

**URBANA HUMAN RELATIONS COMMISSION  
MINUTES  
June 13, 2007**

**MEMBERS PRESENT:** Candace Godbolt, Peter Resnick, Marion Knight, Lisa Mosley, Daniel Larson, Jeniece Mitchell (student representative)

**MEMBERS ABSENT:** Carol Bradford

**STAFF PRESENT:** Todd Rent

**I. CALL TO ORDER AND ROLL CALL**

Chair Knight called the meeting of the Urbana Human Relations Commission to order at 5:35 p.m.

**II. APPROVAL OF AGENDA**

The agenda was approved as submitted.

**III. APPROVAL OF MINUTES**

The minutes of the meeting of May 9, 2007 were reviewed. A Motion was made by Daniel Larson to approve the minutes as submitted. Motion was seconded by Candace Godbolt. All voted aye. The minutes of the meeting of May 9, 2007 were approved as submitted.

**IV. PUBLIC PARTICIPATION**

There was no public participation.

**V. OLD BUSINESS**

**A. Human Resources Workshop**

Lisa Mosley reported the Human Resources Workshop will be on the topic of "Communication in the Workplace". The workshop will be held from 1 - 4 p.m. at the Holiday Inn on June 22, 2007.

**V. NEW BUSINESS**

There was no new business to discuss.

## **VII. OFFICER'S REPORT**

### **A. HRO Activity Report**

No activity report was given this month.

### **B. Budget Report**

No budget report was given this month.

### **C. EEO Workforce Statistics**

The Commission first reviewed those vendors whose certificates are due to expire and are applying for recertification.

Mr. Rent recommended a 6 month renewal on the following vendors:

Bodine Electric  
Prairie Material Sales  
HDC Engineering

Commissioner Resnick suggested obtaining turnover rates for companies in the future.

Commissioner Resnick made a motion to approve the above vendors for a period of 6 months with a review by Mr. Rent for future hiring. Motion seconded by Daniel Larson. All voted aye. The above vendors will be approved for a period of 6 months.

Initial Certifications –

Mr. Rent distributed an EEO Summary Sheet for the month of June. This summary lists vendors who are applying for their initial certification.

Allied Waste – They completed the old form, however, Mr. Rent recommends that upon completion of form, they be approved for a 2 year period.

Meier Duitsman – Commissioner Resnick indicated that he was concerned about the first set of forms that were submitted and also has concerns about the revised EEO forms.

Mr. Rent indicated that he met with Mr. Seggebrich and indicated that he had asked questions about the categories that were underlined. Mr. Seggebrich did request an EEO Statement and sample Sexual Harassment Policy from the Illinois Department of Human Rights.

Insituform Tech - Mr. Rent indicated that he will be requesting a sexual harassment policy from this vendor.

A motion was made by Commissioner Mosley to approve the June initial certifications as recommended by Mr. Rent. Motion was seconded by Candace Godbolt.

Commissioner Resnick amended the motion to approve once the sexual harassment policies have been received.

The amended motion was moved and seconded. All voted aye. The June vendors as listed will be approved for the period recommended by the HRO once all paperwork has been completed.

### **VIII. STUDENT REPORT**

Jeniece Mitchell reported that there is a Student and Race Relations Committee that is a group of students who meet and discuss issues that deal with race and verbal altercations. She also indicated that teachers are invited to attend. This group tries to come up with solutions and meets at Urbana High School at 3:00 p.m. on the first Wednesday of each month.

### **IX. ANNOUNCEMENTS**

There will not be a meeting in July.

### **X. ADJOURNMENT**

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Jolinda Ross  
Recording Secretary