



MINUTES OF A REGULAR MEETING **APPROVED**

HUMAN RELATIONS COMMISSION

DATE: Wednesday, November 2, 2022

TIME: 5:30 p.m.

PLACE: Urbana City Council Chambers
Urbana City Building
400 South Vine Street
Urbana, Illinois 61801

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

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

Julie Robinson-Schaeffer called the meeting to order at 5:30 p.m. Roll was taken. A quorum was present.

2. APPROVAL OF AGENDA

Ms. Robinson-Schaeffer called for a motion to approve the meeting agenda and Greg Schroeder so moved. Asako Kinase-Leggett seconded the motion. The commission approved the motion by a voice vote.

3. APPROVAL OF MINUTES

a. October 2, 2022

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

4. PUBLIC PARTICIPATION

There was none.

5. UNFINISHED BUSINESS

a. Review and approval of procedures for processing 12-22(g) complaints

Ms. Robinson-Schaeffer stated that a draft of the procedures to be considered had been distributed to the members prior to the meeting. Mr. Resnick moved to approve the bylaw change. Mr. Schroeder seconded the motion.

During discussion, Mr. Resnick stated that the language using the words “complainant” and “report” had been updated to match the ordinance exactly. Ms. Robinson-Schaeffer reiterated that the new text would become part of the Commission’s bylaws. The Commission approved the procedures on a voice vote.

6. NEW BUSINESS

a. EEO Workforce Statistics

The commission received six new EEO Workforce Statistics applications. Mr. Resnick moved to accept all applications with lengths of approval as follows:

For one year: Applied Payment Technology, Inc; Cannon Cochran Management Services Inc. (CCMSI); Hanson Professional Services Inc.; Municipal Emergency Services, Inc.

For two years: Ken’s Oil Service Inc.; TriTech Software Systems

Mr. Schroeder seconded the motion.

Mr. Resnick asked for clarification of CCMSI’s status. The company has been doing business with the City, but reached the dollar amount threshold requiring certification.

Mr. Schroeder offered a friendly amendment changing Applied Payment Technology’s certification to six months due to a decline in the makeup of their diversity. Mr. Resnick concurred with the change.

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

Certified for two years: Ken’s Oil Service Inc.; TriTech Software Systems

Certified for one year: Cannon Cochran Management Services Inc. (CCMSI); Hanson Professional Services Inc.; Municipal Emergency Services, Inc.

Certified for six months: Applied Payment Technology, Inc

7. OFFICER’S REPORT

Ms. Boyd provided an update highlighting:

- Status of complaints
- A new public hearing officer has been identified
- All commissioners are using their City email addresses
- An updated version of the HRC ordinance was posted today

8. ANNOUNCEMENTS

There was none.

9. ADJOURNMENT

There being no further business to come before the Commission, Ms. Robinson-Schaeffer adjourned the meeting at 5:42 p.m.

Respectfully submitted,

Thomas D. Unzicker
Recording Secretary