



MINUTES OF A REGULAR MEETING **APPROVED**

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HUMAN RELATIONS COMMISSION

**DATE:** Tuesday, January 17, 2023  
**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:** Julie Robinson Schaeffer, Vice Chair; Asako Kinase-Leggett; Peter Resnick; Greg Schroeder

**COMMISSIONER ABSENT:** Stacie Burnett, Chair

**ALSO PRESENT:** Carla Boyd, Human Rights and Equity Officer  
Traci E. Nally, Hearing Officer  
David Wesner, City Attorney of Urbana  
Alyx Parker, Attorney representing Ramshaw Realty Property Management

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

Julie Robinson Schaeffer called the meeting to order at 5:33 p.m. After some difficulty with a microphone not working, the Recording Secretary took the roll. A quorum was present.

**2. APPROVAL OF AGENDA**

Ms. Robinson Schaeffer called for a motion to approve the meeting agenda. Greg Schroeder so moved. Peter Resnick seconded the motion. Asako Kinase-Leggett pointed out a spelling error with 'participation' in "Public Participation". With the correction noted, the commissioners approved the agenda by a voice vote.

**3. APPROVAL OF MINUTES**

**a. December 14, 2022**

Ms. Robinson Schaeffer called for a motion to approve the minutes from the previous meeting. Mr. Resnick so moved. Ms. Kinase-Leggett seconded. The commission approved the motion by a voice vote.

**4. INITIAL PUBLIC HEARING: Case # UC 2022-PH1**

Ms. Robinson Schaeffer, as Vice Chair, recognized Hearing Officer Traci Nally, who commenced the hearing: The City of Urbana v. Ramshaw Realty Property Management.

Officer Nally presented a draft pre-hearing order, which listed potential dates for each portion of the hearing to occur. The attorneys considered the draft and suggested various modifications. The commission members also had opportunity to refine the draft.

The discussion clarified the requirement for a quorum of commission members throughout the hearing process and led to scheduling the first date of the hearing on the substance of the matter for Tuesday, May 16, 2023. However, a final pre-hearing conference, set for Tuesday, April 18, 2023, could potentially lead to additional schedule modifications.

Following the Initial Hearing discussion, Officer Nally turned the meeting back over to the Vice Chair. Ms. Robinson Schaeffer entertained a motion to adopt the pre-trial order with the amended dates, the addition of a pre-hearing conference, and with the understanding that Officer Nally would submit a finalized document.

Mr. Resnick moved to approve the motion with the addition that the HRC agrees to set aside for this hearing the 90-day deadline. Mr. Schroeder seconded the motion. The commission approved the motion by a voice vote.

#### **PUBLIC PARTICIPATION**

An Urbana resident addressed the commission with concerns about the process of handling hearings, as well as which complaints receive hearings.

#### **6. UNFINISHED BUSINESS**

There was none.

#### **7. NEW BUSINESS**

##### **a. 12-22 (g) Reports**

Commissioners shared brief updates to indicate that the reviewing process of their assigned cases continues.

##### **b. EEO Workforce Statistics**

The commission received six new EEO Workforce Statistics applications: Koenig Body and Equipment, Inc.; McKenzie Wagner, Inc.; Mid-State Fire Repair, LLC.; Ring Central, Inc; RJN Group Inc; and Supreme Radio Communications, Inc.

Carla Boyd explained the rationale for presenting the application of RJN Group Inc for the second time in two months. She had been absent from the last meeting, but she would have relayed the fact their application had met all documentation requirements.

Commissioners received clarification of details about two of the other applications:

Although their previous certification had time remaining, Mid-State Fire Repair LLC. applied for early recertification after their staff increased from one to seven employees.

The two-year certification of Ring Central, which delivers the phone service for the city's government offices, expired in December 2022. Their new application had incomplete components apparently due to having significant turnover in their Human Resources office.

Mr. Resnick moved to approve certification for three applications.

For two years: McKenzie Wagner, Inc.; Mid-State Fire Repair, LLC.

For one year: Ring Central

Mr. Schroeder seconded the motion. The motion carried on a voice vote.

Discussion turned to the three other applications. Mr. Resnick stressed that each company should explain plans for improving diversity when the lack thereof is evident. In addition to emphasizing a request for more information from RJN, he inquired whether Koenig or Supreme Radio had addressed the commission's previous request to report on "Good Faith Efforts".

Ms. Boyd reported neither company had submitted such plans with their renewal applications. She stated that beginning immediately, reminders to companies from the office will include the HRC's expectation that a "Good Faith Efforts" update be submitted when a Provisional Certification comes up for renewal.

Mr. Resnick moved to approve certification for three applications for six months: Koenig Body and Equipment, Inc.; RJN Group Inc; and Supreme Radio Communications, Inc.

Ms. Kinase-Leggett seconded the motion. The motion carried on a voice vote.

**8. OFFICER'S REPORT**

Ms. Boyd provided an update highlighting:

- Status of complaints
- She assisted with Martin Luther King, Jr. Day celebration events on Sunday and Monday

**9. ANNOUNCEMENTS**

- Next meeting: 5:30 p.m., Tuesday, February 21, 2023
- Mr. Resnick clarified that the Initial Public Hearing must occur within 90 days, which happened this evening. The HRC does have the flexibility of changing the rules so that the hearing may continue after the Initial Hearing, which it did this evening.
- Stacie Burnett is well, but was unable to attend

**10. ADJOURNMENT**

There being no further business before the Commission, Ms. Robinson Schaeffer adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Thomas D. Unzicker  
Recording Secretary