

Human Rights Council Meeting  
Room #208, Lucas Building  
October 19, 2009, 8:00 a.m.

Present: Preston Daniels, Chair; Jill Fulitan-Avery (8:50), Cyndi Chen(9:30), Rachel Scott, Paul Stageberg, Bill Brand, Joan Moll, Abraham Funchess; Melissa Esquivel (8:35). Absent: Kathryn Baumann-Reese.  
Minutes were taken by Dottie Schiltz, Recording Secretary.

1. The meeting was called to order by Preston Daniels at 8:12 am. A quorum was present.
2. Stageberg moved to approve the agenda, Brand seconded, and motion carried. Stageberg moved to approve minutes of the September 14, 2009; Brand seconded. Upon vote, minutes approved.
3. Budget Update - Joan and Strategic Planning Update
  - Moll presented the 10% across-the-board (ATB) plan provided to IDOM. She noted that CJJP had provided a large portion of the funding through the reduction of CJIS IT position. The ten percent also includes ten percent of director salary, loss of FTEs currently not filled, shifting staff duties to grant funded programs with contract employees, and shifting portions of some positions to federal ARRA program. Leave without pay options are also under consideration. Discussion on what cost savings would be recognized through suggested LWOP options took place. Further configurations will be pulled together and be provided at next meeting to consider as viable option for further savings. Special thanks to Brand and Stageberg for their concerted and generous efforts in providing these resources. Additional cuts above the 10% will physically affect filled positions if other savings aren't realized. Next round anticipated after January, and could be looking at \$500,000. If loss of people/positions becomes necessary, it will be looked at departmental wide by job classification and then by seniority. Other savings suggestions and thoughts were discussed: i.e. storage space, cell phones, land lines, supplies. Staff encouraged to think of more ways, to realize savings.
  - The proposed DHR organizational chart was attached to the budget plan. Related cost savings as a result of the restructure include: 1) Expand span of control/supervision to be consistent with rest of state government by consolidating seven existing advocacy divisions into Offices under one Division of Community Advocacy and Service. Eliminate Governor appointment of staff within the Department besides the Director. Will not fill vacant division administrator positions. 2) Achieve efficiencies and economies of scale through integrated governance; includes centralization of performance planning and reporting on an integrated work plan to achieve priority results for all DHR customer groups. Will not fill vacant IT Specialist position, 3) Expansion of staff sharing at all levels among divisions. Will not fill vacant secretary position.
4. Discussion on Departmental Logo
  - Daniels presented the logos that have been submitted to Scott for review. Preliminary survey of HRCC members resulted in mixed preferences. Consensus by logo, eliminated three of the four, with suggestions regarding redo of the fourth with some certain changes. Everyone was encouraged to provide suggested inputs to Daniels to give to the graphic design people to work with for some new options.
5. Reduction of IT Costs
  - Laura Reader-Grubb provided ideas and ways she and Tom Moorhead have been looking to save through IT costs. She encourages all divisions to look at files that might be duplicated on server. Billings from DAS on usages are being scrutinized to see where savings can be realized. She and Tom have proposed DHR have their own storage of records, to be monitored by Laura and Tom, creating an even larger annual savings. Other technology savings recommendations were pointed out. Savings recognized from unused desk tops that have not been terminated will be \$35 a month per unit. Phone lines not being used should also be discontinued. Increased use of cells in place of the land lines will save. Laura explained that the plan for cell phones is set at so many minutes per phone but is on a group plan arrangement, so if one area uses more than the allotted for that phone, it is covered by another that doesn't. More on-line meetings and conference call meetings are recommended to save on the mileage and meal expenses compared to the technology expenses. Daniels expressed special thanks to them for their initiatives.
  - Further plans for efficiencies were presented. Daniels has directed that centralization of purchasing and contracting functions be implemented, streamlining IT and other communications will be done, and making best use of space to accommodate VISTA workers, volunteers, interns, and reducing storage costs will be enforced. Discussion regarding the centralized supplies arrangement ensued. Daniels designated that Schiltz as the central person. Stageberg noted that Rinker-Lind, secretary CJJP, volunteered to take on the responsibility. In case of her absence, CAA offered for Thompson, secretary, to be back-up point of contact. Implementation of a central supplies ordering method will go into effect in a week or so, with Rinker-Lind of CJJP as POC, and back-up being Thompson (CAA) after inventory of current supplies on hand is done,

6. DHR Legislative Agenda Items (Scott)
- Scott reported the only pre-filed bill that has been listed is The Reorganization. She asked for more issues that could be filed as a department for any population's benefit. Baumann-Reese, Avery and Scott, Esquivel and Chen will assist on working on specific issues. IGOV does not want another pre-filed bill besides reorganization. Question regarding activity with legislatures regarding issues when not registered as lobbyist anymore made. Recommendation made to set up meeting with adhoc through Rachel as the legislative liaison. Any contact with legislature regarding issues wanting action on need to be given to Scott. Otherwise, risk ethics charge and fines. Be wise to keep Rachel in the loop but also present at anything or meeting with any legislative personnel. Scott recommended that specific issues should be provided to her in a one pager with date and info and to put on website for advocates to give to legislators. For example, Funchess has specific concerns with Economic Bill of Rights – Disparity Study, bringing Business to the State; Stageburg – one pager on happenings in CJJP.

7. Building Issue Teams

- Request to build four specific teams to oversee the four issues determined as strategic objectives: 1) Education, 2) Economic Equality, 3) Health and 4) Justice. Suggested that by next HRCC have a list of people who would be interested in helping.

8. Division Update

Status of Women

- Cleaning IT files as suggested by Laura. Nov 5, Commission Meeting scheduled. Received Public Service Award for

Asian Pacific Islanders

- Reported on success of the Mosaic Conference hosted. Received great feedback. API working with Lutheran/Catholic services to provide another legal clinic to assist in filling out paper work for assistance, citizenship, health clinics, etc. to refugees. Storm Lake, IA area recently bombarded with large group of people with needs. API exploring local collaboration, funding for fees, attorneys, etc.

Latino Affairs

- Nov 4 Commission Meeting
- Nov 13 14 is the Iowa Youth Congress Annual Session, Dream Forward Dinner and Planning Session.
- Videographer – Information – KB, Regional meeting in Cedar Rapids, Heather D????
- Heads up that Esquivel will be out from Nov 17-30.

Persons With Disabilities

- Avery reported the PWD Commission voted to continue having their own “Day on the Hill” separate from the departmental breakfast planned for January 21, 2010.
- Mike Williams to be receiving Excellence Award at Golden Dome Award Program on Monday, Oct 26, with Avery presenting in Daniels absence.

Community Action Agencies

- Brand reported the National CAA meeting was held here in Des Moines at Savory Hotel with about 150 people from 22 states attending.

Adjourned at 10:18 a.m.

**NEXT MEETING: November 9, 2009, Room 208**

Submitted by  
Dottie Schiltz, Recording Secretary