Human Rights Commission

Theresa Garrett, Executive Director
(304) 234-3609

Commission Members: Charles G. Hood, Chair
Diana Bell
George Blum
Rabbi Beth Jacowitz Chottiner
Rev. Ralph Dunkin
Shawn Fluharty, Esq.
Cynthia Hutchison
Rev. Robert Romick
Ronald Scott, Jr.

CITY OF WHEELING
HUMAN RIGHTS COMMISSION

51 Sixteenth Street, 3rd Floor
Wheeling, WV 26003

EXECUTIVE DIRECTOR
Theresa L. Garrett

SENIOR STAFF ASSOCIATE
Beth Czerwonka

COMMISSIONERS
Diana Bell, LSW
George Blum
Rabbi Beth Jacowitz Chottiner
Rev. Ralph W. Dunkin
Shawn L. Fluharty, Esq.
Charles G. Hood
Cynthia Hutchison
Rev. Robert Romick
Ronald Scott, Jr.

January 31, 2012

ROBERT HERRON, MANAGER
CITY OF WHEELING
1500 CHAPLINE STREET
WHEELING WV 26003

Dear Mr. Herron:

Enclosed please find copies of the Wheeling Human Rights Commission's (HRC) *"City of Wheeling Departmental Budget Request"* and *"City of Wheeling Capital Equipment Outlay Schedule"* forms for fiscal year 2012-13 which have been approved for submission by a majority of Human Rights Commissioners following their January 30, 2012 monthly meeting.

Calendar year 2011 brought a full complement of members to the Human Rights Commission. In February Rabbi Beth Jacowitz Chottiner, Bishop Ralph W. Dunkin, and Shawn Fluharty, Esquire, were appointed to the Human Rights Commission by Mayor McKenzie with the advice and consent of City Council. The Senior Community Service Employment Program, funded by the U. S. Department of Labor and overseen by the National Council on Aging, continued their placement of an Office Specialist trainee at the HRC office. The participant's training of 15 hours a week assisted in office maintenance but has not addressed the Human Rights Commission's understaffed needs.

The Human Rights Commission provided technical assistance three thousand two hundred and sixty-five (3,265) times in calendar year 2011. This figure represents communications with the community including individuals and groups. In addition, partnering took place during meetings, programs, and activities with the following agencies: Boy Scouts of America, Change, Inc., Northern Panhandle Continuum of Care, Easter Seal Rehabilitation Center, Housing Connections, Inc., Laughlin Memorial Chapel, Martin Luther King Committee, National Organization on Disabilities/Consumer Affairs Committee, Ohio County Rotary, Ohio County Substance Abuse Prevention Coalition, Racial Justice Coalition, Upper Ohio Valley Society of Human Resource Management, West Liberty University, West Virginia Hate Crimes Task Force, West Virginia Northern Community College, West Virginia Saves/Earned Income Tax Credit Committee, West Virginia University Extension Service Committee, West Virginia Workforce Employer Advisory Committee, Wheeling Chamber of Commerce-Education Committee,

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Wheeling Housing Authority, Wheeling Jesuit University, Wheeling Kiwanis, Wheeling Lions, Wheeling Neighborhood Ventures, Youth Services Systems, Inc., and Young Women's Christian Association. As well, the Human Rights Commission cooperated and worked with Federal, State, and Local government entities during 2011 including the Marshall and Ohio County Commissions, Marshall and Ohio County Emergency Management Services, West Virginia Employer Support of the Guard and Reserve, West Virginia Human Rights Commission, United States Department of Housing and Urban Development, United States Department of Justice and the United States Department of Labor.

The Human Rights Commission received fourteen (14) formal complaints during calendar year 2011. This makes last year the second most active year for investigating human rights cases since this Executive Director began employment with the HRC twenty-five years ago (1987). A breakdown of those cases includes nine (9) that involved employment issues, three (3) that involved public accommodation issues and two (2) that involved housing issues. Three (3) of the fourteen (14) new complaints were investigated, determined/conciliated, and dismissed last calendar year.

The complaint process as it relates to investigations is outlined in the following three (3) steps: Step 1: A complainant may call, write or visit the office of the Wheeling Human Rights Commission to report a complaint, which must be filed within 180 days of the most recent incident. From this date, the Commission has 365 days to complete the complaint process. Prepared by the Executive Director, the complaint is then referred to an investigating commissioner, if the Commission has jurisdiction over the matter. Step 2: After all of the facts have been examined, the investigating commissioner makes a decision as to a finding. The finding will either be that there was not enough evidence to support the allegations(s) of discrimination (no probable cause) or that there is reason to believe that discrimination did occur (probable cause). Step 3: Following a probable cause determination, conciliation is attempted. In this stage, the Commission may agree to a settlement with the person(s) and/or organization(s) against who the complaint is filed (the respondent). If a settlement cannot be reached, a public hearing may be held.

The Human Rights Commission is requesting funds in the amount of $108,416.00 for operating expenses. This would be an increase of $21,593.00 from the Commissions current funding.

July 3, 2012 marks the 50th anniversary establishing the Wheeling Human Rights Commission. In keeping with two main goals of the Human Rights Commission (*to prevent and eliminate unlawful discrimination and to promote goodwill among the people of the City of* Wheeling), during fiscal year 2012-13 our objectives will be to continue providing technical assistance and outreach related to human rights for individuals and organizations. However, investigating human rights complaints must and does remain the Human Rights Commission's first priority. It is the Human Rights Commission's desire to employ a full time Senior Staff Associate who would perform a variety of highly responsible, confidential, and complex clerical and

administrative duties. This would allow our Executive Director time for planning, programming and budgeting all activities and functions related to the effective performance of the Human Rights Commission. The additional $18,593.00 in funds will be used to employ a full time Senior Staff Associate and offset the increase in Bonuses/Incentives, Longevity, Eye Dental-Life Insurance, Hospitalization, Social Security/FICA/Medicare, Workers Compensation and wages for all staff. In the event City Council grants a bonus or an increase in wages to City employees, the Commission will need additional funding to reflect said compensation. Without additional funds to increase personnel there will be very limited technical assistance and outreach available to the community. As well, there will be periods of time during 8:00 a.m. thru 4:00 p.m. when the Human Rights Commission's office will be closed.

The Human Rights Commission would also use an additional $3,000.00 in funds to purchase educational materials for the community. Prior to 2011, coloring/activity books, Landlord/Tenant Handbooks and pamphlets relating to human rights were provided to area businesses, housing industries, social/service agencies, and educational institutions as teaching tools. Pencils depicting the "Fair Housing" symbol as well as our name and telephone number were distributed to Ohio County school children each April. Unfortunately, due to a very limited operating budget the Human Rights Commission has become a reactive rather than the intended proactive arm of city government. Additional financial support will enable the Human Rights Commission an opportunity to build better human relations throughout the City of Wheeling be engaging in programs, projects, and hearings devoted to the advancement of tolerance, understanding, and equal protection of laws for all groups of people.

If you have any questions, feel free to contact me at 234-3609.

Sincerely,

Theresa L. Garrett

THERESA L. GARRETT
Executive Director

TLG/bc

Enclosures

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2012 - 13

DEPARTMENT/DIVISION: HUMAN RIGHTS COMMISSION **DEPARTMENT/DIVISION HEAD:** THERESA GARRETT

LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
Director Human Rights 4954 10 1241	38,707.00	37,274.00	------	37,274.00	(1433.00)	
Senior Staff Associate 4954 10 1317		27,642.00		27,642.00	27,642.00	
Bonus/Attend. Bonus 4954 10 1523	775.00	2,175.00	------	2,175.00	1,400.00	
Social Security 4954 10 1902	-------	See FICA/Medicare	------	-------	-------	
Temporary Salaries 4954 10 1904	9,456.00	-------	------	-------	(9,456.00)	
Longevity 4954 10 1905	650.00	780.00	------	780.00	130.00	
Eye-Dental-Life Ins. 4954 10 1920	816.00	898.00	------	898.00	82.00	
Hospitalization Ins. 4954 10 1921	10,816.00	10,988.00	------	10,988.00	172.00	
FICA/Medicare Contributions 4954 10 1924	3,763.00	4,967.00	-------	4,967.00	1,204.00	
Advertising & Publish. 4954 20 2101	954.00	2,454.00	------	2,454.00	1,500.00	
Dues & Subscriptions 4954 20 2121	2,186.00	4,295.00	------	4,295.00	-------	

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2012 - 13

DEPARTMENT/DIVISION: HUMAN RIGHTS COMMISSION **DEPARTMENT/DIVISION HEAD:** THERESA GARRETT

LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
Insurance and Bonds/ Insurance 4954 20 2134	911.00	911.00	------	911.00	------	
Office Equip Maintenance 4954 20 2145	1,200.00	1,200.00	------	1,200.00	-----	
Office Rent 4954 20 2147	Direct Pay CDBG 7,250.00	Direct Pay CDBG 7,250.00	------	Direct Pay CDBG 7,250.00	------	
Training Schools 4954 20 2152	2,795.00	2,795.00	------	2,795.00	-------	
Travel Expenses 4954 20 2153	3,328.00	1,865.00	------	1,865.00	(1,463.00)	
Worker's Compensation 4954 20 2171	984.00	1, 299.00	------	1,299.00	315.00	
Telephone – Ld Chgs. 4954 20 2173	200.00	200.00	------	200.00	-------	
Legal Expenses 4954 20 2176	-------	-------	------	-------	-----	
Postage 4954 20 3146	600.00	600.00	------	600.00	-------	
Office Supplies 4954 30 3135	1,000.00	1,000.00	-------	1,000.00	-------	
Photocopy 4954 30 3139	155.00	155.00	------	155.00	------	

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2012 - 13

DEPARTMENT/DIVISION: HUMAN RIGHTS COMMISSION **DEPARTMENT/DIVISION HEAD:** THERESA GARRETT

LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER
Administrative Expense 4954 30 3159	277.00	277.00	------	277.00	------	

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2012-13

DEPARTMENT: HUMAN RIGHTS COMMISSION
DIVISION:
FUND:

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
1,000 Landlord Tenant Handbooks	$1,000.00	1	Community Education regarding Fair Housing rights for both Landlords and Tenants.
16,000 pencils for Ohio County Schools	$2,000.00	2	Advertisement of the Human Rights Commission for "Fair Housing" month in April 2013.

* Number the priorities starting with 1 being the first priority, 2 the second priority and so on. There should only be one item per priority.

CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2012– 13

DEPARTMENT HUMAN RIGHTS COMMISSION
DIVISION:
FUND:

DESCRIPTION	NO. OF UNITS	UNIT COST	TOTAL COST	TRADE IN VALUE	NET COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4	5	6	7	8
TOTAL							

* Number the priorities starting with 1 being the first priority, 2 the second priority and so on. There should only be one item per priority.