



## MINUTES OF A REGULAR MEETING **APPROVED**

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### HUMAN RELATIONS COMMISSION

**DATE:** Tuesday, July 16, 2024  
**TIME:** 5:30 p.m.  
**PLACE:** Urbana City Council Chambers  
Urbana City Building  
400 South Vine Street  
Urbana, Illinois 61801

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**COMMISSIONERS PRESENT:** Ann Panthen, Chair; Shalini Smith, Vice Chair; Peter Resnick; Greg Schroeder; Jerry Frye

**COMMISSIONER PRESENT VIA PHONE:** Vahagn Chiflikyan

**ALSO PRESENT:** Carla Boyd, Human Rights and Equity Officer; Tom Unzicker, Human Rights Specialist

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

Ann Panthen called the meeting to order at 5:32 p.m. The Recording Secretary took the roll. A quorum was present.

#### **B. APPROVAL OF AGENDA**

Commissioners accepted the agenda without change.

#### **C. INTRODUCTION OF NEW COMMISSIONER**

Ms. Panthen began introducing Jerry Frye to the commission when there was a brief interruption at the back of the chambers. A visitor spoke, but could not be understood from the front of the chambers. The visitor departed immediately and Ms. Panthen continued with the agenda. Mr. Frye introduced himself to the commissioners and public.

Mr. Frye shared that he has lived in Urbana for about 25 years, is married, and lives on McHenry Street. He attended a Southeast Urbana Neighborhood Association meeting some months ago and learned about this commission. He stated he has interests in equal opportunity employment and human rights, and that he has a sense for what this commission stands. He added he had been both an employer and an employee during his career, and that he tried to be fair in his own hiring processes. Ms. Panthen thanked Mr. Frye, and commissioners welcomed him to the commission.

#### **D. APPROVAL OF MINUTES**

##### **1. June 11, 2024**

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

**E. PUBLIC PARTICIPATION**

There was none.

**F. UNFINISHED BUSINESS**

There was none.

**G. NEW BUSINESS**

**1. Acceptance of Automatic EEO Certifications**

Ms. Panthen announced two companies sought EEO Certification that have 14 employees or fewer, and are therefore eligible for an automatic two-year certification. The companies are:

NPOP Inc d/b/a Nick's Paints  
Rahn Equipment Company

Ms. Panthen called for a motion to approve their certification. Mr. Resnick moved to approve certification. Ms. Smith seconded the motion. Motion carried on a voice vote.

**2. Consideration of EEO Workforce Statistics**

Ms. Panthen asked for a motion to approve certification of companies seeking certification that have larger staffs (15 or higher). Ms. Smith moved to approve certification of the applicants as follows:

Koenig Body & Equipment, Inc.	2 years
Blager Concrete Company	2 years
Brycer, LLC	2 years
SNC Construction	2 years
Varsity Striping & Construction Co	2 years
Twin Lakes Fire Service	1 year
PipeWorks, Inc.	1 year
Kirby & Turner Masonry	1 year
Western Waterproofing Company	
d/b/a Western Specialty Contractors	1 year
Andrews Technology HMS, Inc.	6 months

Greg Schroeder seconded the motion.

There was brief discussion regarding the status Andrews Technology. The six-month recommendation was made because of a desire from the office to monitor the quality of their reports. Additionally, the company is undergoing a merger with another company, which might impact their operations in general. Following the discussion, the motion carried on a voice vote.

**3. Changes to process for automatic EEO Certifications?**

Carla Boyd explained the process for changing how automatic certifications come before the board. The discussion topic starts with this meeting as required prior to bringing a vote before the commission.

Mr. Schroeder hoped companies would not limit hiring new employees to avoid greater scrutiny. Mr. Resnick expressed interest in modifying the policy to simply announce those granted automatic certification if the application materials are still part of the monthly packet commissioners receive for review.

A policy modification question for the commission's formal consideration should be readied by the office for the next meeting agenda.

**4. Annual Election of Officers**

Ms. Boyd explained that nominations from the floor should be open for Chair of the Commission. Mr. Resnick nominated Ms. Panthen for a second term. Mr. Schroeder seconded the nomination. Mr. Resnick moved to close nominations. Mr. Schroeder asked if there were any other nominations. Hearing no additional nominations, the commissioners confirmed Ms. Panthen for a second one-year term as Chair on a voice vote.

Mr. Resnick nominated Ms. Smith for a second term as Vice Chair. Mr. Schroeder seconded the nomination. Mr. Resnick moved to close nominations. Hearing no additional nominations, the commissioners confirmed Ms. Smith for a second one-year term as Vice Chair on a voice vote.

**H. OFFICER'S REPORT**

Ms. Boyd shared her monthly report. Highlights included:

- Status of complaints and referrals made
- She co-facilitated a "Government 101" workshop with the New American Welcome Center. An event also occurs during this year's "Welcome Week", on Wednesday, September 18<sup>th</sup>.
- Urbana's Juneteenth events on June 14<sup>th</sup> and 18<sup>th</sup> were a huge success
- The office participated in the Urbana Park District's Juneteenth event on June 16<sup>th</sup>
- The office also participated in the annual Jettie Rhodes Day on June 22<sup>nd</sup>
- She conducted an outreach event at Market at the Square on June 29<sup>th</sup>. She hopes for more member applications.
- Had a meeting with Laborers International Union of North America, Local 703. She expects it will lead to other contacts and additional meetings.
- The office supported the Urbana Park District Neighbor Night Ambucs Park on July 3<sup>rd</sup> and at Larson Park on July 10<sup>th</sup>.

Commissioners' Follow Up:

- Ms. Panthen had attended the Jettie Rhodes event and very much enjoyed it. She encouraged other commissioners to take in such community activities.
- Mr. Resnick clarified that the ongoing Active Complaint is regarding employment. He also clarified that a housing complaint is not about someone in a protected class.

**I. ANNOUNCEMENTS**

1. This Commission has three openings
2. Next scheduled meeting: Tuesday, August 20, 2024 at 5:30 p.m.

**J. 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