



# METROPOLITAN HUMAN RELATIONS COMMISSION

**March 6, 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 12:02 p.m.

**Commissioners Present:** Arrington (in-person)  
Ervin (in-person)  
Lombard (in-person)  
Burrus (in-person)  
Wardlaw (in-person)

**Other Persons  
Present:**

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

- February 6<sup>th</sup> meeting minutes were approved.

## OFFICE REPORT

### EEOC

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

- **Intakes (by 9/30/23): 100 (contract number) 64 (current status)**
- **Contract number of case closures by 9/30/23: 230**
  - 49 No Probable Cause Cases
  - 15 Settlements (\$52,078.00)
  - 1 Withdrawals
  - 1 Lack of Jurisdiction
  - 4 Right to Sue or Full Credit Transfer to the EEOC

### HUD

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

##### **45 Cases closed for Contract**

- 7 HUD Settlement
- 6 Lack of Jurisdiction/Withdraw/Admin
- 31 No Reasonable Cause
- 0 Withdraw after Resolution
- 1 Reasonable Cause

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

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

February 2, 2023: Senior Investigators Barnhart and Sorg attended the affirmatively furthering fair housing briefing conducted by HUD.

February 6, 2023: Investigators Benson, Guin, and Kinchen attended EEOC ARC training.

February 8, 2023: Staff Attorney Gosheff and Director Quintana attended the Fort Wayne Leadership Luncheon through Greater Fort Wayne Inc.

February 13, 2023: Senior Investigator Sorg conducted fair housing training for Prosperity Property Group.

February 14, 2023: Senior Investigator Barnhart and Director Quintana attended the quarterly United Front keynote.

February 15, 2023: Director Quintana assisted with the teen dating violence event on behalf of the Mayor's Commission on Domestic Violence, Rape, and Sexual Harassment.

February 20, 2023: All staff attended How to Work with an Interpreter training given by Amani Family Services.

Director Quintana added that this training was very helpful, and we created an inter-office memo with updates on how to help our limited English proficient (LEP) complainants. We are currently working on getting a language access plan created for our office. Commissioner Lombard suggested that we look into Spanicus. Commissioner Burrus advised Director Quintana to speak to someone from FWCS since they seem to have documents from many different languages or dialects to see who they're using for translations.

February 21, 2023: Senior Investigators Sorg and Barnhart conducted anti-harassment training for the Allen County Public Library.

February 28, 2023: Staff Attorney Gosheff and Director Quintana presented on the Equity for All Study at the Northeast Indiana Regional Partnership.

February 27-March 3, 2023: Investigator Kelsaw virtually attended fair housing basics training through the National Fair Housing Training Association.

Director Quintana added that she presented the Equity for All study to NIHRA on March 1<sup>st</sup> and there were around 200 attendees at this event. We received a lot of positive feedback from it, and we have already started receiving calls to find the report and to meet with their teams to provide training.

**PERSONNEL ISSUES:**

No personnel issues.

**BUDGET/CALENDAR OF EVENTS:**

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

**LEGAL UPDATE/MATTERS:**

**Mediations:** No mediations were conducted in the month of February.

**NEW BUSINESS:**

- **Furniture Move**

- **Data Management/ Tech** - Quoted \$1,560.90 by New Era Technology.  
Commissioner Burrus recommended that we ask about server battery backup.  
Motion to approve – Commissioner Ervin  
2<sup>nd</sup> – Commissioner Lombard  
Approved unanimously.
- **Additional Office Supplies and Furniture**  
Office supplies needed with new furniture- \$550.  
Furniture (chairs, white boards, front desk update) - \$4110.  
Laptop (front desk) - \$1340.  
Total: \$6,000  
Motion to approve – Commissioner Lombard  
2<sup>nd</sup> – Commissioner Ervin  
Approved unanimously.

- **Office Updates**

Restrooms – We’re still waiting for the necessary repairs to be made. Someone was out to check them out because they will be painting the doors and the hallway, but they haven’t been back to paint it.  
Baby changing station – We have been approved to get the baby changing station installed but they’re trying to figure out final details.  
Windows – We also had someone out to check out our windows. Parks department will be replacing the ones that need to be replaced.  
We are still waiting to get name plates and other things hung up in our offices, changing the restroom signage, making sure at least one of our restrooms is ADA accessible, and new blinds for the windows.

- **Equal Pay Day – Women’s Fund**

- **March 15, 2023** – Director Quintana will be at the event speaking a little about the Equity for All study especially presenting key pieces about gender discrimination.

- **2023 Fair Housing Summit**

- **April 26, 2023**

- **Annual Reports 2021 & 2022**

\$10,625 for the combined annual reports

Up to \$3,000 for printing costs

Total: \$13,625

Commissioner Arrington asked what budgets we will be using to cover the costs.

Director Quintana stated we would use both HUD and EEOC dollars.

Commissioner Lombard asked what our requirements are for annual reports under the ordinance.

Director Quintana stated we are required to create one under our ordinance. For the last five years, we have tried to make data in annual reports easier to understand. We like to distribute annual reports at all the events or fairs we go to. We also place them in our Fair Housing Summit bags and in the folders that Complainant's receive. We also send it to the Mayor and City Council, but we also want to send it to all the agencies we partner with as well.

Commissioner Lombard stated we should look into getting a two-sided push card made for the annual report that summarizes the information to entice people to want to read the actual annual report.

Motion to approve – Commissioner Burrus

2<sup>nd</sup> – Commissioner Ervin

Approved unanimously.

- **Current Case Age: 130.95**

**OLD BUSINESS:**

**CONCERNS FROM THE PUBLIC:**

**MEETING ADJOURNED at 12:36 pm**