



**Human Rights Commission  
Special Meeting  
September 9, 2024  
In-person Meeting  
City Space, 100 5<sup>th</sup> Street NE, Charlottesville, VA  
22902  
5pm**

**Agenda Packet Attachments**

1. Agenda
2. Martha's Rules (for reference)
3. New Commissioner Orientation Slideshow
4. 2024 HRC Work Plan

# Attachment 1



**Human Rights Commission  
AGENDA  
Special Meeting  
September 9, 2024  
In-person Meeting**

Please take Notice that this in-person meeting of the Human Rights Commission is for the purposes of orienting new Human Rights Commissioners. This in-person meeting will be a limited public forum to discuss the agenda items presented and to ensure the continuity of services provided by the Commission.

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](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

**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.*

**2. MATTERS BY THE PUBLIC**

- a. Public Comment

**3. WORK SESSION**

- a. Orientation Presentation for New Human Rights Commissioners

**4. MATTERS BY THE PUBLIC**

- a. Public Comment
- b. Commission response to Matters by the Public

**5. NEXT STEPS & ADJOURN**

\* ACTION NEEDED

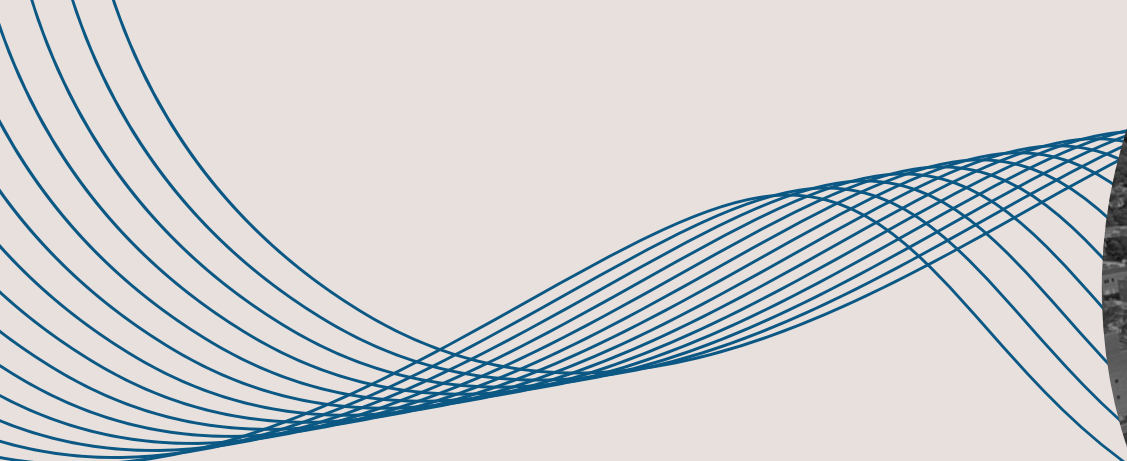
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# Attachment 2

**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



# **CHARLOTTESVILLE HUMAN RIGHTS COMMISSION ORIENTATION**





1. Staff Introductions
2. How should we refer to you?
  - a. Names and pronouns to be printed on name placard



# PART ONE

## EMAIL ACCESS

- Setting up City email
- Use of City email
- IT security training

# HRC EMAIL GROUP

All emails to the Human Rights Commission email list go to:

- the members of the HRC
- the staff members of the OHR
- the Deputy City Attorney that works with the OHR/HRC
- the Deputy City Manager for Social Equity
- the City Manager
- the Administrative Assistant of the City Manager's Office



# PART TWO

## CONTEXT

- What are human rights?
- What is the Charlottesville Human Rights Ordinance (CHRO)?
- Roles of the OHR and HRC

# WHAT LAWS PROTECT HUMAN RIGHTS?

- 1963: Equal Pay Act
- 1964: Federal Civil Rights Act
- 1967: Age Discrimination in Employment
- 1968: Federal Fair Housing Law
- 1972: Virginia Fair Housing Law
- 1973: Rehabilitation Act
- 1987: Virginia Human Rights Act
- 1990: Americans with Disabilities Act
- 2008: Genetic Information Nondiscrimination Act
- 2023: Pregnant Workers Fairness Act

# WHAT PROTECTS HUMAN RIGHTS IN CHARLOTTESVILLE?

In 2013, Charlottesville's City Council adopted the Charlottesville Human Rights Ordinance, which safeguards people from unlawful discrimination in the City.



# The Charlottesville Human Rights Ordinance...

- Is based on federal and state human and civil rights law
- Specifies what and who is protected
- Provides a process for addressing unlawful discrimination within the city
- Specifies duties of Human Rights Commission and Office of Human Rights



# The Charlottesville Human Rights Ordinance...

- Amended three times since 2013, with the most recent amendment passed in August 2024:
  - Fair Housing Assistance Program eligibility.
  - Refining the complaint handling process.
  - Refining the Commission's role in complaints.





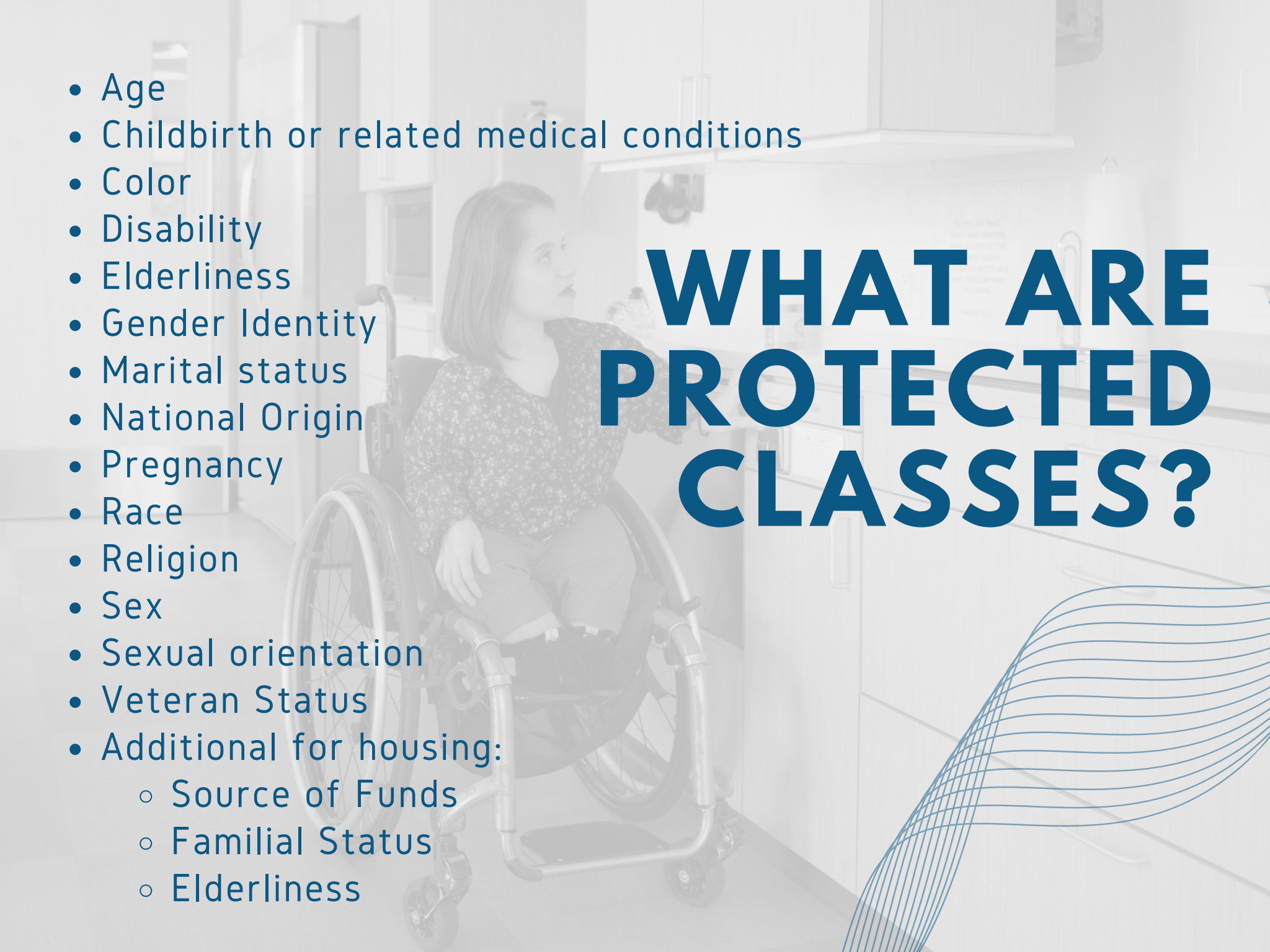
# WHAT IS UNLAWFUL DISCRIMINATION?

The denial of a person's opportunity to engage in a protected activity, when that person is a member or perceived member of a protected class.

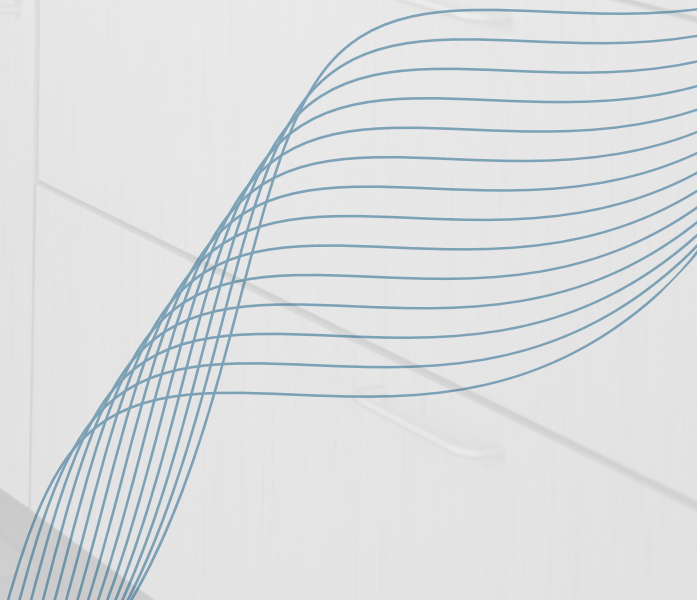
# WHAT ARE PROTECTED ACTIVITIES?

- Employment
- Credit
- Housing
- Public Accommodations
- Private Education



- 
- A woman with dark hair, wearing a patterned top, is seated in a wheelchair in a clinical or hospital setting. She is looking towards the right. The background shows medical equipment and a clean, modern environment. The image is overlaid with a semi-transparent blue filter.
- Age
  - Childbirth or related medical conditions
  - Color
  - Disability
  - Elderliness
  - Gender Identity
  - Marital status
  - National Origin
  - Pregnancy
  - Race
  - Religion
  - Sex
  - Sexual orientation
  - Veteran Status
  - Additional for housing:
    - Source of Funds
    - Familial Status
    - Elderliness

# WHAT ARE PROTECTED CLASSES?

A series of blue, wavy, horizontal lines that curve upwards from the bottom right corner of the slide, adding a decorative element to the design.



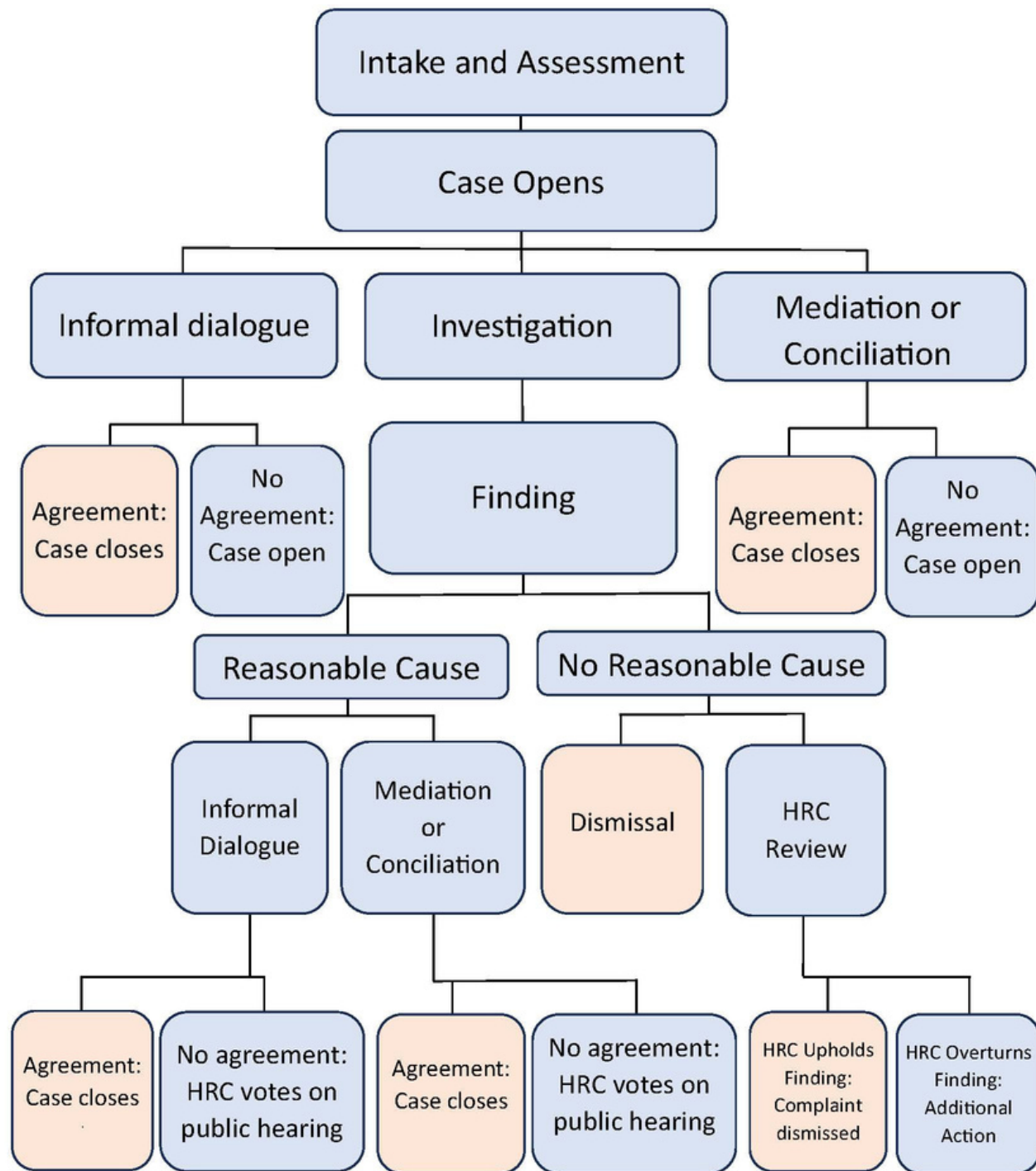
# WHAT IS THE OFFICE OF HUMAN RIGHTS (OHR)?

The OHR is a division of the City Manager's Office and has three main roles:

1. Receives and addresses individual complaints of discrimination
2. Conducts community outreach
3. Supports Human Rights Commission

There are currently 4 full time positions at the Office.

# OHR Complaint Process



# CURRENT OHR DATA

**2024**

- **9** complaints filed
- **11** cases currently open
  - Protected activities identified in currently open cases: **housing, public accommodation, and employment**
  - Protected classes identified in currently open cases: **race, religion, retaliation, sex, sexual orientation, national origin, age, and disability**
- Total individuals: **roughly 172**
- Total incoming contacts: **1242**

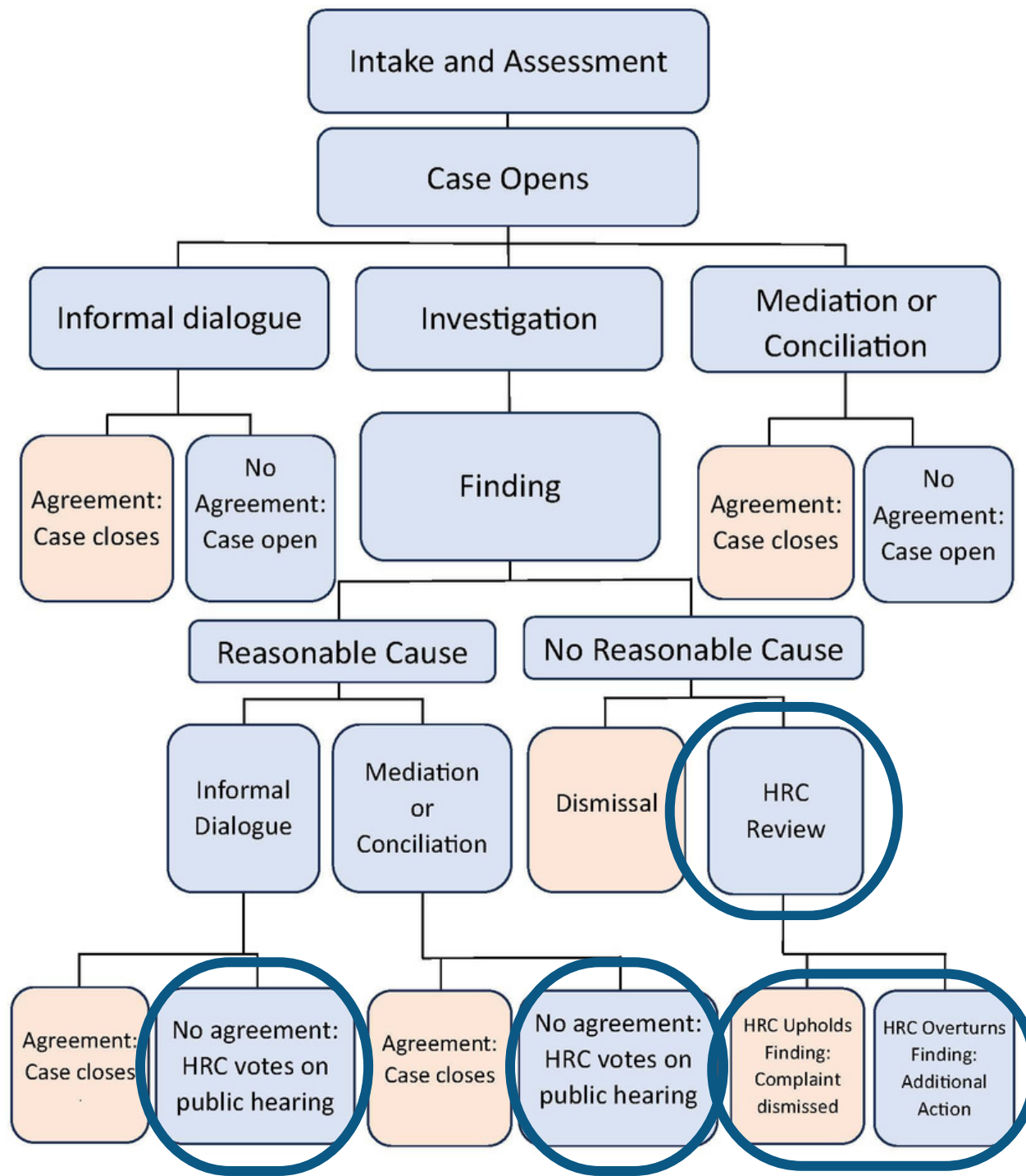
Point in Time: 09/09/2024

# WHAT IS THE HUMAN RIGHTS COMMISSION (HRC)?

The HRC is a City Council-appointed body with three main roles:

- Advises City Council on human rights issues
  - with regard to City policies and practices
  - with regard to Council's Annual Legislative Agenda
- Conducts community outreach
- Assists the OHR with individual complaints of discrimination

# OHR Complaint Process



# PUBLIC COMMENT

HRC meetings usually include two opportunities for attendees to provide public comment. Each person will have up to 3 minutes to speak.

Examples of public comment:

- Someone suspects that a certain policy or practice is leading to the systemic discrimination of a protected group
- Someone would like to provide input on a topic discussed by the HRC

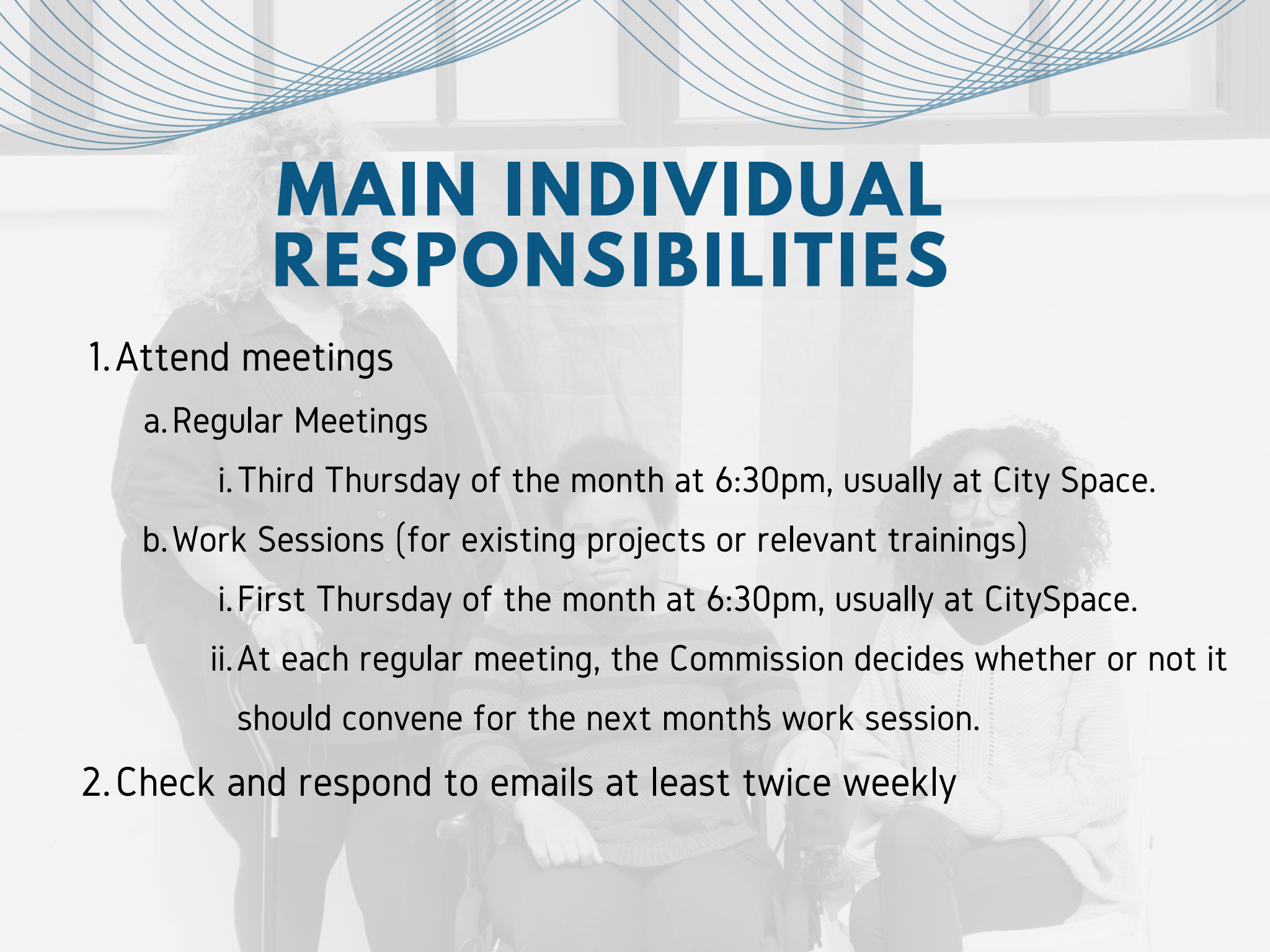
The HRC does not receive individual complaints of discrimination during public meetings. To file a complaint of individual discrimination, individuals can contact the Office of Human Rights.



# PART THREE

## COMMISSIONERS' RESPONSIBILITIES

- What do commissioners do?
- How much time does it take?



# MAIN INDIVIDUAL RESPONSIBILITIES

## 1. Attend meetings

### a. Regular Meetings

i. Third Thursday of the month at 6:30pm, usually at City Space.

### b. Work Sessions (for existing projects or relevant trainings)

i. First Thursday of the month at 6:30pm, usually at CitySpace.

ii. At each regular meeting, the Commission decides whether or not it should convene for the next month's work session.

## 2. Check and respond to emails at least twice weekly



# OTHER INDIVIDUAL RESPONSIBILITIES

1. Attend outreach events as you are able.
2. Draft, review, and edit letters and other documents between meetings as needed.
3. Read agenda packets and other materials ahead of meetings.

# ATTENDANCE

- Attendance Policy
  - Per City policy, Commissioners will be removed from office if they are absent from three consecutive meetings, or any four meetings within any twelve month period.
- Quorum
  - A majority of currently serving Commissioners (“quorum”) must be in attendance at a meeting of the Commission in order for business to be legally transacted. Currently, that means there must be 5 commissioners present.
- Remote Participation
  - Per City Policy No. 100-02 and Va. Code § 2.2-3708.3.B., only certain reasons for remote participation are allowable.
  - If you have a qualifying reason, submit the form found on the Human Rights Commission website in advance of the meeting for which you would like to participate remotely.



# PART FOUR

## HOUSEKEEPING

- Guiding documents
- Next steps

# FOIA KEY POINTS

- Public meetings
  - Meetings of more than 2 commissioners must be publicly noticed and have published minutes.
- Public records and emails.

More complete training on this with City Attorney's Office soon

# BACKGROUND DOCUMENTS

- Annual Work Plan
- Human Rights Ordinance
- Rules and Procedures
- Resolutions
- Policy Review Work
- Meeting Materials
  - Agendas
  - Minutes

# OTHER NOTES

- Dinner is provided at regular meetings and work sessions
  - Usually sandwiches.
  - Let us know if you have a dietary restriction.
- Meetings are audio-recorded and may be broadcasted live! Broadcasted meetings use microphones in the ceiling that are very sensitive.
  - Please keep this in mind when you are engaging in conversations at meetings.
  - OHR staff arrives around 6pm if you would like to eat dinner before the meeting and off camera.
- We validate parking for the Market and Water Street garages.
- If you have children, you are welcome to bring them.

# WHAT'S GOING ON NOW?

- The HRC has .focused on housing for the past 2 years
- In January 2024, the Commission elected Ernest Chambers (he/him) as Chair and Wolfgang Keppley (they/them) as Vice Chair
- The HRC just submitted its state-level legislative recommendations to City Council. Next, they will work on developing city-level recommendations.

# WHAT'S NEXT?

Thursday, September 19th, 6:30pm-8:30pm  
HRC Regular Meeting at CitySpace  
(100 5th St NE)

# Attachment 4

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

**Primary Focus Area(s):**

1. Housing
  - a. Homelessness
    - i. City policies
      1. Shelter
      2. Wraparound services
    - ii. Expert panel and fact gathering to determine current trends
  - b. Systemic Barriers
    - i. Restrictive housing access policies based on criminal records
    - ii. Excessive rental costs
    - iii. Excessive application fees
    - iv. Source of funds
      1. Rents for market rate units above HUD voucher payment standards
      2. Rental properties in states of disrepair that can't pass HUD voucher inspections

**Secondary Focus Area(s):**

1. Legislative recommendation
  - a. Removing voter exclusion from state constitution
  - b. Rental application fees
  - c. Rental registry
  - d. Proactive rental inspections
  - e. Legal representation for people facing eviction
  - f. Anything housing related the emerges from primary focus areas
  - g. Amplifying local food justice initiatives
2. Ally/Safe Space training program development
3. Reparations
  - a. Public discussion to determine public interest and priorities of impacted communities

**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 June 2024. | <ul style="list-style-type: none"><li>• Sec. 2-433. (a) Individual Assistance</li><li>• Sec. 2-433. (d) Federal Workshares</li><li>• Sec. 2-433. (f) Commission Policies</li><li>• Sec. 2-439.1. Enforcement Authority</li></ul> |

|                                                                                                                                                                                                   |                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete public hearing training following the adoption of the revised Charlottesville Human Rights Ordinance.                                                                                    | <ul style="list-style-type: none"> <li>• Sec. 2-433. (a) Individual Assistance</li> <li>• Sec. 2-433. (d) Federal Workshares</li> <li>• Sec. 2-433. (f) Commission Policies</li> <li>• Sec. 2-439.1. Enforcement Authority</li> </ul> |
| Plan and hold a public panel with experts in housing to focus on homelessness (shelter and wraparound services) and barriers to entering stable housing during the June 6, 2024 HRC Work Session. | <ul style="list-style-type: none"> <li>• Sec. 2-433. (b) Awareness and Guidance</li> <li>• Sec. 2-433. (d) Federal Workshares</li> <li>• Sec. 2-434. Community dialogue and engagement</li> </ul>                                     |
| Submit policy recommendations to City Council pertaining to housing issues by October.<br><br><i>Note: budget-related recommendations should be made by October 2024 for fiscal year 2026.</i>    | <ul style="list-style-type: none"> <li>• Sec. 2-433. (c) City Policies</li> <li>• Sec. 2-435. Systemic Issues</li> </ul>                                                                                                              |
| Submit a letter with legislative recommendations focused on homelessness and systemic barriers to housing to City Council by August 20, 2024.                                                     | <ul style="list-style-type: none"> <li>• Sec. 2-433. (e) Legislative Program</li> </ul>                                                                                                                                               |

### March 2023 – February 2024 HRC Work Plan

Actions should support the goals identified above.

| Month | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March | <ul style="list-style-type: none"> <li>• Annual Meeting (3/9)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| April | <ul style="list-style-type: none"> <li>• Work Session (4/4: <b>Carver Rec.</b>) <ul style="list-style-type: none"> <li>◦ Finalize 2024 Annual Goals and Work Plan</li> </ul> </li> <li>• Regular Meeting (4/18: City Space) <ul style="list-style-type: none"> <li>◦ Training: FOIA/COIA/VPRA</li> <li>◦ Expert panel planning discussion</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists) -- DONE</li> <li>◦ Prepare draft ordinance for review – DONE</li> </ul> </li> </ul>                                                                                                                                                                                                                    |
| May   | <ul style="list-style-type: none"> <li>• Work Session (5/2: City Space) <ul style="list-style-type: none"> <li>◦ Review proposed ordinance amendments</li> </ul> </li> <li>• Regular Meeting (5/16: City Space) <ul style="list-style-type: none"> <li>◦ (Open)</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ Finalize June expert panelist list - DONE</li> <li>◦ Outreach for July Legislative agenda expert panel – Staff working on this</li> <li>◦ Commissioners talk to individuals in the community regarding work done on reparations – Chair will work on this</li> <li>◦ OHR staff will collaborate with partners to develop Ally/Safe Space training – in progress</li> <li>◦ Chair and OHR staff prepare to present CY2023 annual report to Council - DONE</li> </ul> </li> </ul> |

| Month     | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June      | <ul style="list-style-type: none"> <li>• Work Session (6/6: Carver Rec.) <ul style="list-style-type: none"> <li>◦ Expert Panel: Housing, homelessness, and wraparound services. - DONE</li> </ul> </li> <li>• Regular Meeting (6/20: City Space) <ul style="list-style-type: none"> <li>◦ Proposed: Adopt ordinance amendments – DONE</li> <li>◦ HRC Research Presentation (Ginny Helmandollar) - DONE</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ June 3: Present CY2023 Annual Report to Council (Chair and Director) - DONE</li> <li>◦ Tentative: VAHR Conference</li> </ul> </li> </ul> |
| July      | <ul style="list-style-type: none"> <li>• Work Session (CANCELED) <ul style="list-style-type: none"> <li>◦ (Note: the first Thursday in July is July 4<sup>th</sup>)</li> </ul> </li> <li>• Regular Meeting (7/18: City Space) <ul style="list-style-type: none"> <li>◦ Expert Panel: Focus Area Legislative Priorities - DONE</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ Proposed: Present Ordinance Revisions to Council - DONE</li> <li>◦ OHR staff finalize training opportunities for HRC public hearings – pending ordinance changes</li> </ul> </li> </ul>                           |
| August    | <ul style="list-style-type: none"> <li>• Work Session (8/1: City Space) <ul style="list-style-type: none"> <li>◦ Draft legislative recommendations</li> </ul> </li> <li>• Regular Meeting (8/15: City Space) <ul style="list-style-type: none"> <li>◦ Proposed: Adopt legislative recommendations</li> <li>◦ Revisit HRC annual calendar</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ Proposed: Present Legislative Recommendations to Council</li> </ul> </li> </ul>                                                                                                                        |
| September | <ul style="list-style-type: none"> <li>• Work Session (9/5: City Space) <ul style="list-style-type: none"> <li>◦ Tentative: Public Hearing training</li> </ul> </li> <li>• Regular Meeting (9/19: City Space) <ul style="list-style-type: none"> <li>◦ Discuss focus area City policy recommendations based on earlier panels and research</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ Amend HRC Rules &amp; Procedures regarding elections and language around annual meetings</li> </ul> </li> </ul>                                                                                      |
| October   | <ul style="list-style-type: none"> <li>• Work Session (10/3: City Space)</li> <li>• Regular Meeting (10/17: <b>May need to relocate to Carver Rec for City Council budget session</b>) <ul style="list-style-type: none"> <li>◦ Form Officer Nomination Committee</li> <li>◦ Finalize policy recommendations for submission to City Council</li> </ul> </li> <li>• Actions Between Meetings <ul style="list-style-type: none"> <li>◦ Submit additional recommendations to Council</li> <li>◦ Nominating Committee begins nomination process</li> </ul> </li> </ul>                                                                       |
| November  | <ul style="list-style-type: none"> <li>• Work Session (11/7: City Space)</li> <li>• Regular Meeting (11/21: City Space) <ul style="list-style-type: none"> <li>◦ Amend Rules &amp; Procedures to reflect new election timeframe</li> </ul> </li> <li>• Actions Between Meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| December  | <ul style="list-style-type: none"> <li>• Work Session (12/5: City Space)</li> <li>• Regular Meeting (12/19: City Space) <ul style="list-style-type: none"> <li>◦ Officer Nominations</li> </ul> </li> <li>• Actions Between Meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |
| January   | <ul style="list-style-type: none"> <li>• Work Session (1/2: City Space)</li> <li>• Regular Meeting (1/16: City Space)</li> <li>• Actions Between Meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| February  | <ul style="list-style-type: none"> <li>• Work Session (2/6: <b>May need to relocate to Carver Rec for City Council budget session</b>)</li> <li>• Regular Meeting (2/20: City Space)</li> <li>• Actions Between Meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |