

# METROPOLITAN HUMAN RELATIONS COMMISSION



**May 1, 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 Trevino, Tinnel, Maples, Wardlaw and Ganaway Present.

**Other Persons Present:** Dawn Cummings, Executive Director  
Nikki Quintana, Staff Attorney  
Samantha Chenery, Admin IV

April 3, 2017 meeting minutes were read and approved.

## OFFICE REPORT

### EEOC

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

- **Intakes (by 9/30/17): 176 (contract number) 92(current status)**
- **Case Closures: 141 (Last year contract 210)**
  - o 90 No Probable Cause
  - o 33 Settlements
  - o 8 Withdrawals
  - o 2 Lack of Jurisdiction
  - o 8 Right to Sue or Full Credit Transfer to the EEOC

### HUD

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

##### **40 Cases closed for contract**

- o 14 HUD Settlements
- o 2 Lack of Jurisdiction/withdraw/admin
- o 22 No reasonable
- o 3 Conciliated Reasonable cause (\$14,929.98)

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

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

April 4, 2017: Staff Attorney Quintana and Director Cummings attended the YWCA Equal Pay Day Event.

April 6, 2017: Staff Attorney Quintana and Investigator Barnhart attended the Fair Housing Center of Central Indiana Conference

April 7 & 28, 2017: Staff Attorney Quintana attended the Summit City South Rotary meeting

April 13, 2017: Metro's Annual Fair Housing Event

April 13, 2017: Staff Attorney Quintana attended the last YLNI Leadership Institute and graduated April 20<sup>th</sup>.

April 17, 2017: Staff Attorney Quintana attended NIHRA.

April 20, 2017: Director Cummings conducted fair housing training for Broker Managers (Upstar)

April 20, 2017: Staff Attorney Quintana and Investigator Barnhart attended the Multicultural Council meeting

April 22, 2017: Staff Attorney Quintana and Investigator Flores attended the Noche De Gala

April 27, 2017: YWCA Stand Against Racism diversity carry-in

April 28, 2017: Staff Attorney Quintana, Admin Chenery, and Director Cummings attended the Diamonds and Denim event.

#### **PERSONNEL ISSUES:**

**BUDGET:**

Fiscal year for HUD will change to October 1-September 30<sup>th</sup>. We will extend this current fiscal year by 3 months in order to accommodate this change.

Copies of the budgets have been submitted to the Commissioners. Admin Chenery will discuss and take questions and comments.

**LEGAL UPDATE/MATTERS:**

Six mediations were held in April. Five were successful and one failed.

**NEW BUSINESS:**

- Seeking approval of 2016 Annual Report – draft was emailed to Commissioners: Motion to approve by Tinnel, second by Maples, voted and approved.

**OLD BUSINESS:**

- City Council meetings were enlightening and positive. Commissioner Tinnel is available for future meetings and Commissioner Trevino is pretty open the next couple of weeks as well to finish up meetings. Sam will reach out to Megan the Administrator for the Council and try to schedule the remaining meetings.
- Personnel committee will be meeting on the 15<sup>th</sup> of May @ 4:30 here at the Metro office. Sam will send out a reminder. Dawn to send Commissioner Ganaway information on the Personnel Committee

**CONCERNS FROM THE PUBLIC:**

None

**MEETING ADJOURNED at 4:50 PM**

COMMISSION NUMBERS  
Effective 05/01/2017

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

Closure Contract: 210 (last year's contract)

Total contract closures: 141 11 Probable Cause

90	No probable cause	
8	Withdrawals	
2	No Jurisdiction/Admin closure	
8	RTS/Full Credit Tr	
31	Mediated Settlements	\$ 63,116.70
2	Conciliation after P/C	\$ 21,000.00
	Totals	\$ <b>84,116.70</b>

Intake Contract: 176 (last year's contract)

Total EEOC Intakes: 92

Total Metro only closures: 34

27	No probable cause	
0	Withdrawals	
5	No Jurisdiction/Admin.	
0	Settlements	\$
0	Conciliation after P/C	\$
	Totals	\$
2	Probable Cause	

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

As of 4/24/2017

	Budget	YTD	Balance	Pct. Used	Explanation
<b>5100 Series</b>					
5111 Salaries and Wages	\$ 111,372.00	\$ 79,167.16	\$ 32,204.84	71.08%	
<b>5200 Series</b>					
5212 Stationary and Printed Forms	\$ 600.00	\$ 106.17	\$ 493.83	17.70%	
5219 Other Office Supplies	\$ 2,400.00	\$ 933.37	\$ 1,466.63	38.89%	
5247 Instructional Supplies	\$ 360.00	\$ 212.86	\$ 147.14	59.13%	
<b>5300 Series</b>					
5311 Legal Services	\$ 2,220.00	\$ 444.18	\$ 1,775.82	20.01%	
5314 Consultant Services	\$ 360.00		\$ 360.00	0.00%	
5317 Instructional Services	\$ 800.00		\$ 800.00	0.00%	
531K Seminar Fees	\$ 1,500.00	\$ 1,035.00	\$ 465.00	69.00%	
5320 HUD Travel & Training Expenses	\$ 17,880.00	\$ 6,369.32	\$ 11,510.68	35.62%	
5322 Postage	\$ 3,000.00	\$ 900.00	\$ 2,100.00	30.00%	
5326 Mileage	\$ 180.00	\$ -	\$ 180.00	0.00%	
532C Cell Phone	\$ 600.00	\$ 309.31	\$ 290.69	51.55%	
5331 Printing other than office supplies	\$ 480.00		\$ 480.00	0.00%	
5369 Contracted Service	\$ 1,500.00	\$ 754.21	\$ 745.79	50.28%	
5391 Subscriptions and dues	\$ 480.00	\$ 104.63	\$ 375.37	21.80%	
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>\$ 92,732.78</b>	<b>\$ 54,999.22</b>	<b>62.77%</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>\$15.96</b>
<b>Cash Subtotal:</b>	<b>\$309,750.11</b>
<b>Available Cash Balance:</b>	<b>\$217,017.33</b>

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

As of 4/24/2017

Explanation

	Budget	YTD	Balance	Pct. Used
<b>5100 Series</b>				
5111 Salaries and Wages	\$ 111,372.00	\$ 54,930.43	\$56,441.57	49.32%
<b>5200 Series</b>				
5212 Stationary and Printed Forms	\$ 600.00	\$ 182.12	\$ 417.88	30.35%
5219 Other Office Supplies	\$ 3,200.00	\$ 1,293.17	\$ 1,906.83	40.41%
5231 Gasoline	\$ 700.00	\$ 159.76	\$ 540.24	22.82%
5247 Instructional Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
<b>5300 Series</b>				
5311 Legal Services	\$ 7,000.00	\$ 522.46	\$ 6,477.54	7.46%
5314 Consultant Services	\$ 3,600.00	\$ -	\$ 3,600.00	0.00%
5317 Instructional Services	\$ 3,600.00	\$ -	\$ 3,600.00	0.00%
531K Seminar Fees	\$ 3,600.00	\$ 1,131.00	\$ 2,469.00	31.42%
5322 Postage	\$ 2,520.00	\$ 1,106.90	\$ 1,413.10	43.92%
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	\$ 408.45	\$ 791.55	34.04%
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	\$ 3,118.17	\$ 11,881.83	20.79%
5391 Subscriptions and dues	\$ 1,325.00	\$ 176.62	\$ 1,148.38	13.33%
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	\$ 73,271.82	\$99,286.18	42.46%
Notes:				
<b>Roll Over from FY 2016</b>	\$219,463.05			
Deposit #1	\$85,900.00			
Copy Fees	\$28.74			
<b>Cash Subtotal</b>	<b>\$305,391.79</b>			
<b>Available Cash Balance</b>	<b>\$ 232,119.97</b>			

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

As of 4/24/2017

Explanation

5100 Series	Budget	YTD	Balance	PCT Used
5111 Salaries and Wages	\$ 399,958.00	\$ 120,998.72	\$278,959.28	30.25%
512B Non-chargeable paid hours	\$ -	\$ -	\$0.00	
5131 PERF-Employer's Share	\$ 69,064.00	\$ 20,819.43	\$48,244.57	30.15%
5132 FICA	\$ 47,174.00	\$ 13,729.90	\$33,444.10	29.10%
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	\$ 5,576.40	\$12,923.60	30.14%
5162 Accrued Wages				
<b>5200 Series</b>				
5212 Stationary and Printed Forms	\$ 600.00	\$ 18.00	\$582.00	3.00%
5213 Computer Supplies	\$ 180.00	\$ 30.00	\$150.00	16.67%
5219 Other Office Supplies	\$ 1,500.00	\$ 374.52	\$1,125.48	24.97%
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	\$ 252.44	\$2,447.56	9.35%
5317 Instructional Services	\$ 480.00		\$480.00	0.00%
531K Seminar Fees	\$ 1,000.00	\$ 114.00	\$886.00	11.40%
5322 Postage	\$ 1,680.00	\$ 450.00	\$1,230.00	26.79%
5324 Travel	\$ 1,800.00	\$ 245.90	\$1,554.10	13.66%
5325 Council/Board Travel	\$ 1,000.00		\$1,000.00	0.00%
532C Cell Phone	\$ 720.00	\$ 181.49	\$ 538.51	25.21%
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	\$ 299.79	\$900.21	24.98%
5391 Subscriptions and dues	\$ 500.00	\$ 97.95	\$402.05	19.59%
<b>Totals</b>	<b>\$ 717,848.00</b>	<b>\$ 331,982.54</b>	<b>\$385,865.46</b>	<b>46.25%</b>

Notes:

Copy Fees \$19.20  
 Restitution \$105.00  
\$385,989.66