



METROPOLITAN HUMAN RELATIONS COMMISSION

December 5, 2022
12:00 PM
METRO CONFERENCE ROOM
2310 PARNELL AVENUE
FORT WAYNE, IN 46805
Teleconference: 260-427-8590 PIN: 829119

Meeting called by:

STATUTORY MONTHLY MEETING

Type of meeting:

FIRST MONDAY OF EACH MONTH

Note taker:

Leslie Hernandez, 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 12:02 p.m.

Commissioners Present:

Ervin (in-person)
Maples (in-person)
Burrus (in-person)
Wardlaw (in-person)

**Other Persons
Present:**

Nikki Quintana, Executive Director
Jenny Gosheff, Staff Attorney
Leslie Hernandez, Administrative Assistant IV

- November 7th meeting minutes were approved.

OFFICE REPORT

EEOC

EMPLOYMENT CASE PROCESSING (10/1/22 – 9/30/23)

- **Intakes (by 9/30/23): 100 (contract number) 7 (current status)**
- **Contract number of case closures by 9/30/23: 230**
 - 13 No Probable Cause Cases
 - 7 Settlements (\$15,125.00)
 - 0 Withdrawals
 - 0 Lack of Jurisdiction
 - 1 Right to Sue or Full Credit Transfer to the EEOC

HUD

HOUSING CASE PROCESSING (7/1/22 - 6/30/23):

24 Cases closed for contract

- 4 HUD Settlement
- 3 Lack of Jurisdiction/withdraw/admin
- 17 No reasonable cause
- 0 Withdraw after Resolution
- 0 Reasonable cause

35 Pending (Open being investigated)

ATTENDED EVENTS/OUTREACH:

November 2, 3, & 4, 2022: Senior Investigators Sorg and Barnhart, Staff Attorney Gosheff, and Director Quintana attended the Indiana Consortium of State and Local Human Rights Agencies annual conference.

November 3 & 18, 2022: Director Quintana attended the Mayor’s Commission on Domestic Violence, Rape, and Sexual Harassment committee meetings.

November 15, 2022: Senior Investigator Sorg and Director Quintana conducted fair housing training at Open Door Rentals.

PERSONNEL ISSUES:

We have made offers on all three investigator positions. The new investigators will be starting January 3rd. Leslie Hernandez is also back as our Admin Assistant IV.

BUDGET/CALENDAR OF EVENTS:

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

LEGAL UPDATE/MATTERS:

Mediations: The Commission conducted three mediations this month. Two mediations were successful, and one mediation failed.

NEW BUSINESS:

- **Office Updates**

We are still having issues with our restroom update. There are flooring issues and holes left in the wall. Director Quintana has reached out to Barry Marquart to get a tentative timeline but hasn’t been able to obtain a solid date for when this project will be done.

- **Ink Spot & El Mexicano Ads**

We have to renew our contract for our Ink Spot and El Mexicano ads. We have been doing these for the past five years, but they have both gone up slightly. Director Quintana requested an approval for an annual contract for both El Mexicano at \$339 a month and Ink Spot at \$363 a month.

Motion to approve – Commissioner Wardlaw

2nd – Commissioner Maples

Approved unanimously.

- **2023 Marketing Plan**

There is an increase of a little over \$15,000 in our 2023 marketing/outreach plan. The reason for this is that since we are following the study, we received partnership funds to do more creative for radio and ad campaigns. We want to make sure that we also use those ads to reach businesses. This year print will be part of the media plan. With the print portion, we would likely be going into the Journal Gazette and the Greater Fort Wayne Business Weekly. The creative is already being done by One Lucky Guitar and it's covered by the partnership funds we received but we won't be able to use the print ads unless we include it in our marketing/outreach plan.

Commissioner Wardlaw added that the Business Weekly is a great choice to reach the business community.

Commissioner Ervin asked if there's a way to run ads on LinkedIn.

Director Quintana responded that it's something she's thought about it and spoke to Liechty Media about it, but it comes down to not having enough resources internally to manage another page. Facebook is already kind of an undertaking. Anything that gets posted on Facebook, can be automatically posted on Instagram but LinkedIn would be a whole different platform.

Commissioner Wardlaw added that there may be some value in putting some dollars aside to have someone manage those pages.

Commissioner Ervin advised to look into Hoot to see if that would allow Metro to post on all three platforms.

Director Quintana added that outsourcing that aspect is not something we're doing at the moment but something that we may want to look at in the future.

Commissioner Burrus added that it sounds like something we would need a part-time or contract employee that takes care of all of the media for Metro.

Commissioner Maples asked if the city has a person that does all the media.

Director Quintana responded that Jim Haley will help with sending out internal emails for our events, but bigger departments have a specific information officer that handles media for them.

Commissioner Wardlaw added that it's worth exploring print for at least this year's budget and see how it works.

Commissioner Ervin asked why we didn't have anything in February or December for the 2022 plan and now we do in the 2023 plan.

Director Quintana answered that we are trying to spread it out in 2023 especially having the creative covered through partnership funds this year.

Funds will come from both our EEOC and HUD budgets.

2023 Marketing Plan – Total: \$75,025.59

Motion to approve - Commissioner Burrus

2nd - Commissioner Maples

Approved unanimously.

- **Officer Elections**

Commission Chair: Commissioner Arrington

Commission Vice Chair: Commissioner Ervin

Motion to approve – Commissioner Burrus

2nd – Commissioner Wardlaw

Approved unanimously.

- **Current Case Age: 108.25**

- Commissioner Maples asked if we've recently received any complaints. Director Quintana responded that she has not had any complaints that have been escalated to her or Staff Attorney regarding case age.

OLD BUSINESS:

- None

CONCERNS FROM THE PUBLIC:

MEETING ADJOURNED at 12:27 pm