

## Unapproved Minutes – September 13, 2019, Meeting of the Iowa Civil Rights Commission

- I. Roll Call: Jackson (Chair), Patricia Lipski (Vice-Chair)(by phone), Doug Oelschlaeger (by phone) Marcelena Ordaz, Sam Kooiker, Ashley Hunt.  
Staff: Executive Director Elizabeth A. Johnson.  
Guests: Andrew Greenberg, Jaimee Bullock, Debra Stewart, Kaitlin Smith, Amy Quail, Rachel Campbell, Thomas Collins, SueAnn Johnson, Stephanie Adkisson, Emigdio Lopez-Sanders, Kerry Hainline (ICRC Staff),  
Katie Fiala (Office of the Attorney General),  
Amber Shanahan (Legislative Services Agency).
- II. Minutes from 6/14/19 presented. Motion to approve as made by Commissioner Kooiker, seconded by Commissioner Ordaz. Motion carried.
- III. Petition for Rule-Making –  
Director Johnson invited questions regarding the petition. Commissioner Oelschlaeger noted that there was 60 days to respond to the petition. Assistant Attorney General Katie Fiala responded to a question from Commissioner Kooiker regarding the Agency's practice of using questionnaires to gain further information regarding a complaint. Copies of example Questionnaires were available to Commissioners present at the meeting. Commissioner Jackson also invited comments from the public. The Commissioners decided to set another meeting in 30 days to further discuss the petition. Motion to approve as made by Commissioner Lipski, seconded by Commissioner Hunt. Motion carried.
- IV. Commissioners' Reports –
  - a. Commissioner Hunt: Nothing to report.
  - b. Commissioner Ordaz: Reached out to contacts at the Davenport Civil Rights Commission about distributed Iowa Civil Rights Commission literature. Met Senator Chris Cornoyer and planned to get together to educate Senator Cornoyer regarding the work of the Commission. Met the IEDA/IFA Director Debi Durham and received kudos from her experience with the Commission.
  - c. Commissioner Kooiker: Wants to add an item to the agenda for the next Commission meeting regarding the standard for Commission awards in administrative hearings before the Commission.
  - d. Commissioner Lipski: Nothing to report.
  - e. Commissioner Oelschlaeger: Nothing to report.
  - f. Commissioner Johnson: Nothing to report.
- IV. Executive Director's Report
  - a. Report regarding public hearing on Assistance Animal form held prior to Commission meeting. Recognized Commission employee Andrew Greenberg in his efforts regarding the hearing.
    1. Report on Federal Contracts.
    2. Report on agency Audit results.
    3. Report on agency budget.
  - b. Report on hiring new Civil Rights Specialists and the posting of a Public Service Manager 1

position.

- c. Shared information regarding new electronic complaint form to be added to the ICRC website.
- d. Discussed visitors to the Agency from the State Department through the Iowa International Center.
- e. Finalizing contracts with local civil rights commissions.
- f. Discussed upcoming symposium, taking place on April 3, 2020.
- g. Invited SueAnn Johnson to discuss outreach efforts.
- h. Invited Debra Stewart to discuss Intern program.

V. Next meeting scheduled for October 11, 2019, at 1:30 p.m. Location to be announced.

VI. Meeting adjourned.

Meeting adjourned.