



# METROPOLITAN HUMAN RELATIONS COMMISSION

**May 18, 2020**  
**4:30 PM**  
**METRO CONFERENCE ROOM**  
**2310 PARNELL AVENUE**  
**FORT WAYNE, IN 46805**  
**Teleconference: 260-427-8590 PIN: 136781**

**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, Wardlaw, and Ervin present.

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

- March 2<sup>nd</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)**
  - 181 No Probable Cause
  - 5 Settlements
  - 2 Withdrawals
  - 5 Lack of Jurisdiction
  - 0 Right to Sue or Full Credit Transfer to the EEOC

### HUD

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

##### **45 Cases closed for contract**

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

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

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

March 3, 2020: Investigators Nancarrow and Guayamo, Senior Investigator Sorg, and Director Quintana attended the Abilities at Work luncheon.

March 4, 2020: Senior Investigator Sorg conducted Workplace Civility training in conjunction with City HR: Handling Conflict in the Workplace training.

March 5, 2020: Senior Investigator Sorg and Investigator Myers conducted Anti-harassment and Diversity training for the Northeast Indiana Positive Resource Center

March 10, 2020: Senior Investigator Woods and Investigator Myers conducted fair housing training per a settlement agreement.

April 9, 2020: Metro partnered with the EEOC to conduct a webinar on COVID-19 and relevant anti-discrimination laws.

April 16, 2020: Director Quintana attended Leadership Fort Wayne through Zoom.

#### **PERSONNEL ISSUES:**

- Administrative Assistant III hiring was pushed back but we are now in the interview process.
- Temporary employee is covering the front desk

**BUDGET/CALENDAR OF EVENTS:**

- Admin Hernandez reviewed the rolling budgets and calendar for May and June.

**LEGAL UPDATE/MATTERS:**

- **Mediations:** Two settlements in the month of April

**NEW BUSINESS:**

- COVID-19 CARES Act Funds Grant Application
  - Remote work technology
- Annual Report 2019
  - Printing costs \$321.00
  - Motion to approve – Commissioner Wardlaw. 2<sup>nd</sup> – Commissioner Tinnel. All in favor – approved.  
Commissioner Keesling asked if we had a lot of Annual reports left over from the previous year. Director Quintana stated that we usually pass these out in different events, and we won't be attending many events this year because of the pandemic.
- Education and Outreach Campaign
  - Radio and Facebook started the last week of April
  - Creative costs to Beth Heironimus - \$3010.00
  - Motion to approve – Commissioner Ervin. 2<sup>nd</sup> – Commissioner Tinnel. All in favor – approved.
- Annual Fair Housing Event: August 19<sup>th</sup>
  - Webinar – We will now have three speakers and each will speak for one hour.
- Our June meeting will take place via teleconference again in two weeks. Commissioner Wardlaw asked if we could have our meetings take place via Zoom instead. Commissioner Keesling stated that Zoom has had a lot of security issues.
- **Case Age:** 247.46

**OLD BUSINESS:**

- Commissioner Keesling asked if the open position was posted. Director Quintana stated that it was posted prior and we received around 150 applications. A total of 12 applicants were called back and 5 interviews are scheduled.

**CONCERNS FROM THE PUBLIC:**

**MEETING ADJOURNED at 4:56 pm**