

**EQUITY AND HUMAN RIGHTS COMMISSION MEETING MINUTES**  
**December 17, 2024**

---

**DATE:** Tuesday, December 17, 2024

**TIME:** 4:30 PM

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

The meeting was called to order at 4:31 pm.

**Commissioners Present:** Jake Kurczek, Matthew Zanger, Michaela Freiburger, Dave Heiar, Rick Baumhover, Maita Joliet (virtual), Nikkole Nutter (virtual)

**Commissioners Absent:** none

**Staff Present:** Gisella Aiken Shadle, Chief of Equity and Human Rights; Ann Marie Jannette, Equity and Human Rights Specialist

**Approval of Meeting Minutes**

Motion to approve the minutes from the November 12, 2024, meeting by Freiburger, seconded by Zanger. All in favor.

**Public Input**

One member of the public attended. They had no input.

**Reports**

**Caseload Report**

- Complaints filed – number of complaints that were signed during the month
  - November amount: 0
- Active investigations – investigations that are currently active but in various stages (active, administrative review, initiated, on hold, etc.)
  - November amount: 17
- Incidents in mediation – complaints currently in mediation
  - November amount: 1
- Incidents in full hearing – complaints in full hearing process
  - November amount: 0
- Inquiries – calls/inquiries that don't result in an official complaint being filed (including outreach events)
  - November amount: 10
- Complaints closed during the month – signed complaints that were closed during the month (doesn't include inquiries or complaints that were never filed)
  - November amount: 3
- Total inquiries and complaints FY25 – signed complaints filed in FY25
  - November amount: 23

There were no complaints filed in November, so no example was provided.

### **Director's Report**

Aitken-Shadle reported that there is a new commissioner that has been appointed to the commission. DeLano Cain-Watson has been appointed and will be invited to January's meeting.

The hiring of a third person for the Equity and Human Rights Department (EHR) will be underway soon. The job description is with Human Resources and for a job category and pay scale to be assigned.

Aitken-Shadle will oversee the DEIB Committee. At the last meeting with the committee, they developed a mission and vision statement. She also noted that her department had conducted two training sessions for internal staff in November, one on identity, and one on EQ skills that was given with the police chief Jeremy Jensen.

Jannette reported on takeaways from the GARE Conference in St. Louis last month. She and Zanger also reported on the Human Rights Conference in Waterloo earlier in December.

### **Chairperson's Report**

Chairperson Kurczek reached out to the state representatives and invited them to the meeting, however none of them responded. He reported that he had conducted a training session at Loras College with topics such as identity, language, equity, and stereotypes.

Freiburger and Baumhover reported that they had both reapplied for the commission.

### **Old Business:**

On November 18, the updated ordinance was put before the city council. The extra two readings at future council meetings was waived and it was unanimously passed.

Heiar requested that the rest of the commissioner binder be updated. Aitken-Shadle to look into it in January.

### **New Business:**

Motion by Heiar to approve Baumhover to serve as the primary representative of the EHR Commission on the Dubuque Community Police Relations Committee (DCPRC) and Zanger to serve as an alternate. Motion seconded by Freiburger. All in favor.

### **Reflections and Updates**

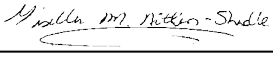
Heiar reported that at the recent NAACP meeting they had discussed implementing a program aimed at finding discriminatory acts in housing in Dubuque. Heiar was also invited by the Northeast Iowa Workforce Development Board to help set up a program for DEI. Heiar is also working with the Better Together Committee at the Community Foundation on the creation of Know Your Rights documents for immigrants in the area.

Freiburger reported that a resident felt the Dubuque Equitable Community Grant was discriminatory towards Black people because most couldn't afford to file for a 501(c)(3) or to have a fiscal agent. Aitken-Shadle will look into the language for next year's grant.

**Adjournment:**

Motion to adjourn by Freiburger, seconded by Heiar. All in favor. The meeting ended at 6:00 p.m.

The next regularly scheduled meeting is scheduled for Tuesday, January 14, 2025, at 4:30 p.m., at the Multicultural Family Center.

Minutes approved as submitted: 

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