



# Metropolitan Human Relations Commission

## January Commission Meeting

January 6, 2025 | 12:00 PM

Metro Conference Room

2310 Parnell Avenue Fort Wayne, IN 46805

### Meeting called by:

Statutory Monthly Meeting

### Type of meeting:

Commission Meeting on the first Monday of each month.

### Note taker:

Nikki Quintana, Executive Director

### Metro Commissioners:

Tabitha Ervin, Chair; Aisha Arrington, Vice Chair; Lana Keesling; Larry Wardlaw; Dr. David Lombard; Tony Burrus; and John P. Gardner

### 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/Roll Call:

12:03 P.M.

### Commissioners Present:

Ervin (in-person)

Arrington (in-person)

Wardlaw (in-person)

Burrus (in-person)

Lombard (not present)

Keesling (in-person)

John P. Gardner (in-person)

### Other Persons Present:

Nikki Quintana, Executive Director

Lakisha Woods, Staff Attorney

Leslie Hernandez, Administrative Assistant

- December 2<sup>nd</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**

- 48 No Probable Cause Cases
- 6 Settlements (\$18,700)
- 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):**

**25 Cases closed for Contract**

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

**36 Pending (Open being investigated)**

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

December 2, 2024: Senior Investigator Sorg conducted fair housing training for Circles of Allen County.

December 4, 2024: Senior Investigator Sorg conducted fair housing training for new realtors through Upstar Upstate Alliance of Realtors.

December 4, 2024: Director Quintana attended the EEOC/FEPA District Meeting.

December 5, 2024: Director Quintana attended the Mayor's Commission on Domestic Violence, Rape, and Sexual Harassment monthly meeting.

December 5, 2024: Director Quintana attended the Closing the Gap: Empowering Conversations on Pay Equity continuing legal education online course.

December 27, 2024: Director Quintana attended the Serving Immigrant Communities in Indiana and Resilience Training continuing legal education online courses.

#### **Personnel Issues:**

We will start the interview process for two investigator positions this month.

Internship – Director Quintana stated that she reached out to Commissioners to request approval for a new intern and received positive feedback from that. She is currently working with Human Resources to get everything set up to hopefully have the internship posted by the end of the month.

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

Admin Hernandez reviewed the current budget and calendar of events.

Director Quintana stated that there is an available balance of \$49.36 in partnership funds that was originally approved to be used on outreach and education. She added that she'd like to reach out to HUD to receive approval to use those funds and asked Commissioners if they would want her to present that to them again for approval.

Commissioner Keesling asked if we could use those funds for something and cover the rest of the costs with regular funds. Director Quintana replied that we are able to do that.

Commissioners agreed that Director Quintana doesn't have to present it again because she has already received approval for the partnership funds to be spent on outreach and education.

Commissioner Keesling stated that she noticed we have budgeted \$1,800 for travel and \$500 for Council/Board Travel in our Property Tax budget and asked if we ever use those since we usually use HUD and EEOC funds for that.

Admin Hernandez responded that she believes we have used those in the past but in recent years we have been trying to use HUD travel funds because we are required to use those within five years.

Commissioner Keesling asked if we need to have these budget lines in Property Tax at all since, we have funds for travel and training in both EEOC and HUD budgets.

Director Quintana added that she agrees and that we probably haven't used those lines in recent years.

Commissioner Keesling added that maybe we should look at it when preparing the budget and possibly moving that to a different line that we would use more.

Commissioner Gardner asked where mileage would be charged to.

Director Quintana responded that since mileage reimbursement is something fairly new to us, she will have to look into that. We would normally have that charged to EEOC and HUD depending on what kind of onsite it is. This is something that we will definitely change when budget time comes around.

Commissioners agreed to making changes to the budgets to accommodate the new process of mileage reimbursement.

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

**Mediations:** There was one conciliation conducted in the month of December, and it was successful.

### **New Business:**

- **Vehicle Update**

We turned in our vehicle to the Fleet department today. It seems that it won't go to auction until around May or June and Director Quintana will keep commissioners in the loop when we get credited with the funds from it. Director Quintana also added that she is trying to figure out if we still have to pay for its maintenance until it goes on to auction and says that she will confirm and let commissioners know. Commissioner Keesling added that we should not pay for maintenance while it's no longer in our possession.

- **Annual Team Building Plan**

Director Quintana presented Metro's 2025 team building plan to commissioners that includes a team building event/staff meeting around March, a team building event around August, and a team building/training in December. Director Quintana requested approval to spend a total of \$3,000 on the 2025 team building plan.

Commissioner Wardlaw asked Director Quintana to speak about the team building events we've done in the past for Commissioner Gardner to get an idea.

Director Quintana listed some team building events done in the past.

Motion to approve \$3,000 for the 2025 team building plan: Commissioner Keesling

2<sup>nd</sup>: Commissioner Burrus

Approved unanimously.

- **Fair Housing Summit**

April 23, 2025

Director Quintana added that this is a great opportunity for Commissioners to attend as this would count towards their annual fair housing training.

**Current Case Age: 174.57**

Commissioners welcomed Commissioner John P. Gardner and introduced themselves.

Director Quintana added that Commissioner Dr. Lombard did reach out and stated he will be resigning so we will have an open position going to City Council soon.

**Old Business:**

**Concerns From the Public:**

**Meeting Adjourned at 12:32 p.m.**