



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

Agenda Packet Attachments

1. Agenda
2. 09-21-2023 Draft HRC Regular Meeting Minutes
3. 10-05-2023 Draft HRC Work Session Minutes
4. OHR Monthly Staff Report
5. Draft Zoning Advocacy Letter

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
October 19, 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. 09-21-2023 HRC Regular Meeting Minutes*
- b. 10-05-2023 HRC Work Session Minutes*

4. BUSINESS MATTERS

- a. CHAIR UPDATE
- b. OHR STAFF REPORT

5. WORK SESSION

- a. ZONING ADVOCACY LETTER
- b. ACTION UPDATES
- c. CONFIRMATION OF NEXT WORK SESSION ON 11-02-2023
- 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
September 21, 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 6:35 pm
- b. ROLL CALL
 - i. Jessica Harris
 - ii. Ernest Chambers
 - iii. Jeanette Abi-Nader
 - iv. Mary Bauer
 - v. Kathryn Laughon
 - vi. Suzanne Lynn
 - vii. Andrew Orban
 - viii. Lyndelee Von Schill
- 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. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. MINUTES

- a. Review of minutes from 08/17/2023
 - i. Vote
 - 1. In favor: 5
 - 2. Opposed: 0
 - 3. Abstained: 3
 - ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. CHAIR UPDATE
 - i. Decided with HRC Director that meeting norms will be written on the back of Commissioner nametags instead of formalized in a resolution
- b. Lyndelee announces she is stepping down from her position as a Commissioner to allow for more diversity within the HRC
 - i. Is still willing to do work on a volunteer basis
 - ii. Commissioner asks how the Commission may ensure diversity with the

- next new Commissioner
 - iii. Members of the Commission have often been recruited via word-of-mouth
 - iv. Director confirms that this is a valid method to recruit, though Council does official appointments; also says there is merit to being an ally on the Commission
- c. OHR STAFF REPORT -- Director
 - i. Acknowledges Outreach and Administrative Specialist's final HRC meeting and essential role in the Office of Human Rights
 - 1. Outreach Specialist has been attending numerous events in the past month in behalf of the HRC and OHR
 - ii. ADA Transition Plan is currently being revised and changes in the City are being worked on
 - iii. Requests that the Commission use December or January's work session for an additional town hall for the ADA Transition Plan so that the plan can receive more public attention
 - 1. Outreach Specialist explains that the City is working with a consultant who will be facilitating the meeting, and he will more likely be able to attend the January meeting
 - 2. Director will strongly encourage ADA team to take the 01/04/24 work session
 - iv. Commissioner asks about ADA Coordinator position listing
 - 1. Is likely an assistant position
 - v. Asks about Commissioners' availability on 12/21/23 for regular meeting
 - 1. Commissioners decide to hold the regular meeting on the usual work session December date on 12/07/23
 - a. This is also when nominations for officers will occur for the election in January
 - 2. No meeting will be held on 12/21/23
 - vi. Asks Chair if she is planning on doing public comment at the Council meeting on 10/02/23 to bring attention to the HRC's legislative recommendations
 - 1. She plans to be there
 - vii. Usual monthly report is in the agenda packet
 - viii. Commissioner asks about the date of the end of her term
 - 1. Several Commissioners' terms will end on 02/28/24
 - 2. All terms will now end at the end of February of a given year

5. WORK SESSION

- a. Legislative agenda recommendations
 - i. Opportunity for clarifying questions
 - 1. Commissioner asks if taking other organizations' recommendations is how the HRC usually submits its legislative recommendations
 - a. This is not how the Commission has always done it; this year, the Chair, Vice-Chair, and HRC Director met to organize the points made during the panel discussion
 - 2. Commissioner has concern whether there should be more specificity by asking for amendments for laws rather than asking general requests

- a. For example, provision to prohibit mid-lease increases—it is not specifically prohibited by the VA Residential Landlord and Tenant Act, but it is clearly prohibited by contract law
 - b. Asks whether this should say “*Amend* the VA Residential Landlord and Tenant Act to prohibit mid-lease rent increases”
 - c. Chair says they have considered this issue, but they were not able to find several references
 - d. **Will amend recommendations to specify that the VA Residential Landlord & Tenant Act should be amended to what is stated in 1.c.**
 - ii. Those in favor of the proposed legislative recommendations
 - 1. Commissioner approves of the recommendations and of the proposed amendment
 - iii. Those opposed to the proposed legislative recommendations
 - 1. None
 - iv. Vote
 - 1. In favor: 8
 - 2. Can live with: 0
 - 3. Opposed: 0
 - v. Motion to approved proposed legislative recommendations with amendment passes
 - vi. Director expresses gratitude to all Commissioners’ and staff members’ collaborative effort in creating the recommendations
- b. Action updates
- i. Commissioner says that CRHA presented at the 09/18/23 Council meeting about an analysis of their properties and expansion; offers to share notes from presentation
 - 1. Sounded positive for the future sustainability of CRHA
 - 2. Director asks whether CRHA is still discussing food cooperatives within their development plan
 - a. The Urban Agricultural Collective is expanding its farm site footprints to put a farm in Crescent Hall; also, there is property on the Downtown Mall that will be set aside for a food co-op
 - b. Cultivate Charlottesville will be collaborating in these projects
 - ii. Commissioner says that zoning code is still up for discussion with the Planning Commission and Council; CLIHC has some specific requests regarding supporting the zoning code and asks that Council add to it to prevent further displacement in historically Black neighborhoods, allow for more density in historic exclusionary neighborhoods, and expand affordability (including tax abatements for affordable units)
 - 1. **Kathryn will resend email about this topic**
 - 2. CLIHC sent out coalition letter, Livable Cville has a statement, as well as an FAQ for those looking to support
 - 3. Would like to see the Commission take action in some form, but also encourages Commissioners as individuals to support a

more equitable zoning code

- a. This could take the form of a letter and statement during a Council meeting
- b. Once email from Kathryn is received, Jessica, Kathryn, and Jeanette will work on a draft letter to Council at the 10/05/23 work session

- 4. Another Commissioner asks about an addition being added to the zoning that would limit small food equity entrepreneurs, creating the extra step acquiring the special use permit
 - a. Will look into this further

- c. Confirmation of next work session on 10/05/23

- i. Time will be used to draft letter to Council regarding CLIHC's recommendations for a more equitable zoning code

- d. New business

- i. Commissioner asks whether the HRC/OHR has within its budget to purchase its own tent; raises concern from Sabroso festival that the OHR tent was under the Police and Civilian Oversight Board's tent and thereby being associated with the police
 - ii. Director explains that the OHR has two unmarked tents, a large OHR sign, and a marked tablecloth
 - iii. Commissioner suggests that OHR either have its own marked tent or not be under the same tent as the PCOB
 - 1. Another Commissioner explains that the OHR's table was clearly marked, though agrees there is a point to have a completely separate setup

6. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT

- i. None

- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

- i. None

7. COMMISSIONER UPDATES

- a. Jeanette

- i. At the 09/18/23 Council meeting, Cultivate Charlottesville presented on their Food Equity Initiative Report to Council, a partnership with Council on the Power to Grow campaign which is an effort to bring an urban garden and farm site to Booker T. Washington park
 - ii. There was a robust community engagement process gathering the public's knowledge about Booker T. Washington park
 - iii. Commissioners interested to learn more

8. NEXT STEPS

- a. Todd/Jessica

- i. Amend legislative recommendations with more specific language about VA Residential Landlord and Tenant Act law
 - ii. Send to Council
 - iii. Speak during public comment at 10/02/23 City Council meeting (Jessica)

- b. Next work session 10/05/23

- i. Draft letter to Council about equity in zoning process

- c. Jeanette

- i. Send out more information about CRHA's development plan and Cultivate Charlottesville's Food Equity Initiative Report
 - d. Kathryn
 - i. Resend email about zoning code
- 9. **ADJOURN**
 - a. Meeting adjourned at 7:18 pm

Pending HRC Approval

Attachment 3



**Human Rights Commission
Meeting Minutes
Work Session
October 5, 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. Wolfgang Keppley (virtual)
 - iii. Kathryn Laughon
 - iv. Suzanne Lynn
 - v. 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. PUBLIC COMMENT
 - i. Due to the scope of the agenda for the night's work session, the Commission will not receive virtual public comment; in-person members of the public are welcome to provide public comment.
 - ii. No public comment.
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. WORK SESSION

- a. Draft zoning advocacy letter
 - i. Jeanette was unable to be present for this meeting, but is willing to help if Commissioners discuss talking points during this meeting
 - ii. Commissioner discusses supporting the Charlottesville Low-Income Housing Coalition (CLIHC)'s letter and elevating points that require further attention
 - 1. Urging City Council to approve a code that will reduce exclusionary, racist zoning
 - 2. Five main asks in the letter that they would like included in the zoning code, and there are two things that need particular attention:
 - a. One is moving forward with original plan for sensitive areas (largely Black neighborhoods) and ensuring there are regulations that will preserve original homes,

- include density only if it is affordable, and prevent displacement
- 3. Suggests simply that they recommend that Council proceed with the original plan for sensitive areas and focus on inclusionary zoning
- iii. Commissioner says there was a meeting including CLIHC members during which Joy Johnson proposed that “sensitive areas” be instead changed more appropriately to “anti-displacement” in the Ordinance, but this change is already happening
 - 1. Also says tax abatement is another large housing issue which Council should focus on to make sure everyone is covered
- iv. Commissioner asks what the most impactful things to add in the letter could be besides elevating what other organizations have already said
 - 1. Another Commissioner says since the Commission does not specialize in this topic, it should focus on elevating CLIHC’s suggestions
 - 2. CLIHC’s three main asks:
 - a. Prevent further displacement in historically Black neighborhoods by providing an anti-displacement zoning overlay
 - b. Allow more density in historically exclusionary neighborhoods
 - c. Expand affordability
 - 3. Commissioner suggests reusing these suggestions but framing them in the context of housing as a human right
 - 4. Planning Commission is getting ready to vote on the long document; City Council will likely vote before the end of the year
 - 5. Commissioner asks about the HRC additionally supporting some of the policies outlined in the Livable Cville Housing Coalition letter the HRC signed off on in July
- v. Director says the OHR can synthesize the points made then send them to Jeanette as a rough draft; can then bring it back incorporating feedback to the 10/19/23 regular meeting
 - 1. This meeting will take place in CitySpace instead of Carver Recreation due to a budget meeting cancellation
- vi. Kathryn volunteers to draft the points and send to Jeanette
- b. Action updates
 - i. Kathryn will send draft to Jeanette by 10/13/23 for a Martha’s Rules vote on 10/19/23
- c. New business
 - i. Chair presents Outreach & Administrative Specialist with gift, and Commissioners express gratitude for her work in the OHR, HRC, and community
 - ii. Outreach Specialist says there may a gathering on 10/13/23
 - 1. Commissioners discuss the possibility of allowing multiple Commissioners to be present at an event at a time
 - a. Commissioner says it should be allowed so long as there is no talk of HRC business
 - 2. Director will look confirm and report back

- iii. Director thanks Commissioners for feedback and productive dialogue after his response to the meeting from the previous regular meeting
 - 1. Met with Jessica, Inez Gonzalez, and Victoria to discuss next steps
 - 2. Invites Commissioners to have meetings with him and Jessica if they have further feedback for Inez and the PCOB
 - 3. This is an opportunity to explore what could be better in the future
 - 4. Chair adds that one-on-one meetings offer a less public opportunity to discuss this topics
 - 5. Commissioner asks about the possibility of Inez coming into an HRC meeting
 - a. This could be a possibility in the future, but should perhaps wait until later

4. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. Due to the scope of the agenda for the night's work session, the Commission will not receive virtual public comment; in-person members of the public are welcome to provide public comment.
 - ii. No public comment.
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

5. COMMISSIONER UPDATES

- a. None

6. NEXT STEPS

- a. Kathryn
 - i. Draft language for letter to Council about CLIHC's recommendations; send to Jeanette by 10/13/23
- b. Todd
 - i. Ask about multiple Commissioners attending a gathering if there is no discussion of HRC business

7. ADJOURN

- a. Meeting adjourned at 7:00 pm

Attachment 4

Office of Human Rights
OHR Monthly Report
October 2023

Service Provision Data:

- Current status
 - All data entered through August 2023
 - Most data entered for September 2023
 - Partial data entered for October 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	245	79	0	0	2716
Total Incoming Contacts	198	117	148	215	429	253	149	118	182	45	0	0	1854
Average Incoming & Outgoing Contacts/Day	12	9	11	13	28	20	11	8	12	3	0	0	11
Average Incoming Contacts/Day	9	6	7	10	19	13	7	5	9	2	0	0	7
Total Unique Individuals Served (rough count due to some anonymous contacts)													242
Contacts in Spanish	2	10	6	2	0	2	1	3	1	0	0	0	27
Total Staff Follow-ups (Outgoing)	23	32	29	28	64	64	27	20	23	26	0	0	336
Total Third-Party Contacts (Outgoing)	40	29	45	42	147	74	58	43	40	8	0	0	526
Total Individual Follow-ups (Incoming)	130	51	82	129	211	152	49	38	49	27	0	0	918
Total Third-Party Contacts (Incoming)	50	32	49	65	201	90	88	64	117	6	0	0	762
Total Inquiries (Incoming)	18	32	16	21	16	11	12	16	16	11	0	0	169
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	34.33	15.17	0.00	0.00	491.09
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	0.16	0.00	0.00	23.01
Total Duration of Intake Activity Contacts	1.94	7.16	3.69	3.99	10.49	4.87	1.61	2.62	2.38	5.01	0.00	0.00	43.76
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	26.81	9.01	0.00	0.00	388.56
Total Duration of Navigation & Advocacy Contacts (TN)	25.83	26.38	34.56	21.25	73.09	21.17	16.47	7.30	12.20	2.49	0.00	0.00	240.74
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	6.28	0.00	0.00	58.61
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	0.08	0.00	0.00	6.16
Duration N&A Contacts (All Staff) out of Duration of All Contacts (%)	83%	75%	85%	81%	88%	79%	79%	59%	85%	61%	0%	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	5.47	4.71	0.00	0.00	16.40
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	0.50	0.00	0.00	5.88

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	3.29	0.16	0.00	0.00	32.11
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	4.26	1.49	0.00	0.00	200.30
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	4.12	0.91	0.00	0.00	29.94
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	0.00	0.00	33.53
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	5.11	2.08	0.00	0.00	38.24
Total Duration of N&A Other Contacts	14.67	5.67	15.18	10.25	9.12	5.75	4.03	1.98	4.64	0.08	0.00	0.00	71.37
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	189	42	0	0	1952
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	118	6	0	0	1359
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	33	0	0	302
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & SK)	0	0	0	1	1	4	0	0	2	1	0	0	9
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%	77%	53%	0%	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	1	2	0	0	12
Total N&A City Agency Liaison Contacts	8	0	0	0	7	5	19	2	41	23	0	0	105
Total N&A Clerical Support Contacts	0	0	0	0	7	12	1	0	2	1	0	0	23
Total N&A CRHA Liaison Contacts	6	9	7	35	28	7	14	10	39	2	0	0	157
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	28	4	0	0	1005
Total N&A Legal Aid Liaison Contacts	7	4	3	0	12	63	61	4	22	5	0	0	181
Total N&A Mental Health Navigation Contacts	11	3	9	7	37	25	10	4	1	0	0	0	107
Total N&A Other Agency Liaison Contacts	7	3	15	47	109	25	9	4	3	1	0	0	223
Total N&A Other Contacts	45	31	46	64	70	57	21	10	39	1	0	0	384
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	2	0	0	36
Total Inquiries: P.A. - Housing	9	13	7	7	5	0	2	6	10	4	0	0	63
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	5	2	0	0	55
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	1	0	0	1
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	0	0	0	0
Total Employment Inquiries & Complaints	2	8	4	5	5	4	5	3	0	2	0	0	38
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	0	0	10
Employment inquiries in other and unspecified localities	0	2	0	3	1	2	1	1	0	0	0	0	10
Total Housing Inquiries & Complaints	9	14	8	7	5	0	2	6	10	4	0	0	65
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	1	0	0	10
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	2	0	0	13
Public accommodation inquiries & complaints in Charlottesville	0	1	0	0	2	0	0	1	0	1	0	0	5
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	1	0	0	5
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	1	0	0	5
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	5	2	0	0	55
Other (Unprotected) inquiries & complaints in Charlottesville	0	2	3	4	3	1	0	2	3	1	0	0	19
Other (Unprotected) inquiries in Albemarle Co.	1	1	0	1	0	2	2	0	0	0	0	0	7
Other (Unprotected) inquiries in other and unspecified localities	4	6	2	4	1	4	1	1	2	1	0	0	26
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	1	0	0	16
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	3	2	0	0	90
Total I&C: P.C. - Other (Unprotected)	5	2	3	1	0	0	2	5	10	1	0	0	29
Total Contacts resulting in Referrals	5	5	4	14	7	6	7	8	9	5	0	0	70

[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	1	0	0	1
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	5	3	0	0	10
Total Closed Inquiries	18	30	16	21	16	11	12	16	11	8	0	0	159
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	10	6	0	0	124
Reason for Inquiry Closure: No Response	6	9	2	3	1	3	2	1	1	1	0	0	29
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	13	4	0	0	93
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	2	0	0	240
Primary Service: Intake Activity	20	36	24	31	40	44	18	18	17	29	0	0	277
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	189	42	0	0	1952

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.
 - Next step is to schedule a review with the City Management and City Attorney's Office before presenting to HUD for another informal review. Meeting set for September 26, 2023.
- 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 10/16/23, Lily Gates assumed the role of Community Outreach & Administrative Specialist. Congratulations, Lily!
 - On 10/18/23 the posting for the Investigator (In Training) position will close and the hiring process will begin.

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	Pending closure due to non-response from Complainant.
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 will be headed down to Virginia Beach on October 21 for the rescheduled Virginia Association of Human Rights Conference.
- The OHR staff has been working on developing a new brochure on the complaint process for distribution to the public at outreach events.

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

Date	Time	Event	Location	Organizer
10/24/2023	4:00pm – 6:00pm	PHAR Youth Festival	6 th Street Public Housing	Public Housing Association of Residents
10/25/2023	3:00pm – 5:00pm	Westhaven Community Tabling	Westhaven Public Housing	Region Ten Community Based Recovery
11/9/2023	4:00pm – 6:00pm	Riverside Community Tabling	Riverside Public Housing	Public Housing Association of Residents
11/16/2023	4:00pm – 6:00pm	Madison Ave. Community Tabling	Madison Ave. Public Housing	Public Housing Association of Residents

Outreach Data Summary: Some more recent events are 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	0	1	4	0	0	6	5	5	0	0	0	21
<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>	8	11	14	8	2	11	16	12	15	8	0	0	105
<i>Total outreach activities</i>	10	11	16	12	2	11	23	19	22	8	0	0	134
<i>Total unique primary collaborators</i>	<i>No monthly count only total count</i>												49
<i>Total collaborative activities</i>	10	11	16	12	2	11	23	19	22	8	0	0	134
<i>Total attendees at service provision events</i>	0	0	0	3	0	0	7	15	98	0	0	0	123
<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.

Attachment 5

I am writing to you on behalf of the Charlottesville Human Rights Commission to express our strong support for the new zoning code currently under consideration. This re-write of our zoning code represents a significant step toward achieving our shared goals of greater racial and economic equity and more accessibility. In particular, the Human Rights Commission supports the coalition letter that was sent to the City Council and the Planning Commission on July 12, 2023. We strongly urge City Council to pass the zoning ordinance with the recommendations made in that letter. There is an urgent need for additional affordable housing and a need to prevent displacement in historically Black neighborhoods.

We ask that the final code address the issues listed below. Additional detail can be found in the coalition letter, which is attached.

1. Prevent further displacement in historically Black neighborhoods through an Anti-Displacement Zoning Overlay and a toolkit of anti-displacement strategies.
2. Create affordable housing in every neighborhood by allowing for more density in historically exclusionary neighborhoods.
3. Expand affordability through tax abatements and housing vouchers.

Housing is a human right. City Council has already taken the critical step of prioritizing racial equity as a guiding principle in the approved Affordable Housing Plan and Comprehensive Plan. We urge City Council to prioritize specific zoning codes that aim to make housing more affordable for all, while centering the concerns of Black residents who have historically borne the brunt of our housing crisis and discriminatory policies.

Thank you for your service to our community and for your attention to these issues.