



# METROPOLITAN HUMAN RELATIONS COMMISSION

**June 4, 2018**  
**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, and Lana Keesling.

## 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 Trevino, Tinnel, Maples, Wardlaw and Keesling Present

**Other Persons Present:** Nikki Quintana, Executive Director  
Michael Middleton, Staff Attorney  
Samantha Chenery, Administrative Assistant IV

May 7, 2018 meeting minutes were read and approved.

## OFFICE REPORT

### EEOC

#### **EMPLOYMENT CASE PROCESSING (10/1/17 – 9/30/18):**

- **Intakes (by 9/30/18): 150 (contract number) 68(current status)**
- **Case Closures: 155 plus 6 PC (contract 223)**
  - o 122 No Probable Cause
  - o 24 Settlements
  - o 2 Withdrawals
  - o 4 Lack of Jurisdiction
  - o 3 Right to Sue or Full Credit Transfer to the EEOC

### HUD

#### **HOUSING CASE PROCESSING (7/1/17 - 6/30/18):**

##### **47 Cases closed for contract**

- o 12 HUD Settlements
- o 3 Lack of Jurisdiction/withdraw/admin
- o 29 No reasonable
- o 3 Reasonable cause
- o 0 Conciliated Reasonable cause (\$)

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

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

May 1, 9, 14, 15, 21, 22, 23, 29, 30, 2018: Director Quintana and Investigator Sorg conducted diversity and harassment training for the FWFD. (9 sessions)

May 2, 2018: Director Quintana conducted two sexual harassment trainings at Accu-Tech for HR and management.

May 3, 2018: Director Quintana attended Mayor's Meeting on Federal Budget Impact to the City

May 3, 2018: Director Quintana attended Mayor's Commission on Domestic Violence, Sexual Harassment and Rape.

May 10, 2018: Director Quintana spoke on a diversity in the workplace panel for Leadership Fort Wayne: Us Together Series.

May 11 & 25, 2018: Director Quintana attended Summit City South Rotary meetings.

May 12, 2018: Investigators Sorg, Holifield, Nancarrow, Woods, Staff Attorney Middleton and Director Quintana attended the Disability Expo where Metro had a table with information.

May 17, 18, & 19, 2018: Director Quintana attended the FBI Citizen's Academy.

May 19, 2018: Investigator Flores conducted Metro Process training at Pathfinders.

May 30, 2018: Director Quintana conducted Metro Process training at the Center for Behavioral Health

**PERSONNEL ISSUES:**

- We hired a new investigator: Angela Myers
- Employee evaluations (budget turn-in is usually the end of July) – will be working with Nicki Venable to create something that makes sense for the departments/positions

**BUDGET/CALENDAR OF EVENTS:**

- Admin Chenery took questions and comments on budget, calendar of events was reviewed

**LEGAL UPDATE/MATTERS:**

- One mediation was conducted, one was successful.

**NEW BUSINESS:**

- **NAACP Annual Banquet-** August 26<sup>th</sup>: Total cost \$475 for 4 tickets and a ½ page ad – voted and APPROVED
- **Hispanic Leadership Coalition of Northeast Indiana (HLCNI) Inc. Annual Gala -** July 28<sup>th</sup> : ½ table and ½ page ad with a monetary cap of \$500 – voted and APPROVED
- **First Annual Staff Meeting June 14 (office closed from 7:30 a.m. – 1:00 p.m.)**
  - Housekeeping refresher
  - Determination Hearing: Back to Basics
  - Best Practices for Investigators
  - Damages Training
  - Fair Housing- preparing for the FHAP assessment
- **Global Leadership Summit** -\$189 (early bird rate) a person/ team rate 10+ people \$149 a person (2 Day Workshop) Thursday & Friday August 9<sup>th</sup> & 10<sup>th</sup>
  - Wanted to extend this training opportunity to the full staff
  - Commission concerned about offering to entire staff due to faith based undertone and having to shut down office for so long. Board would approve to just send Nikki and Mike to Leadership Summit. Voted for \$380 to send Nikki and Mike to Summit, APPROVED.
- **Upcoming Events for the Month of June:**
  - June 19-22 Annual Indiana Consortium Conference- South Bend, IN
    - Director Quintana Moderator of a Panel, Investigator Sorg speaking on the Panel
    - Investigator Flores, Nancarrow, and Staff Attorney Middleton will be attending.
  - June 25- 29 Annual EEOC Conference- San Antonio, TX
    - Director Quintana, Staff Attorney Middleton, and Investigator Sorg will be attending.
- **Community Development Partnership/Memorandum of Understanding-** met with them on May 16<sup>th</sup> we are currently working on ideas on our Fair Housing Event 2019 and ways they can help us in outreach/marketing. Will also be collaborating to work on FB page which Sam will collaborate on as well.
- **Outreach Marketing Plan 2018 (June-August)-** starting this month so be on the lookout.
- **Updating Website:** still working on this hopefully to be up and running by the end of the

month.

- Commissioner Bios

- **Leadership Fort Wayne 2019 Application:** Director Quintana is looking into this further; the mandatory outing for this requirement is during the same time as the mandatory HUD conference. If Leadership won't grant her an out, she will have to pass this year.
- **Current Case Age: 169.60**

**OLD BUSINESS:**

Commissioner Wardlaw will talk to Mayor Henry about the vacancy on the Board

**CONCERNS FROM THE PUBLIC:**

None

**MEETING ADJOURNED at 5:28 pm**