



MINUTES OF A REGULAR MEETING **APPROVED**

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HUMAN RELATIONS COMMISSION

**DATE:** Tuesday, April 18, 2023  
**TIME:** 6:15 p.m.  
**PLACE:** Urbana City Council Chambers  
Urbana City Building  
400 South Vine Street  
Urbana, Illinois 61801

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**COMMISSIONERS PRESENT:** Stacie Burnett, Chair; Julie Robinson Schaeffer, Vice Chair; Asako Kinase-Leggett; Peter Resnick; Greg Schroeder

**ALSO PRESENT:** Carla Boyd, Human Rights and Equity Officer

**1. CALL TO ORDER, ROLL CALL, AND DECLARATION OF QUORUM**

Stacie Burnett called the meeting to order at 6:15 p.m. A quorum was present.

**2. APPROVAL OF AGENDA**

Ms. Burnett called for a motion to approve the meeting agenda. Peter Resnick so moved. Julie Robinson Schaeffer seconded the motion. The commissioners approved the agenda by a voice vote.

**3. APPROVAL OF MINUTES**

**A. April 4, 2023**

Ms. Burnett called for a motion to approve the minutes from the previous meeting. Greg Schroeder so moved. Mr. Resnick seconded. The commission approved the motion by a voice vote.

**4. PUBLIC PARTICIPATION**

The Chair greeted a visitor, but there was no public participation.

**5. UNFINISHED BUSINESS**

There was none.

**6. NEW BUSINESS**

**A. EEO Workforce Statistics**

The commission received 13 new EEO Workforce Statistics applications. Ms. Burnett announced the applications under consideration and the recommended duration of certification after Carla Boyd's review:

AMES Engineering, Inc.	2 years
BEC Enterprises, LLC	1 year
Berns, Clancy and Associates, P.C.	1 or 2 years
Centripetal, LLC	1 year
ESI Consultants, LLC	2 years
Fire Catt	2 years
GFI Digital, Inc.	1 year
Insituform Technologies USA, LLC	2 years
Prairie Engineers, P.C.	1 year
SAK Construction, LLC	2 years
Stepp Manufacturing Co. Inc.	1 year
Urban GIS, Inc.	2 years
V3 Companies	1 year

Each company receiving a one-year certification does so with the provision that with the next application a Good Faith Efforts update would be required.

Mr. Resnick moved to approve certification of the 13 companies as read, clarifying Berns, Clancy receiving recertification for two-years. Ms. Robinson Schaeffer seconded the motion.

During discussion, Mr. Schroeder offered a friendly amendment to certify Fire Catt for one-year due the lack of representation on their staff from the Asian population of their community. Mr. Resnick and Ms. Robinson Schaeffer accepted the amendment.

The motion carried by a voice vote.

#### **B. HREO or Designee EEO Interim Authority**

Ms. Boyd reported on having received a legal opinion that a change allowing her interim authority to issue a short-term certification would require City Council approval.

Discussion occurred about a range of circumstances that might occur prior to a contract agreement. Questions were posed as to whether an ordinance change would be needed or if a change in administrative policy would suffice in order to allow the City to move forward when certification was pending and a contract needed to commence. Ms. Boyd said she would be following up.

### **7. OFFICER'S REPORT**

Ms. Boyd provided an update highlighting:

- Status of complaints
- The process to identify new members of this commission is underway
- She requested HRC members volunteer for the Jettie Rhodes Neighborhood Day, Saturday, June 24, 2023, in King Park, Noon – 4:00 p.m.

Commissioners' follow-up:

- When asked to clarify the process for recruiting new member of HRC, Ms. Boyd stated letters along with applications and copies of the applicable ordinance are going out to potential candidates who have been referred to her
- When asked about student interns working with the HRC in the future, Ms. Boyd indicated she would look into options.

**8. ANNOUNCEMENTS**

- Next meeting: Tuesday, May 16, 2023, at 5:30 p.m.
- In an effort to project any need to adjust meeting dates, the members were asked to share information about weeks they may not be unavailable in the coming months, but especially when they know they will not be available on any given Tuesday

**9. ADJOURNMENT**

There being no further business before the Commission, Ms. Burnett adjourned the meeting at 6:38 p.m.

Respectfully submitted,

Thomas D. Unzicker  
Recording Secretary