

# METROPOLITAN HUMAN RELATIONS COMMISSION



**June 5, 2017**

**4:30 PM**

**METRO CONFERENCE ROOM**

**2310 PARNELL AVENUE**

**FORT WAYNE, IN 46805**

**Meeting called by:** STATUTORY MONTHLY MEETING  
**Type of meeting:** FIRST MONDAY OF EACH MONTH  
**Note taker:** SAMANTHA CHENERY, ADMINISTRATIVE ASSISTANT IV

**Metro Commissioners:** Rick Trevino, Chair; Kody Tinnel, Vice Chair; Dorian Maples, Larry Wardlaw, Michelle Chambers, Lana Keesling and Frances Ganaway

## **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 Wardlaw, Tinnel, Trevino, Maples, Keesling and Ganaway Present.

**Other Persons Present:** Nikki Quintana, Staff Attorney

Samantha Chenery, Admin IV

May 1, 2017 meeting minutes were read and approved.

## OFFICE REPORT

### EEOC

#### EMPLOYMENT CASE PROCESSING (10/1/16 – 9/30/17):

- **Intakes (by 9/30/17): 173 (contract number) 109(current status)**
- **Case Closures: 162 (contract 223)**
  - o 101 No Probable Cause
  - o 42 Settlements
  - o 8 Withdrawals
  - o 2 Lack of Jurisdiction
  - o 9 Right to Sue or Full Credit Transfer to the EEOC

### HUD

#### HOUSING CASE PROCESSING (7/1/16 - 6/30/17):

##### **44 Cases closed for contract**

- o 14 HUD Settlements
- o 2 Lack of Jurisdiction/withdraw/admin
- o 25 No reasonable
- o 3 Conciliated Reasonable cause (\$14,929.98)

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

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

May 5, 2017: Staff Attorney Quintana and Investigator Sorg conducted fair housing training for Broker Managers (Upstar)

May 5, 2017: Investigator Flores conducted diversity training per settlement agreement

May 9, 2017: Director Cummings conducted fair housing training for Broker Managers (Upstar)

May 11, 2017: Staff Attorney Quintana and Director Cummings attended ABA CLE on Immigration

May 12, 2017: Staff Attorney Quintana and Director Cummings attended Summit City South Rotary meeting.

May 18, 2017: All staff attended team building activity at Escape Room with Casa's for lunch

May 31, 2017: Director Cummings and Staff Attorney Quintana attended the EEOC quarterly meeting

#### **PERSONNEL ISSUES:**

None

#### **BUDGET:**

Reviewed by Admin Chenery

#### **LEGAL UPDATE/MATTERS:**

Two medications were held, one was successful and one failed.

#### **NEW BUSINESS:**

- Received final executed contract from EEOC for 2016-2017. Final contract number is 223

closures and 173 intakes.

- Staff Attorney Quintana asked for permission to attend and have Metro pay for Leadership Fort Wayne. It would require missing 9 days of work and must have employer support. The Cost would be \$2,000 and Staff Attorney Quintana suggested we pull the funds from the EEOC budget to cover the expense. There was discussion regarding her possible involvement in this, as well as the potential for Director Cummings. It was decided the discussion would continue in the executive session that would follow the regular meeting.
- Discussion about July commission meeting, due to the Independence Day holiday, it was agreed the next regular monthly meeting would be moved to Monday, July 10<sup>th</sup>, 2017.

**OLD BUSINESS:**

- None

**CONCERNS FROM THE PUBLIC:**

None

**MEETING ADJOURNED at 4:55 PM**

## COMMISSION NUMBERS

Effective 06/05/2017

Employment Contract period October 1, 2016 – September 30, 2017

Closure Contract: 223

Total contract closures: 162

13 Probable Cause

101	No probable cause	
8	Withdrawals	
2	No Jurisdiction/Admin closure	
9	RTS/Full Credit Tr	
38	Mediated Settlements	\$ 74,362.40
4	Conciliation after P/C	\$ 23,260.00
	Totals	\$ 97,622.40

Intake Contract: 173

Total EEOC Intakes: 109

Total Metro only closures: 36

2 Probable Cause

30	No probable cause	
0	Withdrawals	
6	No Jurisdiction/Admin.	
0	Settlements	\$
0	Conciliation after P/C	\$
	Totals	\$



# HUD Budget Overview - 2017 Fiscal Year (July '16 thru September '17)

As of 5/25/2017

Explanation	Budget	YTD	Balance	Pct. Used
<b>5100 Series</b>				
5111 Salaries and Wages	\$ 111,372.00	\$ 87,299.74	\$24,072.26	78.39%
<b>5200 Series</b>				
5212 Stationary and Printed Forms	\$ 600.00	\$ 200.92	\$399.08	33.49%
5219 Other Office Supplies	\$ 2,400.00	\$ 961.12	\$1,438.88	40.05%
5247 Instructional Supplies	\$ 360.00	\$ 212.86	\$147.14	59.13%
<b>5300 Series</b>				
5311 Legal Services	\$ 2,220.00	\$ 464.42	\$1,755.58	20.92%
5314 Consultant Services	\$ 360.00		\$360.00	0.00%
5317 Instructional Services	\$ 800.00	\$ 24.87	\$775.13	3.11%
531K Seminar Fees	\$ 1,500.00	\$ 1,035.00	\$465.00	69.00%
5320 HUD Travel & Training Expenses	\$ 17,880.00	\$ 9,341.40	\$8,538.60	52.24%
5322 Postage	\$ 3,000.00	\$ 1,050.00	\$1,950.00	35.00%
5326 Mileage	\$ 180.00	\$ -	\$180.00	0.00%
532C Cell Phone	\$ 600.00	\$ 347.16	\$252.84	57.86%
5331 Printing other than office supplies	\$ 480.00		\$480.00	0.00%
5369 Contracted Service	\$ 1,500.00	\$ 850.85	\$649.15	56.72%
5391 Subscriptions and dues	\$ 480.00	\$ 167.13	\$312.87	34.82%
5399 Other services and charges	\$ 4,000.00	\$ 2,396.57	\$1,603.43	59.91%
<b>Totals</b>	<b>\$ 147,732.00</b>	<b>\$ 104,352.04</b>	<b>\$43,379.96</b>	<b>70.64%</b>

Notes:

<b>Roll over from 2016 Fiscal Yr</b>	<b>\$82,784.15</b>
<b>Deposit #1</b>	<b>\$226,950.00</b>
<b>Copy Fees</b>	<b>\$26.84</b>
<b>Cash Subtotal:</b>	<b>\$309,760.99</b>
<b>Available Cash Balance:</b>	<b>\$205,408.95</b>

# EEOC Budget Overview-2017 Fiscal Year (October '16 thru September '17)

As of 5/25/2017

Explanation

	Budget	YTD	Balance	Pct. Used
<b>5100 Series</b>				
5111 Salaries and Wages	\$ 111,372.00	\$ 63,063.01	\$48,308.99	56.62%
<b>5200 Series</b>				
5212 Stationary and Printed Forms	\$ 600.00	\$ 352.67	\$ 247.33	58.78%
5219 Other Office Supplies	\$ 3,200.00	\$ 1,343.10	\$ 1,856.90	41.97%
5231 Gasoline	\$ 700.00	\$ 180.01	\$ 519.99	25.72%
5247 Instructional Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
<b>5300 Series</b>				
5311 Legal Services	\$ 7,000.00	\$ 558.92	\$ 6,441.08	7.98%
5314 Consultant Services	\$ 3,600.00	\$ -	\$ 3,600.00	0.00%
5317 Instructional Services	\$ 3,600.00	\$ 332.17	\$ 3,267.83	9.23%
531K Seminar Fees	\$ 3,600.00	\$ 1,131.00	\$ 2,469.00	31.42%
5322 Postage	\$ 2,520.00	\$ 1,376.90	\$ 1,143.10	54.64%
5326 Mileage	\$ 200.00	\$ 10.80	\$ 189.20	5.40%
5329 EEOC Travel Expenses	\$ 10,000.00	\$ 5,718.72	\$ 4,281.28	57.19%
532C Cell Phone	\$ 1,200.00	\$ 476.57	\$ 723.43	39.71%
5331 Printing other than office supplies	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%
536T Garage Contract	\$ 1,141.00	\$ 1,475.50	\$ (334.50)	129.32%
5369 Contracted Service	\$ 15,000.00	\$ 3,292.12	\$ 11,707.88	21.95%
5391 Subscriptions and dues	\$ 1,325.00	\$ 494.12	\$ 830.88	37.29%
5399 Other services and charges	\$ 3,500.00	\$ 3,037.72	\$ 462.28	86.79%
<b>5400 Series</b>				
5443 Purchase of Office Equipment	\$ -	\$ -	\$ -	
5445 Purchase of Computers	\$ -	\$ -	\$ -	

<b>Totals</b>	\$ 172,558.00	\$ 82,843.33	\$89,714.67	48.01%
<b>Roll Over from FY 2016</b>	\$219,463.05			
Deposit #1	\$85,900.00			
Copy Fees	\$48.32			
<b>Cash Subtotal</b>	<b>\$305,411.37</b>			
<b>Available Cash Balance</b>	<b>\$ 222,568.04</b>			

Notes:

# Property Tax Budget Overview-2017 Fiscal Year (January thru December 2017)

As of 5/25/2017

Explanation

5100 Series	Budget	YTD	Balance	PCT Used
5111 Salaries and Wages	\$ 399,958.00	\$ 151,205.58	\$ 248,752.42	37.81%
512B Non-chargeable paid hours	\$ -	-	\$ 0.00	
5131 PERF-Employer's Share	\$ 69,064.00	\$ 26,024.29	\$ 43,039.71	37.68%
5132 FICA	\$ 47,174.00	\$ 17,160.25	\$ 30,013.75	36.38%
5134 Life Medical & Health Ins.	\$ 162,000.00	\$ 162,000.00	\$ 0.00	100.00%
5136 Unemployment Compensation	\$ 617.00	\$ 617.00	\$ 0.00	100.00%
5137 Workers Compensation Insurance	\$ 640.00	\$ 640.00	\$ 0.00	100.00%
513A PERF - Employees/Pd By City	\$ 18,500.00	\$ 6,970.50	\$ 11,529.50	37.68%
5162 Accrued Wages				
<b>5200 Series</b>				
5212 Stationary and Printed Forms	\$ 600.00	\$ 131.70	\$ 468.30	21.95%
5213 Computer Supplies	\$ 180.00	\$ 30.00	\$ 150.00	16.67%
5219 Other Office Supplies	\$ 1,500.00	\$ 407.82	\$ 1,092.18	27.19%
5231 Gasoline	\$ 318.00		\$ 318.00	0.00%
5247 Instructional Supplies	\$ 180.00		\$ 180.00	0.00%
<b>5300 Series</b>				
5311 Legal Services	\$ 2,700.00	\$ 276.73	\$ 2,423.27	10.25%
5317 Instructional Services	\$ 480.00	\$ 11.85	\$ 468.15	2.47%
531K Seminar Fees	\$ 1,000.00	\$ 114.00	\$ 886.00	11.40%
5322 Postage	\$ 1,680.00	\$ 630.00	\$ 1,050.00	37.50%
5324 Travel	\$ 1,800.00	\$ 306.40	\$ 1,493.60	17.02%
5325 Council/Board Travel	\$ 1,000.00		\$ 1,000.00	0.00%
532C Cell Phone	\$ 720.00	\$ 226.90	\$ 493.10	31.51%
5331 Printing other than office supplies	\$ 500.00		\$ 500.00	0.00%
5342 Liability Insurance	\$ 5,537.00	\$ 5,537.00	\$ 0.00	100.00%
5369 Contracted Service	\$ 1,200.00	\$ 415.75	\$ 784.25	34.65%
5391 Subscriptions and dues	\$ 500.00	\$ 172.95	\$ 327.05	34.59%
<b>Totals</b>	<b>\$ 717,848.00</b>	<b>\$ 372,878.72</b>	<b>\$ 344,969.28</b>	<b>51.94%</b>

Notes:

Copy Fees	\$32.24
Restitution	\$268.22
	<b>\$345,269.74</b>