

MEMORANDUM
COMMUNITY & ECONOMIC DEVELOPMENT

TO: City Manager

SUBJECT: City of Rock Island Membership in QCAIR

Date: December 21, 2011

The membership application period for the inaugural board of Quad City Alliance for Immigrants & Refugees (QCAIR) expires on January 31, 2011. This new board is an outgrowth of a public dialogue, the Changing Faces: Refugees & Immigrants in Rock Island study circles, which was initiated by the City of Rock Island and Neighborhood Partners of Rock Island. In fact, Neighborhood Partners President Ed Hanna will convene the first QCAIR meeting and CED staff is serving as the *de facto* QCAIR membership committee until QCAIR elects its first executive committee on February 23, 2012.

The mission of QCAIR is to build a community among the Quad Cities' refugees, immigrants and citizens. Membership is targeted to ethnic community-based organizations (ECBOs) and non-profit agencies, churches, school districts, community colleges, governments or other groups providing services to immigrants and refugees in the Quad Cities.

The organizations and individuals involved with QCAIR will structure an information clearinghouse for refugees and immigrants and those disparate agencies and church groups providing services. QCAIR will also identify overlaps and gaps in services. Eventually, QCAIR may operate as a direct service provider and operate a physical campus where the refugee and immigrant community can thrive.

QCAIR intends to attach to an existing and successful 501(c)(3) under a fiscal sponsor agreement. Negotiations are underway now with the Child Abuse Council. Domestic issues are common with refugees and immigrants, and the Child Abuse Council feels this sponsorship would be a good fit. Soon after formalizing the agreement, it is the intent of QCAIR to secure funding in order to hire a part-time executive director. It should be noted the Doris & Victor Day Foundation has been an important player in the study circles, the Changing Faces Action Teams, the creation of QCAIR and in the development of the fiscal sponsor agreement. The executive director of the Rock Island Community Foundation has also been a participant with a Changing Faces Action Team.

City resources were committed through CED and RIPD staff from November 2011 to February 2012, and costs for printing, translating, room rentals, and training for "Changing Faces" were handled through the FY2011-12 Neighborhood Partners budget (CDBG fund). Future reliance on the city budget is expected to only occur through the commitment of staff time on QCAIR action teams and the necessity of hiring interpreters or translators to conduct routine City business.

As this group expands to a Quad City-wide initiative, City of Rock Island control of this initiative will decrease. However, as the genesis of this enterprise, it will be very important for the City to be represented on the board of directors of QCAIR and to serve on pertinent action teams. The action teams are grassroots groups that are chaired by a QCAIR delegate, but bring together interested citizens and staff of governments and agencies to work on community solutions dictated by the mission of the action team. The QCAIR action teams are largely continuances of the Changing Faces Action Teams, and are modeled after the task force system currently used by Neighborhood Partners.

Two delegates will be needed to serve on the QCAIR board. It is suggested that Rock Island's delegates be one City Council member and one management-level staff person. Terms will be three years and meetings are expected to be monthly at the beginning.

It is also recommended City Council allow City staff persons to participate with the QCAIR Action Teams:

- Information Clearinghouse: 1-2 from Planning & Redevelopment Division
- Positive Interaction with Police: 1-2 from RIPD
- Housing Advocacy: 1 from Planning & Redevelopment Division and 1 from Inspections Division
- Cultural Celebration: 1 from CED and 1 from Parks
- Jobs / Employment: 1 from CED
- Education / ESL: 1-2 from Library

There is much more background information contained in the Changing Faces Final Report received by Council members in November. In addition, you might read the attached pages from the Winter 2012 edition of *Neighborhood News*. They provide a good overview of QCAIR, the Action Teams and how the Changing Faces study circles evolved into QCAIR. If you have any questions about Changing Faces or QCAIR, please contact staff.

Recommendation

Staff recommend City Council authorize membership in Quad City Alliance for Immigrants & Refugees, appoint one Council member and one management-level staff person as delegates, and authorize the participation of staff members on QCAIR Action Teams as necessary.

Submitted by: **Jill Doak, Urban Planner II**
Alan M. Carmen, Planning and Redevelopment Administrator
Gregory S. Champagne, Community & Economic Development Director

APPROVED: **Thomas E. Thomas, City Manager**

Board Creation Assistance

Neighborhood Partners of Rock Island has created a packet containing the following:

- By-Laws Template
- Sample By-Laws
- Mentors to assist in the creation of your own by-laws

Neighborhood Partners is also sponsoring a **free training seminar for organizing ethnic community based organizations** on **Tuesday, December 20, 2011** at the Martin Luther King, Jr. Community Center, 630 9th Street, 6 to 8 p.m. Attorney Ted Kutsunis and panelists from Rock Island's neighborhood associations will present.

Tentative First Meeting Agenda

The first meeting of QUAD CITY ALLIANCE FOR REFUGEES & IMMIGRANTS is scheduled for **February 23, 2012**.

Don't delay your membership materials so you can take part in:

- Membership Ratification
- By-Laws Ratification
- Approval of Fiscal Sponsor Agreement
- Election of President, Vice-President, Secretary, Treasurer
- Appointment of Action Team Conveners
 - Scheduling for Customized Action Team Training by Everyday Democracy



As the sponsors of *Changing Faces: Refugees & Immigrants in Rock Island*, Neighborhood Partners of Rock Island and the Rock Island Planning & Redevelopment Division are honored to collect the first applications for the QUAD CITY ALLIANCE FOR REFUGEES & IMMIGRANTS.

For application materials, QCAIR By-Laws, mentoring assistance or other sources discussed in this brochure, call (309)732-2900 or send an email to planning@rigov.org.



ROCK ISLAND
ILLINOIS

Rock Island, IL > 309.732.2900 > www.rigov.org
Rock Solid. Rock Island.

Quad City Alliance for Immigrants & Refugees

Membership Information



Quad City Alliance for Immigrants & Refugees

The mission of QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES is to build a community among the Quad Cities' refugees, immigrants and citizens.

Organizational Membership

Membership is granted to any Quad City-based organization that seeks to build community among the Quad Cities' refugees and immigrants or provides services to refugees and immigrants. Members may be ethnic based community organizations, social service agencies, governments, school districts, churches, interest groups, etc.

Each constituent organization is asked to appoint two delegates. All delegates must be residents of the Quad Cities.

Constituent organizations must: 1) meet regularly, 2) have a board consisting of at least five persons, 3) possess ratified by-laws, and 4) have a mission statement consistent with the purpose of QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES.

Individual Membership

Individuals interested in the mission of QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES can apply for an At-Large position. At-Large positions are limited to the number of constituent organizations (or one-third of the total delegates).

All At-Large appointments will be ratified by the QCAIR Executive Committee no later than 90 days following the bi-annual membership meetings.

What Are the Benefits?

The organizations and individuals involved with QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES will structure an information clearinghouse, sharing with refugees and immigrants where Quad City-based services are offered. QCAIR will also identify overlaps and gaps in services. Eventually, QCAIR may serve as a direct service provider and operate a physical campus where the refugee and immigrant community can thrive.

Action Teams

QCAIR will focus the energy of its board of directors and other committed individuals on action teams. These grassroots committees will work toward:

- Information Clearinghouse
- Cultural Celebration
- Housing Advocacy
- Positive Interaction with Police
- Education / ESL
- Jobs / Employment

Empowerment & Engagement

QCAIR delegates shall have the right to vote and to participate with regard to all QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES matters.



How to Apply

To be considered for organizational membership for the very first QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES meeting, application materials must be submitted by **January 31, 2012**.

However, applications can be submitted at any time, and will be reviewed at the semi-annual membership meetings of QUAD CITY ALLIANCE FOR IMMIGRANTS & REFUGEES.

Normally, the QCAIR Membership Committee will verify that all the proper membership criteria are in place, but Neighborhood Partners of Rock Island staff will conduct this review in advance of the first meeting.

At-Large applications will also be accepted, but appointments will not be made until after the first QCAIR Executive Committee is elected on February 23, 2012.

Applications and supporting materials must be submitted in English.

Where Can I Get an Application?

Organizational and At-Large applications are available by calling the Rock Island Planning & Redevelopment Division at (309)732-2900 or submitting a request to planning@rigov.org.

**January 31
Deadline for
Inaugural Board
Membership
Applications**

Applications will be taken until January 31, 2012 for organizations wishing to be inaugural members of the Quad City Alliance for Immigrants & Refugees (QCAIR). Membership is targeted to ethnic community-based organizations (ECBOs) and non-profit agencies, churches, school districts, community colleges, governments or other groups

circle and action team participants on December 1 at the Martin Luther King, Jr. Community Center.

The mission of QCAIR is to build a community among the Quad Cities' refugees, immigrants and citizens. The organizations and individuals involved with QCAIR will structure an information clearinghouse for refugees and immigrants and those

and the Pilot Group from the Changing Faces process that they would like to form an organization empowering refugee and immigrant groups similar to how Neighborhood Partners brings together neighborhood associations and related agencies to work for

QC Alliance for Immigrants & Refugees Created

providing services to immigrants and refugees in the Quad Cities.

The Refugee & Immigrant Center & Information Clearinghouse Action Team, formed out of the Changing Faces: Refugees & Immigrants in Rock Island study circles, announced the creation of QCAIR at the Action Teams report dinner held for all study

disparate agencies and church groups providing services. QCAIR will also identify overlaps and gaps in services. Eventually, QCAIR may operate as a direct service provider and operate a physical campus where the refugee and immigrant community can thrive.

The following Changing Faces Action Teams will continue as grassroots entities under the umbrella of QCAIR: Information Clearinghouse; Cultural

Celebration; Housing Advocacy; Positive Interaction with Police; Education/ESL; and Jobs/Employment.

Any individual in the Quad Cities community can be involved with the action teams.

To be part of an Action Team, call Jill Doak at 309.732.2900 or send an email to doak.jill@rigov.org.

The structure of QCAIR is modeled after Neighborhood Partners of Rock Island, a 15-year-old consortium of associations, governments and agencies that intersect at a neighborhood level. "We heard from a number of study circles

positive solutions," said Ed Hanna, Neighborhood Partners President and convener for the Changing Faces Pilot Group, Oversight Group and Information Clearinghouse Action Team. "The Refugee & Immigrant Center and Information Clearinghouse Action Team worked the entire fall on drafting by-laws for this new organization and identifying a potential fiscal sponsor agency so that they can apply for funding and hire a part-time

director," he added.

During the initial action team meeting, study circle participant Morten WaByaombe, Rock Island, said having a place where refugees will be represented is a good thing. He said, "A main concern is making sure refugees are going to benefit and not just paying

other people for services that are not delivered."

At the same meeting, Jonathan Ikoba, a study circle contributor from Bettendorf, said he thinks the structure is a good one for a starting position and that the organization can make changes as it moves along. He said it would also encourage the different

On the Cover

After the launch announcement on Dec. 1, more than 50 refugees, immigrants and citizens signed up to continue work on six Action Teams to be convened under the auspices of the Quad City Alliance for Immigrants & Refugees (QCAIR).

Neighborhood News

Vol. 15, Issue 4

Neighborhood News is a quarterly publication of Neighborhood Partners and is funded through a Community Development Block Grant received by the City of Rock Island.

The Neighborhood Partners Board of Directors consists of delegates from a variety of not-for-profit organizations, neighborhood associations and city at-large appointees.

PRESIDENT

Ed Hanna, Broadway Historic District Association

VICE-PRESIDENT

Mary Gallardo, Rock Island Housing Authority

This newsletter is created by City of Rock Island staff persons:

Alan Carmen,
Planning & Redevelopment Administrator

Jill Doak, Urban Planner II

If you would like to become a member of Neighborhood Partners, receive this free newsletter or need to notify us of a change of address, please contact:

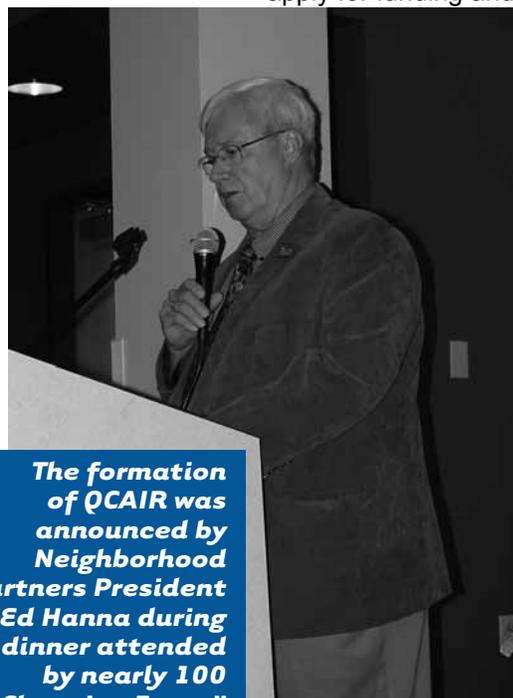
City of Rock Island
Planning & Redevelopment Division
1528 Third Avenue

Rock Island, Illinois 61201

Phone: 309.732.2900 / Fax: 309.732.2930

E-mail: planning@rigov.org

Web Site: www.rigov.org



The formation of QCAIR was announced by Neighborhood Partners President Ed Hanna during a dinner attended by nearly 100 "Changing Faces" participants.

groups to learn to work together. Mr. Ikoba said there is power in numbers and if all the groups work together for a grant, the chances of funding are better.

Members of the action team, including Bhutanese and Congolese individuals, agreed that applications should be completed in English.

Constituent organizations must meet the following requirements:

1. Meet regularly;
2. Have a board consisting of at least five persons;
3. Possess ratified by-laws; and
4. Have a mission statement consistent with the purpose of QCAIR.

Applications for organizational membership and individual at-large membership can be picked up at the Rock Island Planning & Redevelopment Division, 1528 3rd Avenue, Rock Island. You can also have applications emailed by sending a request to planning@rigov.org or calling 309.732.2900. Although applications for the inaugural round are due January 31, QCAIR will be conducting semi-annual membership meetings to add new organizations. A limited number of individual at-large appointments will be made by the QCAIR executive committee.

To view full details about QCAIR, including the draft by-laws, link from "QCAIR" on the City of Rock Island's home page at www.rigov.org.

The first meeting of Quad City Alliance for Immigrants and Refugees is slated for February 23, 2012. For more information, call Jill Doak or Alan Carmen at 309.732.2900. ♦

Mentors Available for Ethnic Boards

Neighborhood Partners has a list of nine mentors available to assist ethnic community based organizations with their board creation and by-laws. To receive a list of these individuals willing to assist one-on-one with groups, contact Jill Doak at the Rock Island Planning & Redevelopment Division at 309.732.2900 or email doak.jill@rigov.org. Sample by-laws and a by-laws template can also be made available.

Changing Faces Action Teams Report to Study Circle Participants

An enthusiastic crowd of nearly 100 "Changing Faces: Refugees & Immigrants in Rock Island" study circle participants and action team members gathered on December 1 at the Martin Luther King, Jr. Community

Glenda Nicke, convener for the Education / ESL Action Team, answered audience questions.



Center to share dinner provided by the Doris & Victor Day Foundation and to hear the concluding reports from the action teams.

While all five action teams provided reports on their activities and introduced and thanked their members, the biggest announcement of the night was the formation of the Quad City Alliance of Immigrants and Refugees (QCAIR). The highest priority of the May 2011 Changing Faces Action Forum was to "create a center and information clearinghouse" for refugees and immigrants. Ed Hanna, president of Neighborhood Partners and convener for the **Center & Information Clearinghouse Action Team**, had the pleasure of making the announcement.

Mr. Hanna outlined the three months it took for the action team to hammer out details related to by-laws for the new QCAIR organization and provided details on how the name was selected (suggestions and then ballot vote), along with the decision to enlarge the focus of the organization to a Quad City-wide basis. He also said negotiations are ongoing with a local agency to provide fiscal sponsorship for the fledgling organization so that it can get underway quickly and begin to search out funds for a part-time executive director. For more details on membership in QCAIR, please see the report on page 2 or visit www.rigov.org.

The evening's agenda started off with a welcome from Rock Island Mayor Pro Tem Charles Austin III, who said, "Rock Island has always welcomed people of all nationalities, races and cultures." He mentioned that there are 30 dialects and languages spoken in Rock Island-Milan School District, more than 500 immigrants and refugees moved into city within past five years, the Hispanic population has grown from 3.8% in 1990 to 9.4% in 2010, and agencies providing services to immigrants and refugees have seen an increased demand. He concluded by thanking the many participants, the Doris & Victor Day Foundation, Community Caring Conference and Everyday Democracy for their support.

Former Neighborhood Partners President Andy Boswell, who also was a co-convener for the Changing Faces Pilot Group, summarized the year-long process of the public dialogues from inception to conclusion with the action team reports. He particularly noted the many community individuals involved, including 129 study circle participants

Continued on page 4

Continued from page 3

Action Team Reports

and over 100 people through the Pilot Group and action teams. Approximately one-third of participants were estimated to be refugees or immigrants.

Deputy Chief Jeff VenHuizen provided the report from the **Positive Interaction with Police Action Team**. He said the goal is to ease the transition of new refugees and immigrants and enhance their understanding of local laws and court systems. He said the group has set up a methodology to provide forums for specific ethnic groups and kicked off the effort with a session with Swahili speakers on November 2, 2011 that had approximately 50 people in attendance.

The **Housing Advocacy Action Team** was represented by Gail Brooks of the Rock Island Housing Authority. She said the team has discussed offering helpful pamphlets in several languages and solidified the need for certified translators and interpreters so that certain ethics rules, procedures and privacy concerns are followed. The action team will begin planning a housing forum in January.

Glenda Nicke, dean of adult and continuing education at Black Hawk College, gave the account from the **Education / English as Second Language (ESL) Action Team**. She said their team involved sharing of innovative ideas and relating of rules and regulations for education that must be followed in Illinois and the U.S. She said there is potential for much more communication and collaboration on the topic.

According to speaker Alan Carmen, the **Cultural Celebration Action Team** was organized later than the other teams, and met for the first time in November. The team incorporates people from all cultures, past and present, and will focus on a multi-cultural event in 2012. The interim convener for the team is Catherine Rodgers-Ingles from the Rock Island Arts & Entertainment District. If you wish to be involved, call

her at 309.788.6311.

The action teams mentioned above will continue under the auspices of QCAIR, and some are likely to have new leadership. The action team chairs will be QCAIR delegates and members of the executive committee. Attendees at the December 1 meeting were invited to sign up for the continuing action teams, plus a new one focusing on jobs and employment.

The 77-page Final Report for *Changing Faces: Refugees & Immigrants in Rock Island* has been printed and is available at the Rock Island Planning & Redevelopment Division, 2nd Floor, Rock Island City Hall. It is also available for download from the City of Rock Island website at www.rigov.org. The Executive Summary is provided in English, Kirundi, Spanish and Swahili. ♦

Action Team Outlines Parking Policies at Housing Complexes

The Housing Action Team was one of five advocacy groups identified as part of the original Changing Faces Pilot Program. A main priority of the Team is to provide housing related information to minimize misunderstandings and reduce or eliminate fines related to lease violations.

The following is a brief overview of the parking policies for several public housing properties serving the refugee and immigrant population living within the Rock Island.

Century Woods, 1400 5th Street (309.786.2625)

- Parking is open to visitors from 8 a.m. to 5 p.m.;
- Social service agencies/workers are provided with parking stickers (parking passes are not provided); and
- Cars parked at Century Woods after 5 p.m. without a parking sticker will be towed.

Maple Ridge, 3700 5th Street (309.786.2639)

- Visitor parking is not available;
- Parking passes are issued to social service agencies/workers;
- Each resident has two visitor parking passes; and
- Persons parking on the property

Nepali & Karen Speakers To Meet with Police

The Positive Interaction with Police Action Team, an outgrowth of "Changing Faces: Refugees & Immigrants in Rock Island" study circles, will host a second ethnically-focused forum on **Saturday, January 7** from 10 a.m. to noon at Broadway Presbyterian Church, 710 23rd Street.

This forum will host refugees from Nepal, Bhutan and Myanmar (Burma) and interpreters for Nepali and Karen will be available. Speakers will include Deputy Chief Jeff VenHuizen, Rock Island Police Department; Lt. Rusty Hocker, RIPD; and Ametra Carrol, Organizer, Community Caring Conference. They will address police enforcement, local laws, domestic issues and block clubs. There will be the opportunity for questions, including privately.

For more information or to arrange a similar forum for your ethnic group, call Deputy Chief Jeff VenHuizen at 732.2701 or Ametra Carrol at 786.0345.

without a pass will be towed at the owner's expense - no exceptions.

Rock Island Housing Authority Properties:

Spencer Towers, 111 20th Street
(309.788.1809)

Sunset Heights, 3130 9th Street
(309.788.3800)

Manor Homes, 2601 7th Street
(309.786.0080)

Lincoln Homes, 9th Street and 5th Avenue (309.788.6506)

- RIHA properties include a combination of visitor and off-street parking;
- Parking passes and/or stickers are not provided;
- A list of resident, employee and social services agency representative vehicle information is maintained;
- Unauthorized and/or abandoned vehicles are tagged giving owners 24-hour notice to move or be towed; and
- All RIHA properties are monitored for parking violators.

For additional information regarding specific property parking policies, please contact the appropriate property at the phone number provided above. ♦

Submitted by: Gail Brooks,
Rock Island Housing Authority &
Changing Faces Housing Action Team