



MINUTES OF A REGULAR MEETING

URBANA HUMAN RELATIONS COMMISSION

DATE: Wednesday, March 9, 2016

TIME: 5:30 p.m.

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

MEMBERS PRESENT: Frances Rigberg Baker, Kevin Bowersox-Johnson, Carol Bradford, Stacie Burnett, Samuel Byndom, Aisha Lamb Sobh

MEMBERS NOT PRESENT: Daniel Larson, Lisa Mosley, Peter Resnick

STAFF PRESENT: Alex Bautista

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

- a. In the absence of Chair Larson, Frances Rigberg Baker acted as chair of this meeting. Ms. Rigberg Baker called this meeting of the Urbana Human Relations Commission to order at 5:32 p.m. Roll was taken. A quorum was present.
- b. Mr. Bautista introduced newly appointed Commissioners Carol Bradford and Stacie Burnett. Ms. Bradford and Ms. Burnett provided the Commission with comments on their professional backgrounds.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

- a. February 10, 2016 Meeting
 - i. Mr. Byndom made a motion that the Commission approve the draft minutes of the February 10, 2016 meeting. Mr. Bowersox-Johnson seconded the motion. Ms. Rigberg Baker called for a voice vote. All were in favor. The motion carried unanimously; the draft minutes were approved as presented.

4. PUBLIC PARTICIPATION

- a. There was none.

5. OLD BUSINESS

- a. Finalize Design and Verbiage of HRC Business Cards**
 - i. Mr. Bautista reviewed with the Commission the updated mock-up of the proposed business cards, outlining changes made pursuant to discussion at the February 10, 2016 meeting. Discussion among members of the Commission and staff ensued. Mr. Bowersox-Johnson made a motion that the Commission approve the design and verbiage of the business cards as displayed in the mock-up presented at this meeting. Ms. Burnett seconded the motion. Ms. Rigberg Baker called for a voice vote. All were in favor. The motion carried unanimously.**

6. NEW BUSINESS

- a. Committee Reports**
 - i. Community Relations Committee**
 - 1. There was no new activity to report, per Ms. Rigberg Baker.**
 - ii. Criminal Justice Committee**
 - 1. There was no new activity to report.**
 - iii. Ordinance Enforcement Committee**
 - 1. Ms. Lamb Sobh led discussion among members of the Commission and staff regarding the Human Relations Ordinance poster that was at one time distributed to businesses throughout the community, suggesting that it be updated and distribution resume.**
 - iv. Training & Development Committee**
 - 1. Mr. Bowersox-Johnson noted that he had received no feedback on the draft orientation packet he had developed and previously submitted to the Commission. Discussion followed. It was requested that feedback regarding the orientation packet be submitted to Mr. Bowersox-Johnson via the Human Relations Office no later than three weeks from the date of this meeting.**

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. Beniach Construction Co., Inc.**
 - a. Recommend 2 years**
 - 2. Mid Illinois Concrete & Excavation**
 - a. Recommend 6 months**
 - 3. ABC Sanitary Hauling**
 - a. Recommend 1 year**
 - 4. Baker Tilly Virchow Krause**
 - a. Recommend 6 months**
 - 5. Community Resource, Inc.**
 - a. Recommend 2 years**
 - 6. Duce Construction Co.**
 - a. Recommend 1 year**
 - 7. Rogards Office Plus**
 - a. Recommend 6 months**
 - 8. Western Waterproofing**
 - a. Recommend 1 year**
 - 9. Woolard Marketing Consultants**
 - a. Recommend 2 years**

Mr. Bautista gave a brief presentation to the Commission regarding the workforce statistics for each new contractor/vendor. Discussion followed. Mr. Bowersox-Johnson made a motion that the Commission approve Beniach Construction Co., Inc. for two years and Mid Illinois Concrete & Excavation for six months. Ms. Lamb Sobh seconded the motion. Ms. Rigberg Baker called for a voice vote. All were in favor. The motion carried unanimously.

Mr. Bautista gave a brief presentation to the Commission regarding the workforce statistics for each renewing contractor/vendor. Mr. Bowersox-Johnson made a motion that the Commission approve ABC Sanitary Hauling for one year; Baker Tilly Virchow Krause for six months; Community Resource, Inc., for two years; Duce Construction Co. for one year; Rogards Office Plus for six months; Western Waterproofing for one year; and Woolard Marketing Consultants for two years. Mr. Byndom seconded the motion. Ms. Rigberg Baker called for a voice vote. All were in favor. The motion carried unanimously.

- b. HRO Activity Report
 - i. Mr. Bautista presented the monthly activity report to the Commission. Discussion among members of the Commission and staff followed.
- c. Budget Report
 - i. Mr. Weck presented the Commission with the budget report.

8. ANNOUNCEMENTS

- a. Mr. Bautista noted that, February being Black History Month, the Human Relations Commission had placed an advertisement with the News-Gazette's Black History Month supplement.
- b. Mr. Bowersox-Johnson and Ms. Bradford noted that they had both registered for the upcoming Citizens' Police Academy.
- c. Mr. Bautista announced that name badges would be ordered for the Commission and Human Relations Office Staff. He noted that two types of badge were available, that with a pin-type attachment device and that with a magnetic attachment device. All Commissioners requested the latter. With regards to layout, it was decided that each Commissioner and staff member's name would appear as follows: first names in large, bold typeface, with surnames and titles in smaller, capitalized, non-bold typeface.

9. ADJOURNMENT

- a. There being no further business to come before the Commission, Ms. Rigberg Baker declared the meeting to be adjourned at 7:05 p.m.

Respectfully submitted,

Tony Weck
Recording Secretary