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Wednesday, November 6, 2024 at 8:30 AM
ZOOM ONLY

Approved minutes

I. Roll Call Commissioners (Chair Ordaz, Vice Chair White, Secretary Kooiker, DeKock, Elsloo)

a. Recognition of Agency Leadership *Ordaz, White and Kooiker were in attendance. Meeting called to order at 8:36 AM. Staff present: Kaitlin Smith. Others present: None.*

III. Acceptance of Agenda.

a. This is a working session to prepare for the next meeting on Friday, November 15 at 1:15 PM. This agenda does not contain a public comment period, but one can be added if there are others present to desire to speak. *Kooiker moved to accept the agenda. 2nd by White. Carried unanimously.*

IV. Strategic Planning

a. Continued discussion on mission and goals. (See draft minutes from October 18 for background).
    a. Report from De Kock re discussions with legislators.
    b. Report from Ordaz regarding discussions with Director Stiffler. *No discussions occurred. The mission statement was discussed, and it is on the draft agenda for November 15.*

b. Requirements for Commissioners' annual report and reporting of appeals. *Kaitlin sent an email to the Commissioners on this. Here is the summary: … of July 1st, the Iowa Civil Rights Commission itself is not required to create or submit an annual report. Regarding the Agency, Iowa Code chapter 7A covers official reports generally, and Iowa Code section 216.5(7) specifically addresses civil rights' annual report. Per §216.5(12) of the Iowa Code, the agency is required to prepare and transmit an "annual report." There is no specific deadline for the report.*

White asked about the lobbyist report, which DeKock is handling.

c. Discuss budget appropriation for Commission for FY25-26. *Smith said the budget for the commission is handled the by agency. The agency had been part of DAS and is now part of DIAL. She plans to look up the budget and see if it can be sent over to the Commissioners. Kooiker asked about wage increases, and Smith mentioned wage changes for Attorney I's which had a positive ripple effect in the agency. The COLA for FY25-26 is not currently known.*

X. Next Meeting

a. November 15, 2024 (3rd Friday) at 1:15 pm. *Stiffler not able to attend on 11/15, looking at potentially moving the meeting to 11/22. Kooiker said he would still like to meet on 11/15 if Stiffler is unable to meet on the 22nd. White said she would have to leave by 2:30 pm if the meeting is on the 22nd.*

XI. Adjournment *Motion by White, 2nd by Kooiker. Adjourned at 8:52 am.*

Signed by:
Sam Kooiker
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9/12/2025