

**HUMAN RIGHTS SUBCOMMITTEE COMMISSION MEETING MINUTES**  
**September 4, 2025**

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**DATE:** Thursday, September 4, 2025

**TIME:** 4:00 PM

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

The meeting was called to order at 4:05 PM.

**Commissioners Present:** David Heiar, Traci Phillipson

**Staff Present:** Ann Marie Jannette, Equity and Human Rights Specialist

**Public Input**

No members of the public were in attendance.

**New Business:**

The Human Rights Commission handbook was reviewed. Most chapters of the handbook needed changes to the name of the department from Equity and Human Rights to the Office of Human Rights. References to specific places in the Code were updated as were some grammatical and wording issues.

Section 3, *Job Description*, now includes a section on the process for press releases and letters to the editor. Section 6, *Meetings*, and section 8, *Commission Staff Relationship*, also received updates.

Once changes have been made to the original documents, the subcommittee will review for accuracy, and it will be presented to the full commission for their review and vote of approval.

**Adjournment:**

The meeting ended at 5:58 PM.

Minutes approved as submitted: Ann Marie Jannette

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