



MINUTES OF A REGULAR MEETING **APPROVED**

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HUMAN RELATIONS COMMISSION

**DATE:** Wednesday, October 12, 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. Peter Resnick requested two additional items under New Business:

- (1) Procedures for processing 12-22(g) complaints
- (2) Assignments for reviewing specific 12-22(g) complaints already received

Mr. Resnick moved for the approval of the agenda with the two additions. Asako Kinase-Leggett seconded the motion. The commission approved the motion by a voice vote.

**3. APPROVAL OF MINUTES**

**a. September 14, 2022**

Ms. Burnett called for a motion to approve the minutes from the previous meeting. Ms. Kinase-Leggett so moved. Mr. Resnick seconded. The commission approved the motion by a voice vote.

**4. PUBLIC PARTICIPATION**

There was none.

**5. UNFINISHED BUSINESS**

**a. Deferred EEO Workforce Statistics**

The commissioners received a Workplace Certification EEO packet to update a company's application tabled at the previous meeting. Visu-Sewer of Missouri, LLC, submitted new information about their outreach efforts to recruit a more diverse staff.

Mr. Resnick moved to approve their application for one year. Greg Schroeder seconded the motion. The motion carried on a voice vote.

Carla Boyd reported that she had relayed the questions from the commissioners to the Human Resources contact of the three Carle components. The commission had approved their three applications for one year at the previous meeting. Carle has not offered an immediate response.

**6. NEW BUSINESS**

**a. EEO Workforce Statistics**

The commission received 13 new EEO Workforce Statistics applications:

- Barry Dunn McNeil & Parker, LLC
- BlueScope Construction, Inc.
- Chapman and Cutler LLP
- Fehr Graham & Associates, LLC
- FGM Architects Inc.
- Matrix Consulting Group
- Michels Trenchless, Inc.
- Mid Illinois Concrete & Excavation, Inc.
- Polis Solutions, Inc.
- Raftelis Financial Consultants, Inc.
- United Fuel
- Upkeep Maintenance Service, Inc
- Vermeer Sales & Service of Central Illinois, Inc.

Mr. Resnick moved to accept all applications with various lengths of approval. Mr. Schroeder seconded the motion. Following discussion, the commission approved all applications on a voice vote as follows:

- Certified for two years: Berry Dunn; FGM Architects; United Fuel; Upkeep; Vermeer
- Certified for one year: BlueScope; Chapman and Cutler; Fehr Graham; Matrix; Michels Trenchless; Mid Illinois; Polis; Raftelis

**b. Procedures for processing 12-22(g) complaints**

The commission discussed formalizing procedures to ensure it has plans for handling complaints that may come before them when the complaint involves a city employee.

Mr. Resnick stated some documents need redactions as part of hearing packet preparation. Additionally, the chair needs thorough instructions for facilitating the hearing.

Sometimes Human Resources would store certain files instead of the Human Rights Office. Ms. Robinson Schaeffer intends to have a draft of the planned procedures at the next meeting.

**c. Assignments for reviewing specific 12-22(g) complaints already received**

Ms. Burnett may have three or four cases to assign to commissioners for review as part of the preliminary steps for getting the process underway.

**7. OFFICER'S REPORT**

Ms. Boyd provided an update highlighting:

- Status of complaints
- Office of Human Rights & Equity is a sponsor of the Disability Rights Expo on Saturday, October 22, from 11:00 a.m. to 4:00 p.m. in the Marketplace Mall
- She is participating in the MLK Advocacy for Justice Committee, planning the annual MLK celebration events
- An event for Pride and an event put on by the Firefighters were well attended

**8. ANNOUNCEMENTS**

There was none.

**9. ADJOURNMENT**

There being no further business to come before the Commission, Ms. Burnett adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Thomas D. Unzicker  
Recording Secretary