



**Human Rights Commission
Regular Meeting
December 7, 2023
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. DRAFT 11-16-2023 Regular Meeting Minutes
3. OHR Monthly Report
4. HRC Officer Nominations

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
December 7, 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. 11-16-2023 Regular Meeting Minutes*

4. BUSINESS MATTERS

- a. CHAIR UPDATE
- b. OHR STAFF REPORT

5. WORK SESSION

- a. ACTION UPDATES
- b. NOMINATING COMMITTEE UPDATES
- c. CONFIRMATION OF NEXT WORK SESSION ON January 4th, 2024
- 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) 987-1267 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
November 16, 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. 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. 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 minutes from 10/19/23 Regular Meeting
 - i. Vote
 - 1. In favor: 5
 - 2. Opposed: 0
 - 3. Abstained: 0
 - ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. CHAIR UPDATE
 - i. Chair and OHR staff attended the Virginia Association for Human Rights (VAHR) Conference held in Virginia Beach on 10/21/23
 - 1. VAHR members at the meeting voted to dissolve the organization, but individual Commissions agreed to convene informally in the coming years
 - 2. Recognizes that other Virginia Commissions have varying levels of resources available to them
 - 3. HRC Director adds that Northern Virginian Commissions

(Alexandria, Arlington, Fairfax, and Prince William) all have enforcement powers; Commissions in Newport News, Richmond, and Virginia Beach do not have enforcement powers

- a. The Commissions that do not have enforcement powers focus mainly on community relations and community outreach like events, dialogues, commemorations, etc.
4. At the conference, there was a panel discussion for enforcement and non-enforcement Commissions, as well as guest speakers from the Attorney General's Office and the Norfolk EEOC local office
5. The VAHR voted to dissolve because it was difficult to organize each year, though the VA Beach HRC offered to host another gathering of VA Commissions, likely in June of next year

b. OHR STAFF REPORT

i. Outreach & Administrative Specialist

1. Data in agenda in packet is up to date and includes upcoming events that the Outreach Specialist is planning to attend
2. Will continue to send an email each week with events to attend
 - a. Keep Lily informed if there is another event to add
3. Is working on new brochures for tabling events; currently in the process of translating them
4. There will be four open seats in the Commission; deadline to apply is 12/08/23
 - a. Has been doing community recruiting, but thinks it would be helpful for a Commissioner to make public comment at a City Council meeting
 - i. Let Todd or Lily know if interested in attending Council meeting or if there is a suggestion regarding recruitment
5. The ten-year commemoration celebration will no longer be held as a separate event; instead, there will likely be a proclamation by City Council to recognize the ten-year anniversary of the HRC and the OHR
6. Commissioner says there is a Turkey Giveaway at Tonsler Park on Sunday, 11/19/23
 - a. Offers to take materials on behalf of the HRC/OHR
7. Commissioner asks whether there are one-on-one conversations occurring with specific individuals
 - a. Director says there is one applicant last time he checked, and has been in conversation with another individual regarding the Commission; urges Commissioners to have people they know reach out to the OHR
 - b. Recruitment so far has been more general, like with a News Flash announcement
 - c. Commissioner says a personal connection may be a valuable method of recruitment
8. Commissioner asks about Refugee Dialogue Series
 - a. This is a presentation that the OHR is doing for staff;

Commissioners may join, though the presentation is taking place the next day

- i. Todd will get link for event for those who want to attend

- 9. Commissioner asks about Westhaven Thanksgiving event
 - a. Outreach Specialist does not think tabling is an option, but she is planning to attend

- ii. Director

- 1. Database service data is up to date
- 2. In final stages of hiring for Investigator-In-Training position
- 3. OHR staff will be attending 11/20/23 Council meeting to present budget (presents during earlier 4pm session)
 - a. Only small change is about staffing capacity; OHR will also be sharing general goals for the next year
- 4. Received call from City Attorney Jacob Stroman regarding legislative recommendations
 - a. Mayor had questions about some of the specifics about the VA Landlord and Tenant Act
 - b. Are going to decide which recommendations to incorporate in their own legislative recommendations
 - i. Commission may hear from the Legislative Agenda committee if they have any other questions; Director can relay the Commission's questions if needed
- 5. Proclamation
 - a. Suggested by Deputy City Manager for REDI to formally acknowledge the ten-year anniversary
 - b. Staff will use proclamations from the past to create this one
 - i. Will forward its language to Chair and Vice-Chair and get it on a City Council agenda for December or January

5. WORK SESSION

- a. Action updates
 - i. December Regular Meeting will take the place of the December work session (12/07/23) because the Regular Meeting's normal time falls during the middle of the holidays
- b. 11/20/23 and 12/02/23 City Council Meeting Public Comments can be used for advertising Commissioner recruitment
 - i. Proclamation timing will depend on when draft is finished and when it gets put on the agenda by Council
- c. Officer Nominating Committee
 - i. Officer elections for Chair and Vice-Chair occur in January
 - ii. Andy and Jeanette volunteer for Nominating Committee to prepare slate to present during December meeting

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. Jeanette
- i. Zoning Ordinance is approaching a critical point; says that those who want to advocate for it may look at available resources and reach out to Council via a letter or public comment
- b. Todd
- i. OHR staff will meet with ADA Coordinator Paul Rudacille about the logistics of holding a town hall for the ADA Transition Plan during the regular HRC January meeting on 01/18/23—may result in a longer-than-normal meeting
- c. Jessica
- i. Suggests having individuals speak at work sessions next year to keep the Commission informed on matters of legislation

8. **NEXT STEPS**

- a. Commissioners should contact Lily regarding upcoming outreach events
- b. 11/20/23 City Council meeting
- i. Jessica will attend to bring up Commissioner recruitment
- c. Next HRC Regular Meeting on 12/07/23
- i. Nominating Committee will present slate for officer elections

9. **ADJOURN**

- a. Meeting adjourned at 7:06 pm

Pending HRC Approval

Attachment 3

Office of Human Rights
OHR Monthly Report
December 2023

Service Provision Data:

- Current status
 - Complete data entered for November 2023
 - No data entered for December 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
<i>Open office days in the month</i>	22	20	21	22	23	20	22	22	20	23	22	20	257
<i>Total Incoming & Outgoing Contacts</i>	261	178	222	285	640	391	234	181	295	171	103	0	2961
<i>Total Incoming Contacts</i>	198	117	148	215	429	253	149	118	183	102	64	0	1976
<i>Average Incoming & Outgoing Contacts/Day</i>	12	9	11	13	28	20	11	8	15	7	5	0	11
<i>Average Incoming Contacts/Day</i>	9	6	7	10	19	13	7	5	9	4	3	0	8
<i>Total Unique Individuals Served (rough count due to some anonymous contacts)</i>													266
<i>Contacts in Spanish</i>	2	10	6	2	0	2	1	3	1	1	6	0	34
<i>Total Staff Follow-ups (Outgoing)</i>	23	32	29	28	64	64	27	20	26	43	21	0	377
<i>Total Third-Party Contacts (Outgoing)</i>	40	29	45	42	147	74	58	43	86	26	18	0	608
<i>Total Individual Follow-ups (Incoming)</i>	130	51	82	129	211	152	49	38	49	48	30	0	969
<i>Total Third-Party Contacts (Incoming)</i>	50	32	49	65	201	90	88	64	117	30	15	0	801
<i>Total Inquiries (Incoming)</i>	18	32	16	21	16	11	12	16	17	23	19	0	201
<i>Total Complaints (Incoming)</i>	0	2	1	0	1	0	0	0	0	1	0	0	5
<i>Total Duration of all Incoming and Outgoing Contacts</i>	64.41	42.80	52.77	54.71	114.55	57.40	30.47	24.48	38.33	28.27	15.34	0.00	523.53
<i>Total Duration of Conciliation Activity Contacts</i>	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
<i>Total Duration of Informal Dialogue Contacts</i>	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
<i>Total Duration of Information Contacts</i>	2.68	0.64	3.38	3.54	1.22	2.58	2.33	4.96	1.52	1.60	2.74	0.00	27.19
<i>Total Duration of Intake Activity Contacts</i>	1.94	7.16	3.69	3.99	10.49	4.87	1.61	2.62	2.38	7.23	2.87	0.00	48.85
<i>Total Duration of Investigation Activity Contacts</i>	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
<i>Total Duration of Mediation Activity Contacts</i>	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
<i>Total Duration of Navigation & Advocacy Contacts (All Staff)</i>	53.56	32.28	44.70	44.29	100.88	43.87	20.90	12.26	30.49	17.22	9.49	0.00	409.94
<i>Total Duration of Navigation & Advocacy Contacts (TN)</i>	25.83	26.38	34.56	21.25	73.09	21.17	16.47	7.30	15.88	7.48	3.87	0.00	253.28
<i>Total Duration of Navigation & Advocacy Contacts (VM)</i>	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
<i>Total Duration of Navigation & Advocacy Contacts (TN & VM)</i>	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
<i>Total Duration of Navigation & Advocacy Contacts (LG)</i>	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
<i>Total Duration of Navigation & Advocacy Contacts (SK)</i>	0.00	0.00	0.00	3.20	11.67	15.03	4.43	4.80	13.20	9.25	4.96	0.00	66.54
<i>Total Duration of Navigation & Advocacy Contacts (GH)</i>	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
<i>Total Duration of Navigation & Advocacy Contacts (TN & SK)</i>	0.00	0.00	0.00	0.50	3.00	1.33	0.00	0.00	1.25	0.33	0.66	0.00	7.07
<i>Duration N&A Contacts (All Staff) out of Duration of All Contacts (%)</i>	83%	75%	85%	81%	88%	79%	79%	59%	86%	65%	63%	0%	81%
<i>Total Duration of N&A Application Assistance Contacts</i>	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
<i>Total Duration of N&A AG OCR Liaison Contacts</i>	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
<i>Total Duration of N&A City Agency Liaison Contacts</i>	1.98	0.00	0.00	0.00	0.73	0.74	2.44	0.33	5.87	6.02	0.50	0.00	18.61
<i>Total Duration of N&A Clerical Support Contacts</i>	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	0.08	0.00	35.32
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	1.56	0.00	205.39
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	0.99	0.00	32.65
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	1.16	0.00	34.69
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	3.64	0.00	43.17
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	0.56	0.00	74.60
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	0.25	0.00	35.00
Total Incoming & Outgoing Navigation & Advocacy Contacts	178	121	157	218	573	264	148	62	235	93	50	0	2099
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	19	0	1457
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	28	0	347
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & SK)	0	0	0	1	1	4	0	0	2	2	3	0	13
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%	49%	0%	71%
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	5	0	18
Total N&A City Agency Liaison Contacts	8	0	0	0	7	5	19	2	46	32	2	0	121
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	1	0	172
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	11	0	1038
Total N&A Legal Aid Liaison Contacts	7	4	3	0	12	63	61	4	24	13	6	0	197
Total N&A Mental Health Navigation Contacts	11	3	9	7	37	25	10	4	1	0	5	0	112
Total N&A Other Agency Liaison Contacts	7	3	15	47	109	25	9	4	3	1	5	0	228
Total N&A Other Contacts	45	31	46	64	70	57	21	12	52	13	7	0	418
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	1	0	17
Total Inquiries: P.A. - Employment	2	7	4	5	4	4	5	3	0	4	7	0	45
Total Inquiries: P.A. - Housing	9	13	7	7	5	0	2	6	11	5	5	0	70
Total Inquiries: P.A. - Public Accommodation	0	2	0	0	3	0	2	4	0	1	1	0	13
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	13	6	0	73
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	7	0	47
Employment inquiries & complaints in Charlottesville	0	3	3	1	1	2	1	2	0	1	2	0	16

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	2	0	12
Employment inquiries in other and unspecified localities	0	2	0	3	1	2	1	1	0	3	3	0	16
Total Housing Inquiries & Complaints	9	14	8	7	5	0	2	6	11	5	5	0	72
Housing inquiries & complaints in Charlottesville	2	7	4	3	3	0	0	3	10	3	5	0	40
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	1	0	13
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	1	0	4
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	14	6	0	74
Other (Unprotected) inquiries & complaints in Charlottesville	0	2	3	4	3	1	0	2	3	5	2	0	25
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	8	4	0	38
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	2	0	19
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	2	1	2	0	14
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	1	0	11
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	1	0	0	2
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	14	14	0	118
Total I&C: P.C. - Other (Unprotected)	5	2	3	1	0	0	2	5	10	3	0	0	31

[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	1	0	0	0	0	0	0	1	1	4	0	7
Total Closed Inquiries	18	31	16	21	16	11	12	16	16	22	7	0	186
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	14	16	5	0	143
Reason for Inquiry Closure: No Response	6	10	2	3	1	3	2	1	2	5	1	0	36
Reason for Inquiry Closure: Referral	0	0	0	1	0	0	0	3	0	1	2	0	7
Primary Service: Case Coordination	0	0	0	0	0	14	30	32	17	13	3	0	109
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	29	0	287
Primary Service: Intake Activity	20	36	24	31	40	44	18	18	17	43	21	0	312
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	50	0	2099

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
 - Chyelle Pitts-Chatman has been hired as Human Rights Investigator (In Training). She will start work on December 11, 2023.

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:

- New brochures on Filing a Complaint, Service and Assistance Animals, Fair Housing, Equal Employment, and the Human Rights Commission are currently being printed.
- There are 4 upcoming openings on the Human Rights Commission, and the OHR team has been encouraging people to apply through outreach. Strategies have included creating a News Flash for the City website, posting on City social media accounts, and distributing fliers while tabling. Commissioners are welcome to encourage any interested individuals to apply by December 8th at 5pm.
- 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 the Council meeting on December 18th, 2023.
- The OHR team is working on distributing brochures to various places around the community (service organizations, faith centers, businesses, community centers, etc). If you know of a place that it might be useful to leave some of our materials or would like some brochures to distribute to locations you frequent, please let Lily know.

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

Day	Date	Time	Event	Location	Organizer
Thursday	12/21/2023	4—8pm	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.

Date	Roles (Sec. 433)	Duties & Responsibilities	HRC Annual Focus	Primary Action	Summary & Analysis
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.
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.

Date	Roles (Sec. 433)	Duties & Responsibilities	HRC Annual Focus	Primary Action	Summary & Analysis
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.
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.

Attachment 4



Human Rights Commission OFFICER NOMINATIONS 2024

Dear Commissioners,

We are currently accepting nominations for Officers of the Human Rights Commission to serve in 2024. If you are interested in nominating yourself or another commissioner, please respond by email it to the nominations ad hoc committee as listed below.

The description of the duties of the Chair and Vice Chair are included on the next page.

We will be accepting nominations through Wednesday, December 6, 2023 to be considered for the formal slate. Any commissions nominated will be notified of their nomination after this date, in order to acknowledge their nomination and prepare a brief statement, if so desired. If a commissioner would like to add to the slate presented by the nominations ad hoc committee during the December 7, 2023 Human Rights Commission meeting they may make a motion at that time.

Thank you,

Jeannette Abi-Nader (Abi-NaderJ@charlottesville.gov) and Andy Orban (orbana@charlottesville.gov)

2024 Human Rights Commission Officer Nominations Form

Name of Person to Be Nominated	Ernest Chambers
Officer Position (Chair or Vice Chair)	Chair
Explanation for Nomination - please briefly describe why you are nominating this individual to be a 2023 officer of the Human Rights Commission:	Mr. Chambers has been a strong advocate on the Human Rights Commission serving as Vice Chair for the past two years. He brings a keen sense of insight into our local community through his work in the school system and dedication to human rights across multiple issues.
Your Name (you may nominate yourself or others)	Jeanette Abi-Nader
Date	December 6, 2023

Name of Person to Be Nominated	Wolfgang Keppley
Officer Position (Chair or Vice Chair)	Vice-Chair
Explanation for Nomination - please briefly describe why you are nominating this individual to be a 2023 officer of the Human Rights Commission:	Wolfgang Keppley would be an excellent vice chair for the Human Rights committee. They consistently bring critical issues to the commission and are willing to invest time to research and act on behalf of those issues.
Your Name (you may nominate yourself or others)	Jeanette Abi-Nader
Date	December 6, 2023



**Human Rights Commission
Excerpt from
Rules & Procedures for Charlottesville Human Rights Commission
Adopted: 2/20/14 Amended: July 16, 2015**

2. Officers and Duties

2.1 Officers. The officers of the Human Rights Commission shall be a Chair, a Vice Chair and a Secretary, who shall have the duties set forth below.

2.2 Duties of Officers.

(1) Chair. The Chair shall be elected from the Commission's membership. It shall be the duty of the Chair to execute all documents on behalf of the Commission, to act as liaison between the Commission and the Office of Human Rights and Director of the Human Rights Commission, to cause all resolutions, approvals and other actions of the Commission to be executed or carried out, to determine that all matters delegated to the Commission by state statute, city ordinance, or at the instance of the City Council are properly brought before the Commission.

(2) Vice Chair. The Vice Chair shall be elected from the Commission's membership and shall exercise the powers and perform the duties of the Chair during the absence, disability or disqualification of the Chair.

(3) Secretary. The Director of the Human Rights Commission shall be the Secretary of the Commission. The Secretary shall not be a member of the Commission and shall have no right to vote. It shall be the duty of the Secretary to keep minutes of the Commission's proceedings in accordance with the requirements of the Virginia Freedom of Information Action ("FOIA") and any other applicable provisions of law; to give notices required by law are these bylaws; to prepare, in consultation with the Chair, the agenda for all meetings of the Commission; to be custodial of and maintain the Commission's public records and other records, as required in the performance of its duties and functions; to inform the Commission of correspondence relating to the business of the Commission and to respond to such correspondence unless responsibility is otherwise assigned by the Chair; to act as a liaison with the City Manager, City departments and agencies, and to execute on behalf of the Commission any documents require the signatures of the Secretary. In the event the Secretary is absent from any meeting, the Chair presiding at the meeting shall designate an individual to perform the duties of Secretary for that meeting.

2.3 Terms and Vacancies. The term of office for the Chair and Vice Chair shall be for one year. The Chair shall be eligible for reappointment to no more than one additional one-year term. Should any vacancy occur among the offices described above, the Commission shall fill that vacancy as promptly as practicable and the individual elected to such office shall serve for the unexpired term of that office.

2.4 Officer Elections Procedures. The Chair shall appoint a nominating committee of no less

than three members of the Commission, who shall meet in October of each year to make recommended nominations for the offices of Chair and Vice Chair. The recommended slate will be presented to the full Commission at the December meeting. At the Commission's January meeting of each year, the officer election rules currently in place may be invoked by any member who wishes to make a nomination in addition to the Nominating Committee's recommended slate.

Election of the Chair and Vice-Chair Adopted March 20, 2014

The Human Rights Commission Rules and Procedures (2.2) provide that a Chair and Vice-Chair shall be annually elected. This is to set forth the customary procedure as modified from the 2013 City Attorney memo regarding the election of Mayor and Vice-Mayor for the City of Charlottesville.

1. The Director will Chair the meeting during the officer elections process.
2. The Director will ask for nominations for the Office of Chair.
3. Only names that are moved and seconded will be placed in nomination. Any Commission member may move or second his or her own name.
4. After one or more persons are nominated and it appears that no one else wishes to make a nomination, the Director will ask if there are any further nominations. If there are no responses, the Director will declare that nominations for the Office of Chair are closed.
5. Commissioners will then vote on the first person nominated for the Office of Chair. A Commission member who is nominated may vote for himself or herself.
6. If a majority of those present and voting affirmatively vote for the first candidate, that person is elected Chair and there is no further voting. If the first candidate does not receive a majority, the Commission will then vote on the second person nominated. If no nominee receives a majority, there will need to be a motion, second and vote on reopening nominations.
7. After a Commissioner is elected as Chair, the same procedure will be followed for the election of Vice-Chair. Following the election of the Vice-Chair, the newly elected Chair will chair the remainder of the meeting.