



MINUTES OF A REGULAR MEETING APPROVED

HUMAN RELATIONS COMMISSION

DATE: Tuesday, October 17, 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

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 5:30 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. September 19, 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

The commissioners received copies of all the reports about complaints that have undergone review by various commissioners in recent months.

Ms. Panthen inquired about a template commissioners could utilize for uniformity in reporting in the future. Carla Boyd pointed to one of the reports, which had used a template Ms. Boyd had herself used previously. She said she would send that template to commissioners and they could finalize their own version with modifications as desired.

Ms. Panthen requested Ms. Gibson work with Ms. Boyd on behalf of the commission and attend a meeting of the City Council to share a summary of the reviewed complaints. Ms. Gibson will consult with Ms. Boyd to try to schedule.

2. EEO Certification at 15 or 20 Employees?

Commissioners had received documents from Ms. Boyd regarding the past practice of automatically granting an EEO certificate to a company with a small staff. Companies with 14 employees or fewer had previously and could again receive such automatic certification from the HRC.

Greg Schroeder moved to formalize the practice that companies with 14 or fewer employees automatically receive a two-year certification. Mr. Resnick seconded the motion. The motion carried on a voice vote.

F. NEW BUSINESS

1. EEO Workforce Statistics

Discussion began with Ms. Boyd describing researching and developing an understanding about how engineering licensing restrictions vary by state. Some states include further educational requirements of students who receive a Bachelor of Engineering Technology degree. This practice impacts students of color who commonly received degrees in Engineering Technology.

After some clarifying questions about the recommendations by Ms. Boyd, Mr. Resnick moved to certify certification of nine companies as follows:

Sublon Construction	2 years
Thielen, Foley & Mirdo LLC	2 years
Martin Equipment of IL Inc.	2 years
Fehr Graham & Associates, LLC	2 years
Hanson Professional Services Inc.	2 years
Mid Illinois Concrete & Excavation, Inc.	1 year
Midwest Engineering and Testing, Inc.	2 years
Engineering Resource Associates, Inc.	1 year
Motorola Solutions, Inc.	2 years

Ms. Gibson seconded the motion. The motion carried on a voice vote.

2. Updating certification materials

Ms. Panthen requested clarification about a document the commissioners receive for their review each month. It was explained that the page lists companies in order of an application being approved by the office for forwarding to the commissioners.

Additionally, that "Companies" document lists a company's status with the city. Sometimes there is a specific project bid noted. Other times it might note a general renewal of certification as work continues, or if a company anticipates bidding again soon.

Discussion occurred regarding the documentation supplied each month to the commissioners, the relevance and usefulness of the information and what additional information might be helpful as decision making about EEO Certification happens. Commissioners recognized comparing companies outside Champaign County to the county may not be useful, but they would appreciate seeing relevant statistical comparisons as available. Documents will be undergoing updates for future meetings.

3. Mapping HRC vacancy openings

A map of Urbana was shared with commissioners to highlight vacancies on the Human Relations Commission and particular neighborhoods where recruitment of new commissioners could be especially helpful. There is not representation from Wards 1, 2, 3, 5 and 6 currently.

Candidates may start an application online. The Mayor's Office handles the processing of applications and the appointment process.

Ms. Boyd explained that the educational materials in development will be utilized to target those areas not currently represented on the commission.

G. OFFICER'S REPORT

Ms. Boyd shared her monthly report. Highlights included:

- Status of complaints
- Status FOIA requests
- Development of educational materials, one avenue for recruitment of new members, is ongoing
- Volunteers from the commission for recruiting at various community activities would be welcomed

H. ANNOUNCEMENTS

1. Next meeting: Tuesday, November 21, 2023 at 5:30 p.m.
2. This commission has four openings.

I. ADJOURNMENT

There being no further business before the Commission, Ms. Panthen adjourned the meeting at 6:13 p.m.

Respectfully submitted,

Thomas D. Unzicker
Recording Secretary