



METROPOLITAN HUMAN RELATIONS COMMISSION

January 9, 2023
12:00 PM
METRO CONFERENCE ROOM
2310 PARNELL AVENUE
FORT WAYNE, IN 46805
Teleconference: 260-427-8590 PIN: 939310

Meeting called by:

STATUTORY MONTHLY MEETING

Type of meeting:

FIRST MONDAY OF EACH MONTH

Note taker:

Leslie Hernandez, 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:

Ervin (in-person)
Maples (in-person)
Burrus (in-person)
Wardlaw (in-person)
Keesling (virtual)

**Other Persons
Present:**

Nikki Quintana, Executive Director
Jenny Gosheff, Staff Attorney
Leslie Hernandez, Administrative Assistant IV

- December 5th meeting minutes were approved.

OFFICE REPORT

EEOC

EMPLOYMENT CASE PROCESSING (10/1/22 – 9/30/23)

- **Intakes (by 9/30/23): 100 (contract number) 24 (current status)**
- **Contract number of case closures by 9/30/23: 230**
 - 13 No Probable Cause Cases
 - 10 Settlements (\$27,625.00)
 - 1 Withdrawals
 - 0 Lack of Jurisdiction
 - 1 Right to Sue or Full Credit Transfer to the EEOC

HUD

HOUSING CASE PROCESSING (7/1/22 - 6/30/23):

25 Cases closed for contract

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

38 Pending (Open being investigated)

ATTENDED EVENTS/OUTREACH:

December 6, 2022: Director Quintana conducted anti-harassment training for the Allen County Public Library.

December 13, 2022: Admin Hernandez and Director Quintana attended Munis training with the City of Fort Wayne.

December 13, 2022: Senior Investigator Sorg conducted fair housing training for new realtors at Upstar Realtors Association.

December 19, 2022: Senior Investigator Sorg, Staff Attorney Gosheff, and Director Quintana attended a meeting to discuss the City of Fort Wayne Analysis of Impediments plan and fair housing with a consultant hired by City of Fort Wayne Community Development Department.

PERSONNEL ISSUES:

Our three new investigators started as of January 3rd. We are now fully staffed. Investigators Kinchen, Guin and Benson introduced themselves.

BUDGET/CALENDAR OF EVENTS:

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

LEGAL UPDATE/MATTERS:

Mediations: The Commission conducted no mediations this month.

NEW BUSINESS:

- **2023 Fair Housing Summit**

Metro's annual Fair Housing Summit is scheduled for April 26, 2023. This year we have requested Dr. Andre Perry as our keynote speaker. He works in research at the Brookings

Institution and specifically does a lot of research and speaking engagements on lending and appraisal discrimination. Dr. Perry has agreed to be our keynote. With having large speaker fees for the summit this year, Director Quintana requested that we use \$15,000 of HUD funds towards the event. This was exactly what Metro contributed in 2022. Metro partners with Community Development who contributes funds. We also receive funds from sponsors.

Commissioner Wardlaw stated that last year's summit was a great success and a great thing to keep promoting. He added that this is a great use of those funds.

Director Quintana added that HUD wants us to spend those funds on these type of events as opposed to having the funds sitting.

Commissioner Ervin asked if the funds would be charged to the travel and training line. Director Quintana replied that for speaker fees it would be charged to the contracted services line, and it would be added to the revised column.

\$15,000 of HUD partnership funds to be used for the 2023 Fair Housing Summit

Motion – Commissioner Maples

2nd – Commissioner Wardlaw

Approved unanimously.

- **MLK Unity Day**

Metro will be participating in MLK Unity Day and that is on January 16th at Sweetwater Sound from 10am-2pm with a \$10 per person admission. We will have our own informational booth with staff working in shifts that day.

- **Office updates**

- **Office furniture** – Our furniture is in and the invoice for that is being processed. Director Quintana will be working with Greg from Baker Street, Barry Marquart from the City of Fort Wayne, and our IT to get the furniture delivered and installed. Hopefully we can have all our furniture installed in the next 30 to 60 days since we will be doing two or three offices at a time.
- **Restrooms** – We are still waiting on our restrooms to be completed.
- **Windows & blinds** – We have windows that need replaced and we're requesting new blinds for our offices as well.
- **Construction** – There are offices that also need cabinets taken out and making sure they're up to OSHA standards.

Director Quintana is currently working with Barry Marquart in getting all these projects completed.

- **Metro gear**

With new employees, we'd like to get new Metro shirts and jackets for staff. Director Quintana requested \$1,935.15 of EEOC funds to be approved to purchase Metro gear.

Commissioner Wardlaw asked if we could get additional shirts to have on hand in case anyone needs an extra?

Director Quintana responded that with different sizing it could get tricky.

Commissioner Burrus added that maybe order a few extra of the most popular sizes.
Director Quintana responded that we could do that and amend the requested amount to \$2,435.15.

Commissioner Maples added that sometimes this saves money in the long run.

\$2,435.15 of EEOC funds to be used to purchase Metro shirts and jackets for staff

Motion – Commissioner Burrus

2nd – Commissioner Maples

Approved unanimously.

- **Current Case Age: 125.39**

OLD BUSINESS:

- Commissioner Ervin pointed out new reports in the meeting packet and asked if this was something new. Director Quintana responded that they are reports with the same information as before but when Senior Investigator Barnhart came onboard, she helped update and recreate documents for us. She has created spreadsheets for the reports versus us entering everything manually. It's a different look but the same information. This also helps when running reports for our annual report. We have to get our 2021 and 2022 annual reports done so we will be using all these new spreadsheets to get this done.
- Commissioner Maples asked if Metro tracks how complainants hear about our agency. Director Quintana responded that we do have that specific question on some of our forms but it hasn't been tracked very well. Commissioner Ervin added that because we have added more funds to our marketing plan for 2023, we may want to track this a little more to see if that did benefit the agency. Commissioner Wardlaw added that there's only some accuracy to that because some of his client's track it and people say they heard about them on television, but no one was on television but in general it would be good to track it from people that come through. Director Quintana added that she agrees and that internally we will just have to think about how we will track referrals for training and intakes since they are two different paths.

CONCERNS FROM THE PUBLIC:

MEETING ADJOURNED at 12:21 pm