



MINUTES OF A REGULAR MEETING **APPROVED**

HUMAN RELATIONS COMMISSION

DATE: Wednesday, December 14, 2022
TIME: 5:30 – 6:30 p.m.
PLACE: Urbana City Council Chambers
Urbana City Building
400 South Vine Street
Urbana, Illinois 61801

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

COMMISSIONER ABSENT: Greg Schroeder

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

Stacie Burnett called the meeting to order at 5:33 p.m. Roll was taken. A quorum was present.

2. APPROVAL OF AGENDA

Ms. Burnett called for a motion to approve the meeting agenda and Asako Kinase-Leggett so moved. Peter Resnick seconded the motion. The commission approved the motion by a voice vote.

3. APPROVAL OF MINUTES

a. November 2, 2022

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

4. PUBLIC PARTICIPATION

There was none.

5. UNFINISHED BUSINESS

a. Assignment of 12-22(g) complaints

Ms. Burnett made assignments to commissioners to review four cases, one per commissioner. She stated commissioners could swap assignments if a commissioner had cause for concern about the case assigned:

12-22(g) – 072422 Peter Resnick
12-22(g) – 052522 Asako Kinase-Leggett
12-22(g) – 071322 Greg Schroeder
12-22(g) – 020822 Julie Robinson Schaeffer

6. NEW BUSINESS

a. Human Relations Commission 2023 Meeting Calendar

Ms. Burnett reviewed options for meeting days in 2023, based on the availability of Council Chambers. Mr. Schroeder had submitted information on his availability and preferences in advance and Ms. Burnett surveyed the other commissioners who were present on their availability and preferences.

Mr. Resnick moved to hold meetings on the third Tuesday of each month at 5:30 p.m. Ms. Kinase-Leggett seconded the motion. The motion carried on a voice vote.

b. Appointment of Hearing Officer

Ms. Burnett reported Traci E. Nally, Attorney at Law, has agreed to serve as a Hearing Officer, and shared information from Ms. Nally's biography. Mr. Resnick stated Ms. Nally had served the City previously in various capacities. Ms. Burnett, as Chair, announced her appointment of Ms. Nally to serve as Hearing Officer.

c. Acknowledgement of complaint: Case # UC 2022-PH1

Ms. Burnett stated all commissioners received a sealed copy of the complaint.

d. Scheduling the Initial Hearing meeting Case # UC 2022-PH1

The initial hearing meeting will occur during the next Human Relations Commission meeting at 5:30 p.m., on Tuesday, January 17, 2023. Further scheduling will occur and procedures explained in the initial meeting.

e. Discussion of recommended changes to Hearing procedures

Ms. Burnett stated commissioners had received suggested changes to procedures. Ms. Robinson Schaeffer moved to accept the changes. Mr. Resnick seconded the motion.

Discussion occurred regarding correcting spelling errors in the document. Friendly amendments updated the motion. The motion carried on a voice vote.

f. EEO Workforce Statistics

The commission received 11 new EEO Workforce Statistics applications. Ms. Burnett reported recommendations from Carla Boyd, Human Rights and Equity Officer.

Ms. Robinson Schaeffer moved to approve all 11 applications utilizing Ms. Boyd's suggestions for certification duration as follows:

72 Hour LLC for two years; Creative Allies for two years; Crowd Content Media, Inc for one year; CueCamp, LLC for two years; Electronic Data Collection Corporation for one year; Heyl, Royster, Voelker & Allen P.C. for two years; Homer Tree Care, Inc. for two years; JT's Tree and Crane for two years; RJN Group Inc for two years; Stark Excavating, Inc. for one year; Warehouse Direct, Inc. (Stocks Office Furniture) for one year.

Ms. Kinase-Leggett seconded the motion.

Discussion occurred on the motion. Mr. Resnick requested a friendly amendment to change RJN's certification to six months pending the company's submission of the Affirmative Action Plan they reported they are developing. The friendly amendment was accepted.

The commission approved all 11 applications on a voice vote as follows:

Certified for two years: 72 Hour LLC; Creative Allies; CueCamp, LLC; Heyl, Royster, Voelker & Allen, P.C.; Homer Tree Care, Inc.; JT's Tree and Crane

Certified for one year: Crowd Content Media, Inc; Electronic Data Collection Corporation; Stark Excavation, Inc.; Warehouse Direct, Inc.

Certified for six months: RJN Group Inc

7. OFFICER'S REPORT

Ms. Boyd was away due to illness. She left word that there were no new cases since the previous meeting.

8. EXTENDED MEETING

A meeting following this one had been scheduled for Council Chambers. In an effort to ensure this meeting concluded with adequate time for the next meeting to start on time, advertising stated this meeting would last one hour. Any board or commission meeting advertised with a fixed hour to conclude requires the session to continue, despite completing an agenda, so later arriving citizens could join the meeting as advertised.

Commissioners discussed the process to recruit new commissioners to the HRC. Any new applications are forwarded to the Mayor's office for consideration. Candidates must be Urbana residents.

Ms. Burnett returned to the topic of suggested changes to hearing procedures and read the full text for the record. Ms. Kinase-Leggett offered some suggestions in order to clarify the language of the text. Ms. Robinson Schaeffer moved to accept the clarifying language. Ms. Kinase-Leggett seconded the motion. The motion carried on a voice vote.

9. ANNOUNCEMENTS

Next meeting: 5:30 p.m., Tuesday, January 17, 2023

10. ADJOURNMENT

There being no further business before the Commission, Ms. Burnett adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Thomas D. Unzicker
Recording Secretary