

**CITY OF DUBUQUE  
HUMAN RIGHTS COMMISSION  
MEETING MINUTES OF  
October 12, 2009**

Commissioner Rubinstein called the meeting of the Dubuque Human Rights Commission to order at 4:25 p.m. on Monday, October 12, 2009, in Conference Room 2 at the City Hall Annex.

**Roll Call:**

Present: Jim Allan Marcos Rubinstein, Chair  
Anthony Allen, Vice-Chair Gretel Winterwood  
Char Eddy

Absent: Terry Driskell Shane Oswald  
Colin Scott Katrina Wilberding

Staff: Kelly Larson Carol Spinoso  
Molly Menster

**Reflections**

Commissioner Rubinstein proposed that the "Reflections" agenda item be continued.

**Approval of Minutes**

Commissioner Winterwood moved and Commissioner Allen seconded to approve the minutes of September 14, 2009. Commissioner Allan asked for clarification on the process of commissioner appointments. Kelly stated that every December three commissioner terms expire. This year Commissioners Oswald, Winterwood, and Eddy's terms expire. The commission can recruit throughout the year but they need to keep an eye on what the gender balance is and observe that there are enough applicants to keep that balance in check. Kelly recommended that commissioners who are reapplying submit their application before Thanksgiving as applicants will have an opportunity to address the City Council at their December 7<sup>th</sup> meeting, with appointments being made at their December 21<sup>st</sup> meeting. Kelly stated that Commissioner Oswald has submitted a letter of resignation. Commissioner Allan requested that commission applications be forwarded to commission members. The September 14, 2009 meeting minutes were approved unanimously with Commissioner Eddy abstaining.

**Caseload Report**

Written report submitted. No questions or concerns regarding the September Caseload Report.

**Chairperson's Report**

Commissioner Rubinstein stated that he attended one of the first meetings of the Safe Community Task Force. He encouraged commissioners to think about how they can help in bringing the voices/concerns of the community to the Task Force. Marcos suggested that commissioners consider involvement in some of the Task Force subcommittees that are currently being formed.

Marcos reminded commissioners that all communication sent via email is considered public record.

**Director's Report**

Written report submitted. No questions or concerns regarding the September report.

**Gender Balance Statute**

Kelly distributed additional information regarding the new gender balanced boards requirements for cities.

**Commissioner Attendance**

Carol announced the receipt of Commissioner Oswald’s letter of resignation due to conflicts with the meeting time. His letter was forwarded on to the City Clerk.

Carol prepared and distributed a record of attendance for each commission member. She informed the Chairperson that Commissioner Driskell has been absent for six consecutive meetings, exceeding the number of absences allowed by ordinance. Commissioner Rubinstein stated that within ten days from this date, he will either obtain a letter of resignation from Commissioner Driskell, or he will notify the City Council that there is an open seat and to proceed with appointing a replacement. Commissioner Eddy proposed that they think about changing the meeting time.

**Proposed Agenda Changes**

In an attempt to make the meetings more efficient, Commissioner Allan proposed changes to the agenda. One suggestion was to include designated beginning and ending times on the agenda. Commissioner Winterwood moved to accept the proposed agenda changes prepared by Commissioner Allan and Commissioner Allen seconded. Commissioner Rubinstein questioned whether or not it is legal for them to specify an ending time especially with remaining agenda items needing to be addressed. Commissioner Allan asked that staff get an opinion on the issues of establishing an ending time, and the issue of existence of a quorum if a member would need to leave. Commissioner Allan made a friendly amendment to hold off on specific beginning and ending times until we receive the advice of staff. Commissioners Winterwood and Allen accepted the friendly amendment. Commissioner Allan called for the question as amended. 3 in favor, 2 opposed. Motion carries.

**Adjournment**

Commissioner Allan moved to adjourn and Commissioner Allen seconded. Motion passed 4 in favor, 1 opposed. Meeting was adjourned at 5:30 p.m.

The next regular meeting is November 9, 2009.



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

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