Sapphire" stereotype, despite pervasive discrimination against Black women (the intersection of racism and sexism) which is readily recognizable within the documented disparities for Black women, there is a lack of legal resources on the topic. Director Lacey also attended a meeting with HUD partners. The Director stated she continues to monitor COVID-19 rates and its impact on office functions. The Director told Commissioners that Joseph Seng would be available to come teach Commissioner training on December 10, 2022. She stated it would be approximately a full day of eight hours. Commissioner Boyd asked if the training would be available via a Zoom meeting as she would be out of the country. Commissioner Guster also stated he believed he would be traveling as well. Director Lacey stated she would see if she can change the date. The Director also stated Joseph Seng wanted to be here in person for Commissioners to pay better attention to the training. Commissioner Guster stated we might as well have a date that all Commissioners could make it. Director Lacey stated there would be a budget meeting with staff on October 31, 2022 and \$15,000 from HUD would be discussed. The Director stated she would like the Commissioners to have some training on the "Sapphire" stereotype, and she asked Commissioners about other training they would like. Commissioner Lopez stated he would like more training on the authority, or role of the Commission. Commissioner Upchurch-Taylor stated she wondered about a list of topics like authority, and mostly discrimination. Commissioner Boyd mentioned deterrents to working on a case. Commissioner Guster stated he was concerned about discrimination based on housing, and the roles of a Commissioner. Commissioner Transou stated he felt the subject of systemic racism in our society would also be a good topic for training. Director Lacey mentioned that tonight at the Putnam Museum there would be an event called Pride in Memory from 7p.m. to 9p.m. involving the LGBTQ community presenting new panels to be displayed in the future at the museum that show the local history of the LGBTQ community.

NEW BUSINESS

A. ED-0109-0002-14

Commissioner Guster stated we were directed to reopen this case to take it to a public hearing. Commissioner Boyd made a motion to reopen this case, Commissioner Transou seconded the motion. All Commissioners voted to approve the motion.

B. Commissioner Training

Commissioner Guster stated we had discussed this earlier under the Director's Report.

C. H-0123-0026-14

Director Lacey stated the District Court remanded this case back to the Commission to explain our findings and to redo the damages award. The Director suggested having a special meeting to discuss whether the Commission should hire an attorney to be with the Commission during closed sessions for advice. Director Lacey stated she could get a list of attorneys and show the Commission the differences in experience between them. All Commissioners voted to table this case for now.

D. E-0139-0069-16

The Commissioners voted to table this case due to a future discussion being planned to get an attorney for the Commission to help guide the Commission during closed sessions. Commissioner Guster stated and suggested to Commissioner Pokora to recuse himself from this case due to him contacting people involved in the case. Commissioner Lopez stated he just wanted the Commission to get going on this. Commissioner Guster asked each Commissioner how they felt, and all Commissioners agreed to move forward and have a special meeting. The Commission had some discussion and agreed to meet on October 25, 2022, for a special meeting to discuss two cases.

OLD BUSINESS

A. DCRC Commissioner Code of Conduct and Ethics

Director Lacey stated she had sent out The Code of Conduct and Ethics on September 13th or 14th, 2022. Apparently, some Commissioners didn't receive the e-mail or couldn't find it, so Director Lacey stated she would send it out again. Commissioners were told to read the Code and sign it, and send it via e-mail or regular mail to Director Lacey at City Hall

PUBLIC COMMENT

There were no public comments.

ADJOURN

At 1:01 p.m. a motion was made by Commissioner Boyd, seconded by Commissioner Transou, to adjourn the meeting. All Commissioners voted yes.

NEXT MEETING

The next regular meeting of the Commission was moved to a Monday due to election day. The Commission chose to meet on November 7th, 2022 at 10 a.m.

Submitted by Jeff Transou, Secretary

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
October 25, 2022 Special Meeting Minutes

ATTACHMENTS:

Type	Description
▯ Cover Memo	October 25, 2022 Special Meeting Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:49 PM

DAVENPORT CIVIL RIGHTS COMMISSION
Minutes of a Special Meeting
October 25, 2022

The Davenport Civil Rights Commission (DCRC) met at 10:00 a.m. Tuesday, October 25, 2022 online using Zoom. Commissioner Michael Guster presided.

COMMISSIONERS PRESENT:

Ethelene Boyd
Michael Guster
Andrew Lopez
Richard Pokora
Jeff Transou

COMMISSIONERS ABSENT

Angela Reyes
Charlene Upchurch-Taylor

OTHER PERSONS PRESENT:

Director Latrice Lacey
Jeri Nagle

AGENDA

A motion was made by Commissioner Boyd to approve the agenda, it was seconded by Commissioner Transou. All commissioners voted yes.

NEW BUSINESS

A. Special Counsel Job Description

The Civil Rights Commission is seeking an attorney to serve as special council to assist in the drafting of legal determinations at the conclusion of the Commissioner's deliberations. Minimum qualifications require J.D., plus 5-10 years minimum job experience. Strong communication skills, and someone who can speak and write clearly as well. A minimum of three years experience in civil rights completing employment, education and fair housing investigation reports, interpreting state/federal fair housing laws, conducting criminal or civil discrimination investigations into employment, public accommodation, education and housing discrimination would also be required.

Commissioner Pokora made a motion to approve this description now and to adopt these qualifications for the future, it was seconded by Commissioner Boyd. All Commissioners approved the motion. Commissioner Boyd asked if we should include anything about getting along with others. Commissioner Guster stated he believed it was covered in the full length job description or could be looked at on a resume, or determined at an interview.

B. Special Counsel Procedure

Director Lacey presented three options to the Commission to go about finding an attorney. The first would be for two to three Commissioners to choose two to three candidates that Director Lacey would identify who meet the qualifications which would guide the Commission on selecting one of the candidates. Director Lacey stated the second option would be for her to select someone who meets the criteria. The third option would involve the

Director choosing someone and then presenting them to the full Commission and it would involve a special meeting for Commissioners to go over the candidate's qualifications. Commissioner Guster stated we needed to find someone for advice and to assist in drafting good decisions. Commissioner Boyd made a motion to have at least three Commissioners on a committee to work with Director Lacey to find an attorney for the Commission, it was seconded by Commissioner Lopez. All Commissioners approved the motion.

PUBLIC COMMENT

None

ADJOURN

At 10:37 a.m. a motion was made by Commissioner Boyd, seconded by Commissioner Guster, to adjourn the meeting. All Commissioners voted yes.

NEXT MEETING

The next Commission meeting is scheduled for Monday, November 7, 2022, at 12 noon.

Submitted by Jeff Transou, secretary

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Director's Report

ATTACHMENTS:

Type	Description
▢ Cover Memo	Director's Report

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:51 PM

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

I. CASE STATUS

1. No "right to sue" letters were issued in the month of October.
2. One cases 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.

II. OTHER ACTIVITY

1. Director attended 5 day mediations training.
2. Director attended Region VII conference call.
3. Director met with staff to review case status report procedures.
4. Director completed case processing documentation.
5. Director completed HUD partnership fund/SEE fund proposal.
6. Director researched funding opportunities to expand scope and efficacy of DCRC work.
7. Director attended a meeting with HUD partners.
8. Director worked on pre-hearing and post-hearing preparation.
9. Director continued to monitor COVID-19 rates and its impact on office functions.
10. Director and Housing Analyst worked on final conference planning activities.
11. Director worked on case resolution documents.
12. Director worked on litigation.
13. Director worked on case processing documents.
14. Housing Analyst worked on investigations.
15. Housing Analyst worked on housing investigations.
16. Housing Analyst worked on housing inquiries.
17. Housing Analyst worked on outreach activities and conducted collaborations with community organizations and the Library.
18. Housing Analyst worked on case resolutions.

III. OLD BUSINESS

1. Ongoing harassment and bullying of Commission staff

IV. NEW BUSINESS

1. Staffing

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
ED-01118-0002-15 Interlocutory Appeal

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:51 PM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Director's Benefits

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:51 PM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
Special Counsel

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:52 PM

City of Davenport
Civil Rights Commission

Department:
Contact Info:

Date

Subject:
E-0139-0069-16

REVIEWERS:

Department	Reviewer	Action	Date
Civil Rights	Badillo, Beth	Approved	11/4/2022 - 5:52 PM