



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MINUTES
BELOIT EQUAL OPPORTUNITIES
AND HUMAN RELATIONS COMMISSION**

Wednesday, August 20, 2014 at 5:30 PM

1. Call to Order and Roll Call:

The meeting was called to order at 5:34 pm by Chair Marilyn Sloniker.

Present: Commissioners Marilyn Sloniker, Joseph Hansen, Steve Howland, Mary Weaver, Mike Zoril and Staff Representative Teri Downing. Excused: Councilor Sheila DeForest.

2. Approval of Minutes of the June 18, 2014 Meeting

Commissioner Howland moved for approval and Commissioner Weaver seconded.

Discussion followed with Commissioner Zoril requested the following corrections.

- Page 2 of minutes: Delete the word “Chairperson” that appears after the sentence, “Councilor DeForest suggested requiring parties to provide copies... to each side.”
- Page 3 of minutes: Instead of using Commissioner DeForest and Councilor DeForest interchangeably, Commissioner Zoril would like the minutes to be consistently use Council DeForest so not to confuse anyone who may be reading them.
- Page 5 of minutes: Change “Commission Zoril” to “Commissioner Zoril.”

Commissioner Howland made a motion to approve the minutes as corrected and Commissioner Zoril seconded. **Motion carried.**

3. Public Participation

There were no members of the public present.

4. Nomination and election of Officers

a. Nomination and Election of Chairperson

Commissioner Zoril nominated Marilyn Sloniker as Chairperson and Commissioner Hansen seconded. **Motion carried.**

b. Nomination and Election of Vice-Chairperson

Commissioner Howland nominated Mary Weaver as Vice-Chairperson. Commissioner Sloniker nominated Mike Zoril as Vice-Chairperson. Commissioner Hansen nominated Steve Howland as Vice-Chairperson. Chairperson Sloniker asked the Commission how they would like to vote, by roll call, written ballot, or voice vote. Commissioner Howland made a motion to vote by ballot and Commissioner Zoril seconded. **Motion carried.**



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Commissioners submitted the following votes by written ballot, which resulted in Commissioner Zoril being elected Vice-Chairperson.

- Steve Howland = 1 vote
- Mike Zoril = 3 votes
- Mary Weaver = 1 vote

Discussion followed regarding the number of terms a Commissioner can serve, which is 3 full terms; and whether there is a limit on the number of times a Commissioner can serve as Chair or Vice-Chairperson. There is no limit on the number of times a Commissioner can serve as Chair or Vice-Chairperson.

5. Change of EOC Meeting Time

Commissioner Zoril has requested the Commission consider changing the EOC meeting time from 5:30PM to 5:45PM. Staff explained that since the time appears in the ordinance, there would need to be an ordinance amendment drafted and approval by City Council in order to change the time.

Commissioner Zoril suggested the Commission draft an ordinance amendment to allow each Commission of the City set their own times without the need for Council approval. Commissioner Howland requested that staff check with City staff and Council regarding whether allowing each Commission to change their meeting times is a viable option.

Chairperson Sloniker said that having this go all the way to City Council is quite a bit of work. Commissioner Hansen said that the Commission also needs to consider that there is a meeting that starts at 7:00PM directly after the EOC meeting.

Commissioner Zoril made a motion to change the start time of the EOC meeting from 5:30PM to 5:45PM. Commissioner Hansen seconded. Three ayes and two nays. **Motion carried.**

Commissioner Howland made a motion to rephrase the previous motion to direct staff to draft a Resolution recommending to City Council to change the EOC meeting time in the ordinance from 5:30PM to 5:45PM. *(Please note there was **no second** to this motion.)*

Commissioner Zoril made a motion to draft a resolution to the City Council recommending that all City Boards and Commissions be given the power to set their own meeting times without needing to have City Council approval or an ordinance change. Commissioner Hansen said that he is concerned that the Commission may be overreaching. Commissioner Zoril said that he thinks this would make it more efficient for the City Council so they would not have to consider individually each Commission's request each time a Board or Commission would like to change their times.

Commissioner Howland mentioned to the Commission that there was no second to the previous motion.



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Commissioner Howland said that a downside is that any time there is a time change, it would be up to each individual Commission to notify all the appropriate parties and document in all the appropriate places of the new time so the public is aware. Commissioner Howland suggested asking the City Attorney and the City Manager, who could then consult with the Council President, whether there is a benefit to the Council to allow Commissions to set their own meeting times instead of through an ordinance change. Staff suggested that the Commissioners start with asking their EOC Council Representative.

Discussion followed regarding public noticing procedures for meetings.

Commissioner Zoril made a motion to direct staff to draft an ordinance that would allow the City of Beloit Boards, Commissions, and Committees to adjust their meeting times as appropriate, without requiring City Council to approve those changes with a fixed meeting time in those ordinances. Motion did not receive a second. **Motion failed.**

Commissioner Zoril asked the Commission whether they would support a motion for an ordinance change to allow the EOC to set their own meeting time without the need for ordinance changes and Council approval. Commissioner Hansen suggested mentioning the proposal first to the City Attorney to assess whether there are any advantages to allowing Boards and Commissions to set their own meeting times without the need for ordinance changes and Council approval, before going further. Chairperson Sloniker directed staff to discuss this with the City Attorney and place the item for discussion on the next EOC agenda.

6. Program Updates

a. Fair Housing Activities Update

Staff explained that the Fair Housing Intern, Hannah Hunn, who worked with the City last year is back for another internship. She and the CDBG Intern will be updating EOC publication and flyers, and performing Fair Housing education and outreach to local agencies over the next two months. Commissioner Weaver asked if there is a specific plan for the education and outreach, with specific dates and times. Staff explained that in the past there have been seminars scheduled at the Library, Eclipse Center, and the Forum but there was little to no attendance. Since then staff has conducted seminars at different agencies such as Community Action, Stateline Literacy Council, Beloit Domestic Violence Center, Beloit Property Manager's Association, and the Homeless Intervention Task Force. Outreach materials were developed by staff and a consultant, which are periodically distributed at agencies throughout Beloit as well as posted at City Hall. Commissioner Weaver said that she likes the idea of going to the audience instead of trying to recruit an audience to attend. She requested to be notified when the presentations are scheduled as she would like to attend.

The Commission suggested contacting the Beloit Life Collaborative, different neighborhood groups, and the School District.



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Commissioner Howland asked how many hours the interns are able to dedicate to Fair Housing activities. Staff explained that one of the interns is working 20 hours per week and is mostly working on the City's Consolidated Plan. The other intern is working with the Community Development Department 10 hours per week at this time.

b. Funding Update

Staff explained that the EOC currently has CDBG funding from 2012, 2013, and 2014 totaling approximately \$20,000. This funding is used for investigations, staff time, copies, supplies, mediation expenses, etc. CDBG regulations require regular expenditures to be incurred; otherwise HUD "flags" the activity. Staff explained that Fair Housing currently has a flag because there have not been many expenditures.

Commissioners Howland and Weaver asked about timelines for spending the funds and whether the EOC was in jeopardy of losing the funds. Staff explained that it would be best if the EOC could spend the 2012 funding as soon as possible in 2015. Commissioner Howland asked if staff could bring a budgetary report to show what the FH costs have been over the last three years. He also would like to see something that explains what kinds of activities are eligible under CDBG Fair Housing funding.

Commissioner Weaver asked what the application and Annual Plan lists as activities the City plans to do for Fair Housing over the next year. Staff explained that both list investigative services, staff time, copies, supplies, mediation expenses, mileage, and similar activities. Last year's application asked specifically for expenses for an intern for Fair Housing outreach and education.

c. Analysis of Impediments (AI) 2016-2021

Staff explained that this document is required of all CDBG Formula Grantee Communities and is required to be updated at a minimum of every five years. The last AI was updated in 2012, however the AI previous to that was updated in 2004. This means the City should update its AI to be effective 2016 - 2021. Staff is proposing to open a Request for Proposal (RFP) for Consulting Services to update the AI during 2015, to be paid for with unexpended Fair Housing CDBG funds mentioned in 6.b. above.

Staff explained that in 2011 there were two full-time interns that assisted in developing the document, along with a full-time Grants Administrator and that none of those are currently in place for the 2015 year. She also explained that the EOC can decide how involved they want to be and have that involvement explicitly listed in the RFP.

Commissioner Weaver asked what the EOC does with the document once it is developed. Staff explained that after the last update, staff conducted a presentation of the AI at City Council, and the Commission developed a strategy to address the impediments identified in the AI. The strategy is updated each year and acts as action steps for the Commission and staff in regards to Fair Housing activities. Staff explained that it is also submitted to HUD's Fair Housing and Equal Opportunities Office.



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Commissioner Howland asked what type of agencies would be contacted for the RFP. Staff explained that MSA Consultants out of Madison completed the AI in 2004 and also performed Fair Housing outreach and education services in 2010 for the City. She explained that Metropolitan Milwaukee Fair Housing Council has contacted the City with interest in preparing the AI for Beloit. Staff explained that consulting firms have better resources regarding GIS mapping and research in comparison to interns and City staff. Staff also explained that there have been preliminary talks with the City of Janesville to do a joint RFP for the AI's for both Cities.

Commissioner Sloniker said she supports using the funds towards hiring a consultant to conduct the AI. Commissioner Howland made a motion to direct staff to prepare an RFP to recruit for services to prepare the 2016-2021 Analysis of Impediments to Fair Housing. Commissioner Sloniker seconded. Discussion followed. Commissioner Zoril suggested that the City cast a broad net in requesting proposals so we are more likely to receive more than one bid. **Motion carried.**

d. Investigative Services RFP

Staff explained that during the previous EOC meeting, the Commission requested the RFP for investigative services be reviewed for possibility of opening an RFP to update services. However the current contract was executed in 2006 and since then there has been numerous shifts in EOC duties as well as City staff changeover. Therefore, staff was unable to find the original RFP. Staff explained that the current investigative contract was attached for review. There have been one year amendments each year since its execution. Markley Investigations currently holds the contract and has done an excellent job. The firm's owner has over 30 years of experience in investigative services.

Commissioner Howland asked what the reason is for requesting new proposals at this point. Staff explained that the last RFP was in 2006 and the current contract was last updated five years ago. Staff said that given the amount of time that has passed it may be time to have the contract updated and also to see if there are any other parties interested in submitting a proposal. Discussion followed regarding the pros and cons of requesting proposals.

Commissioner Zoril made a motion to open an RFP for Fair Housing investigative services. Commissioner Weaver seconded. Four ayes and one nay. **Motion carried.**

7. Commissioner Comments and Upcoming Events

Commissioner Zoril commented that the events in Ferguson, MO are very disturbing. He said that he reached out to Jason Dowd, a Rock County Supervisor, and asked him to create an advisory referendum regarding the demilitarization of our local police such as divesting our military equipment, including the BearCat in Rock County. He requested that for action in Beloit, he would like to put on a future agenda to consider encouraging the City Council to equip our police officers with recording equipment so that we could have interactions recorded. He said that he knows in the past year or so that Beloit has had at least two incidents where Police Officers have shot at people, including one that resulted in death, and



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he wouldn't want to see riots in Beloit. He said that having recording equipment would have a benefit to all sides involved, because both sides will know exactly what happened.

Staff explained that Police Officers currently use recording devices, and Commissioner Zoril said that he is aware of the dash-cam recording devices. Commissioner Zoril asked whether Officers are recorded once they step out of their squads and staff said the audio is recorded but she does not know whether there is video recording. Commissioner Howland said having the policy to review would be helpful.

Commissioner Sloniker said that she attended the Summit Park event and explained that a number of churches are coming together to try and stop the violence in Beloit. She said that Eddie Strong was brought in and that it was a very nice event that took place. The event allowed various groups and people to have booths in order to pass out information.

8. Next Meeting Date: October 15, 2014

Chairperson Sloniker announced the next meeting date of October 15, 2014.

9. Adjournment:

Commissioner Howland moved for adjournment and Commissioner Hansen seconded.

Motion carried. The meeting was adjourned at 6:52PM by Chairperson Sloniker.

Date approved by EOC

Teri Downing
Director of Community and Housing Services