



MINUTES OF A SPECIAL MEETING

**APPROVED**

---

HUMAN RELATIONS COMMISSION

**DATE:** Tuesday, April 4, 2023  
**TIME:** 6:15 p.m.  
**PLACE:** Urbana City Council Chambers  
Urbana City Building  
400 South Vine Street  
Urbana, Illinois 61801

---

**COMMISSIONERS PRESENT:** Stacie Burnett, Chair; Julie Robinson Schaeffer, Vice Chair; Asako Kinase-Leggett; Peter Resnick; Greg Schroeder

**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 6:15 p.m. A quorum was present.

**2. APPROVAL OF AGENDA**

Ms. Burnett called for a motion to approve the meeting agenda. Peter Resnick so moved. Julie Robinson Schaeffer seconded the motion. The commissioners approved the agenda by a voice vote.

**3. APPROVAL OF MINUTES**

- a. January 17, 2023
- b. February 21, 2023

Ms. Burnett called for a motion to approve the minutes from the two previous meetings. Greg Schroeder so moved. Asako Kinase-Leggett seconded. 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 received 16 new EEO Workforce Statistics applications. Ms. Burnett announced the applications under consideration and the recommended duration of certification after Carla Boyd's review:

Allied Waste Transportation, Inc. (Republic Services of Urbana)	2 years
Bailey Edward Design Inc	2 years
Blueshift Cybersecurity, Inc.	2 years
Clark Baird Smith LLP	2 years
Clark Dietz, Inc.	[2 years]
EJ Equipment	1 year, with GFE update
Engberg Anderson, Inc.	[1 year, with GFE]
ERES International, Inc.	1 year, with GFE
Fresh Cut Lawn Care	2 years
Gibson Teldata, Inc.	1 year, with GFE
KONE, Inc.	2 years
Midwest Engineering and Testing, Inc. (MET)	6 months, with GFE
Online Solutions, LLC (Citizenserve)	2 years
Stryker Sales LLC (Medical Division)	1 year
The Roderick Group, LLC (Ardmore Roderick)	2 years
Traffic and Parking Co., Inc. (TAPCO)	1 year, with GFE

Mr. Resnick moved to approve certification of the 16 companies as read with the following modifications:

Certify Clark Dietz for 1 year.

Stryker Sales should receive a letter with positive feedback.

Ms. Robinson Schaeffer seconded the motion.

During discussion, Mr. Schroeder offered a friendly amendment to certify Engberg Anderson for 2 years due to having fewer than 20 employees. Mr. Resnick accepted the amendment.

Mr. Resnick commented that both Stryker Sales and Clark Dietz had made progress in their efforts to diversify and should receive commendation through the letters sent with their certificates. The Roderick Group, as well as the Traffic and Parking recommended durations received review during the discussion, but the motion did not receive further modification.

The motion carried by a voice vote.

**b. HREO or Designee EEO Interim Authority**

Ms. Boyd incorporated this agenda item into the Officer's Report.

**7. OFFICER'S REPORT**

Ms. Boyd spoke on her interest in pursuing authorization to grant interim certification in the event the Commission is unable to meet or does not have a quorum at a meeting. She suggested one to two months be considered as an option for her office to provide an administrative approval of an application for certification in cases where business between the City and a vendor would otherwise come to a stop.

Through discussion, it was determined that Ms. Boyd would follow up with the City Attorney to determine appropriate language to be presented to the Commission for their consideration at a future meeting.

Additionally, Ms. Boyd stated that the Bylaws currently do not authorize a member to call into a meeting for attendance, and that is another area of concern to address at a future meeting. Additional members on the HRC would make this less of a concern.

Ms. Boyd's update also highlighted:

- Names have been suggested to contact to encourage an application to this Commission, but no applications are on hand yet
- The status of various complaints and referrals
- Occasionally a resident will contact her with a complaint and it is determined another agency has jurisdiction. She assists those who contact her with as much service as she is able to provide in conjunction with making a referral to the proper office.
- She is beginning the process to recertify as an EEO Investigator
- She signed up to become a member of the ADA Coordinator Program; certification can occur within the next year
- Presented to the City Council on the topic of Enforceability of Source of Income Discrimination
- Is attending a Fair Housing Workshop this week

Commissioners' follow-up:

- In response to a question from Ms. Burnett, Ms. Boyd stated the City plans to have a couple of tables during the Jettie Rhodes Neighborhood Day, Saturday, June 24, 2023

#### **8. ANNOUNCEMENTS**

The commissioners discussed upcoming meetings. They determined that to ensure a quorum they would once again change the next meeting to 6:15 p.m.. The change carried on a voice vote. Commissioners were asked to send to the office any information about the dates they know they will be away in the coming months.

- Next meeting: Tuesday, April 18, 2023, at 6:15 p.m.

#### **10. ADJOURNMENT**

There being no further business before the Commission, Ms. Burnett adjourned the meeting at 6:42 p.m.

Respectfully submitted,

Thomas D. Unzicker  
Recording Secretary