



Common Council 2025 Budget Hearing

*Human Rights Commission
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Mission Statement

To provide service to the citizens of South Bend through impartial, unbiased decisions regarding discrimination charges filed with the South Bend Human Rights Commission under the ordinance in areas of employment, housing, public accommodation and education, based on race, religion, color, sex, national origin or ancestry, sexual orientation or gender identity, disability and in housing familial status. To stimulate community awareness of equal protection of the law in protected areas through education, collaboration, and coordination with other community agencies.

The South Bend Human Rights Commission was formed in 1956.



Meet the HRC Team

Promoting and Protecting Human Rights within the City of South Bend and St. Joseph County



Human Rights Commission Roles

Executive Director

Provides strategic leadership for the administration, operation, and functions of the Human Rights Commission in accordance with the City of South Bend Human Rights Ordinance and St. Joseph County Human Rights Ordinance. Manages and guides staff in the identification, investigation, mediation, and adjudication of human rights discrimination claims in housing, employment, public accommodations, and education. The Executive Director also develops and implements educational workshops and training on discrimination for local and regional businesses, realtors, housing authorities, school systems, parks, and applicable public works units. Complete required community grants and establish community relationships. Maintain and update HRC ordinances, policies and rules and regulations.

Housing Manager & Employment Managers

Complete required HUD and EEOC grants, maintain HUD and EEOC databases and create reports. Manage and conduct online and in person workshops and training opportunities for community. Enforces anti-discrimination legislation and conducts educational presentations concerning Americans with Disabilities Act, discrimination in employment, education, public accommodation, sexual harassment and some housing. Makes recommendations to the Executive Director concerning discrimination complaints. Conducts investigative work regarding complaints filed with the Commission. Interviews Complainants and Respondents, performing conciliatory work and other related tasks. Keeps a breast of all new laws and cases concerning discrimination and Civil Rights. Assist in training of other investigative staff and supervise staff.

Intake Coordinator

Intake and draft all complaints. Responsible for collecting relevant information from clients and coordinating services with staff Investigators and Housing and Employment Managers. Maintain and track expenses, PCard transactions, reimbursements, payments through DFO. Creates and distributes all HRC notices. Maintains internal tracking database, EEOC database and HUD database. Coordinates and distributes Commission Board Packets.

Investigator V

Conducts investigative work regarding complaints filed with the Commission. Interviews Complainants and Respondents, performing conciliatory work and other related tasks. Intakes and drafts complaints in Housing and other areas when required. Prepares Final Investigative Reports. Conducts Fact Finding Conferences, On-site Investigations, Witness Interviews and Conciliation Conferences. Presents educational seminars to business, community and government groups relative to discrimination. Maintains files and all documentation concerning discrimination in cases in a confidential manner.

Administrative Assistant II

Maintain the Executive Director's calendar arranging meetings, conferences, and travel. Process all incoming and outgoing mail relating to cases being investigated by the department. Responsible for compiling, preparing, and distributing the Commission's monthly work product. Organize and oversee travel arrangements, and meeting facilities. Responsible for recording and transcribing Commission minutes and creating the agenda. Intake and draft complaints.



Additional Grant Funds Received in 2024

**\$10,000 City of South Bend Community Investment
Providing Education & Training to South Bend Residents**

**\$30,000 St. Joseph County
Investing Housing County Cases**

**\$10,000 City of Mishawaka
Providing Education & Training to Mishawaka Residents**



Jan – Sept 2024 Outreach, Workshops & Education 2023 (5 Events) - 2024 (25 Events)

- **January**
 - MLK Celebration Breakfast
- **February**
 - Meet the Mayor Night
 - Fair Housing Workshop
- **March**
 - LACA Community Breakfast
 - Discriminatory Appraisals Workshop
- **April**
 - Real Services Community Health Fair
 - Fair Housing Workshop
 - HRC Award Luncheon
 - RHS/Ivy Tech Sisterhood Conference
- **May**
 - Meet the Mayor Night
 - RHS Awards Ceremony
 - Darden Poster Winner Pizza Party
 - Discrimination based on Familial Status Workshop
- **June**
 - HRC Happy Hour w/EEOC
 - Tenant Rights Workshop
 - Landlord Rights Workshop
 - Tenant/Landlord Conflict Resolution Workshop
 - ND Juneteenth Celebration
 - College Student Housing Rights Workshop
 - SBBE Juneteenth Celebration
 - Tenant Empowerment Event
- **July**
 - Not Opposites Reading at St. Joseph County Library
 - Meet the Mayor Night
- **August**
 - Mount Carmel Community Health Fair
 - SBPD Night Out
- **September**
 - Mexican Independence Celebration



HRC Budget Overall Increase 31.22% from 2024
EEOC Budget Overall decrease -9.87 from 2024
HUD Budget Overall Increase 81.72 from 2024

- **Increase in salary** – meet area market rate and align with Department of Legal to ensure pay equity
- **Increase in staff** – add new investigator, increase in cases due to outreach, additional advertisement and collaborations
- **Increase in supplies** – due to increase in staff, workshops, training and case volume
- **Increase education and training** – contract guidelines for staff, new staff
- **Increase in other charges** – rent, speakers, memberships and advertisement on 4 radio stations (3 English & 1 Spanish)
- **Increase in professional services** – provide outside legal counsel for Charging Party housing cases
- **Increase in travel** – new staff attending educational conferences



2025 HRC Budget Overview

Expenditure Summary

Includes only City-controlled funds and excludes interfund transfers/allocations

	2022Actuals	2023Actuals	2024Amended	2025Budget	% change YOY	Notes
Human Rights - General	\$ 345,576	\$ 255,741	\$ 534,259	\$ 701,063	31.22%	
Salaries & Wages	196,677	141,006	305,996	404,762	32.28%	
Fringe Benefits	68,742	46,554	135,763	181,601	33.76%	
Supplies	1,980	2,497	3,000	5,500	83.33%	
Education & Training	1,681	3,496	5,000	8,000	60.00%	
Other Services & Charges	44,960	51,739	57,500	73,700	28.17%	
Printing & Advertising	23,554	2,740	13,500	8,000	-40.74%	
Professional Services	-	1,079	3,500	2,500	-28.57%	
Repairs & Maintenance	7,982	6,630	10,000	10,000	0.00%	
Travel	-	-	-	7,000	100.00%	
Grand Total	345,576	255,741	534,259	701,063	31.22%	



EEOC Cases

2023

Employment Cases

(January - December)

106 Cases

EEOC awarded HRC

\$68,000 for 2023

(funds were received in 2024)

20234

Employment Cases

(January - **September**)

123 Cases

EEOC will awarded HRC

\$69,100 for 2024

(will receive funds in 2024)



2025 EEOC Budget Overview

	2022Actuals	2023Actuals	2024Amended	2025Budget	% change YOY	Notes
HRC - EEOC	\$ 98,244	\$ 96,499	\$ 143,559	\$ 129,396	-9.87%	
Salaries & Wages	55,608	66,438.52	68,507	72,100	5.24%	
Fringe Benefits	13,474	26,109.29	29,052	31,296	7.72%	
Supplies	824	1,279.87	2,000	3,000	50.00%	
Education & Training	1,618	-	3,000	8,000	166.67%	
Other Services & Charges	141	-	-	-	0.00%	
Printing & Advertising	924	-	3,000	5,000	66.67%	
Professional Services	21,242	1,666.66	26,000	2,000	-92.31%	
Travel	4,413	1,005.09	12,000	8,000	-33.33%	
Grand Total	98,244	96,499	143,559	129,396	-9.87%	

2025 Grant Funds Projected \$75,000



HUD Cases

2023

Housing Cases

(January - December)
14 Cases

HUD awarded HRC
\$98,000 for 2023
(funds were received in 2024)

2024

Housing Cases

(January - **September**)
23 Cases
11 Closed Cases
12 Current Open Cases

HUD will award HRC
\$234,300 for 2024
(will receive funds in 2024/2025)



2025 HUD Budget Overview

	2022Actuals	2023Actuals	2024Amended	2025Budget	% change YOY	Notes
HRC - HUD	\$ 81,278	\$ 99,977	\$ 124,246	\$ 225,782	81.72%	
Salaries & Wages	52,464	54,942.87	70,507	74,100	5.10%	
Fringe Benefits	17,957	20,470.94	29,439	31,682	7.62%	
Supplies	-	-	500	9,000	1700.00%	
Education & Training	1,885	-	6,000	8,000	33.33%	
Other Services & Charges	-	-	800	1000	25.00%	
Printing & Advertising	5,639	23,500.00	5,000	47,000	840.00%	
Professional Services	450	-	2,000	10,000	400.00%	
Travel	2,883	1,062.81	10,000	15,000	50.00%	
Capital				30,000	1%	
Grand Total	81,278	99,977	124,246	225,782	81.72%	

2025 Grant Funds Projected \$95,000



Human Rights Commission 2025 Goals

- Increase Award Luncheon Attendance and Sponsorships
- Increase City of SB Community Investment Grant to \$25,000
- Increase City of Mishawaka Grant to \$25,000
- Increase Community Outreach to 30 Events
- Increase Community Partnerships
- Publish Annual Report
- Add a Fulltime Investigator
- Complete Onsite / Field Investigations/Interviews
- Obtain Fleet Vehicle for Onsite / Field Investigations/Interviews



Questions?