



# METROPOLITAN HUMAN RELATIONS COMMISSION

**March 4, 2019**  
**4:30 PM**  
**METRO CONFERENCE ROOM**  
**2310 PARNELL AVENUE**  
**FORT WAYNE, IN 46805**

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

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

## **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, Trevino, Maples, Wardlaw and Arrington Present

**Other Persons Present:** Nikki Quintana, Executive Director  
Michael Middleton, Staff Attorney  
Samantha Chenery, Administrative Assistant IV

February 4th<sup>th</sup> meeting minutes were read and approved.

## OFFICE REPORT

### EEOC

#### EMPLOYMENT CASE PROCESSING (10/1/18 – 9/30/19):

- **Intakes (by 9/30/19): 110 (contract number) 45(current status)**
- **Case Closures: 96 plus 0 PC (contract 230)**
  - o 83 No Probable Cause
  - o 6 Settlements
  - o 4 Withdrawals
  - o 3 Lack of Jurisdiction
  - o 0 Right to Sue or Full Credit Transfer to the EEOC

### HUD

#### HOUSING CASE PROCESSING (7/1/18 - 6/30/19):

##### **29 Cases closed for contract**

- o 3 HUD Settlements
- o 5 Lack of Jurisdiction/withdraw/admin
- o 20 No reasonable
- o 1 Reasonable cause
- o 0 Conciliated Reasonable cause (\$)

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

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

February 4, 2019: Investigators Guayamo and King, Staff Attorney Middleton and Director Quintana attended NIHRA monthly meeting.

February 7, 2019: Director Quintana attended the Mayor's Commission meeting.

February 7, 2019: Investigator Woods and Director Quintana conducted Diversity & Harassment training for FWFD recruits.

February 8, 2019: Director Quintana spoke on a panel regarding the Metro Process at The League.

February 19, 2019: Director Quintana attended the DAR meeting.

February 21, 2019: Investigators Guayamo and King, and Director Quintana attended the Multicultural Council meeting.

February 26, 2019: Director Quintana attended Diversity meeting at Parkview Regional.

February 28, 2019: Investigators Sorg and Woods, and Director Quintana attended Diversity and Inclusion training in Muncie, Indiana.

**PERSONNEL ISSUES:**

- Two new investigators are doing training and shadowing now

**BUDGET/CALENDAR OF EVENTS:**

- Admin Chenery took questions and comments on budget, calendar of events was reviewed

**LEGAL UPDATE/MATTERS:**

- Four mediations were conducted and four were successful.

**NEW BUSINESS:**

- **Annual Report 2018**-Cost is \$366 to print 200. Motion to pass made by Wardlaw, 2<sup>nd</sup> by Arrington, motion approved
- **I Speak Cards**-Show to Commission and explained to the board. These cards are provided free of charge by Language Services Network. We now have them up front and if someone comes in speaking a different language, you can show them the cards and they can point to which language they speak so that an interpreter can be provided.
- **New Dual Monitors for Staff** – Given to most of the staff who requested them, provided by City IT department.
- **Ergonomics Assessment** – Risk management met with staff to assess their working environment and determine if their work stations were ergonomically effective. Recommendations were made as to chairs and other items that should be purchased to make working conditions more ergonomic. Nikki will reach out to determine if Metro has to pay for it (as originally indicated) or if the City pays for it.
- **RANI Fair Housing Fair: May 18, 2019**
  - Booth-\$300 – Motion to approve made by Maples, 2<sup>nd</sup> by Trevino, motion passed.
- **Rotary Fees- \$153** – Rotary membership for six months for Director Quintana, motion to approve by Maples, 2<sup>nd</sup> by Wardlaw, motion passed.
- **Creation of Social Media Posts/Digital Billboards/Video** – Cost for this is \$1785, which funds were previously approved in the outreach plan; however are being disbursed differently as plan has changed slightly. No additional funds are being requested, just a request to be used differently. OHNS is still paying for the housing creative side of things. Motion to pass made by Trevino, 2<sup>nd</sup> by Arrington, motion passed.
- **Photoshop Program** – Admin Chenery requested to purchase Adobe Photoshop Elements through the City IT cost program for \$91.29 for use when creating media for outreach, etc. We have no photo editing software and this is commonly used throughout the city. Motion to approve by Wardlaw, 2<sup>nd</sup> by Trevino, motion passed.
- **Annual Fair Housing Event, April 18, 2019**
  - Reminder to Sign-Up
- **Current case age: 207.98**

**OLD BUSINESS:**

None

**CONCERNS FROM THE PUBLIC:**

None

**MEETING ADJOURNED at 5:10 pm**