



## MINUTES OF A REGULAR MEETING

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### URBANA HUMAN RELATIONS COMMISSION

**DATE:** Wednesday, October 14, 2015

**TIME:** 5:30 p.m.

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

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**MEMBERS PRESENT:** Frances Rigberg Baker, Kevin Bowersox-Johnson, Daniel Larson, Jeniece Mitchell, Peter Resnick (via Skype)

**MEMBERS NOT PRESENT:** Lisa Mosley, Aisha Lamb Sobh

**STAFF PRESENT:** Alex Bautista

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

- a. Chair Larson called this meeting of the Urbana Human Relations Commission to order at 5:45 p.m. Roll was taken. A quorum was present.

**2. APPROVAL OF AGENDA**

- a. Mr. Bowersox-Johnson made a motion that the Commission approve the agenda as presented. Ms. Rigberg Baker seconded the motion. Chair Larson called for a voice vote. All were in favor. The motion carried unanimously.

**3. APPROVAL OF MINUTES**

- a. September 9, 2015 Meeting
- i. Mr. Bowersox-Johnson made a motion that the Commission approve the draft minutes of the September 9, 2015 meeting. Ms. Rigberg Baker seconded the motion. Chair Larson called for a voice vote. All were in favor. The motion carried unanimously.

**4. PUBLIC PARTICIPATION**

- a. There was none.

**5. OLD BUSINESS**

- a. There was none.

## 6. NEW BUSINESS

### a. Committee Appointments

- i. Mr. Bautista made the following recommendations for committee chairs and supporting members (in parentheses):

Community Relations Committee: Frances Rigberg Baker  
(Lisa Mosley)

Criminal Justice Committee: Daniel Larson  
(open/rotate members)

Ordinance Enforcement Committee: Peter Resnick  
(Aisha Lamb Sobh)

Training & Development Committee: Kevin Bowersox-Johnson  
(Jeniece Mitchell)

Discussion among Commissioners and staff ensued. Following discussion, all Commissioners present at this meeting signified their agreement with staff recommendations for Committee membership. By consensus the Commission agreed that the above appointments could be made by the Chair, as the motion, second and vote to create the committees had been set forth at the previous meeting; Chair Larson officially made said appointments.

### b. Committee Reports

#### i. Community Relations Committee

##### 1. Housing Rights Poster (Frances Rigberg Baker)

- a. The Commission and staff discussed the existing City of Urbana Housing Rights poster. Edits were made to the verbiage of the poster to reflect the change in Human Relations Officer and new Human Relations Office contact information. Commissioners and staff also discussed distribution methods for the poster. It was noted that the Ordinance Enforcement Committee would be responsible for implementing changes to the poster.

#### ii. Criminal Justice Committee

1. There was nothing to report.

#### iii. Ordinance Enforcement Committee

1. There was nothing to report.

#### iv. Training & Development Committee

1. There was nothing to report.

#### v. **Homework assignment:** Chair Larson asked that each committee meet before the next regular Human Relations Commission meeting to begin discussing plans and priorities.

#### vi. **Homework assignment:** Chair Larson asked that each Commissioner complete a survey to be sent by the Human Relations Office, asking for ideas on work items for each committee.

## 7. STAFF REPORT

### a. Approval of EEO Workforce Statistics

- i. The EEO Workforce Statistics were reviewed and staff recommendations for approval were as follows:

#### 1. CDS Office Technologies

- a. Recommend 1 year

#### 2. Custom Products Corp.

- a. Recommend 2 years

#### 3. Engineering Concepts & Solutions

- a. Recommend 1 year
- 4. Hall Signs, Inc.
  - a. Recommend 1 year
- 5. Ideal Environmental Engineering
  - a. Recommend 1 year
- 6. Berns Clancy & Associates
  - a. Recommend 1 year
- 7. Cross Construction
  - a. Recommend 1 year
- 8. National Power Rodding Corp.
  - a. Recommend 2 years
- 9. Varsity Striping & Construction Co.
  - a. Recommend 2 years

Mr. Bautista gave a brief presentation to the Commission on the workforce statistics of each new contractor/vendor. Discussion followed. Mr. Resnick made a motion that the Commission approve CDS Office Technologies for a period of one year; Custom Products Corp. for a period of two years; Engineering Concepts & Solutions for a period of two years; and Hall Signs, Inc. for a period of one year. Mr. Resnick further moved that the Commission request further workforce information from Ideal Environmental Engineering. Ms. Rigberg Baker seconded the motion. Chair Larson called for a voice vote. All were in favor. The motion carried unanimously.

Mr. Bautista gave a brief presentation to the Commission on the workforce statistics of each contractor/vendor due for certification renewal. Discussion followed. Mr. Bowersox-Johnson made a motion that the Commission approve Berns Clancy & Associates for a period of one year; Cross Construction for a period of one year; National Power Rodding Corp. for a period of two years; and Varsity Striping & Construction Co. for a period of two years. Ms. Mitchell seconded the motion. Chair Larson called for a voice vote. All were in favor. The motion carried unanimously.

- b. HRO Activity Report
  - i. Mr. Bautista reviewed the monthly activity report with the Commission, addressing Commission comments and questions during the course of his review.
- c. Budget Report
  - i. Mr. Bautista presented the Commission with the budget report.

## 8. ANNOUNCEMENTS

- a. Mr. Bautista announced that he had commissioned the creation of a page on the City of Urbana’s website for public vendors and contractors. The page includes information on criteria for City of Urbana EEO certification, forms, et cetera. Discussion ensued.
- b. Mr. Bautista announced that he had commissioned the creation of a page on the City of Urbana’s website entitled, “HRO Reading Room.” The page includes educational publications and invites the public to suggest additions to the page.

## 9. ADJOURNMENT

- a. There being no further business to come before the Commission, Chair Larson declared the meeting to be adjourned at 6:52 p.m.

Respectfully submitted,

Tony Weck  
Recording Secretary