



# METROPOLITAN HUMAN RELATIONS COMMISSION

**March 7, 2022**  
**12:00 PM**  
**METRO CONFERENCE ROOM**  
**2310 PARNELL AVENUE**  
**FORT WAYNE, IN 46805**  
**Teleconference: 260-427-8590 PIN: 034608**

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

**Other Persons Present:** Nikki Quintana, Executive Director  
Jenny Gosheff, Staff Attorney  
Abigail Reyes, Administrative Assistant IV  
Andrew Downs (Telephone/Electronic)

- February 7<sup>th</sup> meeting minutes were approved.

## OFFICE REPORT

### EEOC

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

- **Intakes (by 9/30/22): 90 (contract number) 20 (current status)**
- **Contract number of case closures by 9/30/22: 265**
  - 49 No Probable Cause Cases
  - 9 Settlements (\$102,438.47)
  - 2 Withdrawals
  - 0 Lack of Jurisdiction
  - 0 Right to Sue or Full Credit Transfer to the EEOC

### HUD

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

##### **25 Cases closed for contract**

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

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

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

February 11, 2022: Senior Investigator Woods attended the Work to Include meeting.

February 15, 2022: Senior Investigator Woods conducted fair housing training at Grace Episcopal Church.

February 15, 2022: Senior Investigator Sorg and Director Quintana conducted anti-harassment training at Lifeline StemCell.

February 17, 2022: Staff Attorney Gosheff and Director Quintana conducted anti-discrimination training per a settlement agreement.

February 22, 2022: Staff Attorney Gosheff and Director Quintana conducted diversity and inclusion training at Wellspring Interfaith Social Services.

February 24, 2022: Senior Investigator Sorg conducted fair housing training per a settlement agreement.

February 25, 2022: Metro staff attended the annual staff training.

February 2022: Metro staff attended HEMS update training provided by HUD.

#### **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 had no mediations this month.

## **NEW BUSINESS:**

- **DisAbilities Expo**

The DisAbilities Expo will be on May 14<sup>th</sup>, 2022 from 10 a.m. – 3 p.m. Director Quintana asks for the approval of \$500 to attend the event and cover the booth and program advertisement. This is similar to what Metro has done in the past.

Commissioner Burrus made motion to approve. Commissioner Keesling second. The Commissioners voted unanimously to approve \$500 for the Disabilities Expo event.

- **2022 Fair Housing Summit**

Registration is open for the Fair Housing Summit. Commissioners were provided with Save-the-Date postcards.

- **Metro Survey- Update**

The final survey was presented to Commissioners. The previous cost estimate to conduct the survey was \$35,000. The new estimate range is from \$36,000 - \$45,000. The new estimate is based on the length and breadth of the final survey. Director Quintana seeks Commission approval for additional \$10,000 the survey cost not to exceed \$45,000.

Commissioner Wardlaw asks if Andrew Downs and Rachel Blakeman of Purdue Fort Wayne, can explain if the cost is much more because the length of the survey and the number of surveys. Downs responds yes. He explains we went with the higher sample number because we are trying to over sample in some targeted zip codes.

Blakeman explains we are asking questions about disability statuses, gender identity, and sexual orientation. In order to capture the breadth of the community we need to talk to more people. If we were only focused on gender and race, completing 400 surveys would be a good starting point, but in order to capture those smaller protected classes we wanted to make sure we were talking to enough people to hear from them. Blakeman then confirms Downs' comment about over sampling in the 468-02,03,06,16 zip codes to ensure we are reflecting the full diversity of the city of Fort Wayne from the ages 18-64.

Downs explains when the questionnaire was being put together, they found additional questions that were the exact sort of thing they were looking for which led to a much longer survey than anticipated. The information that will come out of this will be astounding.

Commissioner Lombard brings up a couple of concerns, that we are using questions that haven't been validated, so he is not quite sure what utility they will have at all, if anything, except being misleading because we don't know what they're validated against. Commissioner Lombard also has some practical questions as to who owns this data. Where does it go and what is it being used for?

Downs' response is to first clarify his statement. To answer Commissioner Lombard's first question, these questions have been used before by a group out of Harvard who tested them in the field and has used them in other settings. The data is owned by you all. It's yours to do with as you see fit. You'll be able to continue to crunch numbers with it as time moves on. Obviously, work with different groups to target educational efforts, etc.

Blakeman also states some of the questions that were used before were written in cooperation with the Metro staff, but they feel good about where the survey is at and we've worked with SurveyUSA to review the questions to make sure that they are reliable.

Commissioner Lombard states he worked with the Surgeon General's Office and was part of the behavioral health studies that were done nationally. He explained they wouldn't field the survey if the whole survey hadn't been validated as an entity. We would validate the survey in a small sample prior to doing any kind of implementation. There are also some methodological concerns. Commissioner Lombard states he is just reviewing this now for that and hadn't seen this before. He would expect to spend some more time looking through questions, understanding where we got the questions from and then who's crunching the numbers and how they're crunching numbers. But again, we wouldn't approve collecting the data unless we know exactly how to analyze it and what statistics we are going to use, based on what assumptions, prior to collecting the first survey.

Downs responds that SurveyUSA does produce a very user-friendly survey to which the average person can read and understand relatively quickly. Additional analysis will be done by Rachel and Downs looking to find answers to some specific questions, but also to look for the interesting findings that are seen in the results.

Commissioner Lombard states that as a statistician, mining data isn't what we... You go in with pre-assumptions, you go with questions that you're going to ask, you know, exactly what you're going to look into the data for. If you just arbitrarily start going into mine the data and look to see what you find, the reliability of any results goes down to minimally nothing. He states so that he has something to start with not knowing about this ahead of time because he would be concerned as to what findings people are going to claim they are going to have after open mining the data. This is a large project with lots of questions, large dollar amounts, a large chunk of population, large assumptions that may be made, and politicians who may use this data for whatever their agendas are later. We have the board publish something somebody will agree with or disagree with. We want to make sure that it starts on very sound methodological, statistical and procedural grounds. He states he wouldn't be able to approve anything. He must spend some more time finding out about the actual overall plan of how this is going to be done before he feels informed enough to vote for supporting any funding to this.

Commissioner Chair Arrington clarifies the Commissioners have already approved the project in a budget. Stating that the vote is to increase the budget by ten thousand dollars.

Commission Vice Chair Ervin asked what potential challenges will be present due to the length of the survey. If this is done online, this could possibly take 30 minutes. Would this be done in one sitting or could the participants come back? What potential impact could this have on people completing the survey? How are we putting the survey out there? Are there other ways this will be sent out?

Downs answers that the survey is already planned to be done one part online and one part through phone calls. Fortunately, as survey researchers have begun to accept and understand that online is a reality, methodologies have improved dramatically. SurveyUSA has used this version of combining methodologies before and had great success with it. They've tested it out themselves. We're looking at the reliability, validity, etc. of the methodology. The way it will work is that approximately 275 individuals will complete this online. That's about the largest online survey that they believe can be done in Fort Wayne without compromising the quality of the data. Then the rest of the interviews will be done via telephone because they have done this

so many times, they actually have a good feeling for length and how much time someone will stay on the phone, which is really getting to the core question. They believe that this is still a survey length that people will complete online and that they will complete on the telephone. It was cut down from some earlier versions because SurveyUSA said there's no way that we could get people to stay online to complete the survey. In a short answer, we're relying on the expertise of SurveyUSA in terms of being able to get people to completion. They believe that the length is at a point where that will happen, both online and by telephone.

Commission Chair Arrington asks what would happen if someone finishes half of the survey? What happens to that data and then they, for whatever reason, hang up the phone or they get off the computer and say, this is too much? Can the portion they fill out still be used or do you have to have a full survey completed?

Downs answers for this survey it must be completed. There are instances when an organization will say, well, if you get to half or three quarters, etc., we'll consider that close enough for the purposes of this survey. That will not be the case because we don't collect the demographic information until the end. And that information would be information that can't really be used in terms of answering any of the questions that we discussed because we wouldn't know whether this was a male or a female person who's 50 or a person who is 24.

Commission Vice Chair Ervin asks about questions from 106-118. Knowing we are testing knowledge; do you feel those questions go to the section about the knowledge of Metro? And are those questions that Metro staff contributed to?

Director Quintana clarifies the testing illegal acts section was created by Rachel and Metro for the purpose of determining public knowledge of what is legal or illegal.

Commission Vice Chair Ervin asks to be informed a bit more about that section, why do we want to know people's knowledge base in that regard as it compares to their knowledge about Metro?

Blakeman explains there are questions that ask about people's individual experiences with unfair acts. Then there are questions about what they see that may be perceived as discrimination. Then what we wanted to test was understanding people's knowledge about discriminatory acts. We are testing to see are there discriminatory acts that are not being reported to Metro so, it can be part of the outreach and the education that Metro does. For example, we know that there are certain discriminatory acts that are being reported in other agencies that are not being seen in Fort Wayne. We don't know if that's because it's not happening here or because people don't perceive it as an actionable, discriminatory activity. This is helping us to understand what perceptions are.

Commissioner Wardlaw shares his concern about the length and how can we get people to stay online? If the survey will take the suggested amount of time of 20 minutes? He further asks Blakeman and Downs if they believe we can complete the needed number of surveys to get the data we need?

Downs states they do. Which is part of the reason that there is now a range in front of the Commission instead of a solid number.

Blakeman shares how they have tested the survey, to test the length of it, when done by phone, Typically, there is a time saving point that is completed online.

Director Quintana adds how she believes Ken (SurveyUSA) might have mentioned that he believed it might be around the 10-minute range online.

Commissioner Keesling shares how she is concerned about the survey length and whether or not she would spend the time to do it.

Downs shares how he believes it was Nikki who mentioned that SurveyUSA had suggested it could be as few as 10 minutes. Some of these questions will appear in tabular form for those who are doing it online. They can click the responses faster than a live caller could read the question to individuals. That is part of the reason for the time shortage.

Commission Chair Arrington asks if SurveyUSA is confident about the length of the survey and being able to get it done and would they be able to offer any insight as far as when would be the best times to do the survey? With certain zip codes, there is a high volume of single mom households, working with children living below the poverty line. These individuals may have more challenges, just getting through a normal day, let alone, taking a survey.

Downs addresses the question by stating yes. This is one of the things we rely on when hiring a firm like SurveyUSA. Looking at their ratings in terms of accuracy of the polls they do and the data they collect, they score incredibly well. It is in part because they can think about what the best times are to try and collect the data, what are the best ways to collect the data. They're very good at what they do. That's exactly the sort of thing we're trusting them to know instead of us needing to know or take a guess at it.

Blakeman also shares how that's something the company has experience with in the Fort Wayne, Allen County market. Purdue Fort Wayne has used SurveyUSA for a project with the United Way and with the Community Foundation.

Commission Vice Chair Ervin makes the comment of how people probably aren't going to have laptops or phones or even iPads. She asks if SurveyUSA is going to set up so that people can do it from their phone or online. Will the general structure be well enough that people can touch it and click through it on their phones?

Downs states it will be and in the past, they have sent him examples of the formatting. He states he could run it on his phone, he could run it on his laptop, he could run it on a desktop, and he could run it on a tablet. He states that they understand that's how they get good responses. It does work and it's smooth. It recognizes what kind of device you are on and takes care of that issue for us.

Commissioner Wardlaw asks when the survey is completed will there be an executive summary that would be in layman's terms and more narrative?

Blakeman states that part of the contract with Purdue Fort Wayne is for them to write a report that will have an executive summary that highlights the key findings.

Commissioner Wardlaw stated he wanted to make sure that was part of it because he knows we're looking at the next phase.

Commissioner Burrus states that it's almost two surveys talking about employment and housing. The survey covers employment issues that affect someone and then their knowledge. Can the demographic information go before going into the knowledge section? We're going to have to address knowledge of Metro all the time, regardless of survey or we are? There are officials who may not be able to answer these questions, which leads to the conflict in his own mind. So if we could collect demographic data before the knowledge section because if they just fail to do the knowledge section then we would already have the demographic information we would need.

Downs states question 106 and on where people were asked, do you think the following is legal or not legal, Commissioner Burrus is suggesting that if somebody completes the survey up to that point and that's it, if we could we just get demographic data from them first? If the testing illegal stuff did not hit the full sample of 800 would that be acceptable? Downs asks if he understood correctly.

Commissioner Burrus states, to me, yes. I'm saying that because I'm thinking about the knowledge base of people.

Commissioner Keesling asks if Commissioner Burrus means by renumbering them and maybe doing the demographic at a different place.

Commissioner Burrus responds with a yes.

Commissioner Keesling asks that if they get through that point to the knowledge base, would that be accepted.

Commissioner Burrus replies with a yes.

Commissioner Wardlaw asks Rachel if there is value in those additional questions regarding knowledge. He states it would be valuable in the sense of marketing and education for the future. As far as helping the community better understand what is and isn't legal and so forth, he's not sure he would rely totally on that.

Director Quintana confirms with Downs and Blakeman that range that we're using is based on us having the full survey filled out, correct?

Downs replies that is correct.

Director Quintana states these questions would be beneficial for the agency to know this information from an outreach and education standpoint.

Commissioner Burrus states the challenge of that, is that is almost like having two different surveys.

Commission Chair Arrington states she understands Commissioner Burrus; however, that if we are confident that we can get 800 full surveys, we're going to get more for our money, if we get the full surveys so that Metro can use that data. The research that we are doing has never been done before. The Commission is doing something that has never been done before. There are going to be some hiccups, but the survey gives Metro something to grow on, something to develop. She states she is excited that we're even here talking about it and we have the potential to get some numbers and some understanding behind the work that Metro is trying to do. It is so hard to do that.

Commissioner Keesling states will there be certain populations that we want to respond who get through the survey and up to the knowledge questions who are not able to answer the knowledge questions, get intimidated, and stop at that point. Is that valuable to know? Going back to what a several Commissioners have said is that information valid? Is that valuable to know who those individuals are?

Commission Chair Arrington states we would have the demographics because it is towards the end right?

Commissioner Lombard says I think these are valuable questions and not knowing the original proposal and the research methods that were detailed, these questions are the sort of things that would be incorporated within that. Commission Lombard ask about the response rate and how many people will SurveyUSA have to reach out to, to get the 800?

Downs answers that he could get this information to Commissioner Lombard.

Commissioner Lombard states the response rate also goes to the cost of the survey. We would normally take something like 800. We're going to pretend it was 40. How many calls does it take and how many reached in what population? Because we would do a stratified random sample for our population to make sure we're getting a random sampling of our population and not focusing on just one zip code or area code and then see what we get when we get to 40 to extrapolate what this is actually going to cost. In his prior experience, there were surveys they walked away from because the response rate was too low that the cost would be too high. Without knowing what is expected. If the response rate is six percent. Response rate of somebody completing this, which would be high, requires about 13,333 three people be reached out to. So that's going to go to the cost for doing this. He states again, not having that part of this when it started, he is a little bit behind and is a little concerned about that. He states based on the documents that were sent to him he sees another \$25000 of expense for the survey. This seems like a big dollar amount.

Commission Chair Arrington explains that has not been discussed yet.

Commissioner Lombard states before even considering or approving that next item, we have to determine if the survey can be accomplished. He states to be cautious before committing money to another company.

Commissioner Maples asks where do we address what the plan is for an English-speaking reading?

Downs responds in saying we had discussed a couple of languages. This will be available in Spanish and in English.

Blakeman says we asked about Burmese, but it is not available.

Commissioner Maples asks if we do have a written source for them to call, but to translate.

Downs responds in saying we did not for purposes of this survey, that would have been an additional cost, unfortunately. We were already looking at something that, as you all have noted, is not inexpensive.

Commission Chair Arrington asks if there are any other questions and proposed to take a vote on the additional funding needed for the survey.

Commissioner Burrus asks where the funding will come from?

Director Quintana states it would come out of our EOCC and HUD budget.

Commissioner Keesling asks if we can talk about the proposal before we vote on both.

- **Marketing Proposal for Metro Survey**

The marketing proposal is needed to assist Metro in the roll-out of the findings of the survey being conducted to the general public.

Director Quintana states it is very important that the general public is not only aware of the data we find, but that they are also able to digest and understand it. This marketing proposal goes hand in hand with the survey we are doing.

Bridget Malinowski of One Lucky Guitar (“OLG”) discusses the marketing pieces that were proposed based on discussion with Metro staff. This would include an executive printed report, PowerPoint presentation, social media posts, a web landing page, separate marketing items to be available at the annual Fair Housing Summit and more.



Director Quintana states the social media posts that OLG creates can be put into social media spots we have already planned for. Metro also received a \$6,000 HUD grant to update our website and so the web landing page for the study will be built in there. We are also working with OLG on the website update.

Commissioner Keesling states the Commission already approved funding for the survey.

Director Quintana clarifies this marketing proposal is a separate request from that of the actual survey costs.

Commissioner Keesling clarified that the request for funding is now going from \$35,000, which is what was approved for the survey initially, to \$45,000. And if the Commission approved both the survey and this marketing proposal the costs would now be \$70,000.

Commissioner Maples asked if we had the funding in our budget.

Director Quintana states we have funding in our EOCC and HUD funds to be used towards the survey, outreach, education and marketing.

Commissioner Maples asks if it is the rollover?

Director Quintana states that it is rollover and that rollover is extra federal funding that we must use.

Commissioner Keesling asks Director Quintana if she sees future cost in expanding out of the survey information or possibly doing an update on the survey sometime down the road?

Director Quintana states she could see possibly doing another survey in three to five years focusing on certain topics within this survey. She states this not something that is done every year and it would probably not be as large as what we've done this first time. Future surveys would be narrower.

Commissioner Wardlaw states the survey would be a baseline, and then subsequently the Commission would follow up. The Commission would determine if we made a difference as that is the whole point. To reach people, to determine if there is a better understanding of what Metro is and what they do. That is why we would have a follow-up. Maybe in two years, if the Commission were to do a follow up survey, that is something we could consider.

Malinowski states she believes the communications presented do have a valuable shelf life to live beyond. The Commission could use these communication tools for at least the next year, probably the next two years as they are meeting with people in the community. The survey is identifying areas where there may be a lack of knowledge so down the road that could become an alternate marketing campaign to educate the community based on the finding from the initial survey.

Commissioner Lombard states that from a practical standpoint, we don't know when the survey will be complete, and we don't know what the survey will show. He believes this is a good proposal. That there is good quality in there, but that he would move to table this until we know if the survey gets completed before. It just seems that this is kind of a cart before the horse. It just seems like it's a little early to approve this.

Director Quintana states that with the timelines created that we were wanting to do a teaser in April at the Fair Housing Summit.

Commissioner Wardlaw states he believes it is okay to release a teaser. He knows the survey is certainly not going to be complete by then and wonders how important the teaser would be to the fair housing event. The survey is going to have its own life and its own value. With his

background knowledge, looking at the numbers he thinks they're reasonable and thinks it's a reasonable proposal, but suggests having the survey complete or close enough. Commissioner Wardlaw asks Malinowski if that wouldn't hold her up very much if the Commission waited? Malinowski responds that they would need the executive report that summarizes the key findings from the survey. They would need that before consulting and designing out the executive report. The one piece that they could start on early was some of the housing presentation.

Commissioner Wardlaw states he thinks the survey timeline may be false. He doesn't see the value in doing the April portion for this. He believes it can be referenced. Commissioner Wardlaw states the survey could be referenced at this event by stating that a survey is in the works, but doesn't know that it would need to be any more.

Commission Chair Arrington asks how would payment work and if Metro would be billed prior to marketing being completed.

Malinowski states that as of right now, the proposal is put together. It does include economy of scale, so the materials listed aren't necessarily a la carte because a lot of our time is invested in that initial executive report and then everything else is priced out knowing we have some of that core information. Usually, what OLG will do is once a proposal is approved, then they would work with Metro to put together a billing schedule. For some of the larger pieces, for example, the executive report, they would probably bill half of it upfront and then the second half of it once it's completed and then the deliverables that follow would be built and sold as are completed.

Commissioner Wardlaw responds he does not think we need to move on the marketing proposal of the plan. That we need to make sure the survey is successfully completed or about to be completed.

Commissioner Burrus stated the Commission does not need to table the entire discussion based on the marketing items. However, the marketing portion should be tabled until we get the survey and start looking at what data is there.

Director Quintana stated that we're really hoping to do a teaser using OLG created materials and we should get results by early April. Director Quintana asked Rachel if this timeline is correct. Blakeman stated that is the intention.

Director Quintana then stated we would have survey results in and data to OLG by April 10th or 14th, giving OLG a couple of weeks to do this portion of the marketing proposal.

Commissioner Wardlaw stated that we would hopefully be getting a few hundred people there. However, sharing the results at this event, he doesn't think it's the correct audience. He thinks we may be selling ourselves short if we're just trying to do that for that event.

Commissioner Wardlaw believes we could do the fair housing teaser ourselves. Meaning we can share the work we are doing and that we are going to have some interesting results coming up. He doesn't know that would be the formality of a PowerPoint and doesn't think we need to do that elaborate presentation for that event.

Director Quintana stated it would be beneficial to share this information with a captive audience of 250-300 people.

Commissioner Burrus says we want to reach others, who are not necessarily already doing this work, who may not be attending this event.

Director Quintana stated a mix of both advocates and housing providers will attend this event. We would share the housing portion of the study, but not the full study since it is the Fair Housing Summit.

Commissioner Wardlaw stated we have the issue of the survey being completed by then and that he would be surprised if we could get it completed by then.

Commission Vice Chair Ervin asks if we should proceed with approval of the survey and then do the marketing approval next meeting or would that be too late?

Director Quintana says we can wait for the marketing plan to be approved in April and wait to see if the survey is completed by then.

Commissioner Wardlaw asked Downs and Blakeman if they are going to get in the field right away.

Blakeman states that is correct.

Commissioner Keesling proposes that we hold on to the promotion, the marketing portion until the next meeting. And to move forward on the survey.

Commission Chair Arrington agrees with Commissioner Keesling; however, that she was ready to vote yes because she doesn't think April 4<sup>th</sup> is going to change the outcome. She stated it was a good, solid proposal, the numbers were fair, and it doesn't make sense to do all the work with the survey and then not put money into marketing and getting that information out to the public. However, she is willing to wait until the April 4<sup>th</sup> meeting.

Commissioner Wardlaw states the survey should be done first.

Commission Chair Arrington agrees.

Malinowski stated the concern if we revisit this proposal April 4<sup>th</sup> and if the Commission would want to include the fair housing presentation, it will not give OLG much time to finalize everything by the time of the event. However, if OLG has room in their schedule and their capacity is open, then that's no problem at all. Malinowski reiterated that generally the marketing items are not a la cart, but that the Fair Housing Summit portion was one of those items that is kind of a la cart. The rest of the proposal would still stay valid.

Commission Vice Chair Ervin asked if the proposal was approved could OLG prioritize the Fair Housing Summit portion. If we move that part to top priority and later approve the rest. Giving options for the group as to structure.

Commissioner Wardlaw stated Malinowski will need to do most of that work upfront first to come up with the summary form.

Malinowski stated Commissioner Wardlaw is correct. They will probably cut ahead to naming the report and coming up with an overall theme for the report in time for the Fair Housing Summit. The process is somewhat overlapping.

Director Quintana states most things are not a la cart but asks if the Fair Housing piece and web landing page could be a la cart and possibly vote for just that portion.

Malinowski stated the branded PowerPoint template would be in there as well. It would be up to Metro if they want to include the web page as well.

Commissioner Wardlaw states he still feels strongly about Commission Vice Chair Ervin's idea of doing things in our April meeting regarding the marketing proposal decision.

Commission Chair Arrington asked Malinowski if her concern was if the marketing plan is not voted on until April, would this still provide OLG enough time to put that marketing piece together.

Malinowski stated this was her concern, but it would just depend on when the plan is approved. Commissioner Lombard requests the statement of work or the contract with the survey agency so he can really understand what our intent was and what SurveyUSA is doing. He stated since there is going to be a vote on changing the statement of work and he doesn't see an actual statement of work, he does not know how it would be modified i.e. Adding to the questions, what the cost and what the line items are, and the changes of the roll out of how many calls we are expecting to have to make and those kinds of things. So it's not going to change my vote today, obviously I am not going to get this today.. But I would like to see that before the committee as well, if that's possible.

Commissioner Wardlaw states we all did get a whole package from Blakeman and Downs that the Commission has reviewed.

Director Quintana informs Commissioner Lombard she will send him a copy of that statement of work.

Commissioner Wardlaw states the survey was approved based on that documentation.

Commissioner Keesling asks if the vote would be to increase approval of the survey costs from \$35,000 to \$45,000 maximum.

Commission Chair Arrington stated it is a maximum of \$45,000 and not to exceed. Commission Chair Arrington moves to approve for a maximum of \$45,000 and not to exceed for the survey project. Commissioner Keesling seconds the motion. Commissioners Arrington, Ervin, Keesling, Maples, Wardlaw and Burrus all vote in favor and Commissioner Lombard voted against.

Commission Chair Arrington moves to table the marketing plan review until the next board meeting, April 4<sup>th</sup>. The Commissioners voted unanimously in favor to table the marketing plan.

- **Website Update**

We received \$6,000 in grant funding from HUD to update the website. Metro is working with OLG in doing so.

**Final Order- Kipra Faulkner v. Metro Real Estate HU-0047-A18 / 05-18-1751-8**

Staff Attorney Gosheff gave a brief background and timeline of the case, and how Metro came to the proposed default order from the hearing officer. Staff Attorney Gosheff asked the Commissioners to affirm Hearing Officer Posey's recommended default order and final action by a vote. The recommended default order was sent out January 19<sup>th</sup>, neither party objected to the order; because there was no objection, under Indiana Code the Commission shall affirm through a final order. Commission Chair Arrington moves to affirm. Commission Vice Chair Ervin seconds. Commissioners Arrington, Ervin, Burrus, Maples, Wardlaw, and Dr. Lombard approved. Commissioner Keesling abstained.

**Current Case Age: 126.9**

**OLD BUSINESS:**

- None

**CONCERNS FROM THE PUBLIC:**

**MEETING ADJOURNED at 1:13 pm**