



MINUTES OF A REGULAR MEETING **APPROVED**

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HUMAN RELATIONS COMMISSION

**DATE:** Tuesday, August 15, 2023  
**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:** Chyvonne Gibson, Ann Panthen, Peter Resnick, Greg Schroeder, Shalini Smith

**ALSO PRESENT:** Carla Boyd, Human Rights and Equity Officer

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

Peter Resnick called the meeting to order at 5:30 p.m. A quorum was present.

**2. APPROVAL OF AGENDA**

Mr. Resnick called for a motion to approve the meeting agenda. Ann Panthen so moved. Chyvonne Gibson seconded the motion. Greg Schroeder offered a friendly amendment to add “12-22(g) Reports to the agenda, which was accepted. The commissioners approved the amended motion by a voice vote.

**3. APPROVAL OF MINUTES**

**A. July 11, 2023**

Mr. Resnick called for a motion to approve the minutes from the previous meeting. Ms. Panthen so moved. Mr. Schroeder seconded the motion. The commissioners approved the motion by a voice vote.

**4. INTRODUCTION OF NEW MEMBER**

Carla Boyd introduced Shalini Smith. Ms. Smith told the commissioners that she works at two libraries, Urbana Free Library and Parkland College Library. She is happy to be joining the commission.

**5. PUBLIC PARTICIPATION**

There was none.

**6. UNFINISHED BUSINESS**

**A. 12-22(g) Reports**

Mr. Resnick explained for new members that the 12-22(g) section of the ordinance describes a process for the commission to handle any complaints received about City employees. Ms. Boyd reported one HRC member continues to investigate one of the complaints; the mayor received some other reports

from commission members. Once the final report is in, the commission will discuss the overview and make a plan to report to the City Council.

**7. NEW BUSINESS**

**A. EEO Workforce Statistics**

Mr. Resnick briefly described the process for certifying applicants and Ms. Boyd listed ten companies up for consideration.

Mr. Schroeder moved to approve the certification of the ten companies as follows:

Cross Construction	1 year
Farnsworth Group	1 year
Chris & Company, Inc.	2 years
Health Alliance Medical Plans, Inc.	2 years
Roanoke Concrete Products Co.	1 year
Pipe View, LLC	2 years
Key Equipment & Supply Co.	1 year
Feutz Contractors, Inc.	1 year
National Power Rodding Corp.	2 years
Schomburg & Schomburg Construction, Inc.	1 year

Ms. Panthen seconded the motion. Discussion included the following:

Mr. Schroeder and Ms. Gibson requested a review of the commission's policy of a company having 20 employees before a review must occur for certification. Mr. Resnick stated any change to the policy would need consideration at a future meeting. He encouraged Mr. Schroeder and Ms. Gibson to meet with Ms. Boyd about a possible amendment to update the current process.

Ms. Gibson presented a series of questions and comments about the applications. She received responses and feedback along the way.

Regarding companies receiving the bulk of their workforce from unions, Mr. Resnick commented that reviewing unions and their role in hiring comes under the responsibilities of the commission. A process to do so awaits development.

Ms. Gibson wondered about the role of gender balance within a company when considering recommendations and certifications, as well as a company's efforts at promoting women into leadership roles. This led to an explanation of office procedures and strategies to develop recommendations. Sometimes suggestions made by commissioners during the meeting end up verbatim in letters sent to companies receiving a Provisional Certification.

Providing feedback to a company about its application serves to strengthen an application before it reaches HRC members. Additionally, as commissioners review applications, they sometimes ask the office to seek additional information before the monthly meeting.

Following the discussion, the motion carried on a voice vote.

**B. Leadership Elections**

HRC Chair Stacie Burnett submitted her resignation from the commission effective August 10, 2023. That left both the role of chair and vice chair vacant, as the vice chair had departed after the June meeting.

Mr. Resnick opened the floor for nominations for the two positions. Discussion occurred about the role of leadership. The ordinance requires both of the positions. Both Mr. Resnick and Ms. Boyd expressed their willingness to assist the new officers.

Ms. Panthen agreed to volunteer to serve as Chair. Ms. Smith volunteered to serve as Vice Chair. Mr. Schroeder moved to close nominations. Ms. Gibson seconded the motion.

There being no further discussion on nominations, Mr. Resnick called for a motion to approve the nominations of Ann Panthen as Chair and Shalini Smith as Vice Chair. Mr. Schroeder so moved. Ms. Gibson seconded the motion. The motion carried on a voice vote.

### **C. Future Meeting Dates**

The commissioners looked ahead at their schedules to consider their preferences for meeting dates going forward. The third Tuesday at 5:30 p.m. is still the preferred choice when the City calendar opens for reservations for the next year. There was a preference to avoid Wednesdays, and a preference expressed for avoiding the first Tuesday of the month.

## **8. OFFICER'S REPORT**

Ms. Boyd provided an update highlighting:

- Status of complaints
- The office is still in the process of hiring a Human Rights Specialist
- The office was not at the C-U Days due to scheduling issues
- She was among those who met with various principals at Urbana Public Schools as the drawstring bags with school supplies were dropped off for students in need
- She met with the Illinois Municipal Human Rights Association and the Deputy Director of the Illinois Department of Human Rights spoke
- Participated in a training for City leadership; she particularly recommends the book, "Crucial Conversations"
- She completed orientation meetings with new HRC members
- Attended the City of Champaign's program focused on disadvantaged businesses

Commissioners' follow-up:

- In response to questions from Ms. Gibson about the opening for Human Rights Specialist, Ms. Boyd stated that candidates who applied by July 24 are receiving first consideration. Additional information about the assignment is available on the City's website.

## **9. ANNOUNCEMENTS**

- A.** Next meeting: Tuesday, September 19, 2023 at 5:30 p.m.
- B.** October meeting: Tuesday, October 17, 2023 at 5:30 p.m.

## **10. ADJOURNMENT**

There being no further business before the Commission, Mr. Resnick adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Thomas D. Unzicker  
Recording Secretary