



## MINUTES OF A REGULAR MEETING

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### URBANA HUMAN RELATIONS COMMISSION

**DATE:** Wednesday, May 110, 2017

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

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

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**MEMBERS PRESENT:** Stacie Burnett, Daniel Larson, Peter Resnick, Katalyna Thomas, Lisa Mosley, Frances Rigberg Baker, Samuel Byndom

**MEMBERS NOT PRESENT:** Carol Bradford

**STAFF PRESENT:** Vacellia Clark, Monique James

**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 5:35 p.m. Roll was taken. A quorum was present.

**2. APPROVAL OF AGENDA**

- a. Mr. Resnick made a motion that the Commission approve the agenda as presented. Ms. Rigberg-Baker seconded the motion. Chair Larson called for a voice vote. The motion carried.

**3. APPROVAL OF MINUTES**

- a. March 8, 2017 Meeting
- i. Ms. Mosley made a motion that the Commission approve the draft minutes of the April 12, 2017 meeting as presented. Mr. Resnick seconded the motion. Chair Larson called for a voice vote. The motion carried.

**4. PUBLIC PARTICIPATION**

- a. There was none.

**5. OLD BUSINESS**

- a. No new business.

**6. NEW BUSINESS**

- a. Next month's meeting regular meeting will be held on the last Wednesday of the month, rather than the second Wednesday of the month
- b. Attorney Donald Jackson will facilitate training over the City of Urbana's Ordinance as it pertains to the HRC. Training will be held after HRC official business is conducted.

- c. A budget of \$800 was suggested to cover the cost of this meeting. Mr. Resnick made a motion that the Commission approve the age suggested cost as presented. Ms. Mosley seconded the motion. Chair Larson called for a voice vote. The motion carried

## 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. 3M Company.
      - a. Recommend 1 year
    - 2. Battery Solutions.
      - a. Recommend 1 year
    - 3. Felmley Dickerson.
      - a. Recommend 2 years
    - 4. Hall Signs.
      - a. Recommend 6 months
    - 5. Lowenbaum Partnership, LLC.
      - a. Recommend 1 year

Ms. Clark gave a brief presentation to the Commission regarding the workforce statistics for each contractor/vendor, all of which were renewals of previous certifications. Comments and questions from the Commission were addressed by Ms. Clark. Mr. Resnick made a motion that the Commission approve 3M Company for one year; Battery Solutions for one year; Felmley Dickerson for two years, Hall Signs for 6 months, Lowenbaum for one year, Ms. Thomas seconded the motion. Chair Larson called for a voice vote. All were in favor. The motion carried unanimously.

- b. HRO Activity Report
  - i. Ms. Clark presented the monthly activity report to the Commission. Comments and questions from the Commission were addressed by Ms. Clark during the course of his presentation.
  - ii. Ms. Clark presented the process of the citizen complaint form and how they are tracked.
- c. Budget Report
  - i. There was nothing to report.

## 8. ANNOUNCEMENTS

No announcements

## 9. ADJOURNMENT

- a. There being no further business to come before the Commission, Chair Larson declared the meeting to be adjourned at 5:53 p.m.

Respectfully submitted,

Monique James  
Recording Secretary