



METROPOLITAN HUMAN RELATIONS COMMISSION

June 6, 2022
12:00 PM
METRO CONFERENCE ROOM
2310 PARNELL AVENUE
FORT WAYNE, IN 46805
Teleconference: 260-427-8590 PIN: 731260

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 (Video Conference/Telephone/Electronic)
Wardlaw (Video Conference/Telephone/Electronic)
Burrus (in-person)
Dr. Lombard (Video Conference/Telephone/Electronic)
Keesling (in-person)

Other Persons Present: Nikki Quintana, Executive Director
Jenny Gosheff, Staff Attorney
Abigail Reyes, Administrative Assistant IV



- May 2nd meeting minutes were approved.

OFFICE REPORT

EEOC

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

- **Intakes (by 9/30/22): 100 (contract number) 40 (current status)**
- **Contract number of case closures by 9/30/22: 230**
 - 96 No Probable Cause Cases
 - 14 Settlements (\$149,438.47)
 - 3 Withdrawals
 - 2 Lack of Jurisdiction
 - 0 Right to Sue or Full Credit Transfer to the EEOC

Director Quintana draws the attention of after working with our State and local coordinator, the “Contract number of case closures” was modified from 265 to 230. In the number of intakes, we increased from 90 intake credit to 100. Highlighting the decrease of “Contract number of case closures”, we generally increase our modification, but because of the staffing changes in this contract year and with their being a quarter of where we only had four investigators that were doing the investigation, we went back to 230. Although this number was decreased, we are closing more housing cases.

HUD

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

45 Cases closed for contract

- 6 HUD Settlement
- 2 Lack of Jurisdiction/withdraw/admin
- 37 No reasonable cause
- 0 Withdraw after Resolution
- 2 Reasonable cause

30 Pending (Open being investigated)

Director Quintana highlights the increase of cases closed. Last year Metro closed 62 cases. You will see our current status number for housing change. We are currently at 45, but our goal is 62 cases. Giving an additional 10 cases.

For funding purposes, we are losing 35 cases in the employment funding that we have had in the last couple years. Last year we were paid \$800 per case, this year EEOC increased it and will pay Metro \$830 per case; this will make up a bit of the difference. Although we are losing the \$800 for those 35 cases, the 10 additional cases with housing we are making that ground. We have averaged each housing case \$3,000. At the end of the year, financially we will be receiving the same amount of funding. It will be that less employment case but more housing cases.

Commissioner Ervin asks if they can modify upward or downward in the middle of the year.

Director Quintana responds how they will give us an estimate based on the previous contract year. In October this was number reported. In June, $\frac{3}{4}$ of the contract, they ask where are we in the contract and what we can do. It will always be best to give an honest answer and being realistic, which is what we did.

ATTENDED EVENTS/OUTREACH:

May 10, 2022: Director Quintana attended the Cybersecurity Tabletop Exercise.

May 12, 2022: Senior Investigator Sorg and Director Quintana conducted fair housing training for the Fort Wayne Apartment Association.

May 14, 2022: Metro staff represented the Commission at a vendor table at the DisAbilities Expo.

May 14, 2022: Director Quintana attended the Work to Include monthly meeting.

May 17, 2022: Senior Investigator Sorg, Staff Attorney Gosheff, and Director Quintana conducted fair housing training for Northeastern Realty Group.

May 26, 2022: Director Quintana attended the Community Development Block Grant Scoring Committee meeting.

May 26, 2022: Senior Investigator Sorg and Director Quintana conducted fair housing training at St. Joseph's Women's Shelter.

May 31, 2022: Staff Attorney Gosheff and Director Quintana conducted disability discrimination training per a settlement agreement.

PERSONNEL ISSUES:

Sierah Barnhart started as an investigator on April 18th and is fully trained and conducting investigations in both employment and housing.

We have an investigator position open that will be posted after contract.

BUDGET/CALENDAR OF EVENTS:

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

Commissioner Keesling comments in regards to the EEOC budget, the series is what matters, and not the individual lines.

LEGAL UPDATE/MATTERS:

Mediations: The Commission conducted two mediations this month. Both mediations failed

NEW BUSINESS:

- **Fiesta Fort Wayne** – August 13, 2022
An annual event, where there are vender's booth for different organizations to provide resources and information. Last year Metro attended as a vender booth, for \$250. Director Quintana asks the Commission for approval of \$250 to participate this year. Commission Chair Arrington makes motion to approve. Commissioner Keesling seconds. The commissioners approve unanimously
- **Welcoming Week Diversity Awards** – September 9th-18th, 2022.
- For the last few years, Metro has participated in the awards. Metro has done diverse training at the YMCA. Amani is the bigger group who helps put it together. However, the YMCA along with other organizations are part of it in planning different things as part of the organization. With "Welcoming Week" we also assisted in "Diversity Awards". This year Amani is requesting sponsorship for the event and the diversity awards and support that week. Amani is an organization we have partnered with Metro on the Move, if there is an issue their case manager comes with the person to do an intake. In the past we have not sponsored their events financially. Director Quintana informs the commissioners she is on the board, but that will not change the ideal of supporting the organization because they have partnered with us. I would like to propose as advocate sponsor, with it we will be posted on the website, social media in all of their signage, part of the press release supporting this, an ad in their award program booklet, and two seats reserved for the diversity awards. Director Quintana gives a brief ground of

Armani services and their mission of creating an inclusive environment, which lines with what we do.

Commissioner Arrington asks the cost of an advocate sponsor.

Director Quintana responds it is \$1000.00 and will include everything that was shared.

Commissioner Dr. Lombard comments it is an organization he has worked with in the past. It is a great a match for this commission with the work they do. He shares they do bring something unique that other agencies cannot do.

Commissioner Keesling makes motion to approve. Commissioner Burrus seconds the motion. Commissioner vote unanimously.

- **Office Tech**

- **Scanners**

Metro received a grant to upgrade our office tech, it began with the technology in the conference rooms and the laptops. Director Quintana asks the commission for an approval \$6185.40 of to upgrade our scanners for a more efficient work flow. Our investigators and our two admins each have an a scanner from 8 years ago that work extremely slow and will only scan one page at a time. Our investigators scan between 100-1,000 pages per week, because of the issue of the scanners this does take quiet some time. After working with our chief information officer Jim Hailey and Jeane Brown, the city does not have tech fund for our department. Expressing our issue and concerns with them, they gave a quote of \$618.54 per scanner.

Commission Chair Arrington asks which budget this will come out of.

Director Quintana informs this will be split between the EEOC and HUD budget and from our rollover.

Commissioner Dr. Burrus makes motion to approve. Commission Vice Chair Ervin seconds the motion. Commissioner vote unanimously.

- **Office Furniture**

- **Front Area**

A few years ago, our plan was to begin to make office updates. Most of our furniture except our conference rooms, are 15 or more years old, some of it is falling apart, such as Director Quintanas desk. The goal was to start tackling the plan but then COVID happened, and now we need to re tackle this project. I know it a whole office replacement will not happen in a short amount of time. But in my mind and goal is for this to a 12-18-month project. The first part of the project was to have the conference rooms done, which was completed. The next part is now the front office area. Reconizing all staff uses that area, it will benefit everyone on the team. Replacing the cabinets and shelves, which appear as if they will fall apart. We had Greg from Baker Street, he is the one who helped with the furnitutre in our conference rooms. They are the only ones who give a reasonable price that comes with a lifetime warrenty. If somethine were to break,

he will send someone to repair or replace it. They set it up and deliver it. Working with Admin Abigail and Zuar.

- **Survey Update**
- **Marketing**
 - **Website**
 - **Survey – meeting with OLG June 10th and tentative roll out early September**

Current Case Age: 176.64

OLD BUSINESS:

- None

CONCERNS FROM THE PUBLIC:

MEETING ADJOURNED at 12:27 pm