

Human Rights Council Meeting  
Room #208, Lucas Building  
August 10, 2009, 9:00am

Present: Kathryn Baumann-Reese, Acting Chair, Joan Moll, Abraham Funchess, Jill Filitano Avery, Rachel Scott, Melissa Esquivel, Cyndi Chen, Bill Brand, Henny Ohr, and Phyllis Blood  
Absent: Director Preston Daniels, Bill Brand, Paul Stageberg  
Minutes were taken by Dottie Schiltz, Recording Secretary.

1. The meeting was called to order by Kathryn Baumann-Reese at 9:00 am. A quorum was present.
2. Filitano Avery moved approval of the Agenda, Esquivel seconded, and motion carried. Scott moved to approve minutes of the July 13, 2009, with noted edits; Esquivel seconded. Chen recommended that minutes need not be verbatim, only key thoughts need to be noted. Rachel Scott agreed and noted changes to two other areas. Upon vote, minutes approved.
3. Strategic Planning Update  
Baumann-Reese presented a query developed from meeting between she and Scott, as Strategy Goal team leaders, had. In the process of working towards the strategies of the goals set, the concern is whether DHR should be submitting short term (1+ yr) objectives to restructuring of DHR, or to be concentrating on the long term (3-5 year planning) of what DHR is here for and what impact it is making. Discussion ensued as to confusion, clarification and understanding that was created. The objective as agreed by all is that we ensure our work has a result from the goals and strategies developed. And that we follow up with long term strategies that the state is looking for from us. Status of each of the three goals was provided by the respective goal leader. Handouts were provided by each to show their strategies, actions, etc. to date.
  - 1) Scott – Goal 1- DHR is structured and its resources allocated for maximum impact on removing barriers to economic, social, and cultural opportunities for our customers. Once resources, products and services provided to customers are identified and confirmed, the information will be provided to Goal Teams two and three to prioritize and then on to Director, DHR. The overall plan was initially due to Governor by Sep 1. Preston has agreed to request a one-month extension to the time plan; by showing how DHR's internal plan would work to get to the external objective, which would be what DHR would want to submit for Iowa Code 216A. By Sep 15, Governor needs to know where DHR is headed. Staff encouraged inputting ideas and suggestions towards goals and strategies.
  - 2) Baumann-Goal 2 – Iowans value and recognize the contributions of the DHR and the populations it serves. Strategy A has stated actions specific to the strategy. Strategy B combined three of original strategies into one. Team 2 determined that Iowa Interactive could take on the responsibility of developing logo/brand to identify the department, and then a marketing campaign team could then target general public and government agencies. Much discussion centered around how all the goals connect or depend on each other to get something done to connect with something the next goal plans to do. The inventory of services has to be done, and a review of the division performance plans to report commonalities among the divisions will provide good information on what would be value-added services; however, that process has to wait for Goal 1 to be completed. Goal 1 responds to state requirement, and Goals 2 and 3 then take steps to get Goal 1 done. Goal 1 will need help to get inventory of resources, goal 2 will take on list of information collected from goal 1 and performance plans, develop what we should do, what we are, and what should not do.
  - 3) Henny-Goal 3-Partnerships and policies are in place to fully engage under represented populations in social, economic, and cultural opportunities. Henny explained she believed another team needed to be created to get involved to see to compare the needs of each division, to incorporate potential similarities, and then restructure them together without affecting loss in service.

Discussion and concerns shared that each division provide input towards the process since they know what they want out of a restructuring, that respect be given to all for all concerns, and that, everyone practice good management to respect constructive suggestions, by challenging each other. Discussion also covered the need for the Priorities, "Education, Employment, Healthcare, and Justice", be determined in strategy workshop be used as resource in acquiring data needed. Goal 3 seen as too broad. After an hour of discussion, decision to table the "Strategy Planning" discussion until another scheduled meeting is set for the strategic goals update. Time lines are still being kept in mind with Goal 1 requesting information by August 12 so product can be provided to Preston by Aug 14. Kathryn recommended the three goal leaders get together to develop a plan and bring it back to everyone.

#### 4. Budget Update - Joan Moll

- Joan announced that Central Administration is closing out SFY 09; the final deadline for SFY 09 claims is August 17, i.e. get vendor invoices, sub-grantee claims, staff and commissioner/council members' travel claims in. The

appropriations transfer request was approved by the Governor's Office and has been completed for FY09. This allows for the payment of some divisions' claims that had been held up.

- Preston has received budget instructions from Richard Oshlo from the Department of Management that instructs departments to submit status quo requests for SFY2011. A department's FY 2011 budget request can be no higher than its FY 2010 General Fund appropriations after being adjusted for certain one-time appropriations. Please provide your DOM budget analyst with an indication of any special budget needs above and beyond a status-quo budget. These special needs would include one-time use of ARRA funds as mentioned above, enrollment growth in entitlement programs, and any statutory requirements. Please also send copies to your DOM budget analyst of any budget information that you provide to the Governor's Office.
- For SFY2010, please continue to comply with the restrictions that the Department of Management issued on December 12, 2008 on out-of-state travel, filling of vacancies, equipment purchases/service contracts, and association memberships. Until further notice, these justification forms are to be submitted to DOM...

5. Microenterprise Development Program - Cyndi Chen

- Chen reported that \$400,000 one-year funding received for five properties (3 rural, 2 urban). The program will provide grants to local non-profit organizations to provide microenterprise development training and management assistance services to aspiring low-to-moderate income entrepreneurs and existing micro-businesses. Grant applications due August 21. DHR role is to provide information and referrals to those receive grants to ensure the constituencies we serve have the opportunities to receive this service.

6. Education Stimulus: Race to the Top Funds – Rachel Scott

- Reported planning to be at the table, when State Application "Race to Top" Funds comes around this fall. Education stimulus package for reform. Focuses on four areas: Common state standards, use of data warehouse for school, teacher quality, low performing schools (DHR – concern). Governor working process on how Iowa develops grant for education; town hall meetings to be hosted around state. Any info on those four topic areas we need to provide assistance on. Stimulus money falls under Competitive Funds. Question from Abraham on disparity study references IDOT, Contracting part of IDOT presents resistance to meeting. Assurances required having disparities covered. Comments regarding not being able to get assistance for data information are a disparity in itself.

Discussion shifted to Department grant writing capability/availability. Comment made to identify couple people to look at grants, as we go through the strategic planning process, certain planning people to focus on what we plan to spend. Suggestion to use VISTA workers to develop or poll information and data and show to Goal Leaders. Get use to new relationships to get data.

7. DHR Mail Services (Baumann-Reese)

- Issue regarding who is responsible for mail presented. Currently, Marsha (CAA) and Linda (DS), handle the mail. However, in their absence have experienced a few problems in getting back up. Consideration presented to share the requirement and consider discontinuing the afternoon run. Suggestion made to have each Division Administrator take look at their needs, provide a name of a person that could handle that responsibility to Dottie, CA. If either Linda or Marcia is gone, Dottie then could ask for someone on the list to take care of it. Also, Division Administrators should look at the needs for the afternoon mail check. Since the current inventory amount received is less than 10 pieces of mail, think that same someone could be responsible to take any mail in afternoon if specific need arises within their division. If going, down then should take any other mail ready to go. The designated individuals on the list or anyone wishing to could get some training from Linda or Marsha, and then the list could go into effect. Another consideration would be to eliminate the requirement for the two ladies, and use the list as a rotating responsibility among the divisions as well. All in agreement.

8. HRCC Meeting Schedule (Baumann-Reese)

- Due to recent changes in Administration, meetings have not been held on the regular scheduled basis. Schedule called for meetings every second and fourth Monday of the month at 9:00 a.m. Continuing on that course, the next two meetings would be August 24 and September 14. Only concern noted was if agenda didn't call for a meeting or special meeting needed, would make that determination, and with strategic planning going on probably will have topics and good idea to meet anyway. With no other comments for or against, motion by Chen, second by Esquivel to hold HRCC meetings on second and fourth Mondays of the month, at 9:00 a.m. Unanimous vote for motion.

9. Own Your Future Initiative (Scott)

- HHS finished initiative, one of four to get grant.

- Kit provides plan for long term care initiative to save costs. Governor expressed need to provide long term care insurance information in different language formats.

10. Legislative TimeLine (Scott)

- Prefilled Legislative Bills due to Syeta by Sep 1. Budget offers discussion soon. Realize that some feel always submit, and never get funded; need to discuss how to submit for several interests vice individual division interests to better the chances for funds. Consider Family leave, workforce development, and other areas which would create cross divisional bills. Abe noted encouraging the disparity issue with IDOT should be included here; concepts reach a lot of populations. Main strengths of those we use in state. Suggestion made for every one put their bill requests on proper form and provide for rest to review.

11. Division Updates

Baumann-Reese queried whether group wanted to go around for Division Updates or just provide comments and concerns.

Latino Affairs

- Melissa Esquivel suggested potluck event of sorts be set up on a theme to be educational to help each division get to know more about what each does. Use as a team builder, communication tool. Met with encouragement, Esquivel advice to go for it and plan it.

Native American Affairs

- New VISTA worker from Des Moines, Jay Walton, son of DAS Director Walton, started working today.

Overall:

- Query made regarding annual appreciation picnic for the Department. Preston's plans and considerations were shared. Tentatively scheduled to be held at Preston's house Sep 20 or 26.
- Wellmark Foundation Grant meeting with Matt McGarvey, Kathryn, Rachel, and Preston. Request from DHR to see if we could use this angle to get some funding. Matt complimentary to thinking outside the requirement box but doesn't think it fits the RFP, and wasn't sure how to suggest to effectively describe what is needed. Recommended to develop letter of intent with concept they could receive it. Funding not to projects goes above and beyond. 2010 Sessions, DHR should be on grant review committee. Politics is to have conversation with him but management works; Hope is they would consider DHR. Abraham suggested he would be POC and do letter of intent.
- Moll reminded all division administrators to send her their grant application submittal intentions (letters of intent would be good), copies of the actual grant applications that are submitted, and grant award letters for entry on GEMS (Grant Enterprise Management System). This information only applies to grants that DHR is applying for, not to grant applications that entities are submitting to DHR.

Adjourned at 10:55

**NEXT MEETING: August 24, 2009, Room 208**

Submitted by  
Dottie Schiltz, Recording Secretary