



# Metropolitan Human Relations Commission

**December Commission Meeting**  
**December 2, 2024 | 12:00 PM**  
**Metro Conference Room**  
**2310 Parnell Avenue Fort Wayne, IN 46805**

<b>Meeting called by:</b>	Statutory Monthly Meeting
<b>Type of meeting:</b>	Commission Meeting on the first Monday of each month.
<b>Note taker:</b>	Nikki Quintana, Executive Director

<b>Metro Commissioners:</b>	Aisha Arrington, Chair; Tabitha Ervin, Vice Chair; Dorian Maples; Lana Keesling; Larry Wardlaw; Dr. David Lombard; and Tony Burrus
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<b>Agenda:</b>	Call to Order Roll Call of Commissioners Reading of Minutes Office Report Old Business New Business Concerns/Comments from the Public Adjournment
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<b>Call to Order/Roll Call:</b>	12:04 P.M.
<b>Commissioners Present:</b>	Arrington (in-person) Ervin (virtual) Wardlaw (in-person) Burrus (in-person) Lombard (not present) Maples (in-person) Keesling (in-person)
<b>Other Persons Present:</b>	Nikki Quintana, Executive Director Lakisha Woods, Staff Attorney Leslie Hernandez, Administrative Assistant

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

## Office Report

### EEOC

#### **Employment Case Processing (10/1/24 – 9/30/25)**

**Intakes (by 9/30/25): 120 (contract number) 23 (current status)**

**Contract number of case closures by 9/30/25: 250**

- 32 No Probable Cause Cases
- 2 Settlements (\$175,451.23)
- 1 Withdrawals
- 2 Lack of Jurisdiction
- 0 Right to Sue or Full Credit Transfer to the EEOC

### HUD

#### **Housing Case Processing (7/1/24 - 6/30/25):**

**18 Cases closed for Contract**

- 4 HUD Settlement
- 3 Lack of Jurisdiction/Withdraw/Admin
- 9 No Reasonable Cause
- 0 Withdraw after Resolution
- 2 Reasonable Cause
- 0 Judicial Closures

**35 Pending (Open being investigated)**

#### **Attended Events/Outreach:**

October 1-4, 2024: Investigator Brake attended the National Fair Housing Training Association fair housing basics online training.

October 4, 2024: Director Quintana attended the Welcoming Fort Wayne Connected Communities Committee meeting.

October 9, 2024: Senior Investigators Sorg and Eanes conducted fair housing training as part of the Landlord Series for Indiana Legal Services at the downtown Allen County Public Library.

October 9, 2024: Investigators Guayamo, Kelsaw, and Brake conducted fair housing training per a settlement agreement.

October 10, 2024: Metro staff attended the Unwelcomed Exhibit discussion at the Fort Wayne Urban League.

October 16, 2024: Investigator Brake attended the Fair Housing Center of Central Indiana fair housing basics online training.

October 22, 2024: Director Quintana attended the City of Fort Wayne management training.

October 22, 2024: Senior Investigator Sorg, Staff Attorney Woods, and Director Quintana conducted diversity training at St. Joseph Mission.

October 23, 2024: Senior Investigator Sorg and Director Quintana conducted anti-harassment training with the Fort Wayne Airport Authority management team.

October 23, 2024: Investigator Brake attended the Fair Housing Center of Central Indiana disability online training.

October 24, 2024: Senior Investigators Sorg and Eanes conducted fair housing disability training for the Apartment Association.

October 24, 2024: Staff Attorney Woods and Director Quintana met with Mayor Sharon Tucker at our Metro offices.

October 30, 2024: Investigators Kelsaw and Brake, Senior Investigator Sorg, and Director Quintana attended the Equal Employment Opportunity Commission retaliation online training.

October 30, 2024: Senior Investigator Sorg conducted fair housing training per a settlement agreement.

October 31, 2024: Admin Hernandez completed her beginner, intermediate, and advanced excel online courses through Indiana Tech.

November 7, 2024: Director Quintana attended the Mayor's Commission on Domestic Violence, Rape, and Sexual Harassment monthly meeting.

November 13, 2024: Director Quintana met with Megan Grable of the City of Fort Wayne Neighborhoods Department to discuss future collaboration.

November 18, 2024: Director Quintana attended the Welcoming Fort Wayne Connected Communities Committee meeting.

November 20, 2024: Senior Investigator Sorg and Director Quintana conducted disability training for PHD Inc.

November 21, 2024: Investigator Kelsaw and Staff Attorney Woods conducted fair housing training per an agreement.

November 21, 2024: Investigator Brake attended the Fair Housing Center of Central Indiana fair housing hot topics webinar.

November 25, 2024: Admin Hernandez, Staff Attorney Woods, and Director Quintana attended a meeting with Office of Housing and Neighborhood Services regarding the 2025 Fair Housing Summit.

### **Personnel Issues:**

- Two new investigators, Karma Kemp and George Mavronicolas, have been hired and are two weeks into training.
- Investigators Kemp and Mavronicolas introduced themselves to the Commissioners.
- One investigator position remains open, with interviews expected to begin in January.
- A temporary front desk employee worked until last week; it's undecided if another temp will be hired. Director Quintana will keep the Commissioners updated.
- Staff annual reviews have been completed.

### **Budget/Calendar of Events:**

Admin Hernandez reviewed the current budget and calendar of events.

Commission Chair Arrington asked Director Quintana what Metro's total annual budget is. Director Quintana explained that the budget is comprised of three separate funds—property tax, EEOC, and HUD—and the total budget is the combined amount of these three, which are managed independently and presented to them on different reports.

### **Legal Update/Matters:**

**Mediations:** There were two conciliations conducted in the month of October, and both were successful. There was one mediation conducted in the month of November that is currently pending possible resolution.

### **New Business:**

- **Annual Report 2023- 2024**

Director Quintana requested approval for OLG to create Metro's 2023-2024 annual report at a total cost of \$13,481. Funding will include \$5,000 from a civil penalty received earlier this year, with the remaining \$8,481 evenly split between the HUD and EEOC budgets.

Commissioner Wardlaw asked if the estimate included printing and how many copies would be printed. Director Quintana confirmed the estimate includes printing of 500 copies.

Commissioner Ervin inquired about the average cost and whether OLG had done previous reports. Director Quintana stated OLG completed the 2021-2022 report for a similar cost, with a slight increase due to rate changes. She noted that previous reports were only formatted, while OLG provides full content creation. Commissioner Ervin suggested including the report cost in the budget going forward.

Commissioner Keesling asked why the report isn't done annually and if there is a deadline. Director Quintana explained the ordinance does state the Commission has a duty to provide an annual report but there is no specific deadline listed. Due to transitions and priorities, past reports combined multiple years, but she recommended returning to an annual schedule. Commissioners agreed that the annual report should be completed annually moving forward.

Commission Chair Arrington asked about the timeline for the current and future reports. Director Quintana stated the 2023-2024 report would likely be ready by March and work on the 2025 report would begin in January 2026.

**Approval:** Spending \$13,481 for the 2023-2024 annual report through OLG, with funding as proposed. The annual report will be completed annually going forward.

**Motion:** Commissioner Keesling

**Second:** Commissioner Burrus

**Approved:** Unanimously

- **HUD SEE and Partnership Funds**

Director Quintana informed commissioners that she requested \$12,000 in SEE funds and \$15,000 in Partnership funds and expects a response by year-end. If approved, she will present proposed uses for the funds to commissioners for their approval after receiving HUD's approval.

- **HUD New Training Plan for Staff and Commissioners**

Director Quintana informed commissioners that HUD has requested new training plans for staff and commissioners, and future compliance will be audited. She will email commissioner-specific training opportunities, which may be in-person or virtual.

Commission Chair Arrington asked if there is a required number of training hours.

Director Quintana stated there are no specific requirements, and currently, only a quarterly staff training plan has been submitted since all training courses for the year are not yet available.

Director Quintana asked commissioners for their training format preference.

Commissioners agreed they would like a mix of virtual and in-person options.

Director Quintana noted that the Fair Housing Summit qualifies as training for all commissioners and staff.

- **Unwelcomed Exhibit**

Director Quintana stated the exhibit is continuing and is currently at PFW. It will be down in the month of December but will be displayed at the downtown Allen County Public Library in January.

- **Audit: Vehicle Update**

Director Quintana provided an update to the commissioners regarding the underutilization of the Metro vehicle. She explained that after completing the necessary paperwork, the vehicle would be sent to auction, and the proceeds would return to the original funding source. She also mentioned that the vehicle costs about \$1,500 annually to maintain, with only one investigator using it. Commissioners inquired about mileage reimbursement for personal vehicles, and Director Quintana confirmed that some staff request reimbursement, while others do not. Once the vehicle is sold, all staff will submit mileage reimbursement forms, and they will receive training on the process. Commissioner Keesling asked if the vehicle could be turned in sooner than next year's scheduled auction, and Director Quintana said she would inquire about the possibility. A motion was made to send the Metro vehicle to auction as soon as possible, and staff will start submitting mileage reimbursement requests.

**Motion:** Commissioner Burrus

**Second:** Commissioner Wardlaw

**Approved:** Unanimously

**Current Case Age: 158.48**

- Commissioner Maples mentioned that she hasn't been contacted by the Mayor's office regarding a replacement but is willing to return for the January meeting if a quorum is needed. Director Quintana clarified that once Commissioner Maples moves out of the jurisdiction, she will no longer be eligible to serve on the commission, but she believes a replacement will be in place by the next meeting.
- **Election of Officers**  
Commissioner Keesling proposed Vice Chair Commissioner Ervin for Chair and Commission Chair Arrington for Vice Chair in 2025.  
**Motion:** Commissioner Keesling  
**Second:** Commissioner Burrus  
**Approved:** Unanimously
- Commission Chair Arrington expressed gratitude to Commissioner Maples for her years of service on Metro's Commission, presenting her with flowers and a card, and announced that a plaque would be sent to her as well.

#### **Old Business:**

#### **Concerns From the Public:**

**Meeting Adjourned at 12:38 p.m.**