

**EQUITY AND HUMAN RIGHTS COMMISSION MEETING MINUTES**  
**July 9, 2024**

---

**DATE:** Tuesday, July 9, 2024

**TIME:** 4:30 PM

**LOCATION:** Multicultural Family Center, 1157 Central Avenue, Dubuque, IA 52001

The meeting was called to order at 4:33 pm.

**Commissioners Present:** Jake Kurczek, Maitha Jolet, Dave Heiar, Matthew Zanger, Michaela Freiburger, Theresa Sampson-Brown, Nikkole Nutter, Rick Baumhover

**Commissioners Absent:** Enoch Sanchez

**Staff Present:** Gisella Aiken Shadle; Chief of Equity and Human Rights; Crenna Brumwell, City Attorney; Shante Weston; Civil Rights Specialist, Ann Marie Jannette; Equity and Human Rights Specialist

**Oath of Office**

David Heir, Nikkole Nutter, and Rick Baumhover were sworn in to serve on the commission.

**Approval Meeting Minutes**

Heiar motioned, Sampson-Brown seconded, to approve the minutes from the May 14, 2024, meeting without amendments. All in favor.

**Public Input**

No members of the public were present to provide input.

**Reports**

**Caseload Report**

Janette provided the Equity & Human Rights Monthly Commissioners Report for June 2024, a total of 5 complaints were logged during the month, with 9 active investigations ongoing and 1 incident in mediation. No incidents were in full hearing. Four cases were closed during the month, contributing to a total of 77 cases closed for FY24 against 75 total cases logged. An example complaint received involved allegations of discrimination and unfair treatment based on race and gender.

**Director's Report**

Aitken-Shadle announced one grant was awarded to the Hills and Dales Childcare Center and one to the Red Basket project.

Aiken Shadle reiterated that a majority of commissioners need to attend the commission meeting in order to have quorum. Otherwise the meeting cannot take place.

**Chairperson's Report**

Chairperson Carla Anderson resigned after 3 years of service. Baumhover took Anderson's spot so his term will end in January 2025, and he will need to reapply.

**Old Business:**

None.

**New Business:**

Kurczak nominated for new chairperson by Freiburger, seconded by Zanger, all in favor.

Heiar nominated for new vice-chair by Jolet, seconded by Baumhover, all in favor.

City Attorney Crenna Brumwell provided an overview of the city government structure in Iowa, highlighting the Council-Manager form in Dubuque. Brumwell emphasized compliance with state laws governing Council activities, including quorum requirements and voting procedures. She also discussed the advisory role of commissions like the Human Rights Commission in policy development and community initiatives, citing examples of their impact such as accessibility improvements and diversity initiatives.

Jannette provided an overview of the intake process from the Human Rights Department. Shante Weston detailed her responsibilities, including screening complaints for jurisdiction and facilitating communication between complainants, respondents, and legal representatives.

**Goals Implementation Progress**

The current goals and subcommittee goals will be sent out to commissioners before the next meeting.

**Reflections and Updates**

The commission would like to have the Community Impact Director at a future meeting.

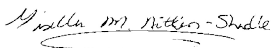
Aitken-Shadle suggested waiting until the fall to allow him time to adjust to his new position.

**Adjournment:**

Motion to adjourn at approximately by Zanger, seconded by Freiburger. All in favor.

The meeting ended at 6:17 p.m..

The next regularly scheduled meeting is scheduled for Tuesday, August 13, 2024, at 4:30 p.m., at the Multicultural Family Center.

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

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