



MINUTES OF A REGULAR MEETING **APPROVED**

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HUMAN RELATIONS COMMISSION

**DATE:** Wednesday, July 13, 2022  
**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:** Stacie Burnett, Chair; Julie Robinson Schaeffer, Vice Chair; Asako Kinase-Leggett; Peter Resnick; Greg Schroeder

**COMMISSIONERS ABSENT:** None

**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 5:30 p.m. Roll was taken. A quorum was present.

**2. APPROVAL OF AGENDA**

Ms. Burnett called for a motion to approve the meeting agenda. Julie Robinson Schaeffer moved to approve the agenda. Greg Schroeder seconded the motion. The commission approved the motion by a voice vote.

**3. APPROVAL OF MINUTES**

- a. June 8, 2022
- b. June 16, 2022

Asako Kinase-Leggett moved to approve the minutes from the two previous meetings: June 8 and 16, 2022. Peter Resnick seconded the motion. The commission approved the motion by a voice vote.

**4. PUBLIC PARTICIPATION**

There was none.

**5. UNFINISHED BUSINESS**

There was none.

## 6. NEW BUSINESS

### a. EEO Workforce Statistics

The commission considered seven EEO Workforce Statistics applications.

Ms. Burnett pointed out that a briefing page the commission members received had inconsistently labeled an applicant company's name. The correct name is "Locality Media Inc", doing business as "First Due".

- 217, Inc.
- ABC Sanitary
- Andrews Technology HMS, Inc.
- Champaign Signal & Lighting Company (a division of Champaign Asphalt, LLC)
- Key Code Media, Inc
- Koenig Body & Equipment Inc
- Locality Media Inc. (First Due)

Mr. Schroeder inquired about the information provided by Champaign Signal & Lighting. Their application showed new hires, but did not provide information about departing employees. Carla Boyd, Human Rights and Equity Officer, reported that the company described bringing in employees through labor unions, then frequently having layoffs and re-hires. They suggested the revolving door qualities within their system would have skewed the application table in question due to duplication.

Ms. Kinase-Leggett asked if the location of Koenig Body & Equipment in Peoria affects the comparison of their demographics with their EEO profile. A quick review by Mr. Resnick indicated Peoria appears more diverse than Urbana.

Ms. Burnett asked for a motion to approve the various applications.

Mr. Schroeder moved to approve Locality Media's certification for one year; Key Code for one year; Koenig Body & Equipment, Inc for six months; ABC Sanitary for 2 years; 217, Inc for one year; Andrews Technology HMS, Inc., for two years; and Champaign Signal & Lighting Company for one year. Mr. Resnick seconded the motion.

Brief discussion occurred clarifying the varied certification lengths and that none of the shorter certifications this month adversely affect city operations. The commission approved the motion by a voice vote.

### b. Rules for handling 12-22(g) reports of City discrimination

Ms. Robinson Schaeffer reported on the work toward updating an ordinance and putting in place a process for handling discrimination complaints against city employees. Thorough discussion followed. Mr. Resnick pointed out that the update requires a bylaw change and two public readings of the final version of any updates to bylaws.

### c. Discussion of report of City discrimination

Mr. Resnick reported that in addition to one pending complaint, the commission received a new complaint today. Ms. Robinson Schaeffer recommended holding the two complaints until the completion of the updated ordinance. Mr. Resnick agreed, but also encouraged a special meeting to speed the process of the completed bylaw's second reading and enactment.

**7. OFFICER'S REPORT**

Ms. Boyd provided an update highlighting:

- Status of complaints
- Attended De-escalation Training sponsored by the Urbana Police Department
- Represented the City at the annual Jettie Rhodes Neighborhood Day
- Working on various housing issues with counterparts from Champaign County and City of Champaign
- Participating in the group preparing 12-22(g)
- Accepted an invitation and attended a caucus sponsored by the Metropolitan Mayors, a Chicago area organization

Commissioners' follow-up:

- An appeal hearing before the HRC postponed from July 25 awaits rescheduling. Mr. Resnick, who began the set-up process when serving as chair, continues with rescheduling and predicts an August date.
- Ms. Burnett inquired about posting 12-22(g) to the HRC webpage. Ms. Boyd promised a follow-up to ensure posting.

**8. ANNOUNCEMENTS**

Mr. Resnick had an email exchange with a city council member about the commission's EEO statistics process. He will forward the email to the commissioners.

**9. ADJOURNMENT**

There being no further business to come before the Commission, Ms. Burnett adjourned the meeting at 6:14 p.m.

Respectfully submitted,

Thomas D. Unzicker  
Recording Secretary