



# METROPOLITAN HUMAN RELATIONS COMMISSION

**June 1, 2020**  
**4:30 PM**  
**METRO CONFERENCE ROOM**  
**2310 PARNELL AVENUE**  
**FORT WAYNE, IN 46805**  
**Teleconference: 260-427-8590 PIN: 802969**

**Meeting called by:** STATUTORY MONTHLY MEETING  
**Type of meeting:** FIRST MONDAY OF EACH MONTH  
**Note taker:** LESLIE HERNANDEZ, ADMINISTRATIVE ASSISTANT IV

**Metro Commissioners:** Lana Keesling, Chair; Kody Tinnel, Vice Chair; Jesus Trevino; Dorian Maples; Larry Wardlaw; Aisha Arrington; and Tabitha Ervin.

## **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 4:30 p.m.

Commissioners Keesling, Tinnel, Trevino, Maples, Arrington and Ervin present.

**Other Persons Present:** Nikki Quintana, Executive Director  
Leslie Hernandez, Administrative Assistant IV  
Jenny Gosheff, Staff Attorney

- May 18<sup>th</sup> meeting minutes were read and approved.

## OFFICE REPORT

### EEOC

#### EMPLOYMENT CASE PROCESSING (10/1/19 – 9/30/20):

- **Intakes (by 9/30/20): 110 (contract number) 51(current status)**
- **Case Closures: 193 plus 3 PC (contract 221)**
  - o 181 No Probable Cause
  - o 5 Settlements
  - o 2 Withdrawals
  - o 5 Lack of Jurisdiction
  - o 0 Right to Sue or Full Credit Transfer to the EEOC

### HUD

#### HOUSING CASE PROCESSING (7/1/19 - 6/30/20):

##### **46 Cases closed for contract**

- o 7 HUD Settlements
- o 1 Lack of Jurisdiction/withdraw/admin
- o 32 No reasonable
- o 6 Reasonable cause
- o 2 Conciliated Reasonable cause (\$)

##### **16 Pending (Open being investigated)**

#### **ATTENDED EVENTS/OUTREACH:**

May 6 & 21, 2020: Director Quintana conducted Commissioner training with Commissioner Ervin.

May 22, 2020: Director Quintana attended Leadership Fort Wayne project chairs meeting.

May 26, 2020: Director Quintana attended Fort Wayne Work to Include- Fort Wayne meeting.

May 27, 2020: Director Quintana conducted Workplace Civility training for Aptera.

May 28, 2020: Director Quintana attended the Community Development Block Grant scoring committee meeting.

Commissioner Keesling asked if Leadership Fort Wayne will go back to meeting in person or will it continue remotely?

Director Quintana stated they were thinking about doing the June meeting in person, on June 16<sup>th</sup>, but they decided not to. That would be the last meeting and there is hope that graduation in October will take place in person. For the last meeting, everyone will be doing their last project presentation over Zoom. Graduation isn't usually in October, but it was pushed back to attempt to have it in person.

#### **PERSONNEL ISSUES:**

- New Administrative Assistant III will start June 15, 2020
- Temporary employee is covering the front desk

## **BUDGET/CALENDAR OF EVENTS:**

- Admin Hernandez reviewed the rolling budgets and calendar for June and July.
- Commissioner Tinnel stated he has heard some city department's projects will be affected because of the pandemic and asked if Commissioner Keesling or Director Quintana have an idea of what that would look like for the next budget cycle?
- Director Quintana mentioned she spoke to Controller Gary Morr and asked how budgets will change and hasn't received a specific answer. They were looking to see if they could keep us even without going up or down but it's not a guarantee.
- Commissioner Keesling stated she doesn't have a lot of information about this but the goal is to try to keep the departments flat and take a cut on projects, such as Riverfront Phase 2 and some of the neighborhood projects such as streets and sidewalk projects. They will be working more on the ones that are in place and maybe not bringing a lot more of them forward. She believes the goal is to take cuts in those projects and leave the budget and staffing flat.

## **LEGAL UPDATE/MATTERS:**

- **Mediations:** There were no settlements for the month of May.

## **NEW BUSINESS:**

- COVID-19 CARES Act Funds Grant - We have submitted the proposal to HUD and have received our award letter as of May 26<sup>th</sup> and are getting a good majority of what we requested. We requested a little over \$24,000 and we're getting \$17,810.22. These funds will cover the acquisition of technology assets which include 11 new laptops, 11 new docking stations, 11 Dell active pens for the laptops, 2 webcams, 9 printers, and 2 Zoom licenses. For our region we are the first FHAP agency to receive funding.
- Remote work technology – We did not get everything we requested covered by the grant, so we'd like to present the additional items to the Commission. Some of the additional items requested included 5 monitors for \$436.45, 3 HP printers for \$532.23, 11 surge protectors for \$98.89, 11 mouse and keyboard combo for \$550.44, 11 mousepads for \$165 and 8 cellphones with plans for \$37.99 a month for 6 months on a trial basis and no cost for the cellphones on the City plan for a total of \$1823.52. We can revisit the cellphone plans in 6 months and make a decision based on the benefits and use of them and determine if it's something we'd want to continue.

Commissioner Keesling suggested that with tax, the total for the cellphones would add up to about \$2,100.

Director Quintana requested approval for a round number of \$3,900 for the purchase of all the items including the cellphone plans for 6 months.

Commissioner Ervin asked what the items will be used for if a year down the line everyone is back in the office working.

Director Quintana stated that the cellphones and laptops specifically are things that investigators have always wanted to have to make their jobs easier but now that we're working remotely it is a lot more necessary. In general, it will be helpful for them to have their own work laptop because they are exempt employees so if they want to take their laptop home and finish work they're able to do that.

Commissioner Trevino asked if laptops will be replacing desktops at work or are they in addition to the equipment investigators already have.

Director Quintana stated the laptops are in addition to what they already have. At the moment they're using personal laptops and they're having issues connecting to VPN because they're very

outdated.

Commissioner Keesling asked where the difference is from the \$24,000 that were requested and only \$17,810 was approved.

Director Quintana stated that we requested a full year of cell phone plans instead to not have to submit multiple requests.

Commissioner Trevino stated he believes some of these things are necessary and others not as much, such as additional keyboards and mouse, and requested everyone's opinion. Monitors, printers, cellphones, and surge protectors are very important.

Director Quintana stated that investigators type very long documents and it's a lot easier on them to type on a regular sized keyboard. This was a highly requested item on our investigator's list.

Commissioner Tinnel stated he prefers having an external keyboard from his laptop and suggests that in the future the mouse and keyboard combos could serve as back up in the physical Metro office.

Commissioner Arrington stated that she also prefers a full-size keyboard as she also types cases and feels that the cost is not very high and isn't sure when was the last time the Commission purchased any technology.

Director Quintana stated the last time we ordered technology was earlier this year when it was approved by the Commission and that was 2 Wi-Fi extenders, 2 desktops and an additional laptop. That has been the technology that we purchased recently and believes technology hasn't been purchased in 5 or 6 years.

Commissioner Arrington asked if \$3,900 was enough to cover everything requested.

Director Quintana stated \$3,900 would be enough to cover everything that was requested but if Commissioners feel more comfortable with \$4,000 to allow more wiggle room for possible unforeseen costs, that would be fine.

Commissioner Keesling asked if we will be purchasing cases for laptops.

Director Quintana stated we'll add laptop cases to the list.

Commissioner Keesling also added that we should probably have a sign out sheet for everyone that will be receiving these items. Commissioner Keesling also asked what budget this money would come out of.

Director Quintana stated this will come out of our 5219 line that we use for office supplies. We regularly get close to maxing that specific line out so in approving the motion, the Commission should be aware that those lines will go over.

Commissioner Trevino stated that he approves the motion with the caveat that if we get close to the \$4,000 max, we give preference to the necessary items like monitors, cellphones, printers and anything necessary to protect the equipment.

\$4,000 total

Motion to approve – Commissioner Tinnel 2<sup>nd</sup> – Commissioner Arrington

Approved

- Upcoming Determination Hearing – Commissioner Arrington would be available next Tuesday, June 9<sup>th</sup>, at 9:30am
- Protests – Director Quintana addressed the protests that took place the past weekend in our city.

- July Commission Meeting – Will be pushed back a week to July 13<sup>th</sup>. Commissioner Keesling will be working on finding out if we are able to do in person meeting or via phone conference like we have been. Director Quintana mentioned that if we are able to do an in person meeting we may be able to get another room at Citizen’s Square or at the Assessor’s office to accommodate everyone while social distancing.

- Current Case Age: 253.68

**OLD BUSINESS:**

**CONCERNS FROM THE PUBLIC:**

**MEETING ADJOURNED at 4:56 pm**