



HUMAN RIGHTS COMMISSION MEETING MINUTES

November 18, 2025

DATE: Tuesday, November 18, 2025

TIME: 4:30 PM

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

The meeting was called to order at 4:30 pm.

Commissioners Present: Jake Kurczek, Michaela Freiburger, Traci Phillipson, David Heiar, Rick Baumhover, Matthew Zanger, Luzelena Bravo, DeLano Cain Watson

Commissioners Excused:

Commissioners Absent: Nikki Nutter

Staff Present: Ann Marie Jannette, Human Rights Specialist; Jason Lehman, Interim Chief of Human Rights

Approval of Meeting Minutes

Motion to approve the minutes as corrected from the October 14, 2025, meeting. Motioned by Heiar, seconded by Baumhover, all in favor.

Public Input

No members of the public were in attendance.

Reports

Caseload Report

- Complaints filed – number of complaints that were signed during the month
 - September amount: 0
- Active investigations – investigations that are currently active but in various stages (active, administrative review, initiated, on hold, etc.)
 - September amount: 15
- Incidents in mediation – complaints currently in mediation
 - September amount: 0
- Incidents in full hearing – complaints in full hearing process
 - September amount: 0
- Inquiries – calls/inquiries that don't result in an official complaint being filed (including outreach events)
 - September amount: 11
- Complaints closed during the month – signed complaints that were closed during the month (doesn't include inquiries or complaints that were never filed)

- September amount: 0
- Total inquiries and complaints FY26 – signed complaints filed in FY26
 - September amount: 43

Director's Report

The open Chief of Human Right's position has been posted. Commission members are invited to participate in the interview panel. The Chief's job description included several changes including the title change from Chief to Director.

Grant language has been updated to allow for multiple grants to be awarded of up-to \$5000 each. The grant will be accepting applications in January 2026.

Cooperative Agreements with the Iowa Office of Human Rights have been received and will be signed by the City Manager.

Jannette reported on the new House File 706 which requires all newly elected or appointed members of the commission to complete specialized training regarding Iowa's Sunshine laws.

Chairperson's Report

Nothing to report.

Old Business:

The subcommittee updating the binder/handbook is still in progress, no update.

New Business:

Hiring for Chief/Director: per Lehman, they are hoping to start interviews in mid-December with an offer being made in January.

Update on the Community Support and Empowerment Grant: The grant was updated to include suggested language by the commission at the October meeting. The grant will now allow for multiple grantees with awards up-to and including \$5000.

Attendance Policy: the Chair reminded the commission that after missing three meetings the commission has the power to ask that commissioner to step down.

Reminder of terms: commissioners were reminded to check their term expiration. The City Clerk's office already sent reminders to two commission members whose terms are expiring soon.

Update on Goals/subcommittees: The subcommittee updating the binder/handbook is still in progress; no update.

Local/State/Federal Updates and impacts on human rights and upcoming Iowa Congressional Session: Chief Kurczek will reach out to our legislators and invite them to the December meeting.

December commission meeting: the commission decided to hold the meeting in December.

Human Rights Day, December 10: a proposed proclamation for December 10 to be named as Human Rights Day was presented to the commission. It was agreed that the proclamation should go before City Council at their next meeting scheduled for December 1. The language was approved by the commission. Heiar motioned to submit the proclamation, Phillipson seconded, all in favor.

Upcoming Outreach Events

None

Upcoming Cultural Events

None.

Reflections and Updates

None.

Adjournment:

Motion to adjourn by Heiar, seconded by Phillipson. All in favor. The meeting ended at 5:02 p.m.

The next regularly scheduled meeting is scheduled for Tuesday, January 13, 2026, at 4:30 p.m., at the Multicultural Family Center.



Minutes approved as submitted: _____

Minutes approved as corrected: _____