



METROPOLITAN HUMAN RELATIONS COMMISSION

August 1, 2022
12:00 PM
METRO CONFERENCE ROOM
2310 PARNELL AVENUE
FORT WAYNE, IN 46805
Teleconference: 260-427-8590 PIN: 781143

Meeting called by:

STATUTORY MONTHLY MEETING

Type of meeting:

FIRST MONDAY OF EACH MONTH

Note taker:

Abigail Reyes, ADMINISTRATIVE ASSISTANT IV

**Metro
Commissioners:**

Aisha Arrington, Chair; Tabitha Ervin, Vice Chair; Dorian Maples; Lana Keesling; Larry Wardlaw; Dr. David Lombard; and Tony Burrus

Agenda

Call to Order
Roll Call of Commissioners
Reading of Minutes
Office Report
Old Business
New Business
Concerns/Comments from the Public
Adjournment

Call to Order and Roll Call at 12:00 p.m.

Commissioners Present:

Arrington (in-person)
Ervin (in-person)
Maples (in-person)
Burrus (in-person)
Dr. Lombard (in-person)
Keesling (in-person)

**Other Persons
Present:**

Nikki Quintana, Executive Director
Jenny Gosheff, Staff Attorney
Abigail Reyes, Administrative Assistant IV

- July 18th meeting minutes were approved.

OFFICE REPORT

EEOC

EMPLOYMENT CASE PROCESSING (10/1/21 – 9/30/22)

- **Intakes (by 9/30/22): 100 (contract number) 56 (current status)**
- **Contract number of case closures by 9/30/22: 230**
 - 129 No Probable Cause Cases
 - 16 Settlements (\$155,611.51)
 - 5 Withdrawals
 - 3 Lack of Jurisdiction
 - 0 Right to Sue or Full Credit Transfer to the EEOC

HUD

HOUSING CASE PROCESSING (7/1/21 - 6/30/22):

63 Cases closed for contract

- 7 HUD Settlement
- 2 Lack of Jurisdiction/withdraw/admin
- 48 No reasonable cause
- 0 Withdraw after Resolution
- 8 Reasonable cause

27 Pending (Open being investigated)

ATTENDED EVENTS/OUTREACH:

July 7, 2022: Director Quintana attended the Mayor's Commission on Domestic Violence Rape and Sexual Harassment meeting.

July 12, 2022: Investigators Barnhart and Nancarrow, Staff Attorney Gosheff and Director Quintana attended the EEOC's LGBTQ+ webinar.

July 14, 2022: Metro staff attended active shooter training.

July 19-21, 2022: Senior Investigators Sorg and Woods, Staff Attorney Gosheff and Director Quintana attended the EEOC's annual FEPA conference.

July 27, 2022: Senior Investigator Woods and Investigator Barnhart conducted anti-harassment training per a settlement agreement.

July 28, 2022: Senior Investigator Sorg conducted fair housing training per a settlement agreement.

PERSONNEL ISSUES:

None

BUDGET/CALENDAR OF EVENTS:

Admin Reyes reviewed current budget status and went over calendar of events.

LEGAL UPDATE/MATTERS:

Mediations: The Commission conducted one mediation this month. The mediation failed.

NEW BUSINESS:

- **Ergonomics Assessment**

Risk Management conducted an ergonomics assessment of the office and worked with each staff member. The Commission was provided their report and recommendations for staff. Based on the report given staff members will need the following: ergonomics chairs, monitor risers, blue screen blockers, mouse pads, and gels pads. Director Quintana stated the estimate to purchase these items was \$5,500. Commissioner Maples made a motion to approve the purchase of ergonomic items for staff up to \$5,500. The Commissioners voted unanimously to approve.

Commissioner Keesling advised Director Quintana to investigate if this should come out of Property Management budget. Director Quintana stated she would contact Barry Marquart to determine if these items would be covered.

- **Active Shooter Assessment**

An active shooter assessment and training was conducted by Sargent George Nicklow and Risk Management, Chris Deisler. Risk Management provided a report of the necessary improvements that will need to take place so that the Metro Offices are up to par and safe.

Commission Chair Arrington asked if the cost would come from the Metro budget. Director Quintana responded that she believed costs for improvements would come from Property Management. Barry Marquart also received the report.

- **Office Furniture Update**

Metro is working with Greg from Baker Street as we prepare to make furniture updates throughout the office. The next meeting, we will be providing the Commission with a quote of the furniture. If approved, Metro would work with Barry Marquart and Greg to finish project and work through logistics.

Director Quintana shared that along with updates to furniture Metro is working to get the building internally and externally up to a professional and accessible standard. We are working on making restrooms ADA accessible, along with other issues including cleaning schedules, and replacement of windows. As these are property improvements, cost will need to be covered from the City Property Management budget.

- **Survey Update**

Metro has been working with OLG on marketing items including the report. Once the layout is and copyright is officially approved, we will present to the Commission. We hope to have our press conference the end of September to mid-October.

- **Current Case Age: 179.73**

OLD BUSINESS:

- None

CONCERNS FROM THE PUBLIC:

MEETING ADJOURNED at 12:38 pm