



STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

IOWA CIVIL RIGHTS COMMISSION
BETH TOWNSEND
EXECUTIVE DIRECTOR

Minutes of the July 18, 2013 Meeting of the Iowa Civil Rights Commission

- I. Roll Call:** Spicer, Lipski, Williams, Conley, Hou, Oelschlaeger
Staff: Townsend
Public: None
- II. Minutes from May 18, 2013 meeting:** distributed for review and unanimously approved after jpen and ink correction to Commissioner Hou's last name.
- III. Director's Report**
Introduced Katie Fiala, new AG assigned to the ICRC to the commissioners. Provided copy of monthly production standards (attached). Reported that the backlog has been eliminated. Passed out African American Museum's annual History Makers Gala. Reported that EEOC contract has been met with a full quarter left in the fiscal year which will result on other funds that were earned, not being paid by EEOC. Reported the results of the Morehouse case in Council Bluffs where the jury awarded \$145,000 in damages to the complainants. There was discussion regarding whether we could seek attorney's fees in the case. Director to confirm with AG's office that the ICRC cannot request them. Updated State Fair booth information and passed the schedule around so that commissioners could sign up to work at the booth. Updated information regarding ICRC's 1st Annual "Be the Change" symposium on November 1, 2013. Will send the symposium schedule to the commissioners after the meeting. Provided copies of letters and work share agreements sent to all local commissions in June for FY14. Commissioner Spicer raised the issue of advocacy vs. law enforcement which led to general discussion about whether the ICRC can/should have legislative priorities.
- V. Commissioner Reports**
- Commissioner Williams – Attended Coralville – AA Family training. Heard about questions to potential minority tenants asking if they were from Chicago and declining to rent if so. Inquired about testing on this issue in that area. Signed numerous Commissioner complaints. Attended Juneteenth banquet. Attending training with Don Grove on design and construction cases and ADA compliance. Encouraged other commissioners to get the training. Asked for a report from ICRC compliance monitor at the next meeting.
- Commissioner Spicer – provided written report (attached) including report of her meeting with the Associate Drake Provost, Melissa Sturm-Smith to discuss Crew Scholars Initiative and bettering community relations in Drake neighborhood; met with Urban Dreams to discuss community issues; Met with Representative Ako, Creative Vision, to discuss community issues; attended Juneteenth banquet; assisted students in writing project for World Food Prize Conference in October and submissions to the Paul Engle Essay contest, U of Iowa.

Commissioner Lipski – Attending housing training from Don Grove and his staff regarding design and construction cases and ADA compliance.

Commissioner Conley – Spoke with Central Iowa Housing Association regarding housing issues and contacted Director to arrange training.

Commissioner Oelschlaeger – Distributed copies of the Nelson v. Knight case for purposes of review of the ICRA and its development. Opinion not attached to Minutes. Available on line at http://www.iowacourtsonline.org/Supreme_Court/Opinions_Archive/

Commissioner Hou – No report. Recently traveled to China and saw improvement in protection of women.

Next meeting was scheduled for September 26, 2013 at 3:30 pm.

Meeting adjourned after motion and vote to adjourn.

Iowa Civil Rights Commissioner's Report

Commissioner Mary Ann Spicer

July 18, 2013

This regularly scheduled meeting report and other reports by this commissioner hereafter will contain two categories Community Relations and Administrative Review Areas for easy readability by current commissioners.

Community Relations	Administrative Review Areas
<p>June 6, 2013 met with Associate Drake Provost Melissa Sturm-Smith to discuss Crew Scholars Initiative and bettering community relations with residents surrounding Drake.</p> <p>June 4, 2013 met with Urban Dreams to discuss community issues [Former Representative Wayne Ford] <i>Rep. AKO</i></p> <p>June 5, 2013 met with Creative Vision Wayne Ford to discuss community issues relating to Mental Health and Education.</p> <p>June 9, 2013 attended the Juneteenth Celebration Banquet</p> <p>In May 2013 assisted students in writing essays for the World Food Prize with three being selected to attend the World Food Prize Conference in October to be held in Des Moines.</p> <p>In May assisted students writing essays for the Paul Engle Essay Contest sponsored by University of Iowa.</p>	<p>Continuously in review of the ICRC Website:</p> <p>The seven links are very impressive! Language is clear and understandable. Commendations to the website master: Kerry Hainline and others for a job well done!</p> <ul style="list-style-type: none">• Resource page outstanding• Press Release link gives the ICRC very good press• Loved the minutes and events updates—especially the timeline on mediation gives a good snapshot of how the ICRC is inclusive across the state. Many thanks to the staff for a job well done!

Submitted by

/s/ Mary Ann Spicer

July 18, 2013



AFRICAN AMERICAN MUSEUM OF IOWA
PO Box 1626 • 55 12TH AVE SE • CEDAR RAPIDS, IA 52406 • 319-862-2101
319-862-2105 FAX • WWW.BLACKIOWA.ORG

Hello –

The African American Museum of Iowa (AAMI) is excited to announce two exciting changes to the annual History Makers Gala, which will take place **September 26, 2013** at the Hotel Kirkwood in Cedar Rapids, IA. These changes are:

- This year's Gala will honor both African American women and **men** for the first time.
- The 2013 History Makers Gala will be its own stand-alone event. Proceeds will benefit the African American Museum of Iowa's statewide educational outreach programming and exhibits.

The History Makers Selection Committee is currently accepting nominations. A nomination form is included with this letter and it also available on-line at www.blackiowa.org. Nominations must be received by **Tuesday, August 6, 2013**.

This is an exceptional opportunity to honor an African American who has truly been a history maker. This might be someone who has been a trailblazer in their field, been a change agent in their community, left a legacy far beyond their time, or been a role model for all people. History Makers have come from a wide variety of professions, ages, backgrounds, and life experiences. We encourage you to nominate anyone you consider to be a History Maker in your community.

If you have any questions or are interested in being a sponsor, please contact African American Museum of Iowa Development Director Grant Stevens at 319-862-2101 ext. 223 or gstevens@blackiowa.org. Thank you for helping to spread the word about the 2013 History Makers Gala. We hope to see you on September 26!

Warmest Regards,

The History Makers Selection Committee

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2013 History Makers Gala

Iowa African American History Maker Nomination Form

Deadline: August 6, 2013

The African American Museum of Iowa will honor African American **men and women** currently living in Iowa who have "made history" in our state at the annual History Makers Gala. A statewide Selection Committee will review all nominations and those selected as "History Makers" will be recognized during the Gala on Thursday, September 26, 2013 at the Hotel Kirkwood in Cedar Rapids.

I nominate the following History Maker: (all information below is required)

Name:	
Address:	Email:
City, State, Zip:	Tel. #1:
Number of Years Living in Iowa:	Tel. #2:

I can be reached at: (all information below is required)

Name:	
Address:	Email:
City, State, Zip:	Tel:

To nominate a Iowa History Maker, the following must be submitted:

- This nomination form, typed (**no handwritten nominations will be accepted**), with information for both nominee and nominator complete.
- Choose at least 3 of the 4 categories below describing how the nominee meets the criteria. **No more than 250 words per category.** Please be sure to illustrate specific efforts that go beyond ordinary measures.
- A brief resume or curriculum vitae for the nominee (not to exceed 3 pages). A brief bio sketch may be substituted.
- Optional: No more than five, one-page relevant, printed, supporting documents or photos (can be letters of support from individuals other than members of the immediate family, a newspaper article, samples of artwork, etc.). Please label and number each attachment.

Who is a History Maker?

Nominations must include responses to 3 of the 4 categories noted below; (250 words or less for each category).

- **Trailblazer:** An African American who initiated a first or showed innovation in their field and was instrumental in developing or enhancing a process that positively impacted the lives of Iowans.
- **Change Agent:** An African American who has made an indelible mark on their community and who has changed the lives of people in their area forever.
- **Legacy Maker:** An African American who has created a legacy or accomplished something that lives beyond them, or contributed to a legacy by passionately continuing an effort or participating in a movement.
- **Role Model:** An African American who is an outstanding role model and someone whose character and accomplishments all people, regardless of race, age, or gender, can admire and emulate.

Nominations can be mailed, or emailed to: African American Museum of Iowa
Attn: History Maker Nomination
55 12th Ave. SE
Cedar Rapids, IA 52401
Grant Stevens, gstevens@blackiowa.org
319-862-2101 ext. 223

Questions? Contact AAMI Development Director Grant Stevens at 319-862-2101 ext. 223 or gstevens@blackiowa.org

MONTHLY WORK PRODUCTION – FY11

Month	Non-Housing Backlog	Average Age	Oldest Case	PC*	NPC ¹	NHI ⁱ	HI	Screen In	Screen Out	Housing Tests Conducted	Comm Complaints
Jul	182			0	10	14	20			49	6
Aug	222			1	5	15	15			24	4
Sept	191			1	3	14	14	8	30	22	3
Oct	197			4	4	10	21	3	15	28	3
Nov	198			0	0	8	8	24	45	34	4
Dec	189			0	9	10	16	30	51	26	3
Jan	201			1	2	9	9	21	25	24	2
Feb	215			1	3	28	8	23	59	22	0
Mar	194			0	3	29	7	27	120	21	4
Apr	208			0	6	7	13	30	77	43	3
May	220			0	3	8	12	91	64	24	0
Jun	260	543	9/05	0	8	16	15	188	75	15	2
Totals				8	56	168	158	445	561	332	34

MONTHLY WORK PRODUCTION – FY12

Month	Non-Housing Backlog	Average Age	Oldest Case	PC*	NPC	NHI ²	HI	Screen In	Screen Out	Housing Tests Conducted	Comm Complaints
Jul	251	544	9/05	0	1	32	12	33	71	30	2
Aug	185			2	3	49	14	12	90	44	2
Sept	166			0	3	2	8	18	63	31	3
Oct	149			2	2	22	13	21	76	47	3
Nov	146			2	6	16	17	27	64	6	4
Dec	152			8	4	13	10	37	61	12	3
Jan	148	426	4/10	6	6	13	12	36	41	0	6
Feb	149	443	5/10	3	6	6	17	47	55	0	4
Mar	161	430	5/10	6	6	10	19	60	79	26	3
Apr	148	415	7/10	2	4	9	11	57	87	33	4
May	140	398	9/10	5	12	19	22	28	61	48	6
Jun	134	373	10/10	4	9	16	9	40	28	25	4
Totals				40	62	207	164	416	776	302	44

1. Housing only

* Housing and Non-Housing

2. NHI – Non-housing investigations. HI – Housing investigations

MONTHLY WORK PRODUCTION – FY13

Month	Non-Housing Backlog	Average Age	Oldest Case	PC*	NPC** ⁱⁱ	NHI	HI	Screen In	Screen Out	Housing Tests Conducted	Comm Complaints
Jul	118	356	12/10	2	17	20	17	34	37	70	5
Aug	112	345	2/11	9	9	19	16	22	64	42	3
Sept	90	327	6/11	7	10	22	16	49	51	45	0
Oct	87	306	7/11	0	9	23	20	39	47	42	5
Nov	98	333	3/11 ³	6	2	18	21	38	34	38	2
Dec	116	341	7/11	0	0	0 ⁴	11	45	55	46	7
Jan	131 ⁵	274	9/11	7	10	14	14	42	57	44	5
Feb	93	260	2/12	2	4	30	16	39	74	54	10
Mar	69	236	5/12	7	8	36	13	39	56	47	12
Apr	53	240	6/12	5	10	33	18	43	63	47	8
May	23	207	9/12	10	11	44	18	19	34	43	3
Jun	0	173	1/13	2	5	39	15	19	46	64	12
Totals				57	91	298	195	428	618	582	72

ⁱⁱ*Includes Housing and Non-housing

³ Only one case from March 2011 remains in backlog. Next oldest case was filed in Aug 2011

⁴ All investigators worked on screening in month of December, 2012.

⁵ Increase due to issues within Mediation program that were resolved in Feb 13



STATE OF IOWA

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IOWA CIVIL RIGHTS COMMISSION
BETH TOWNSEND
EXECUTIVE DIRECTOR

Press Release - **FOR IMMEDIATE RELEASE**

Contact: Beth Townsend, Executive Director
Phone: 515-281-4121
Date: June 10, 2013

Iowa Jury finds Council Bluffs Property Management Company Discriminated Against two Tenants and awards \$147,000 in Damages

On June 7th, 2013, a jury in Council Bluffs returned a verdict in a lawsuit filed by the Iowa Civil Rights Commission (ICRC) brought on behalf of Complainants, Charles Anderson and Brandon Morehouse. The Iowa Civil Rights Commission brought the district court action in Pottawattamie County alleging Mr. Anderson and Mr. Morehouse were subjected to harassment and other discriminatory treatment based on their sexual orientation by employees or agents of their former apartment complex's management company, New Life Multi-Family Management, LLC (New Life), in violation of Iowa Civil Rights Act, Ch. 216 and the Fair Housing Act, Section 818; both of which prohibit interference, coercion or intimidation in housing based on a protected class status.

During the trial, the jury heard evidence that an on-site maintenance technician, Allen Emert, verbally harassed the two men by calling them derogatory terms and slurs, and making offensive gestures on an almost daily basis during March and April 2011. Mr. Emert directed words such as "fag," "queer," "butt pirate," and "pillow biter" towards Mr. Anderson and Mr. Morehouse. Mr. Anderson complained about the harassment to New Life's on-site property manager, Christine Clark, who failed to take any corrective action. Mr. Anderson then complained to Shirley Spencer at New Life's corporate office about the harassment and she likewise failed to take any corrective action. The jury also heard evidence that the harassment began early in March, 2011 after Mr. Emert discovered that Messrs. Anderson and Morehouse were sharing a one-bedroom apartment. From that time until they left the complex in April 2011, Mr. Emert harassed the two men on an almost daily basis. The jury also heard that besides calling Messrs. Anderson and Morehouse "faggots" to their faces, Mr. Emert also referred to them by this epithet and other derogatory terms to other New Life employees and residents.

The case was tried by Grant Dugdale and Katie Fiala from the Attorney General's office. After a four-day jury trial, the jury determined that New Life had discriminated against Mr. Anderson and Mr. Morehead based on their sexual orientation. The jury awarded damages of \$22,000 in economic damages and \$50,000 in emotional distress damages. The jury also found by clear and convincing evidence that New Life's conduct amounted to a willful and wanton disregard of the Complainants' rights and awarded \$75,000 in punitive damages. The monetary damages will be paid to Complainants and the ICRC can now seek equitable remedies including changes in policy to New Life's complaint process as well as training for its property managers and corporate staff regarding their obligations under

VERDICT FORM

We find the following verdicts on the questions submitted to us:

QUESTION NO. 1: Did the plaintiff prove one or more of the claims of housing discrimination as described in Instruction No. 14?

Answer yes or no.

ANSWER: YES

If your answer is no to Question No. 1, do not answer any further questions.

If your answer is yes to Question No. 1, then answer Question Nos. 2 and 3.

QUESTION NO. 2: State the amount of damages sustained by Brandon Morehouse:

1. Emotional distress: \$25,000
2. Economic losses: \$12,000
3. ~~Lost housing opportunity losses:~~ *mjs*

QUESTION NO. 3: State the amount of damages sustained by Charles Anderson:

1. Emotional distress: \$25,000
2. Economic losses: \$10,000
3. ~~Lost housing opportunity losses:~~ *mjs*

ANSWER: \$75,000

[If your answer to Question No. 2 is "None" do not answer Question No. 3]

Question No. 3: Was the conduct of the defendant directed specifically at Brandon Morehouse and Charles Anderson? Answer "Yes" or "No"

ANSWER: YES

6/7/13
Date

Charlene Swanger
CHARLENE SWANGER
Foreperson*

Juror**

Juror**

Juror**

Juror**

Juror**

Juror**

Juror**
Juror**

*To be signed only if the verdict is unanimous.

** To be signed by the jurors agreeing thereto after six hours or more of deliberation.



STATE OF IOWA

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IOWA CIVIL RIGHTS COMMISSION
BETH TOWNSEND
EXECUTIVE DIRECTOR

June 12, 2013

Abraham Funchess
Waterloo Commission on Human Rights
620 Mulberry, Suite 101
Waterloo, Iowa 50703

Dear Abraham,

Enclosed please find the FY14 contract. There are numerous changes this year including a substantial increase to the amount being offered for intake referrals of both housing and non-housing cases. It is my understanding that the reimbursement amounts have not been increased for many years and I believed it was time. I have also increased the total amount of funds the ICRC will spend on this program to \$45,000 which will be provided on a first come, first serve basis. Once the \$45,000 has been expended, we will no longer be able to provide reimbursement. I will keep local agencies that have workshare agreements with the ICRC informed of the available funds so you can plan accordingly. The ICRC has yet to spend its yearly allocation for local agreements and it is my hope that with the increased reimbursement rates, more agencies will take advantage of this program.

I have also changed the time frame for which a local agency can obtain the maximum amount of reimbursement for intake referrals. This is being done so that the ICRC can get the complaint into our process as quickly as possible so as to insure that complaints filed with a local agency originally receive the benefit of the expedited processes now in place for complaints filed directly with the ICRC. The ICRC will not provide reimbursement for non-housing cases that are more than 600 days old (the cut-off date for EEOC reimbursement) or for cases that are submitted by local agencies to EEOC or HUD for reimbursement.

If your agency intends to sign a workshare agreement, we must receive the signed agreement no later than October 1, 2013. This should allow sufficient time for your agency to coordinate and collect the appropriate signatures as required by your local ordinances or city government. This cut-off date insures that I can better manage the ICRC budget and resources.

There has been a question regarding whether these contracts are open for negotiation. In order to be fair to all agencies and insure that all agencies have the same opportunities, I cannot change the terms of the agreement for any one agency. I strongly encourage your local agency to sign and return the enclosed workshare agreement as soon as possible. This program provides an excellent opportunity for your commission to receive funds from the ICRC, help you reduce your caseload/backlog, and does not obligate your agency to refer any cases to the ICRC beyond those you would like to get reimbursement for. If you have any questions, please do not hesitate to contact me.

Beth Townsend
Encl: FY14 Contract

COOPERATIVE AGREEMENT
Between Waterloo Commission on Human Rights
&
IOWA CIVIL RIGHTS COMMISSION

1. **Definitions:** As used in this Cooperative Agreement the following terms are defined as follows:
 - a) "ICRC" means the Iowa Civil Rights Commission.
 - b) "Fiscal year 2014" runs from July 1, 2013 to June 30, 2014.
2. **Authority:** In order to effectuate the purposes of the "Iowa Civil Rights Act," (ICRA) the ICRC now enters into a Cooperative Agreement with the Waterloo Commission on Human Rights, hereinafter "Waterloo Commission on Human Rights". Iowa Code §216.19.
3. **Purpose:** Our purpose is to assist local agencies in resolving discrimination complaints and to reduce case backlogs without compromising quality or the integrity of the system. We have designed criteria to ensure an efficient, effective, and coordinated effort between the ICRC and local agencies.
4. **Scope:** Under this Cooperative Agreement, ICRC contracts with the Waterloo Commission on Human Rights for the satisfactory intake and resolution of complaints whose allegations fall within the prohibitions of Iowa Code §§216.6, 216.7, 216.8, 216.8A, 216.9, 216.10 and 216.11.
5. **Period:** This Cooperative Agreement will run during Fiscal Year 2014. There is no commitment on the part of ICRC to contract with the Waterloo Commission on Human Rights for the resolution of complaints after June 30, 2014.
6. **Total Amount:** The total amount ICRC can be required to spend, as aggregate compensation to all contracting local commissions for work performed under this agreement for Fiscal Year 14 is \$45,000 maximum. If insufficient funds exist for payment of all cases tendered for payment by the contracting Local Commissions, payment shall be allocated on a first-come first-served basis, according to the date of submission of the intakes or resolutions.
7. **Payment Date:** ICRC agrees to provide payment on a quarterly basis based upon satisfaction of the conditions established in this agreement. Payment will be provided for work performed and accepted under this Agreement by the ICRC. Payment will be provided only for cases that are determined by the ICRC to be jurisdictional under the ICRA and assuming the complaints are timely received by the ICRC. In the case of payment for intake services, ICRC accepts the work when ICRC opens the case file corresponding to the intake. Payment is conditioned upon execution of this contract which must be accomplished and returned to the ICRC no later than October 1, 2013. Agreements presented after that date will be rejected by the ICRC absent prior written approval for late submission by the Director of the ICRC.
8. **Payment Schedule***:**
 - (a) **Intakes** – See chart below for breakdown of reimbursement rates based on the timing of receipt of the complaint for housing and non-housing referrals to the ICRC. For purposes of the contract, intake is defined

as receipt by the ICRC of a completed, signed, jurisdictional complaint in any area covered by the ICRA, including housing, that are forwarded to the ICRC for processing and investigation. No payment will be made for non-housing intakes that are more than 60 days old or housing intakes that are more than 30 days old on the date received by the ICRC.

(b) Resolutions – See chart below for rate of payment based on time received. For purposes of the contract, resolution includes case closures resulting in Satisfactory Adjustments, Administrative Closures for reasons *other than* failure to cooperate or unable to locate, No Probable Cause Orders, Probable Cause Orders or closures after Public Hearings. In the case of administrative closures for failure to cooperate or failure to locate complainant, no reimbursement will be provided. Further, this clause does not apply to resolutions submitted by the local agency to the EEOC or HUD for contract credit or payment by the federal agencies in which case, the ICRC will provide no payment. Settlement agreements for cross filed EEOC cases **cannot include** a no rehire clause and **must** indicate in the agreement itself that the agreement was signed voluntarily. These are EEOC requirements that will not be waived by the EEOC and cannot be waived by the ICRC. Any agreements with language that includes the impermissible language will be rejected by the ICRC (and EEOC) and no payment will be made until the settlement agreements are revised accordingly.

9. **Maintenance of Effort:** Iowa Code §216.19(2) provides that a local government required to maintain a human rights agency shall structure and adequately fund the local human/civil rights agency in order to effect cooperative undertakings with ICRC and to aid in effectuating the purposes of the “Iowa Civil Rights Act.”

10. **Reports:** The local agency agrees to submit quarterly reports to ICRC listing each intake and resolution submitted for contract credit or payment under this Agreement. Quarterly Reports are due, as applicable, on **October 1, 2013** (for July 1 – September 30, 2013 activity); **January 3, 2014** (October 1 – December 31, 2013); **April 1, 2014** (for January 1 - March 31, 2014 activity), and **July 1, 2014** (for April 1 - June 30, 2014 activity). Payments under this contract will be made after the Quarterly Reports are completed and submitted to the ICRC. Failure to provide Quarterly reports within 30 days of due date will result in forfeiture of funds for the quarter for which the quarterly report is not timely filed. As a condition of final payment, the local commission must submit, and ICRC must have received, all cases no later than July 15, 2014. Cases submitted after July 15, 2014 will not be paid.

11. **Training.** ICRC and the local agency will cooperate in planning, sponsoring, and conducting necessary complaint processing training for staff and commissioners.

12. This contract recognizes the 300-day filing period for initial complaints, which is set out in Iowa Code Ch. 216 begins the day the complaint is received *by the ICRC*, not the day received by the local. Therefore, local commissions are responsible for ensuring that cases are received by the ICRC within 300 days of the

date of the last incident of discrimination. The local agency agrees that complaints that are not received by the ICRC within the 300 day time limit are not jurisdictional on their face and no payment will be made in that case. To be considered received by the ICRC, the complaint must be physically received by the ICRC either through mail, fax, personal delivery or electronically, by 4:30 pm, Monday through Friday. Complaints received after 4:30 pm will be considered filed on the next business day.

13. **Closures.** Closure submissions must include the following closing documents from the local commission: Copies of closures notices sent to all parties by the local commission, copy of the local commission's findings/decision. All closure documents including settlement agreements and withdrawals must include local and state case numbers, and when cross filed with EEOC, federal case numbers. Payment may be denied if closure papers or settlement agreements do not include case numbers, or if any case number is incorrect. ICRC may be required to obtain a full copy of the case file maintained by the local commission. The copies should be provided to ICRC at no cost and within two weeks of request.

If required by your local protocol, ordinance or practice, separate signature lines have been provided for your Mayor and Commission Chair.

Chairperson, Waterloo Commission on Human Rights _____
Date

Mayor _____
Date

Director, Iowa Civil Rights Commission, Beth Townsend _____
Date

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Payment may be denied if closure papers or settlement agreements do not include case numbers, or if any case number is incorrect. ICRC may be required to obtain a full copy of the case file maintained by the local commission. The copies should be provided to ICRC at no cost and within two weeks of request.

If required by your local protocol, ordinance or practice, separate signature lines have been provided for your Mayor and Commission Chair.

Chairperson, Waterloo Commission on Human Rights _____
Date

Mayor _____
Date

Director, Iowa Civil Rights Commission, Beth Townsend _____
Date

***The following summarizes the payment schedules.

Intake: (See definition for Intake below)	Complaint sent to ICRC for processing and investigation within 7 days (housing) or 30 days (non-housing) of initial filing date with local agency.	\$500 for housing cases; \$250 for non-housing cases
	Complaint sent to ICRC for processing and investigation greater than 7 days but less than 30 days (housing); 30 days but less than 60 days (non-housing) of initial filing date with local agency.	\$250 for housing cases; \$150 for non-housing cases
	Complaint sent to ICRC for processing and investigation greater than 30 days (housing) or 60 days (non-housing) of initial filing date with local agency.	\$0
Resolutions for Non-housing Cases: (See definition for Resolutions below)	Complaint Resolutions sent to ICRC for closure processing within 180 days of initial filing date with local agency.	\$325
	Complaint Resolutions sent to ICRC for closure processing greater than 180 days but less than 600 days of initial filing date with local agency.	\$200
	Complaint Resolutions sent to ICRC for closure processing greater than 600 days of initial filing date with local agency.	\$0

For the purpose of this contract the definition for the terms of payments are as follows:

“INTAKE”

A completed and signed complaint that meets the jurisdictional requirements of ICRA and forwarded to the ICRC for initial processing and investigation.

“RESOLUTIONS”

Case closures resulting in an administrative closure (except for failure to cooperate or locate Complainant); conciliated and settled cases; satisfactory adjustments; No Probable Cause Orders; Probable Cause Orders; and closures after Public Hearing.