Human Rights Commission

CITY OF WHEELING
HUMAN RIGHTS COMMISSION

51 Sixteenth Street, 3rd Floor
Wheeling, WV 26003

EXECUTIVE DIRECTOR
Theresa Garrett

SENIOR STAFF ASSOCIATE
Beth Czerwonka

COMMISSIONERS
Diana Bell, LSW
George Blum
Charles G. Hood
Cynthia Hutchison
Rev. Robert Romick
Ronald Scott, Jr.

January 27, 2011

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

Dear Mr. Herron:

Enclosed please find copies of the Human Rights Commission's *"City of Wheeling Departmental Budget Request"* and *"City of Wheeling Capital Equipment Outlay Schedule"* forms for fiscal year 2011-12, which have been approved for submission by the Commission at their January 26, 2011 monthly meeting. The Commission's primary focus is to operate its office as efficiently as possible.

The increase in funding for the General Fund fiscal year 2011-12 budget equates to $2,339.00. The additional funds will be used to offset the increase in Longevity, Social Security, FICA/Medicare, Hospitalization Insurance and wages for the Executive Director and Senior Staff Associate that the City of Wheeling will expend this coming fiscal year.

In the event City Council grants a bonus or an increase in wages to City employees, the Commission will need additional monies to reflect said compensation.

The Human Rights Commission's two main goals are *"To prevent and eliminate unlawful discrimination and to promote goodwill among the people of the City of Wheeling"*. The Commission provided technical assistance to three thousand six hundred and seventy-three (3,673) persons, received three (3) new formal complaints, continued investigating two (2) formal complaints, and entered Final Orders on three (3) discrimination complaints during fiscal year 2010-11. With regards to our current fiscal year, as of December 31, 2010 the Commission has provided technical assistance to an additional one thousand eight hundred and forty (1,840) persons, as well the Commission has received two (2) formal complaints alleging discrimination. One of the two formal complaints has been conciliated; the other was dismissed without prejudice.

Phone: (304)234-3609 * Fax (304)234-6415 * TDD (304)234-3609
E-Mail: garretthrc@yahoo.com

The Commission will be continuing the following projects in fiscal year 2011-12: participation in the East Wheeling Street Fair; participation in the WV Northern Community College Health Fair; participation in Altenheim Resources and Referral Center's Health Fairs and diversity programs; supplying updated landlord/tenant handbooks, as well as, coloring/activity books to school programs; supplying pamphlets on disabilities and diversity to area businesses, housing industries, social/service agencies, and educational institutions; advertising during the Martin Luther King Day Celebration. If the Budget allows we will once again purchase pencils for all Ohio County students during Fair Housing Month.

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 2011 – 12

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 4954 10 1241	37,343.00	38,777.00	------	38,777.00	1434.00	
Bonus/Attend 4954 10 1523	375.00	375.00	------	375.00	------	
Longevity 4954 10 1905	650.00	810.00	------	810.00	160.00	
Social Security 4954 10 1902	--------	See FICA/Medicare	------	-------	-----	
FICA/Medicare 4954 10 1924	3,552.00	3,680.00	------	3,680.00	128.00	
Eye-Dental-Life Insurance 4954 10 1920	696.00	816.00	------	816.00	120.00	
Hospitalization Insurance 4954 10 1921	10,670.00	10,816.00	------	10,816.00	146.00	
Overtime Temporary Salaries 4954 10 1904	9,305.00	9,656.00	------	9,656.00	351.00	
Telephone 4954 20 2173	200.00	200.00	------	200.00	----	
Travel 4954 20 2153	1,865.00	1,865.00	------	1,865.00	------	
Maintenance / Office Equipment 4954 20 2145	1,119.00	1,119.00	------	1,119.00	------	
Postage						

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2011 – 12

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
4954 20 3146	500.00	500.00	------	500.00	-----	
Building and Office Rent 4954 20 2147	Direct Pay CDBG 7,250.00	Direct Pay CDBG 7,250.00	------	Direct Pay CDBG 7,250.00	------	
Advertising / Publishing 4954 20 2101	954.00	954.00	------	954.00	------	
Training and Education 4954 20 2152	2,795.00	2,795.00	------	2,795.00	-------	
Dues and Subscriptions 4954 20 2121	2,186.00	2,186.00	------	2,186.00	------	
Professional Services 4954 20 2176	------	------	------	------	-------	
I & B Insurance 4954 20 2134	1,760.00	1,760.00	------	1,760.00	-----	
I & B Workers Comp. 4954 20 2171	1,920.00	1,920.00	------	1,920.00	-----	
Office Supplies 4954 30 3135	1,000.00	1,000.00	------	1,000.00	------	
Photo Copy 4954 30 3139	155.00	155.00	------	155.00	------	
Administrative Expense 4954 30 3159	277.00	277.00	------	277.00	------	

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2011- 12

DEPARTMENT: HUMAN RIGHTS COMMISSION
DIVISION:
FUND:

PROGRAM/PROJECT	COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4

* 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 2011– 12

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.