

Advisory Memorandum

To: Complainants and Respondents

From: Danielle Shelton Walczak
Director, Complaint Investigations Division
Minneapolis Department of Civil Rights

Date: February 1, 2018

Subject: *Minneapolis Code of Ordinances, Title 7 Amendments; Alternative Dispute Resolution*

Expiration

This memorandum does not expire unless superseded by another technical memorandum or the passage of ordinance amendments regarding the same topic.

Implementation

This Technical Memorandum is effective immediately and shall affect all cases filed with the Complaint Investigations Division on or after February 1, 2018.

Introduction

This Advisory Memorandum contains the amendment concerning mandatory mediation for complaints filed after February 1, 2018, and the department roll-out of the process.

Purpose

The purpose of this memorandum is to facilitate compliance with the amendments to the Minneapolis Code of Ordinances Title 7 (Civil Rights Ordinance) which passed in December 2017, and guidance as to how the Complaint Investigations Division will handle the process of mandatory mediation for all cases.

Applicable Ordinance Amendment

Minneapolis Code of Ordinances, Title 7, Section 141.50(g): “Unless exempted by the director, after expiration of the time for submission of the rebuttal statement the parties shall engage in an alternative dispute resolution process which may be facilitated by the department.”

Guidelines

Definition: A forum in which a neutral third party facilitates communication between parties and assist the parties in their attempts to reach a mutually acceptable agreement.

During the roll out, cases chosen for mandatory mediation will be based on the following, but not limited to: one or both parties' request for mediation; preservation of the parties' relationship; and exigency of the issues.

Parties can coordinate and conduct their mediation at the Minneapolis Department of Civil Rights using a third party neutral as determined by the Complaint Investigations Division. Parties are also at liberty to find their own mutually agreed upon mediator and hold the mediation off-sight. However the dates and times of the mediation, as well as who will be conducting the mediation must be provided to the Complaint Investigations Division and coordinated within a reasonable time frame as determined by the parties and the Minneapolis Civil Rights Department.

Full implementation of the ordinance amendment will begin on October 1, 2018.

Questions

Any questions regarding the technical provisions of this memorandum can be addressed at the following:

Taylor Crouch-Dodson, Admin Analyst
Complaint Investigations Division

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