



METROPOLITAN HUMAN RELATIONS COMMISSION

September 12, 2016

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:

DAWN CUMMINGS, EXECUTIVE DIRECTOR

**Metro
Commissioners:**

Dorian Maples, Chair; Rick Trevino, Vice Chair; Larry Wardlaw, Michelle Chambers, Kody Tinnel, 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 Maples, Trevino, Wardlaw, Ganaway, Tinnel, and Keesling Present.

**Other Persons
Present:**

Dawn Cummings, Executive Director

Nikki Quintana, Staff Attorney

Samantha Chenery, Admin IV

August 1, 2016 meeting minutes were read and approved.

OFFICE REPORT

EEOC

EMPLOYMENT CASE PROCESSING (10/1/15 – 9/30/16):

- **Intakes (by 9/30/16): 176 (contract number) 171 (current status)**
- **Case Closures: 213 (plus 9 Probable Cause findings)**
 - o 124 No Probable Cause
 - o 43 Settlements
 - o 4 Withdrawals
 - o 38 Lack of Jurisdiction
 - o 4 Right to Sue or Full Credit Transfer to the EEOC

HUD

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

5 Cases closed for contract

- o 2 HUD Settlements
- o 0 Lack of Jurisdiction/withdraw/admin
- o 3 No reasonable
- o 0 Reasonable cause

19 Pending (Open being investigated)

ATTENDED EVENTS/OUTREACH:

August 6, 2016: Investigators Holifield and Norris tended a booth at Southside Fest

August 19, 2016: Staff Attorney Quintana and Investigator Barnhart attended fair housing training at the Fair Housing Center of Central Indiana

August 31, 2016: Staff Attorney Quintana conducted Metro training at IPFW

August 29-31, 2016: Staff worked together to conduct six sessions of diversity training for LH Carbide per request.

PERSONNEL ISSUES:

Revised job descriptions have been approved by City's consultant. We are waiting for the Compensation Committee to approve.

BUDGET:

Information provided by Admin Chenery

LEGAL UPDATE/MATTERS:

Four mediations were held in August, three were successful.

NEW BUSINESS:

- EEOC granted us an upward modification
- HR has been contacted and initial meeting has been conducted to begin team building for staff. Initial assessment with staff will most likely take place in November.
- Dawn has asked for permission to continue with the monthly article with El Mexicano newspaper, this was voted on and approved.

- T.I.P.S. event coming up later this month as part of the Mayor’s taskforce for domestic violence. Dawn, Nikki and Sam will be helping at event and information was given to Commissioner’s.
- Dawn and Nikki will be attending the HR seminar in Indy on December 6th.
- There is a mediation seminar in December that Dawn would like the entire staff to entire (except administrative staff). It is offered on two different days so the staff will be split up accordingly to make sure there is ample coverage for the office.
- City Investigations: Dawn presented the Commission with a memo detailing the reasons why she believes we need to continue to investigate complaints within city departments. Commission has indicated they would like more time and information from Dawn before making a final decision on this. Dawn should bring more information to the next monthly meeting.

OLD BUSINESS:

- CDBG funds: Need to re-submit for this grant as we were told there was some sort of issue on their end with the submittal date, so to make things fair everyone has to re-submit.
- Personnel committee: Dawn is to make a draft of what a personnel committee for the Commission board would look like so that there is a beginning point for the Commissioner’s to consider. Write up what function the committee would have and what the expectation would be.

CONCERNS FROM THE PUBLIC:

None

MEETING ADJOURNED at 5:16 PM