



**Human Rights Commission
Regular Meeting
November 16, 2023
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. DRAFT 10-19-2023 HRC Regular Meeting Minutes
3. OHR Monthly Report

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
November 16, 2023
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Please take Notice that this hybrid meeting of the Human Rights Commission is for the purposes of planning, developing, and drafting management and administration documents for the Human Rights Commission. This hybrid meeting will be a limited public forum to discuss the agenda items presented below and to ensure the continuity of services provided by the Commission. The Commission Chair may limit public comments or discussion points that are unrelated to agenda items or that pertain to topics outside the scope of this Agenda. This will be a hybrid meeting open to the public, and registration information for remote participation is available at www.charlottesville.gov/zoom.

Members of the public who attend in person are welcome to provide public comment during the “matters by the public” sections of the agenda. The Commission is currently not receiving virtual public comment. The Commission welcomes comments and questions and commits to listening carefully and thoughtfully to what is presented. A maximum of sixteen public comment time slots are allotted per meeting. Each speaker will have three minutes to speak. The Commission requests that members of the public refrain from engaging in personal attacks against Commissioners and staff members and asks that comments and questions focus on matters related to human rights within the City.

1. WELCOME

- a. CALL TO ORDER
- b. ROLL CALL
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*
- d. Notice: For members of the public participating virtually, if you experience technical difficulties, you may call 434-970-3115, and a staff person will assist you.

2. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT (Webinar attendees use the “raise hand” function, phone attendees use *9)
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

3. MINUTES

- a. 10-19-23 HRC Regular Meeting Minutes*

4. BUSINESS MATTERS

- a. CHAIR UPDATE
- b. OHR STAFF REPORT

5. WORK SESSION

- a. ACTION UPDATES
- b. OFFICER NOMINATING COMMITTEE
- c. NOVEMBER 20TH & DECEMBER 4TH CITY COUNCIL MEETING PUBLIC COMMENT
- d. NEW BUSINESS

6. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT (Webinar attendees use the “raise hand” function, phone attendees use *9)
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

7. COMMISSIONER UPDATES

8. NEXT STEPS & ADJOURN

*** ACTION NEEDED**

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Martha's Rules of Order
As adopted by the HRC on February 20, 2020

1. The proposal is presented. Clarifying questions are taken.
 - a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
 - a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
 - a. Time limit on discussion is set by the group.
 - b. Facilitator helps group identify key issues.
 - c. Motion to table or refer is in order and requires $\frac{3}{4}$ vote.
6. First vote is taken.
 - a. People vote
 - i. In favor of the proposal, or
 - ii. Can live with the proposal, or
 - iii. Opposed to the proposal.
 - b. If a majority of those present votes "in favor" or "can live with," proceed to Step 8.
 - c. If less than a majority of those present votes "in favor" or "can live with," proposal dies.
7. Those voting in opposition are allowed to state their objections and concerns.
 - a. No discussion is allowed, only clarifying questions.
8. The second vote is taken as in Step 6.
 - a. It takes a majority of those present to override objections and pass the proposal.

Attachment 2



**Human Rights Commission
Meeting Minutes
Regular Meeting
October 19, 2023
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

Click [HERE](#) to access rebroadcasts of past Human Rights Commission meetings on YouTube.

Click [HERE](#) to access an archive of past Human Rights Commission work on the City website.

1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Jessica Harris, called the meeting to order at 6:37 pm
- b. ROLL CALL
 - i. Jessica Harris
 - ii. Ernest Chambers
 - iii. Jeanette Abi-Nader
 - iv. Wolfgang Keppley
 - v. Kathryn Laughon
 - vi. Suzanne Lynn
 - vii. Andrew Orban
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. Commission is currently not receiving virtual public comment.
- b. PUBLIC COMMENT
 - i. None
- c. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. MINUTES

- a. Review of regular meeting minutes from 09/21/23
 - i. Vote
 - 1. In favor: 6
 - 2. Opposed: 0
 - 3. Abstained: 1
 - ii. Motion to approve minutes passes
- b. Review of work session minutes from 10/05/23
 - i. Vote
 - 1. In favor: 5
 - 2. Opposed: 0
 - 3. Abstained: 2
 - ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. CHAIR UPDATE

- i. Calls for a minute of silence for events in Israel and Palestine
 - ii. The Office of Human Rights/Human Rights Commission is celebrating its 10th anniversary in November
 - 1. Asks for a two-person committee as a working group to plan the celebration with HRC Director and Outreach Specialist
 - 2. Will occur Thursday, 11/30/23, not during an HRC meeting
 - 3. Jessica and Ernest volunteer to participate on committee
 - a. Will meet with OHR staff during a meeting time already set for other business
 - 4. Will be a public event
- b. OHR STAFF REPORT
 - i. HRC Director
 - 1. Welcomes Lily Gates to the OHR Community Outreach and Administrative Specialist position after having served over two years as an intern
 - 2. Monthly Report was also sent to Council for Q3
 - a. Included a reminder that the HRC is receptive to feedback, requests for recommendations, etc. from Council
 - ii. OHR Community Outreach and Administrative Specialist
 - 1. Outreach report (attached in agenda packet) is up to date, and there are also some events that the Outreach Specialist is planning to attend
 - a. Let her know if interested in joining tabling
 - i. Jessica is interested in 11/16/23 Madison Ave. Tabling
 - ii. Wolfgang is interested in 10/24/23 PHAR Youth Festival
 - b. Commissioner requests that days of the week be added to the future charts
 - c. Commissioner requests that HRC be sent reminders a couple days in advance of events via Outlook Calendar
 - iii. Commissioner asks about reasoning for an uptick in ingoing and outgoing contacts in May
 - 1. Director says he cannot remember exactly, but often when there is an uptick, it is due to one or two people receiving navigational services with a more pressing need
 - 2. The entire database has each individual contact with names, so he can retrieve more specific data if needed
 - a. Detailed data is helpful for measuring relationships with community organizations and identifying gaps in Charlottesville's navigational service provision
 - iv. Commissioner asks about status of advocating with City Council for additional positions at the OHR
 - 1. Currently, the OHR has four full-time positions: Director, Intake and Administrative Specialist, Community Outreach and Administrative Specialist, and Investigator
 - 2. OHR was in the process of hiring for the Investigator, but this position requires at least two years of investigative experience

3. OHR wanted to open the possibility of training up an individual for the position, so applications for an Investigator-in-Training position just closed—interviews will occur next
 - a. OHR can get Investigator training with Resolute Mediation & Arbitration
 - b. Idea is that, ideally, all positions receive Investigator training so that there is additional capacity for receiving complaints of discrimination
- v. Commissioner asks if there is a need for additional advocacy the HRC could do for more funds for the OHR
 1. Current number of staff is much better for receiving the number of cases than the previous situation, and efficiency will further increase once an Investigator is hired
 2. Will have to see what caseloads look like after the OHR enters into a FHAP agreement
 3. Director says the 2023 data on navigational service provision reveal gaps in the system, which could give Commissioners something to work with for 2024 strategic planning

5. WORK SESSION

- a. Zoning advocacy letter
 - i. Commissioners use Martha's Rules to go over the proposal of the zoning advocacy letter attached in the agenda packet
 - ii. Questions
 1. Commissioner asks what "accessibility" refers to in the second sentence
 - a. Another Commissioner interprets it as a general ADA accessibility to housing for all, with the wording coming from Emily Dreyfus and CLIHC's language
 - b. Another Commissioner adds that things like density bonuses have ADA requirements, though it still may be helpful to clarify in the letter
 2. Commissioner suggests changing "specific zoning codes" to just "zoning codes" in the second-to-last sentence for clarity
 - iii. Amendment proposals
 1. Add letterhead and adding the "as per section 2-433..." saying the Commission is fulfilling its role to City Council
 2. Change "more accessibility" to "more ADA accessibility" in the second sentence
 3. Change "specific zoning codes" to "zoning codes" in the second-to-last sentence
 4. Attach the housing coalition letter referenced in this zoning advocacy letter in its final draft
 5. Change "coalition letter" to "attached coalition letter" in the third sentence and delete "which is attached" from the end of the second paragraph
 - iv. No Commissioners express dissent to letter as written with proposed amendments
 - v. Vote on proposal with amendments
 1. In favor: 7

- 2. Can live with: 0
- 3. Opposed: 0
- vi. Vote to send the letter to Council passes
- vii. Kathryn will make the amendments then send to Jessica to add letterhead and sign

- b. Confirmation of next work session on 11/02/23
 - i. Director would be out of office
 - ii. Commissioners decide to not hold the 11/02/23 work session
- c. New business
 - i. None

6. MATTERS BY THE PUBLIC

- a. Commission is currently not receiving virtual public comment.
- b. PUBLIC COMMENT
 - i. None
- c. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

7. COMMISSIONER UPDATES

- a. Wolfgang
 - i. Housing First & Homeless in Charlottesville is an event hosted by the Haven and promoted by the DSA on Monday, 11/13/23 from 7-8:30pm in person
 - 1. Can send out RSVP details
 - ii. There will be an open house at Market St Park for residents there from 12-2pm on Saturday, 10/21/23

8. NEXT STEPS

- a. Kathryn
 - i. Make proposed amendments on zoning advocacy letter
- b. Jessica
 - i. Add letterhead, sign zoning advocacy letter, and send to City Council
- c. Jessica and Ernest
 - i. Meet to discuss details of HRC 10-year anniversary celebration
- d. Wolfgang
 - i. Send out RSVP details for Housing First & Homelessness Event
- e. No work session on 11/02/23

9. ADJOURN

- a. Meeting adjourned at 7:12 pm

Attachment 3

Office of Human Rights
OHR Monthly Report
November 2023

Service Provision Data:

- Current status
 - Complete data entered for October 2023
 - Partial data entered for November 2023
- Updates
 - We are always doublechecking data. If some of the numbers change when we report next month, it may be because we caught an error.

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Open office days in the month	22	20	21	22	23	20	22	22	20	23	22	20	257
Total Incoming & Outgoing Contacts	261	178	222	285	640	391	234	181	295	171	26	0	2884
Total Incoming Contacts	198	117	148	215	429	253	149	118	182	102	14	0	1925
Average Incoming & Outgoing Contacts/Day	12	9	11	13	28	20	11	8	15	7	1	0	11
Average Incoming Contacts/Day	9	6	7	10	19	13	7	5	9	4	1	0	7
Total Unique Individuals Served (rough count due to some anonymous contacts)													256
Contacts in Spanish	2	10	6	2	0	2	1	3	1	1	0	0	28
Total Staff Follow-ups (Outgoing)	23	32	29	28	64	64	27	20	27	43	3	0	360
Total Third-Party Contacts (Outgoing)	40	29	45	42	147	74	58	43	86	26	9	0	599
Total Individual Follow-ups (Incoming)	130	51	82	129	211	152	49	38	49	50	10	0	951
Total Third-Party Contacts (Incoming)	50	32	49	65	201	90	88	64	117	30	3	0	789
Total Inquiries (Incoming)	18	32	16	21	16	11	12	16	16	21	1	0	180
Total Complaints (Incoming)	0	2	1	0	1	0	0	0	0	1	0	0	5
Total Duration of all Incoming and Outgoing Contacts	64.41	42.80	52.77	54.71	114.55	57.40	30.47	24.48	38.33	28.27	5.27	0.00	513.46
Total Duration of Conciliation Activity Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Informal Dialogue Contacts	0.50	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.58
Total Duration of Information Contacts	2.68	0.64	3.38	3.54	1.22	2.58	2.33	4.96	1.52	1.60	1.06	0.00	25.51
Total Duration of Intake Activity Contacts	1.94	7.16	3.69	3.99	10.49	4.87	1.61	2.62	2.38	7.23	0.00	0.00	45.98
Total Duration of Investigation Activity Contacts	1.65	1.73	0.75	2.24	0.56	0.16	1.39	0.58	0.82	0.50	0.00	0.00	10.38
Total Duration of Mediation Activity Contacts	4.08	0.91	0.25	0.65	1.40	4.21	0.16	0.40	0.08	0.00	0.00	0.00	12.14
Total Duration of Navigation & Advocacy Contacts (All Staff)	53.56	32.28	44.70	44.29	100.88	43.87	20.90	12.26	30.49	17.22	4.13	0.00	404.58
Total Duration of Navigation & Advocacy Contacts (TN)	25.83	26.38	34.56	21.25	73.09	21.17	16.47	7.30	15.88	7.48	3.30	0.00	252.71
Total Duration of Navigation & Advocacy Contacts (VM)	27.07	5.74	9.39	19.18	13.12	6.34	0.00	0.16	0.08	0.00	0.00	0.00	81.08
Total Duration of Navigation & Advocacy Contacts (TN & VM)	0.25	0.00	0.75	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.08
Total Duration of Navigation & Advocacy Contacts (LG)	0.08	0.16	0.00	0.08	0.00	0.00	0.00	0.00	0.08	0.16	0.00	0.00	0.56
Total Duration of Navigation & Advocacy Contacts (SK)	0.00	0.00	0.00	3.20	11.67	15.03	4.43	4.80	13.20	9.25	0.33	0.00	61.91
Total Duration of Navigation & Advocacy Contacts (GH)	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33
Total Duration of Navigation & Advocacy Contacts (TN & SK)	0.00	0.00	0.00	0.50	3.00	1.33	0.00	0.00	1.25	0.33	0.50	0.00	6.91
Duration N&A Contacts (All Staff) out of Duration of All Contacts (%)	83%	75%	85%	81%	88%	79%	79%	59%	86%	65%	80%	0%	81%
Total Duration of N&A Application Assistance Contacts	0.00	0.08	0.00	0.00	0.58	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.74
Total Duration of N&A AG OCR Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A City Agency Liaison Contacts	1.98	0.00	0.00	0.00	0.73	0.74	2.44	0.33	5.87	6.02	0.00	0.00	18.11
Total Duration of N&A Clerical Support Contacts	0.00	0.00	0.00	0.00	2.16	1.47	0.25	0.00	1.50	0.75	0.00	0.00	6.13

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Duration of N&A CRHA Liaison Contacts	0.65	3.73	3.57	9.92	5.19	0.98	1.40	3.22	4.09	2.49	0.00	0.00	35.24
Total Duration of N&A Crisis Response Contacts	0.00	0.00	0.00	0.00	8.27	0.25	0.00	0.00	0.00	0.00	0.00	0.00	8.52
Total Duration of N&A DPOR Liaison Contacts	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40
Total Duration of N&A EEOC Liaison Contacts	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25
Total Duration of N&A Housing Navigation Contacts	32.04	21.27	24.77	32.06	63.08	14.07	3.04	4.22	5.14	4.14	0.25	0.00	204.08
Total Duration of N&A Legal Aid Liaison Contacts	1.82	0.49	1.58	0.00	1.72	8.06	10.58	0.66	4.28	2.47	0.08	0.00	31.74
Total Duration of N&A Mental Health Navigation Contacts	5.74	3.16	5.25	3.07	10.59	4.35	0.80	0.49	0.08	0.00	0.58	0.00	34.11
Total Duration of N&A Other Agency Liaison Contacts	1.24	1.53	3.33	9.55	9.61	1.40	1.61	2.78	5.51	2.97	2.57	0.00	42.10
Total Duration of N&A Other Contacts	14.67	5.67	15.18	10.25	9.12	5.75	4.03	2.14	5.68	1.55	0.16	0.00	74.20
Total Duration of N&A Translation Services Contacts	0.00	0.00	0.00	1.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Total Duration of N&A Safe Space Contacts	0.00	0.00	0.00	0.00	23.50	11.25	0.00	0.00	0.00	0.00	0.00	0.00	34.75
Total Incoming & Outgoing Navigation & Advocacy Contacts	178	121	157	218	573	264	148	62	235	93	17	0	2066
Total Incoming & Outgoing Navigation & Advocacy Contacts (VM)	65	34	44	73	20	31	0	2	1	0	0	0	270
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN)	109	85	112	120	479	168	121	41	164	39	14	0	1452
Total Incoming & Outgoing Navigation & Advocacy Contacts (LG)	1	2	0	1	0	0	0	0	1	2	0	0	7
Total Incoming & Outgoing Navigation & Advocacy Contacts (GH)	2	0	0	0	0	0	0	0	0	0	0	0	2
Total Incoming & Outgoing Navigation & Advocacy Contacts (SK)	0	0	0	22	73	61	27	19	67	50	2	0	321
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & SK)	0	0	0	1	1	4	0	0	2	2	1	0	11
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & VM)	1	0	1	1	0	0	0	0	0	0	0	0	3
Percentage: Navigation & Advocacy out of Total Contacts	68%	68%	71%	76%	90%	68%	63%	34%	80%	54%	65%	0%	72%
Total N&A Application Assistance Contacts	0	1	0	0	2	1	0	0	0	0	0	0	4
Total N&A AG OCR Liaison Contacts	0	1	0	0	1	0	3	4	2	2	3	0	16
Total N&A City Agency Liaison Contacts	8	0	0	0	7	5	19	2	46	32	0	0	119
Total N&A Clerical Support Contacts	0	0	0	0	7	12	1	0	2	2	0	0	24
Total N&A CRHA Liaison Contacts	6	9	7	35	28	7	14	10	49	6	0	0	171
Total N&A Crisis Response Contacts	0	0	0	0	25	1	0	0	0	0	0	0	26
Total N&A DPOR Liaison Contacts	5	0	0	0	0	0	0	0	0	0	0	0	5
Total N&A EEOC Liaison Contacts	2	0	0	0	0	0	0	0	0	0	0	0	2
Total N&A Housing Navigation Contacts	100	64	103	147	432	99	16	12	39	15	1	0	1028
Total N&A Legal Aid Liaison Contacts	7	4	3	0	12	63	61	4	24	13	1	0	192
Total N&A Mental Health Navigation Contacts	11	3	9	7	37	25	10	4	1	0	2	0	109
Total N&A Other Agency Liaison Contacts	7	3	15	47	109	25	9	4	3	1	2	0	225
Total N&A Other Contacts	45	31	46	64	70	57	21	12	52	13	2	0	413
Total N&A Translation Services Contacts	0	0	0	1	1	0	0	0	0	0	0	0	2
Total N&A Safe Space Contacts	0	0	0	0	4	12	0	0	0	0	0	0	16
Total Inquiries: P.A. - Employment	2	7	4	5	4	4	5	3	0	4	1	0	39
Total Inquiries: P.A. - Housing	9	13	7	7	5	0	2	6	10	5	0	0	64
Total Inquiries: P.A. - Public Accommodation	0	2	0	0	3	0	2	4	0	1	0	0	12
Total Inquiries: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Other (Unprotected)	7	10	5	9	4	7	3	3	6	11	0	0	65
Total Complaints: P.A. - Employment	0	1	0	0	1	0	0	0	0	0	0	0	2
Total Complaints: P.A. - Housing	0	1	1	0	0	0	0	0	0	0	0	0	2
Total Complaints: P.A. - Public Accommodation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	1	0	0	1
Total Employment Inquiries & Complaints	2	8	4	5	5	4	5	3	0	4	1	0	41
Employment inquiries & complaints in Charlottesville	0	3	3	1	1	2	1	2	0	1	0	0	14

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Employment inquiries in Albemarle Co.	0	2	1	1	3	0	3	0	0	0	1	0	11
Employment inquiries in other and unspecified localities	0	2	0	3	1	2	1	1	0	3	0	0	13
Total Housing Inquiries & Complaints	9	14	8	7	5	0	2	6	10	5	0	0	66
Housing inquiries & complaints in Charlottesville	2	7	4	3	3	0	0	3	9	3	0	0	34
Housing inquiries in Albemarle Co.	1	3	1	1	2	0	0	1	0	2	0	0	11
Housing inquiries in other and unspecified localities	3	3	2	3	0	0	2	2	1	0	0	0	16
Total Public Accommodation Inquiries & Complaints	0	2	0	0	3	0	2	4	0	1	0	0	12
Public accommodation inquiries & complaints in Charlottesville	0	1	0	0	2	0	0	1	0	0	0	0	4
Public accommodation inquiries in Albemarle Co.	0	1	0	0	1	0	1	1	0	1	0	0	5
Public accommodation inquiries in other and unspecified localities	0	0	0	0	0	0	1	2	0	0	0	0	3
Total Credit Inquiries & Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries & complaints in Charlottesville	0	1	0	0	2	0	0	1	0	0	0	0	4
Credit inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Private Education Inquiries & Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries & complaints in Charlottesville	0	1	0	0	2	0	0	1	0	0	0	0	4
Private education inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other (Unprotected) Inquiries & Complaints	7	10	5	9	4	7	3	3	6	12	0	0	66
Other (Unprotected) inquiries & complaints in Charlottesville	0	2	3	4	3	1	0	2	3	4	0	0	22
Other (Unprotected) inquiries in Albemarle Co.	1	1	0	1	0	2	2	0	0	1	0	0	8
Other (Unprotected) inquiries in other and unspecified localities	4	6	2	4	1	4	1	1	3	7	0	0	33
Total I&C: P.C. - Age	0	1	1	1	0	1	0	1	0	1	0	0	6
Total I&C: P.C. - Elderliness (Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Disability	2	5	5	1	1	0	0	1	0	2	1	0	18
Total I&C: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - National Origin	0	5	0	0	2	0	1	1	1	1	0	0	11
Total I&C: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	1	0	0	1
Total I&C: P.C. - Childbirth or Related Medical Conditions	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Familial Status (Housing)	0	1	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Race	1	3	1	1	1	0	2	1	0	0	0	0	10
Total I&C: P.C. - Color	0	1	0	1	0	0	2	1	0	1	0	0	6
Total I&C: P.C. - Religion	0	1	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Sex	0	1	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Gender Identity	1	0	0	1	1	0	0	0	0	0	0	0	3
Total I&C: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Source of Funds (Housing)	1	0	0	0	0	0	0	0	0	1	0	0	2
Total I&C: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Not specified	8	17	9	17	12	10	6	6	5	13	0	0	103
Total I&C: P.C. - Other (Unprotected)	5	2	3	1	0	0	2	5	10	3	0	0	31
Total Contacts resulting in Referrals	5	5	4	14	7	6	7	8	9	7	1	0	73

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Housing Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Source of Funds	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Age	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Disability	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Open Inquiries	0	2	0	0	0	0	0	0	1	3	0	0	6
Total Closed Inquiries	18	30	16	21	16	11	12	16	15	18	1	0	174
Total Open Complaints	0	0	0	0	0	0	0	0	0	1	0	0	1
Total Closed Complaints	0	2	1	0	1	0	0	0	0	0	0	0	4
Reason for Complaint Closure: Conciliation	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Court Action	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Informal Resolution	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: No Response	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Non-jurisdictional	0	0	1	0	1	0	0	0	0	0	0	0	2
Reason for Complaint Closure: Private Counsel	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Referred Case	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Settlement	0	2	0	0	0	0	0	0	0	0	0	0	2
Reason for Complaint Closure: Withdrawal	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Inquiry Closure: Informal Resolution	0	0	1	0	0	0	0	0	0	0	0	0	1
Reason for Inquiry Closure: Navigation Only	12	21	13	17	15	8	10	12	13	13	1	0	135
Reason for Inquiry Closure: No Response	6	9	2	3	1	3	2	1	2	5	0	0	34
Reason for Inquiry Closure: Referral	0	0	0	1	0	0	0	3	0	0	0	0	4
Primary Service: Case Coordination	0	0	0	0	0	14	30	32	17	13	1	0	107
Primary Service: Conciliation Activity	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Informal Dialogue	1	1	0	0	0	0	0	0	0	0	0	0	2
Primary Service: Information	23	8	38	22	11	28	27	62	19	20	8	0	266
Primary Service: Intake Activity	20	36	24	31	40	44	18	18	17	43	0	0	291
Primary Service: Investigation Activity	8	8	2	8	7	2	9	2	6	2	0	0	54
Primary Service: Mediation Activity	31	4	1	6	9	39	2	5	1	0	0	0	98
Primary Service: Navigation & Advocacy	178	121	157	218	573	264	148	62	235	93	17	0	2066

Administrative Updates:

- Fair Housing Assistance Program (FHAP) workshare agreement
 - Staff have prepared a rough draft of an amended Human Rights Ordinance based on the feedback provided by HUD.
 - Staff met with City Attorney's Office representatives on October 13, 2023, to review the draft and gather feedback.
 - Staff will incorporate the feedback then schedule a follow-up meeting with City Attorney's Office and HUD.
- Fair Employment Practices Agency (FEPA) workshare agreement
 - On hold until the FHAP certification is complete.
 - The FHAP agreement provides substantial opportunities and resources to expand and improve the OHR, whereas the FEPA increases workload with insufficient support to increase staffing or training.
- OHR Staffing
 - On 10/18/23 the posting for the Investigator (In Training) is closed and the hiring process is underway.

Reporting:

Report	Status
CY2022 HRC & OHR Annual Report	Completed and presented to Council on June 5, 2023. We will submit an amended report after noting a few data errors.
CY2023 First Quarter Report to Council	Submitted to Council on April 25, 2023.
CY2023 Second Quarter Report to Council	Submitted to Council on July 18, 2023.
CY2023 Third Quarter Report to Council	Submitted to Council on October 19, 2023.

Active Complaints:

Case #	Protected Activity	Protected Class(es)	Status
2020-2	Housing	Race	Investigation completed and determination in progress.
2021-4	Employment	Sex	Investigation in progress.
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2022-6	Housing	Color, Race	Mediation at impasse, next steps under consideration.
2022-8	Public Accommodation	Color, National Origin, Race	Dismissed: Unable to reach complainant for information
2023-2	Employment	Religion, National Origin	Pending closure due to non-response from Complainant.
2023-4	Housing	Age, Disability, Elderliness	Pending closure due to non-response from Complainant.

Outreach Updates:

- The OHR team has created and updated several brochures to be ordered and distributed soon. The topics include: Service and Assistance Animals, Fair Housing, Equal Employment, and the Human Rights Commission.
- There are 4 upcoming openings on the Human Rights Commission, and the OHR team has been encouraging people to apply through outreach. We have created a News Flash for the City website and distributed fliers while tabling. Commissioners are welcome to highlight the upcoming vacancies and application process during public comment at an upcoming City Council meeting.
- To commemorate 10 years of the Human Rights Commission, the OHR team is working on a request for City Council to issue a proclamation acknowledging the 10-year anniversary of the creation of the HRC and OHR at an upcoming Council meeting.
- The OHR team and the Chair attended the Virginia Association for Human Rights Conference in October. This gave us a chance to hear from other Commissions and Human Rights Offices in the state and share ideas.

Planned Outreach Events: Please let Lily know if you would like to participate in any of these events.

Day	Date	Time	Event	Location	Organizer
Friday	11/17/2023	11am—1pm	Presentation to Charlottesville Refugee Dialogue	Virtual	Charlottesville Refugee Dialogue
Monday	11/20/2023	4pm—6pm	Westhaven Thanksgiving	Westhaven	Shelly Bryant (Human Services/Westhaven)
Tuesday	11/28/2023	4pm—6pm	PHAR Youth Festival	Michie Drive	Public Housing Association of Residents
Friday	12/15/2023	5pm—6pm	Westhaven Holiday Celebration	City of Promise	Shelly Bryant (Human Services/Westhaven)

Outreach Data Summary: Some more recent events may be pending entry.

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
<i>Open office days in the month</i>	22	20	21	22	23	20	22	22	20	23	19	18	252
<i>Total service provision events</i>	0	1	1	4	1	1	6	5	6	2	3	0	30
<i>Total education & awareness events</i>	2	0	1	0	0	0	1	2	2	0	0	0	8
<i>Total collaboration & leadership events</i>	10	16	17	8	3	11	18	12	17	14	6	0	132
<i>Total outreach activities</i>	12	17	19	12	4	12	25	19	25	16	9	0	170
<i>Total unique primary collaborators</i>	<i>No monthly count only total count</i>												44
<i>Total collaborative activities</i>	12	17	19	12	4	12	25	19	25	16	9	0	170
<i>Total attendees at service provision events</i>	0	10	0	3	10	10	7	15	108	8	31	0	202
<i>Total attendees at education & awareness events</i>	0	0	5	0	0	0	0	6	43	0	0	0	54
<i>OHR-led education & awareness - employment</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - housing</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - public accommodation</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - credit</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - private education</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - multiple activities</i>	0	0	0	0	0	0	0	0	1	0	0	0	1

HRC Work Summary:

Date	Roles (Sec. 433)	Duties & Responsibilities	HRC Annual Focus	Primary Action	Summary & Analysis
4/20/2023	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-435 Systemic issues	Policies that preserve diversity, equity, and affordability in housing	Research	Commissioners vote to approve the HRC Liaisons to Local Housing Organizations plan. Commissioners are assigned a housing-related organization in the city whose meetings the Commissioner regularly attends and acts as a liaison. Commissioners report back the meetings' content to the HRC to stay informed about what housing resources are available, know how the HRC could be taking action, and develop relationships with key figures in the city.
5/18/2023	Sec. 2-433. (f) Commission Policies	Sec. 2-435 Systemic issues	N/A	Policy Review	The HRC adopted proposed amendments to its Rules & Procedures. The most significant proposed amendments included adapting language surrounding annual election and strategic planning meetings to reflect reality and specified the creation of ad-hoc committees to allow the HRC to keep committees only when needed.
6/15/2023	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-435 Systemic issues	Policies that preserve diversity, equity, and affordability in housing	HRC Resolution	The HRC adopted Resolution A23-1 about its priorities going forward concerning housing and the Commission's stance regarding rezoning with an equity focus. It uses this resolution to help shape its work plan going forward.
7/6/2023	Sec. 2-433. (c) City Policies	Sec. 2-435 Systemic issues	Zoning that emphasizes more affordable housing	Letter of Support	Following Commissioner outreach to Livable Cville, the HRC voted to approve adding the HRC's name to a sign-on letter to City Council, the Planning Commission, and NDS Director James Freas. The letter included support for adoption of a zoning code that addresses affordable housing and historical inequities through medium intensity zoning, revised inclusionary zoning regulations, flexibility to support new affordable housing construction, and incentivized construction that incorporates energy-saving and energy-producing technology.

Date	Roles (Sec. 433)	Duties & Responsibilities	HRC Annual Focus	Primary Action	Summary & Analysis
7/20/2023	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Decent and affordable housing	Public Discussion	At the HRC regular meeting, Commissioners hosted Capt. Mark Van Meter from the Salvation Army to discuss its expansion of its emergency shelter. They asked him about the logistics of the new facility, as well as about the Salvation Army's commitment to equity. Commissioners used this discussion as a basis for its letter of support for the Salvation Army's special use permit from the City of Charlottesville.
8/3/2023	Sec. 2-433. (c) City Policies	Sec. 2-434 Community dialogue and engagement.	Decent and affordable housing	Letter of Support	The Commission drafted and voted to send a letter to Council regarding the Salvation Army emergency shelter expansion. The Commission expressed its support to expand the emergency shelter and urged City Council to grant the Salvation Army a special use permit, as well as communicated its desire that Council ensure the new facility is equitable and non-discriminatory in its service provision.
8/5/2023	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	N/A	Community Event	The Commission tabled at the Westhaven Day community event, interacting with the public and providing resources to inform the public of the OHR and HRC's role in the community.
8/17/2023	Sec. 2-433. (e) Legislative Program	Sec. 2-434 Community dialogue and engagement.	Decent and affordable housing	Public Discussion	At the HRC regular meeting, Commissioners hosted several speakers from various service providers in the community to share their organizations' legislative priorities for the year, especially pertaining to affordable housing. The Commission used these speakers' presentations to compile its own list of legislative recommendations for presentation to Council.

Date	Roles (Sec. 433)	Duties & Responsibilities	HRC Annual Focus	Primary Action	Summary & Analysis
9/21/2023	Sec. 2-433. (e) Legislative Program	Sec. 2-439.1 Enforcement authority	Decent and affordable housing	Council Recommendation	At the HRC regular meeting, Commissioners voted to approve a letter to City Council of legislative recommendations that they should raise to the General Assembly for the 2023 session. The recommendations were taken from points made by speakers from Charlottesville housing organizations during the previous meeting. The Chair presented these legislative recommendations at the 10/02/23 City Council meeting.
10/19/2023	Sec. 2-433. (c) City Policies	Sec. 2-435 Systemic issues	Policies that preserve diversity, equity, and affordability in housing	Council Recommendation	At the HRC regular meeting, Commissioners voted to approve a letter to City Council advocating it adopt City zoning codes that promote greater racial and economic equity and more ADA accessibility. The HRC further expressed its support for the housing coalition letter to City Council and the Planning Commission on 07/12/23.