

Human Rights Council Meeting
Room #208, Lucas Building
June 8, 2009, 10:00am

Present: Director Preston Daniels, Joan Moll, Abraham Funchess, Bill Brand, Kathryn Baumann-Reese, Jill Avery, Paul Stageberg, Rachel Scott, Melissa Esquivel, and Cyndi Chen.

Minutes were taken by Darla Welch, recording secretary.

1. The meeting was called to order by Director Preston Daniels. A quorum was present.
 2. Kathryn Baumann-Reese moved approval of the Agenda, seconded and carried.
 3. Paul Stageberg moved approval of the May 26, 2009, Minutes, seconded and Minutes approved as edited.
 4. Budget Update - Joan Moll
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- Joan Moll provided each Division Administrator with a copy of their FY10 budget and personnel cost projections for state-funded, appropriation bill authorized FTEs.
- Budgets must be entered into the system by end of day on Friday, June 12, 2009. Changes can be made through August 27, 2010.
 - The biggest expense for each division is salaries and fringe benefits.
 - Personnel cost projections only include merit increases for collective bargaining. No one is receiving a COLA increase this year.
- For the upcoming year
- DHR needs to be writing grants in order to increase resources.
 - The Department of Management will be providing grant development technical assistance to DHR. The first meeting is June 26, 2009 from 1 – 4 p.m.
 - DHR must look closely at cutting costs, sharing services, etc.
 - There is an FTE cap for each division. Federally funded FTEs are not included in the appropriations bill language.

Regarding the SFY09 budgets, Joan Moll is preparing an appropriation transfer request for Director Daniels' signature that will move state funds into the lowans of Asian and Pacific Islander Heritage, Status of Women, and Native American Affairs appropriations. Note that this must first be approved by DOM and the Legislature before going before the Governor for his signature.

It was suggested DHR look into forming a labor relations committee within the department to obtain input from the unions. Director Daniels will visit with Lori SchraderBachar regarding this.

Joan Moll indicated there are a number of non-contract covered individuals working within the department; however, there is only one at-will position, that being the Director's assistant.

Goods and Services

- Joan Moll reminded everyone that FY09 goods and services must be received by June 30. In addition, invoices turned in for payment of goods and services during the last week of June and first week in July must be accompanied by a packing slip showing the date of receipt.

Meal Reimbursements

- Mike Adams has sent out an e-mail indicating that beginning July 1, all requests for meal reimbursements must be accompanied by a receipt for the actual amount of the meal. Credit card receipts are not acceptable. He will be resending the e-mail several more times during the next few weeks.
- This requirement impacts employees, commissioners, council members, and sub-contractors seeking meal reimbursements.

Contracting

- Joan Moll reminded the Administrators that it can take up to four weeks to process a contract, and issue the first payment. Please allow for sufficient time when submitting a contract.
- She indicated Central Administration realizes that it is not always convenient to follow the required process or documentation, especially when it involves services the divisions wish to provide to their constituents. She asked that the divisions appreciate that it is a necessary and legally required procedure.

Fire Marshall Inspection

Joan reported the Fire Marshall's office will be coming in for inspections. Divisions should check their area for the following possible violations:

- No items can be closer than 15" from the ceiling.
- No power strips can be plugged into other power strips.
- No use of thin extension cords.
- Nothing should block the view of the flashing lights for emergencies.
- Boxes or other items should not be blocking doors, aisles, or other walkways.

6. Guiding Principles.

Director Daniels indicated he is supportive of the Guiding Principles. He indicated we might consider listing these on our department website; however, suggested that we should wait until after the upcoming Strategic Planning session.

7. Strategic Planning Update

- Rachel Scott has been working on getting the electronic version of the survey to Cyndi Chen. We will use the CAPI access to Survey Monkey.
- Once the survey is accessible on the website, DA's will be notified and should begin making calls to those individuals they are asking to complete the survey.

Besides the survey, there are other pre-work items that should be addressed, such as a discussion of crucial needs of constituents - which are being met and which are not. Kathryn Baumann-Reese indicated some divisions have needs assessments or gap area that need to be addressed. She also mentioned that on the previous pre-work questionnaire, there was a similar question to this which might also provide useful information. She suggested pulling information together from various divisions in an attempt to identify similarities. She, Melissa Esquivel, and Jill Avery will work on pulling this information together for their divisions, and will contact the other DAs as needed for additional information.

Committee involvement

- Cynthia Axne had indicated she would like no more than 15 individuals involved in the Strategic Planning process. It has been suggested we include 3 members of DHR staff (in addition to the DAs), as well as 3 commissioners. DAs were asked to talk to their commission chairs as to their availability for the planning meeting.

8. Continuation of PDO meetings

- It was determined the previously established committee would meet with Preston Daniels to share their thoughts regarding the continuation of PDO meetings. Included in the discussion will be frequency of meetings, and PDO vs. Staff meetings.

9. Division Updates

Deaf Services

- Kathryn Baumann-Reese will be out of the office next week for the Deaf Services youth program.

Latino Affairs

- The Latino Affairs Commission held their strategic planning meeting this weekend, and formulated their mission statement.
- Latino Affairs will host one VISTA worker from Washington State, with the possibility of one additional VISTA from here in Iowa.
- Melissa Esquivel will be out starting next Thursday for 1½ weeks.
- The Iowa Youth Congress newsletter has been sent.

Asian and Pacific Islanders

- CAPI was contacted by the Polk County Conservation Board regarding Asians collecting herbs and plants in local parks. They are in the process of translating a notice into various Asian languages. There is some confusion about the law, which permits collection of some plant life, i.e. nuts, fruits, mushrooms; but prohibits the collection of others.
- The "Exit Saigon, Enter Little Saigon" exhibit begins December 19. CAPI is working with Cultural Affairs and Asian communities on this exhibit.
- The division has applied for a grant to create 2010 Census poster in various Asian languages.
- It was discovered that a high percentage of Asian have failed to pass a sample test given to those wishing to work on the census. Cyndi Chen and Abraham Funchess will be taking the test and working with the census group to help determine the cause.
- CAPI is working with Polk County Health on outreach about flu vaccines.
- Two high school students, refugee immigrants from Bhutan and Iraq, will be acting as interns to work on the Refugee Empowerment Project.

- CAPI will be generating a memorandum of understanding with Storm Lake School District, U.S. Department of Justice Community Relations Service, and API communities regarding ELL policy

Status of African Americans

- A meeting is taking place with the Davenport City Council Work Committee to discuss the disparity study results.
- A DMC Conference is scheduled to take place in Sioux City.
- Abraham Funchess is starting the Certified Public Manager course.
- This past weekend a large number of people attended an event at Iowa State with the Reverend Jeremiah A. Wright. A number of people were recognized with awards.

Community Action Agencies

- Bill Brand has submitted plans to Federal agencies on his proposed use of stimulus funds. There is extreme scrutiny as to the use of stimulus funding.
- He has just received plans from all 18 local agencies regarding their plans for use of CSBG funds.
- He is working with the Department of Energy on the weatherization program. He indicated the Department of Energy is working out a lot of unanswered questions. They currently have access to 10% of funding, but it can only be used for the purchase of vehicles, training, etc., and not for actual weatherization.

Criminal & Juvenile Justice

- Paul Stageberg indicated CJJP was notified last week that they have received \$40,000 from ODCP to evaluate the STAR program at the Mitchellville correctional facility.
- Their current contract with DOC is going to be extended. There will also be some evaluation funding coming from them.
- CJJP is working on a grant application to the Justice Research & Statistics Association, as well as another Department of Justice application to evaluate a detention risk screening tool used by the juvenile courts. Kile Beisner did the first training on the new detention risk tool for Polk County, and training has been scheduled for Woodbury and Blackhawk Counties.

Status of Women

- There will be a commission meeting 1:00-2:00 on Wednesday, including a reception to name two conference rooms (122 and 123) in the Department of Public Safety.
- They will be approving four names for induction into the Women's Hall of Fame and the Christine Wilson award.
- SW has made a grant application to Central Iowa Works.
- Rachel Scott attended the residential camp for women – New Leadership Program. Major issues of focus included wage gap and gender balance.

Persons with Disabilities

- Jill Avery participated in the National Governor's Committee conference call on the disability policy council.
- John Tenpas has been conducting trainings on evac chairs.
- The YLF and CLF plans are being handled by Mike Williams.

Other

- Bill Brand and Rachel Scott worked last summer on the First Lady's Poverty Summit. Event planning will soon be in full swing again.
- Funding is available on poverty issues from the Northwest Area Foundation Service, Pacific Northwest, North, and Iowa. Rachel Scott will be working with them.

9. Next Meeting

- Director Daniels asked DA's to begin thinking about ways to pull the department together as a whole – items that tie us together, such as poverty, medical issues, unemployment, housing, etc.
- Senator Jack Hatch will be special guest at the next meeting. He will be visiting with the HRCC regarding Health Care Coverage Commission

NEXT MEETING: July 13, 2009, Room 204

Submitted by
Darla Welch, Recording Secretary