Fair Housing Commission
Meeting Minutes
10/10/2019

I. Call to order

Commission Chair Shah called to order the regular meeting of the Fair Housing Commission at 11:30 am on 10/10/19 at Peoria City Hall.

II. Roll call

Dr. Farris Muhammad conducted a roll call. The following persons were present: Dr. Farris Muhammad, Chief Diversity and Inclusion Officer; as City of Peoria staff liaison; Councilwoman Denise Moore; Commissioners—Vaibhav Shah (Chair), Nicole Livsey; Jane Genzel; Christell Frausto Aboytes; Absent—Cheryl Boswell (Chair), Donna Crowder, Commissioner; Michelle Sanders, Commissioner. Quorum Established.

III. Approval of minutes from last meeting

Commission Chair Vaibhav Shah gives overview of past minutes meeting.

Dr. Muhammad provides guidance on the approval and posting of Commission minutes and agendas to the City website, at request of the Commission. Per Dr. Muhammad meeting minutes are posted to the website upon approval, and agendas are posted as well.

Dr. Muhammad speaks about the OMA online certification. Dr. Muhammad states that OMA certification must be completed in 90 days.

IV. New business

Agenda Item I. Discussion of Fair Housing funding and its allocation in Peoria

A. Councilwoman Moore provides information from the League of Cities study and inquires if the commission has received information concerning the affordable housing policy session.

a. Commissioner Shah denies having received this information
b. Councilwoman Moore request that Dr. Muhammad ask that the commission be provided with this information at the next meeting.

B. Councilwoman Moore suggest that Kathryn Murphy speak to the commission about how grant and funding decisions are made.

C. Commissioner Livsey request that Dr. Muhammad speak on the HUD grant received by the Health Department.

D. Commissioner Shah request that all commissioners keep their own notes.

Agenda Item II. How are programs selected and awarded government dollars (CDBG & Home Funds)

A. Commissioner Livsey request that Councilwoman Moore provide information on the role of Community Development Department in allocation of CDBG funds.

a. Councilwoman Moore states that grant management, that manages the CDBG funds, is housed within community development department.

Agenda Item III. Role of AH committee regarding fund distribution

A. Commissioner Livsey discusses ability of the committee to issue fines, etc.

a. Councilwoman Moore states that these questions would be a good issue for Legal to be present to discuss.

b. Commission Chair Shah concurs that it would be very helpful for Legal to be present at the next meeting.

B. Councilwoman Moore recommends that the Commission request to have the information from the Affordable Housing Policy Session provided to the commission by October 18, 2019, in order for the commission to have time to review it and have questions prepared for Legal at the next meeting.
A. Commission Chair Shah request this information be provided to the commission by Oct 18th, Dr. Muhammad agrees to send the request to Community Development to obtain the information but cannot guarantee that it will be done by the 18th.

B. Councilwoman Moore states this information is available online and should be easily obtained and provided to the commission.

C. Councilwoman Moore concurs that it is a good idea to allow Commissioners to be present via phone and confirms that this does count as attendance.
   a. Commission discusses having commissioners present via phone due to schedule conflicts, etc
   b. Chair Shah inquires if the public could also dial in, Councilwoman confirms that this is possible.

Agenda Item IV. Review of Chapter 17 Ordinance

A. Commissioner Genzel request guidance on how policies are created.
   a. Dr. Muhammad states that legal writes the ordinances but the idea for ordinances usually begins within the community.

B. Commissioner Genzel mentions that not all the commissioners understand the way the department works, and request that Code Enforcement also come to a meeting to provide understanding of planning and zoning.
   a. Dr. Muhammad states that it is a possibility that Kathryn Murphy, Grants Coordinator within community development will be the staff liason for the commission going forward.
   b. Dr. Muhammad states that within Community Development there are a lot of different departments under Community Development, to include code enforcement, planning, etc
   c. Commissioner Genzel provides clarification as to her initial question; stating that it is important for the commission to understand what Code Enforcement can and cannot due to concerns that come from the community about the condition of properties.
d. Dr. Muhammad recommends that Joe Dulin would be a good resource on questions on scope of code enforcement.

   i. In addition, Dr. Muhammad states that it depends on the issue with the property as to whose jurisdiction it is (code enforcement, police, public works, etc).

C. Commissioner Genzel states that in the past meeting discussion was made of what is the process of a complaint; Genzel states that in reviewing the ordinance it is not clear what the process is.

D. Commissioner Genzel shares that the ordinance is written in a way that is not sensical and gives several examples.

E. Commissioner Genzel shares that discriminatory practices is not defined; the terms EOO and Diversity and Inclusion are both used in the ordinance but no clarification as to what is the difference or if there is a difference.

   a. Dr. Muhammad clarifies that EOO is the same as the Diversity and Inclusion Department, but there is not consistency in the language in the ordinance. Department is actually called the Equal Opportunity Office, and that the language needs to be consistent.

F. Commission Chair Shah states that a flow chart would be good to show the complaint process.

G. Commissioner Genzel asks who is responsible for re-writing and/or proposing what the process is in order to have an ordinance that states what the process is.

   a. Dr. Muhammad states that if the commission feels that the ordinance is not clear; that the commission can make suggestions on the ordinance language and/or the ordinance itself to council.

   b. Dr. Muhammad states that a flow chart could be used as supplemental material, but the actual ordinance must be in legal language.

      i. Commissioner Genzel states that the language still must be clear and intelligible.

   c. Discussion of how different types of complaints are addressed.

   d. Dr. Muhammad provides information about housing discrimination complaints specifically.
e. Commissioner Livsey suggests looking at the ordinances of other cities to see if they can be useful

f. Commissioner Genzel asks how to best approach the city about changing the ordinance—can email the city directly or wait until next meeting and discuss with Melodi in order to have better idea of what changes to the ordinance are needed.

g. Commissioner Genzel request that commission focus on the fact that the commission is focused on fair housing and recognize that fair housing and affordable housing are two different things.

V. Fair Housing Commission Proceedings (General Discussion)

a. Councilwoman Moore inquires if the minutes of other commissions are posted to the City website.
   i. Dr. Muhammad confirms that meeting minutes and agendas are posted to the city site.

   ii. Dr. Muhammad shares that all new commissioners are required to take the OMA certification exam and present a copy of it to the clerk’s office. Dr. Muhammad agrees to forward the information on how to complete the certification online to all commissioners.

b. Councilwoman Moore speaks on the importance of looking at the existing ordinance in depth in order to create a more proactive ordinance, as opposed to a reactive ordinance.
   i. Councilwoman shares information on how the commission can make changes to the ordinance.

c. Commission Chair Shah inquires about Commissioners being present via phone; Councilwoman Moore concurs that it is a good idea to allow Commissioners to be present via phone, and confirms that this does count as attendance.
   i. Chair Shah inquires if the public could also dial in, Councilwoman confirms that this is possible.

d. Commissioner Shah states that the Commission requested to have legal present at the meeting in order to find out what the commission can and cannot do; in addition, the commission seeks information on how the
Commission can create and store documents due to FOIA and OMA requirements. It is discussed the possibility of the Google Doc.

i. Dr. Muhammad shares that the clerk may be able to provide guidance on this issue.

VI. Unfinished Business for Next Meeting

Request next meeting be set for 90 minutes.

Continued Review of Chapter 17 Ordinance.

Request for information from the Affordable Housing Policy session, to be provided by October 18th, 2019

Reach out to former chair Robinson for any relevant documents.

VII. Proposed Agenda Item’s for Next Meeting

A. Questions from the Commission to the Legal Department

B. Discussion of the Affordable Housing Act/Policy session.

C. Review Chapter 17th Ordinance.

VIII. Adjournment

Meeting called Adjourned by Commission Chair Shah at 12:42 pm.

Submitted by: Amelia Hufeld

Minutes approved by: Name