



# METROPOLITAN HUMAN RELATIONS COMMISSION

**July 12, 2021**  
**4:30 PM**  
**METRO CONFERENCE ROOM**  
**2310 PARNELL AVENUE**  
**FORT WAYNE, IN 46805**  
**Teleconference: 260-427-8590 PIN: 055163**

**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; Aisha Arrington, Vice Chair; Dorian Maples; Larry Wardlaw; Tabitha Ervin; and Dr. David Lombard.

## **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 4:31 p.m.

Commissioners Keesling, Arrington, Burrus, Ervin, Wardlaw and Lombard present.

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

- June 7<sup>th</sup> meeting minutes were read and approved.

## OFFICE REPORT

### EEOC

#### **EMPLOYMENT CASE PROCESSING (10/1/20 – 9/30/21)**

- **Intakes (by 9/30/21): 110 (contract number) 67 (current status)**
- **Contract number of case closures by 9/30/21: 275**
  - o 206 No Probable Cause Cases
  - o 21 Settlements (\$83,283.00)
  - o 7 Withdrawals
  - o 5 Lack of Jurisdiction
  - o 2 Right to Sue or Full Credit Transfer to the EEOC

### HUD

#### **HOUSING CASE PROCESSING (7/1/20 - 6/30/21):**

##### **50 Cases closed for contract**

- o 3 HUD Settlements (\$1,812)
- o 1 Lack of Jurisdiction/withdraw/admin
- o 46 No reasonable
- o 0 Reasonable cause
- o 3 Conciliated Reasonable cause (from previous contract year \$2,500)

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

Commissioner Arrington asked if the 21 settlements are a record high this year or if that's usually what we have?

Director Quintana stated that it's not abnormal for us to have these many settlements. She feels it's finally rising since in past years we've had up to 30 and 40 settlements but last year was low on settlements.

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

June 3, 2021: Director Quintana attended the Mayor's Commission on Domestic Violence, Rape, and Sexual Harassment meeting.

June 3, 2021: Director Quintana attended the NIHRA diversity committee meeting.

June 15, 2021: Senior Investigator Sorg and Director Quintana conducted anti-harassment training for the Fort Wayne Fire Department's new recruit class.

June 21, 2021: Director Quintana attended the Welcoming Week committee meeting.

June 21, 2021: Senior Investigator Sorg attended the Work to Include- Fort Wayne monthly meeting.

June 22, 2021: Senior Investigator Sorg conducted Metro Process training for the Bowen Center.

June 24, 2021: Senior Investigator Sorg conducted Fair Housing training for Upstar Realtors Association.

June 25, 2021: Senior Investigator Woods attended the Victim's Assistance Diamonds & Denim event.

June 2021: Throughout the month of June the staff attended virtual United Front trainings.

#### **PERSONNEL ISSUES:**

We have two positions posted:

- Administrative Assistant III
- Investigator

We have a new Investigator starting on July 26th and two internal promotions that will become effective the same day.

**BUDGET/CALENDAR OF EVENTS:**

Admin Hernandez will take questions and comments.

**LEGAL UPDATE/MATTERS:**

**Mediations:** The Commission had no mediations the month of June.

**NEW BUSINESS:**

- **Electronic Meetings Policy – Reviewed**

This policy is very similar to City Council’s policy. In summary, this policy allows Commissioners to attend the meetings electronically up to six times a year. However, you cannot attend more than two meetings electronically back to back. We will always have to have at least four Commissioners here to meet quorum. Admin Reyes will be keeping track of how our Commissioners are attending the meetings. She would be reaching out to notify you if you’ve already reached the 50% limit or if you’ve attended two back to back meetings electronically and you try to go for the third one. There are things you cannot attend electronically for, the ones that specifically affects us is to adopt a budget as well as make a reduction in personnel.

Commissioner Burrus asked if it’s possible to attend the meeting without voting?

Commissioner Keesling stated this was addressed in Council and it looks like you cannot participate in those discussions. If you’re on your third consecutive electronic meeting, you can listen, but you cannot participate.

Commissioner Burrus stated he just wanted to know if you’re out of town if you can just listen in.

Commissioner Ervin asked if your attendance would count if you’re just listening?

Per Commissioner Keesling, your attendance would not count.

Commissioner Keesling stated that if we have anyone attending remotely, we have to take roll call vote.

Motion to Adopt – Commissioner Ervin. 2<sup>nd</sup> – Burrus. Approved.

- **Temporary Employee**

- July 26<sup>th</sup> start date – We usually use Alpha Rae Personnel and the rate is about \$670.80/week. Director Quintana asked for this amount to be approved for a 4-6-week period.

- Motion to Approve – Commissioner Wardlaw. 2<sup>nd</sup> – Commissioner Keesling. Approved.

- **Budget 2022 – Reviewed.**

Commissioner Keesling asked why the wage line had a higher increase in percentage in our EEOC and HUD budgets.

Director Quintana explained that because our EEOC and HUD budgets run on the fiscal year, this coming fiscal year we’ll have 3 months with 3 pay periods which hasn’t happened in the past, we had to account for that. There was no wage increase for any employee beyond the 3%. You’ll also see there’s an increase to add the investigator’s cell phone plans on both EEOC and HUD budgets that we had gotten approved in a previous Commission meeting. We also moved \$3000 from Stationery and Printed Forms to Other Office Supplies line.

Commissioner Burrus asked if the increase in EEOC and HUD is from that extra pay period?

Director Quintana stated that it does come from that extra pay period that we normally don't have.

Commissioner Burrus stated that he just feels like that percentage increase seems a little high for just one extra pay period.

Commissioner Keesling agreed.

Admin Hernandez added that when working on the budget she removed that extra pay period to be sure that that's where that increase was coming from and confirmed that that was the case.

Commissioner Burrus stated that he thinks that 6.9% is a significant increase for just one pay period.

Director Quintana stated that it results in a higher percentage because the EEOC and HUD budgets aren't that large, it's only an increase of \$8,375 on each budget.

Commissioner Keesling stated that the allocation percentage between all three budgets for wages is significantly higher for Property Tax budget.

Admin Hernandez added that Property Tax budget has a 65% allocation while EEOC and HUD budgets each have a 17.5% allocation.

Commissioner Keesling says she feels that the allocation in EEOC and HUD budgets are a lot lower and that's why the increase seems higher.

Director Quintana added that it's only a little over \$16,000 increase between the two budgets which equals to that extra pay period.

Commissioner Burrus added that he understands and just wanted to clarify in case we must defend it.

Commissioner Arrington stated that it makes sense how it was explained. She added that she runs into the same issue because they use the fiscal year too and they have that extra pay period as well and with not having that many line items, it'll look like a higher percentage.

Director Quintana added that we usually only get called to City Council if we're over the 3% in our Property Tax budget and that's why we made sure it's at a flat 3% increase.

Motion to approve – Commissioner Keesling. 2<sup>nd</sup> – Wardlaw. Approved.

- **Outreach and Education**

- Metro on the Move
- Metro Video – One Lucky Guitar will be attending a training tomorrow to start recording and they'll be recording in the office on Wednesday.

**Current Case Age: 128.26**

**OLD BUSINESS:**

- None

**CONCERNS FROM THE PUBLIC:**

**MEETING ADJOURNED at 4:55 pm**