



MINUTES OF A REGULAR MEETING **APPROVED**

HUMAN RELATIONS COMMISSION

DATE: Tuesday, September 19, 2023
TIME: 5:30 p.m.
PLACE: Urbana City Council Chambers
Urbana City Building
400 South Vine Street
Urbana, Illinois 61801

COMMISSIONERS PRESENT: Ann Panthen, Chair; Shalini Smith, Vice Chair; Chyvonne Gibson, Peter Resnick, Greg Schroeder

A. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM

Ann Panthen called the meeting to order at 5:30 p.m. Roll was taken. A quorum was present.

B. APPROVAL OF AGENDA

Ms. Panthen asked if there were additions to the agenda. There were none.

C. APPROVAL OF MINUTES

1. August 15, 2023

Ms. Panthen called for a motion to approve the minutes from the previous meeting. Peter Resnick so moved. Chyvonne Gibson seconded the motion. The commissioners approved the motion by a voice vote.

D. PUBLIC PARTICIPATION

There was none.

E. UNFINISHED BUSINESS

1. 12-22(g) Reports

Mr. Resnick reported his findings regarding a complaint filed in July 2022. The report next goes to the Mayor's Office for review. Due to its contents, the commission files the report with Human Resources.

Ms. Panthen said she will assign someone to work with Carla Boyd, in the Office of Human Rights and Equity, in preparation for reporting to the City Council. This topic will again be an agenda item at the October HRC meeting.

F. NEW BUSINESS

A. EEO Workforce Statistics

Ms. Panthen called for a motion to consider applications for EEO Certification. Mr. Resnick moved to approve the certification of ten companies as follows:

Ahrends Hogan Walker LLC	1 year
Altorfer Inc.	1 year
Barber & DeAtley, Inc.	2 years
Carle Foundation Hospital and The Carle Foundation	2 years
Carle Healthcare Inc. (Carle Physician Group)	2 years
Carle West Physician Group	2 years
CDW Government LLC	2 years
Chapman and Cutler LLC	2 years
Concrete Inc	2 years
Duce Construction Company	2 years
Kinney Contractors Inc	2 years
Michels Trenchless, Inc.	2 years
Tyler Technologies, Inc	2 years

Ms. Gibson seconded the motion.

Commissioners discussed the companies that are utilizing unions. Additionally, they discussed companies that have seen changes in their staffing patterns from one certification to the next.

The commissioners asked the office to ask for additional information from Chapman and Cutler, as well as CDW Government, regarding their turnover. Following the discussion, the motion carried on a voice vote.

G. OFFICER'S REPORT

Ms. Panthen shared the monthly report on behalf of Ms. Boyd, who was away. Highlights included:

- Status of complaints
- Tom Unzicker has been hired as the Human Rights Specialist to assist Ms. Boyd with administrative duties, and he will participate in community engagement activities
- She is developing various materials for a community education campaign introducing the Civilian Police Review Board, the Human Relations Commission, and explaining what the Office and Human Rights & Equity does
- She has completed 26.5 hours of 40 required for the ADA Coordinator Certification program
- She served as an Ambassador for the City of Urbana's Welcoming Week event, "All Have a Seat at Our Table," held in the back of City Hall last week
- She attended an event of Alpha Kappa Alpha honoring Minnie Pearson, the Chair of the local NAACP, for contributions to the community
- She attended a New American Welcoming Center orientation for new volunteers and is co-facilitating a team promoting Civic & Community Engagement by immigrant residents

Commissioners' follow-up:

- When Mr. Unzicker was asked about his new role, he explained he is now full-time, and in addition to office projects, he will assist with community outreach
- When asked about filling vacancies on this commission, Mr. Unzicker reported that the new educational materials will be used in part for recruitment, but that the topic of vacancies should remain an ongoing agenda item

H. ANNOUNCEMENTS

1. Next meeting: Tuesday, October 17, 2023 at 5:30 p.m.

I. ADJOURNMENT

There being no further business before the Commission, Ms. Panthen adjourned the meeting at 5:58 p.m.

Respectfully submitted,

Thomas D. Unzicker
Recording Secretary