

**HUMAN RELATIONS COUNCIL**  
**Board Minutes**  
**September 8, 2020**

**Members Present:** Mr. Paul Bradley, Ms. Wanda Sloan, Zachary Zugelder, Ms. Pamela Cone, Brian LaDuca, and D. Lynn Demmings (roll call was taken again before the case presented by Mr. Jacob Davis, to show quorum)

**Members Absent:** Mr. Tom Wahrab

**Staff Present:** Ms. Erica Fields, Ms. Chrisondra Goodwine, Ms. Joann Mawasha, Mr. Senay Semere, Jacob Davis, Lezlee Gerren and Geri Lester

**Assistant City of Dayton Attorney Present:** Martin Gehres

**ROLL CALL AND APPROVAL OF MINUTES**

Roll was called, and a motion was made by a Mr. Zachary Zugelder and seconded by Ms. Pamela Cone to approve the minutes from August 3, 2020. The vote was unanimous. Motion carried.

**CASES:**

- Mr. Jacob Davis, Senior Civil Rights Investigator gave a brief overview of the cases currently being in progress. This is an exciting and busy time in the Civil Rights Unit. There are fifteen active cases: thirteen housing and two employment, two cases will fall off next month Boyer v Swarnalaxmi and Miami Valley Fair Housing Center (MVFHC) v Swarnalaxmi. In this case the complainant was awarded one thousand dollars in damages; MVFHC was awarded three thousand dollars for frustration of mission and HRC was awarded a civil penalty of three thousand dollars to ensure there is no future wrongdoing. The civil penalty funds will be utilized for HRC outreach and education. The Civil Rights Unit and the Welcome Dayton Program are investigating ways to reach the public with education in this time of COVID in the immigrant community and with sexual harassment, which has a reported increase during this pandemic in paying rent and utilities. We need to continue to let people know that HRC is a resource for residents in the City of Dayton. In addition, there are four cases under consideration pending further investigation and formal complaint signed.
  
- *In the case of Carlisle v APEX Tool Company, Case No.3850E, a motion was made by Brian LaDuca and seconded by Pamela Cone to accept the recommendation that the Board find a "Probable Cause". The vote was unanimous. Motion carried.*

**EXECUTIVE DIRECTOR UPDATE:**

Ms. Erica Fields provided an update on the Board:

- A Human Relations Council commonly used acronyms sheet was provided for

clarification for the board in the board packet

- We have a Performance Assessment Review with HUD. We have a contractual obligation to do fair housing investigation of complaints on behalf of HUD. As part of that process an annual audit is performed, usually in person however due to COVID they will not be coming this year, we will be doing that on-line. The Performance Assessment Review (PAR) is scheduled this week. We will be going over all of the deliverables that we are supposed to be meeting such as making sure we close our cases we are designated to close for a jurisdiction our size. HUD is pushing for FHAP programs to be moving on civil penalties, being a little bit more aggressive in obtaining damages on behalf of our aggrieved parties. In addition, making sure we are doing all of this within the timeline provided for a fair housing case. Every year we have been successfully recommended to continue with the program. That review will be happening this week and we will notify the board of the results. This past fiscal year HRC has almost doubled the amount of cases that we close and take to public hearing. I think that with Jacob being here in the short amount of time we have had six cases go to conciliation and/or public hearing. That shows the volume of cases we are working on and the significance of what we do and how it is becoming more visible in the community. Very excited about that.
- A few more highlights: we did receive a small grant from HUD of \$25,000. We are tasked to educate the community and especially COVID affected communities. We will be working in tandem with Miami Valley Fair Housing Center to provide an app that will be available for phones so people can more easily access our services. In addition, there will be educational sessions provided for the community to heighten fair housing awareness in the form of lunch-and-learn webinars. This will be provided for landlords and tenants so they will understand the housing laws and understand what to look for to comply with those laws and know what to look for if they are being discriminated against. This should be starting the end of this month or early October. We will be sure to update the board once those are scheduled.
- COP Mini-grant - \$100,000 to reduce gun crime in volatile neighborhoods. This will be a public health approach involving stakeholders, businesses, faith communities, etc. in specific neighborhood outreach. The monies will be used to update crime technology and hire a coordinator to engage the community.
- Staff Update: HRC received a 45% cut in staff. This caused five vacant positions at the HRC of which included executive administrative assistant, BTA officer and the Welcome Dayton Coordinator. Thanks to the current staff for keeping our heads above water in these sparse times. While advocating to fill the current vacancies there will be two temporary workers hired until the end of the year. At which point, justifications for new permanent hires will be submitted.
- New HRC Campaign Initiative: A new 'Many People. Many Voices. One City.' Initiative is being launched within the next month. This is an effort to leverage a positive position in the community. HRC will be interview community folks to ask them their thoughts/feelings about what the slogan "Many People. Many Voices. One City." Mission statement means to them. These vignettes will be highlighted and organically spread on our webpage and social media platforms. It is intended

to do ten to fifteen of these vignettes. Article will also be provided in coordination with the Dayton Association of Black Journalist.

**Presentation: Business and Technical Assistance (BTA) – Chrisondra Goodwine**

- Chrisondra gave a presentation on the BTA Program – please review the PowerPoint in the September Board Packet
- There has been a loss of staff from three to one. The Senior Compliance Officer is gone however; there will be temporary workers to help soon.
- There are 6 areas within the BTA program:
  - Affirmative Action Assurance – require the city to ensure that a company doing business within the city of Dayton adopt and implement a non-discriminatory policy in employment.
  - Procurement Enhancement Program – the City of Dayton serves to enhance the percentage of minority-owned, woman-owned, small and local companies working with the City.
  - PEP – A business that is an independent and continuing enterprise for profit, performing a commercially useful function for not less than one year, has not more than \$33,500,000.00 gross receipts for each proceeding three years and has an annual average employee count of 100 or less.
  - Disadvantage Business Enterprise (DBE) – Participation by certified companies in contracts funded with public dollars will approximate what that participation would have been in the absence of discrimination.
  - Airport Concessionaire – Presumed to be a DBE but it depends on work type including car rentals, auto dealers, pay phone operators and banks.
  - HUD Section 3 Programs – Workforce for those receiving public assistance. Any business who is located in Ohio and is required to have at least 51% or more owned by Section 3 residents and at least 30% of whom are currently Section 3 HUD residents.

Three staff make up the BTA:

- BTA Administrative Job Responsibilities: Manages the BTA Team, liaison between the HRC and other City Departments as well as external small business resource. Sets Project goals, updates PEP policies and procedures, provides technical assistance to businesses, conducts outreach, and recruits potential PEP small businesses in the community.
- Senior Contract Compliance Officer Responsibilities: Handles all aspects of the PEP program, certification and compliance in PEP program and outreach and recruitment to potential PEP firms.
- Contract Compliance Officer Responsibilities: Handles all certification and compliance aspects of the DBE and HUB Section 3 programs. (federal programs) Handles certification and compliance issues. Serves as the Airport Liaison and conducts outreach and recruitment to potential DBE and HUD Section 3 firms.

BTA Goals:

- BTA Administrator receives request for goal and projects scope of work from requesting city department.
- BTA Admin breaks out the work that can be performed by PEP firms.

- BTA Admin compares the amount of firms in the program to the amount of active vendors who can also perform the scope of work.
- 2020: 45 Construction Goals Set    2020: 8 RFP Goods & Service Goals Set
- Refer to PowerPoint graphs for goal achievements.

#### Certification Process:

- Applicants submit application: Detailed process, it is more difficult to get in than it is to remove them once they are in.
- Team member reviews the application
- Team member conducts in-person interview/office site visit with applicant
- Team member makes a decision (to certify or deny) application
  - 2020: 60 PEP applications submitted
  - 2019: 54 applications submitted
  - 2018: 39 PDP applications submitted

#### Compliance Process:

- Contract is loaded into the Citybots system
- Team member reviews payment reports in system
- Team member conducts project site visits by observing and investigating projects
- Team member documents activity
  - 2020:35 Active Projects

#### What is the point?

- The higher amount of companies that are in the program, the higher the inclusion goal will be.
- More companies in various trades increase the Cities ability to work with more companies – public and private sector diversity in construction.
- The City of Dayton's goal is to have diverse spending in construction, goods and services.

#### Questions/Comments:

- How does this fit into the board? What can the board do to get involved?
  - Answer: Partner with other jurisdictions to get them to use our certification program.
  - Hand out information about the BTA program.
    - Send handouts/one-pagers to the board
    - Also, access information on the HRC website
    - Make sure all board members get the information about the economic impact BTA has on the community.
    - Board, look at what is available and submit recommendations.

#### **How can the board become more involved in HRC program?**

- The board could submit what skills sets they could offer, what their interests are, and how they would like to volunteer. This could be put in a spreadsheet.

#### **Strategic Planning Session (Board and Staff)**

- Erica has would like to plan a Board/Staff Strategic Planning Session
- This session has usually been held in October or November however it is being proposed that we have it the first of December

- This is an opportunity to plan for 2021

**Any Citizens Comments?** None

**Comments from the Board for the Good of the Order:**

- This is a unique opportunity with Zoom meetings to be more accessible to the community so they can hear what is happening at HRC and take advantage of our services. We may want to consider a different time that may work better to encourage community participation and engagement.
- Paul thanked Chrisondra for her presentation and stated his excitement about the shape the board is taking in their desire to participate in the good work of the HRC.

**ADJOURNMENT**

**Next Board Meeting: October 5, 2020**