



## **EQUITY AND HUMAN RIGHTS COMMISSION MEETING MINUTES**

**May 8, 2023**

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**DATE:** Monday May 8<sup>th</sup>, 2023

**TIME:** 4:35 PM

**LOCATION:** Ruby Sutton Building, 1157 Central Avenue, Dubuque, IA 52001

Commissioner Durnin called the meeting of the Equity & Human Rights Commission to order at 4:36 p.m.

**Commissioners Present:** Enoch Sanchez, Matt Zanger, Lauren Link, Carla Anderson, Jake Kurczek, Aaliyah Herrion

**Commissioners Absent:** Maitha Jolet, Dereka Williams, Klanea Evans

**Staff Present:** Ann Marie Janette, Collins Eboh

### **Roll Call**

Commission Chair Anderson led those in attendance through introductions.

### **Reflections**

Anderson asked commissioners to share a positive personal reflection to detail their values and what brought them to be members of the Equity and Human Rights Commission.

Anderson then swore in new commissioners and led them in the recitation of the commissioner Oath of Office.

- Enoc Sanchez – 2026
- Matt Zanger – 2026
- Lauren Link – 2024
- Jake Kurczek - 2026

### **Approval of the December Meeting Minutes**

Not completed

### **Reports**

#### **Chairperson's report**

Anderson generally highlighted the duties and responsibilities for the Equity and Human Rights Commission and recent conversations with the City Attorney, Chief of Equity and Human Rights and City Clerk to clarify the duties, roles and responsibilities of the Equity and Human Rights Commission. Herrion and Kurczek also noted past commission discussions and their impressions of the depth and specificity of information shared by the Equity and Human Rights Department as well as the City Attorney's office as it relates to the complaint process.

## **Director's Report**

Equity and Human Rights Specialist Eboh noted the following items as directed by the Chief of Equity and Human Rights Dr. Gisella Aitken-Shadle.

1. An Internal City Leadership team presentation was completed in the prior week to start the conversation on having equity be included as part of each individual department's annual goal setting.
2. Aitken-Shadle is working with the Iowa Civil Rights Commission to develop a presentation in Dubuque scheduled for May or early June. The exact date and topic are to be determined.
3. The Equity Community Grant has been awarded to the Dubuque Tri-State Black Business Expo. This event is led by Tri-State Phoenix Media and community member Alanda Gregory.
4. Several upcoming community events were shared. The annual Picnic for commissions and boards in September, an emergency services youth camp held in June, a May 31<sup>st</sup> Luncheon highlighting local and state housing programs, and a flyer for the Marshallese constitution day celebration (May 27<sup>th</sup> and 29<sup>th</sup>)
- 5.

Commissioners Sanchez and Herrion noted that the registration fees for the housing luncheon may be prohibitive to many members of the community. Eboh noted that Yindra Dixon, a Housing Commission member, has communicated that she could be contacted to possibly cover the cost of registration for members of the public who may want to attend.

## **Caseload Report**

Eboh highlighted the May 1 – 31, 2022 caseload report as an example of the information commissioners have received in the past. Eboh then noted that the current format of the caseload report is being determined by Aitken-Shadle and City attorney Brumwell. Details of which, in addition to the commissioner handbook, would be shared during commissioners onboarding. Commissioner Link asked when would on boarding occur. Eboh answered that Aitken-Shadle intends to meet with them individually at dates TBD. Sanchez and Link stated that individual orientations may not be efficient and that clarity on roles and duties with new commissioner may be best shared when all are present.

Sanchez asked for additional clarity on where and how the commission could affect the case closure process, specifically the number of backlogged cases. Eboh answered that multiple factors contribute to the case closure process, including but not limited to difficulty contacting parties, the ICRC investigative process, and staff capacity. Eboh also noted that additional questions could more directly be answered by the city attorney's office and the civil rights investigator by request.

## **Old Business**

Anderson noted the attendance policy and highlighted that process for requesting that commissioners Williams and Evans be removed. After a discussion, Sanchez motioned for the removal of Dereka Williams and the motion was seconded by Herrion. All in favor. Sanchez motioned for the removal of Evans. Motion seconded by Zanger. All in favor.

## **New Business**

Anderson noted that Aitken-Shadle intended to lead the commission through a SWOT analysis exercise. Staff member Jannette noted that she had the capacity to lead the group through the exercise in Aitken-Shadle's absence. Sanchez noted that completing a SWOT analysis before commissioner orientations were completed would not make sense, as new commissioners do not yet have their manuals and do not yet know the full scope of duties, powers, and responsibilities of the commission.

Herrion motioned to pause future presentations from guest speakers until September of 2023 as questions on the duties and tasks of the commission have been asked by commission and not

satisfactorily answered by the City attorney's office. Motioned seconded by Sanchez. All in favor.

Anderson proposed holding the EHRC meeting on different nights and would work with EHR staff to coordinate.

Zanger motioned to elect a vice chair. Motion seconded by Anderson. All in favor. Anderson motioned to nominate Kurzcek. Motion seconded by Zanger. All in favor.

Commissioners discussed the potential for a shared virtual document space. Eboh responded that he would contact the City Clerk's office to clarify. Anderson then discussed the need to elect a secretary. Link volunteered for this role but a formal motion to elect a secretary was not motioned. Commissioners discussed that this item be included as a future agenda item.

**DISCLAIMER: Items that were not listed on the agenda for the May 8<sup>th</sup> meeting but nonetheless voted upon will be added to the June 12<sup>th</sup> meeting as old business and will be revoted upon to meet compliance requirements.**

**Adjournment**

Anderson motioned to adjourn the meeting. Motion seconded by Zanger. All in favor. The meeting ended at 5:40 P.M. The next regularly scheduled meeting is Monday June 12<sup>th</sup>, 2023.

Minutes approved as submitted: \_\_\_\_\_

Minutes approved as corrected: \_\_\_\_\_