



**Human Rights Commission
Regular Meeting
February 12, 2024
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. Martha's Rules (for reference)
3. DRAFT 01/18/2024 Regular Meeting Minutes
4. OHR Monthly Report
5. DRAFT 03/09/2024 Annual Meeting Agenda
6. DRAFT 03/09/2024 HRC Annual Workplan Template

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
February 15, 2024
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.

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. 01-18-2024 HRC Regular Meeting Minutes*

4. BUSINESS MATTERS

- a. Chair update
- b. OHR staff report
- c. Discussion of 03-07-2024 Work Session and 03-21-2024 Regular Meeting
- d. Discussion of Annual Planning Meeting
- e. New Business

5. 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

6. COMMISSIONER UPDATES

7. 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.

Attachment 2

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 3



**Human Rights Commission
Meeting Minutes
Regular Meeting
January 18, 2024
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. Vice Chair Ernest Chambers called the meeting to order at 6:36 pm
- b. ROLL CALL
 - i. Ernest Chambers
 - ii. Jeanette Abi-Nader
 - iii. Charley Burton (virtual)
 - iv. Wolfgang Keppley
 - v. Kathryn Laughon
 - vi. Suzanne Lynn
- 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. OFFICER ELECTIONS

- a. Chaired by the HRC Director during the officer election process
- b. Nominating Committee presents the slate of nominees:
 - i. Ernest Chambers: Chair
 - ii. Wolfgang Keppley: Vice Chair
- c. Chair election
 - i. Jeanette makes a motion to nominate Ernest as Chair
 - ii. Kathryn seconds
 - iii. Ernest accepts nomination
 - iv. No additional nominations from the floor
 - v. Vote:
 - 1. In favor: 5
 - 2. Opposed: 0
 - 3. Abstained: 1
 - vi. Ernest Chambers becomes the new Chair of the Commission
- d. Vice Chair election
 - i. Jeanette makes a motion to nominate Wolfgang as Vice Chair
 - ii. Suzanne seconds
 - iii. Wolfgang accepts nomination
 - iv. No additional nominations from the floor
 - v. Vote:
 - 1. In favor: 6

2. Opposed: 0
3. Abstained: 0
- vi. Wolfgang Keppley becomes the new Vice Chair of the Commission
- e. Ernest resumes leading meeting as new HRC Chair

3. MINUTES

- a. Review of Regular Meeting minutes from 12/7/23
 - i. Vote
 1. In favor: 5
 2. Opposed: 0
 3. Abstained: 1
 - ii. Motion to approve minutes passes
- b. Review of Work Session minutes from 1/4/24
 - i. Vote
 1. In favor: 5
 2. Opposed: 0
 3. Abstained: 1
 - ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. CHAIR UPDATE
 - i. No updates
- b. OHR STAFF REPORT
 - i. Outreach Specialist
 1. Community Walk in honor of Martin Luther King, Jr. occurred this past weekend and was a success; one Commissioner attended
 2. Upcoming events included in the agenda packet
 3. December outreach report is up to date
 4. Still conducting one-on-ones; reach out if able to meet
 5. Rolled out a newsletter today for the Office
 - a. Subscriptions to future publications will be possible soon
 - ii. Director
 1. Report is attached
 2. HRC Annual Retreat and Annual Planning meeting is upcoming
 - a. Going to interview three potential facilitators; will review them with the Chair and Vice Chair
 - b. Will likely in March, likely on a Saturday (3-4hrs)
 - c. Will be sending a poll out to the Commission and the public asking what issues are most important; can review the results of the poll at the retreat
 - i. Commission poll could also include dates for the retreat after facilitators add their availability
 - d. Probably will have a single larger meeting in March instead of having a regular meeting and work session
 3. Commissioners should let Todd know if they would like a personal email to be added to the group email list for the Commission
 - a. City emails must stay for FOIA purposes
 4. Commissioner says she is generally opposed to facilitators

because they seem like an unnecessary expense, and sometimes their facilitations include unneeded activities

- a. Chair says it will be a challenge to find a facilitator who does the same things the Commission does
- b. He would like a history lesson during the retreat
 - i. Would take about an hour, so the rest of the time can be spent making plans for the year
- c. Chair says he and OHR staff will continue to talk about facilitators and ensure the meeting is focused

5. COMMISSIONER UPDATES

- a. Jeanette
 - i. Enjoyed attending the MLK Community Walk; says the organizers are planning to do a walk every month as a collaboration between the Albemarle and Charlottesville Equity Offices
 1. Commends the Office's outreach efforts
 2. Read notes from previous work session; **has been speaking with people at Piedmont Housing Alliance about the Virginia Housing Coalition's list of legislative priorities—will circulate**
 3. Joy Johnson and Sunshine Mathon have offered to speak to the Commission at some point, maybe closer to when the Commission submits new legislative recommendations

6. WORK SESSION

- a. ADA Transition Plan Information Session: Charlie Szold and Matthew Shapiro
 - i. Paul Rudacille could not attend tonight's meeting
 - ii. Matthew Shapiro presents relevant background information pertaining to the Americans with Disabilities Act of 1990 and types of disabilities
- b. Charlie Szold presents the logistical information about ADA Transition Plan requirements, schedule, public engagement, and survey
 - i. Confirms Commissioner question that process is occurring under the purview of Deputy City Manager Ashley Reynolds Marshall
 - ii. City Councilor how many residential street miles there are in Charlottesville
 1. Mr. Szold responds that the team analyzes every public right-of-way mile
 2. Is unsure what percentage of residential streets are sidewalked; the team only analyzes sidewalks
 - a. Will speak with Mr. Rudacille and the Public Works Department to see if they have a GIS layer
 3. Commissioner says this is a critical issue, as there are many streets with disappearing sidewalks
 4. Finding where sidewalks suddenly end was part of the project
 - iii. Commissioner confirms there is a systematic equity assessment when deciding on priorities
- c. Mr. Szold presents types of assessments and their findings
 - i. There are numerous findings, but this is normal for an older city like Charlottesville
 - ii. Commissioner asks about obstructions
 1. Obstructions that are not directly on the path (such as overhanging trees) count as obstructions

- d. Mr. Szold presents how the City is going to prioritize addressing deficiencies, taking into account deficiencies per mile, equity considerations, how trafficked the street is, etc.
 - i. Commissioner asks whether Mr. Szold believes there is enough money in the ADA budget
 - 1. Responds that no ADA Office has enough in their budget; is unsure how Charlottesville's budget compares to other cities
 - 2. Offers to look into this
 - 3. Says Charlottesville has its ADA Coordinator budget, but it can get complicated in that the budget could be under a different department, so it is difficult to find out how much money is being budgeted in a given city
 - 4. However, the fact that Charlottesville has an ADA Coordinator is a good sign
 - ii. Commissioner asks what is the best way to go about prioritizing sidewalks
 - 1. From an ADA perspective, he is unsure; it comes down to a City/community priority and will vary (ex. Increasing sidewalk access may be more important than fixing existing sidewalk access)
 - iii. Commissioner describes issue with snow not being cleared on sidewalks; asks whether this could be addressed from an ADA perspective
 - 1. Mr. Szold responds that this is the kind of feedback the team is looking to solicit in these types of venues and could get into report as a recommendation
 - 2. However, the report only carries the importance it is given by the City
 - 3. Mr. Shapiro adds that it could be possible to get community members to speak on issues like this issue
 - 4. Commissioner says the City did have people out clearing some sidewalks, though another relevant issue is clearing bike lanes
 - a. Another Commissioner responds it is very inconsistent
 - iv. Mr. Szold says the survey is still available
 - v. Commissioner asks whether City ADA team can do anything for CAT bus stops in the County
 - 1. Mr. Szold says probably not, though he is not entirely sure where money flows from
 - 2. Deputy City Manager for Social Equity Ashley Reynolds Marshall says if a bus stop is in the County, it is not necessarily VDOT (VDOT controls roads); CAT must get permission from the County to place any bus stop
 - a. If there is an issue in the County, it would be under the purview of the County Board of Supervisors and County Administrator
 - b. If it is UVA property, it is under the purview of the University
 - c. Each of these have their own ADA Coordinator who would need to create a plan for fixes

3. Director of Transit Garland Williams has asked them to do additional assessments on County bus stops for a more holistic perspective (but these assessments have not been done yet)
- vi. Commissioner confirms that facilities self-assessment includes schools and public buildings
- vii. Commissioner asks about Charlottesville census zones
 1. There are 11 zones, so it is the most granular level of data they have access to
- e. Mr. Szold introduces Dr. Jana Burke (not present), whose firm will provide low-cost recommendations for reaching ADA compliance in programs, services, and website
 - i. Commissioner asks for example of a program
 - ii. Something that is offered by the City, like a knitting club or Parks and Rec
- f. ADA Transition Plan Town Hall Discussion
 - i. Commissioner asks whether evacuation guidelines and emergency preparedness that were mentioned in the 2013 Transition Plan will be included
 1. This is something Dr. Burke will be revealing and providing recommendations on
 - ii. Commissioner talks about "inclusion beyond compliance" piece
 1. This is not necessarily included at the moment, but Mr. Szold encourages the Commission to forward along recommendations to include in the plan
 - iii. Mr. Shapiro encourages the Commission to consider an accessibility/disability lens whenever they take any actions or start any conversations, as there are likely challenges
 - iv. Commissioner asks about percentage of residents in Charlottesville with a disability that this plan would address
 1. The data should be easily accessible
 - v. Commissioner asks how this plan would impact invisible disabilities, including ones related to mental health
 1. Mr. Szold says programs and services would be the main relevant part, but there are also things like signage
 2. Commissioner asks about the inclusion of police interaction with individuals with mental health challenges
 - a. Not in this scope, though the Transition Plan is a living document, and it could be added to over time
 - b. Could scope and budget for this in future years
 - vi. Commissioner asks whether the team looked in all public transit besides CAT and the amount of Jaunt rides that are on time
 1. Mr. Szold says this is not the focus in this particular project, but there are opportunities to add to this report
 2. Mr. Shapiro adds that this report is like a starting point---there are many more ways to add to it
 - vii. Mr. Szold explains that this is a huge, multi-year project, so the team would like to prepare a specific road map to find the most useful areas to spend money
 1. Should produce the Right of Way Prioritization Plan in 1-2

months

- viii. Mr. Shapiro encourages the Commission to hold the government accountable for moving the plan forward in coming years
- ix. Commissioner asks about non-ADA compliant utility poles
 - 1. Mr. Szold says he is unsure why poles were placed where they are; explains how the relationship between Charlottesville and Dominion has already been discussed (ex. Wires sometimes hang down in the right of way), but this problem is between Charlottesville and Dominion
 - 2. Another Commissioner asks how other localities have addressed these kinds of issues
 - a. There are always competing priorities, and City regulations commonly go against ADA regulations
 - b. Requires constant vigilance from the community to hold the City accountable; requires constant advocacy and communication
 - 3. Mr. Szold adds that they are not non-compliant simply by being installed; if the sidewalk were extended by a foot or two, they would be fine
 - a. If something is non-compliant, must make sure that this was a conscious decision and there was a valid reason
- x. Mr. Shapiro asks the Commission whether there are any more areas that they, as Charlottesville residents, notice in the community that are not represented in the current plan
 - 1. Commissioner asks for more information on how to advocate for "inclusion beyond compliance"
 - a. Part of continued conversations with the City; Mr. Shapiro will continue to talk about how to incorporate true inclusion in Charlottesville
 - b. Will point out in the report that accessibility and compliance are not necessarily the same
 - 2. Commissioner asks whether facilities like churches that turn into winter homeless shelters also have to be compliant
 - a. It would partially fall under programs rather than facilities, but there would not be a full facility assessment for the church
 - b. Space for places like the Salvation Army will not be examined under this scope
 - c. Deputy City Manager confirms that the team would cover a City program run in a non-City space, but not a non-profit program
 - d. Mr. Shapiro says it is still possible to enter these non-City spaces to ask them to do an assessment; could be a good Commission role
 - 3. Commissioner mentions lack of lighting in the City
 - 4. Commissioner asks about where the funds come from for the ADA budget
 - a. Deputy City Manager says for the first time ADA Coordinator has control of a specific line item in the City

capital improvement plan (CIP)

- i. ADA sidewalks and curb cuts fund is controlled by Mr. Rudacille
 - ii. Another change made was moving ADA to the Office of Social Equity to foster more collaboration in other departments
- b. Deputy City Manager recognizes that the funds allocated in the budget will only be enough to fix a few of the things from the plan, but the City Manager would still like to see the new Transition Plan to know how best to spend the money over the coming years
 - i. Prioritizing based on equity is already a must
 - ii. Since they are still waiting on the report, the line item for the ADA has not been significantly increased this year
- g. Public Comment related to the ADA Transition Plan
 - i. None
- h. Commission Response to Matters by the Public
 - i. None
- i. Commissioners decide there will be no work session on 2/1/24

7. NEXT STEPS

- a. Jeanette
 - i. Send out VA Housing Coalition Legislative Priorities
- b. Next meeting: Regular meeting on 2/15/24
 - i. Todd will be virtual

8. ADJOURN

- a. Meeting adjourned at 8:11 pm

Attachment 4

Office of Human Rights
OHR Monthly Report
February 2024

Service Provision Data:

- Current status
 - Complete data entered for January 2024.
 - Partial data entered for February.
- Updates
 - Values may change in subsequent reports if an error is caught and corrected.

[illegible]

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Inquiries: P.A. - Other (Unprotected)	5	4	0	0	0	0	0	0	0	0	0	0	9
Total Complaints: P.A. - Employment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Housing	2	0	0	0	0	0	0	0	0	0	0	0	2
Total Complaints: P.A. - Public Accommodation	1	1	0	0	0	0	0	0	0	0	0	0	2
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	4	2	0	0	0	0	0	0	0	0	0	0	6
Employment inquiries & complaints in Charlottesville	2	1	0	0	0	0	0	0	0	0	0	0	3
Employment inquiries in Albemarle Co.	2	1	0	0	0	0	0	0	0	0	0	0	3
Employment inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Inquiries & Complaints	8	0	0	0	0	0	0	0	0	0	0	0	8
Housing inquiries & complaints in Charlottesville	5	0	0	0	0	0	0	0	0	0	0	0	5
Housing inquiries in Albemarle Co.	3	0	0	0	0	0	0	0	0	0	0	0	3
Housing inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Public Accommodation Inquiries & Complaints	5	2	0	0	0	0	0	0	0	0	0	0	7
Public accommodation inquiries & complaints in Charlottesville	4	2	0	0	0	0	0	0	0	0	0	0	6
Public accommodation inquiries in Albemarle Co.	1	0	0	0	0	0	0	0	0	0	0	0	1
Public accommodation inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Credit Inquiries & Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries & complaints in Charlottesville	4	2	0	0	0	0	0	0	0	0	0	0	6
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	4	2	0	0	0	0	0	0	0	0	0	0	6
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	5	4	0	0	0	0	0	0	0	0	0	0	9
Other (Unprotected) inquiries & complaints in Charlottesville	1	2	0	0	0	0	0	0	0	0	0	0	3
Other (Unprotected) inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (Unprotected) inquiries in other and unspecified localities	4	2	0	0	0	0	0	0	0	0	0	0	6
Total I&C: P.C. - Age	2	0	0	0	0	0	0	0	0	0	0	0	2
Total I&C: P.C. - Elderliness (Housing)	1	0	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Disability	5	0	0	0	0	0	0	0	0	0	0	0	5
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	3	2	0	0	0	0	0	0	0	0	0	0	5
Total I&C: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Race	1	1	0	0	0	0	0	0	0	0	0	0	2
Total I&C: P.C. - Color	1	0	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Gender Identity	1	0	0	0	0	0	0	0	0	0	0	0	1

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Contacts related to Community/Systemic Issue	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to CRHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to PHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to The Haven	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to Salvation Army	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to VEC	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to ACOH	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Age	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Disability	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Age	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Housing Complaints: P.C. - Disability	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Housing Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Race	1	0	0	0	0	0	0	0	0	0	0	0	1
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	1	1	0	0	0	0	0	0	0	0	0	0	2
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

[illegible]

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
 - The Intake & Administrative Specialist, Investigator (In Training), and Outreach & Administrative Specialist will attend the EEOC 32-hour New Counselor Training in April 2024. This training will ensure that all team members understand the fundamentals of complaint intake. This training is part of the overall plan for skill redundancy and cross-training within the Office.

Reporting:

Report	Status
CY2023 HRC & OHR Annual Report	Writing is underway and nearly complete. Will be presented to the HRC during the annual meeting on March 9, 2024.
CY2024 First Quarter Report to Council	To be submitted to Council in April 2024.
CY2024 Second Quarter Report to Council	To be submitted to Council in July 2024.
CY2024 Third Quarter Report to Council	To be submitted to Council in October 2024.

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.
2023-2	Employment	Religion, National Origin	Pending closure due to non-response from Complainant.
2023-7	Public Accommodation	Sex	Awaiting response to mediation offer.
2024-1	Housing	Race	Assessment submitted and pending authorization
2024-2	Housing	Age, Disability	Assessment submitted and pending authorization
2024-3	Public Accommodation	National Origin, Sexual Orientation	Assessment submitted and pending authorization

- One on one outreach meetings are ongoing! If any Commissioners would like to schedule a meeting with me, please email me.
- The public poll for input on the HRC's annual focus area(s) is out. It is open to all members of the community and will close on March 4th at 12pm. Link to complete the survey: <https://bit.ly/CvilleHRC2024>

Day	Date	Time	Event	Location	Organizer
Friday	02/16/2024	11:30am	Presentation to SARA Staff	SARA	OHR/SARA
Wednesday	02/14/2024	3:00pm	Wellness bag deliveries at Westhaven	Westhaven	CBRS Advisory Committee

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
<i>OHR-led education & awareness - source of funds (housing)</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - gender identity</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - marital status</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - national origin</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - pregnancy</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - race</i>	1	0	0	0	0	0	0	0	0	0	0	0	1
<i>OHR-led education & awareness - religion</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - sex</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - sexual orientation</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - veteran status</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - multiple classes</i>	0	0	0	0	0	0	0	0	0	0	0	0	0

HRC Work Summary:

Date	Roles (Sec. 433)	Duties & Responsibilities	HRC Annual Focus	Primary Action	Summary & Analysis
1/5/2024	Sec. 2-433. (e) Legislative Program	Sec. 2-435 Systemic issues	N/A	Public Discussion	The Commission invited Delegate Callsen, City Councilor Snook, and the City Attorney to share updates regarding Council's legislative priorities and the process for bill sponsorship for the recommendations presented by the Commission.
1/18/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	N/A	Public Discussion	The Commission partnered with the City ADA Coordinator and Precision Infrastructure Management for a public presentation about updates to the City's ADA Transition Plan.

Attachment 5



Human Rights Commission

AGENDA

Annual Planning Meeting

March 9, 2023

Hybrid Meeting (in person meeting with remote participation available)

City Space 100 5th Street NE

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. This will be a hybrid meeting open to the public and registration information for remote participation is available at www.charlottesville.gov/zoom.

The purpose of the Commission's Annual Meeting is to create a work plan for the coming year. Due to the focus of this meeting, the Commission will not be receiving public comment during this meeting.

1. MORNING SESSION (9:30am – 12:00pm)

- a. Welcome (15')
 - i. Call to order/roll call
 - ii. 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.*
 - iii. Icebreaker - Chair
- b. History of the Commission – Charlene Green (45')
- c. HRC Procedural Framework (90')
 - i. Review of existing policies - Todd (10')
 - 1. City Public Meeting Practices & Attendance Policy
 - 2. HRC Rules & Procedures
 - 3. HRC Resolutions
 - ii. Group Norms – Rachael (80')

2. LUNCH (12:00pm – 12:45pm)

3. AFTERNOON SESSION (12:45pm – 4:00pm)

- a. HRC Focus Area(s) Selection
 - i. Roles of the HRC per the Human Rights Ordinance – Todd (5')
 - ii. Overview of work in 2023 – Todd (15')
 - iii. Public Poll Results – TBD (10')
 - iv. Commissioner Input and Discussion – Rachael (60')
- b. HRC Work Plan – Rachael & OHR Team (120')

4. NEXT STEPS & ADJOURN

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.

Attachment 6

**Human Rights Commission
Annual Focus Areas, Goals, & Work Plan
March 2024 – February 2025**

Primary Focus Area(s):

1.

Secondary Focus Area(s):

1.

Annual Goals and Ordinance Alignment

Consider developing goals that align with the primary and secondary focus areas, where applicable.

Goals	Human Rights Ordinance Alignment
Adopt an amended draft of the Charlottesville Human Rights Ordinance for presentation to City Council by (date).	• Sec. 2-433. (a) Individual Assistance • Sec. 2-433. (d) Federal Workshares • Sec. 2-433. (f) Commission Policies • Sec. 2-439.1. Enforcement Authority
Suggested: Complete public hearing training following the adoption of the revised Charlottesville Human Rights Ordinance.	• Sec. 2-433. (a) Individual Assistance • Sec. 2-433. (d) Federal Workshares • Sec. 2-433. (f) Commission Policies • Sec. 2-439.1. Enforcement Authority
Suggested: Plan and hold a public town hall pertaining to (focus area) during the HRC Work Session on June 6, 2024.	• Sec. 2-433. (b) Awareness and Guidance • Sec. 2-433. (d) Federal Workshares • Sec. 2-434. Community dialogue and engagement
Suggested: Plan and hold a public panel with experts in (focus area) during the July HRC Work Session. <i>Note: first Thursday is July 4, 2024.</i>	• Sec. 2-433. (b) Awareness and Guidance • Sec. 2-433. (d) Federal Workshares • Sec. 2-434. Community dialogue and engagement
Suggested: Submit policy recommendations to City Council pertaining to (focus area) by (date). <i>Note: budget-related recommendations should be made by October 2024 for fiscal year 2026.</i>	• Sec. 2-433. (c) City Policies • Sec. 2-435. Systemic Issues
Submit a letter with legislative recommendations focused on (focus area) to City Council by (date).	• Sec. 2-433. (e) Legislative Program
	•

March 2023 – February 2024 HRC Work Plan

Work plan actions during and between meetings should support the goals identified above.

Month	Regular Meetings	Work Sessions	Between Meetings
March	Annual Planning Meeting		
April		Training: FOIA/COIA/VPRA	- June Town Hall outreach - July Expert panel outreach
May		Review proposed ordinance amendments	
June	- Proposed: Adopt ordinance amendments - Actions Between Meetings	Town Hall: Focus Area Legislative Priorities	- Tentative: Present CY2023 Annual Report to Council (Chair and Director) - Tentative: VAHR Conference
July	Tentative: HRC Research Presentation (Ginny Helmandollar)	(Note: the first Thursday in July is July 4th) Expert Panel: Focus Area Legislative Priorities	Proposed: Present Ordinance Revisions to Council
August	- Proposed: Adopt legislative recommendations	- Draft legislative recommendations	Proposed: Present Legislative Recommendations to Council
September		Training: Public Hearings	
October			Submit additional recommendations to Council
November	Form Officer Nomination Committee		
December	Officer Nominations		
January			
February			