



**Human Rights Commission
Regular Meeting
November 21, 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. 10/17/2024 DRAFT HRC Regular Meeting Minutes
4. 11/07/2024 DRAFT HRC Regular Meeting Minutes
5. OHR Monthly Staff Report
6. 2024 HRC Work Plan

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
November 21, 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.

Members of the public who attend are welcome to provide public comment during the “matters by the public” sections of the agenda. 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 – IN PERSON ATTENDEES ONLY

- a. Public Comment

3. MINUTES

- a. 10-17-2024 Regular Meeting Minutes*
- b. 11-07-2024 Special Meeting Minutes*

4. BUSINESS MATTERS

- a. Chair update
- b. OHR staff report
- c. Officer Nomination Committee update

5. WORK SESSION

- a. Finalize Effective Right to Counsel Letter
- b. Work Plan check in
- c. Confirmation of next Work Session on 12/5
- d. New business

6. MATTERS BY THE PUBLIC – IN PERSON AND VIRTUAL ATTENDEES

- 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.

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
October 17, 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. Chair, Ernest Chambers, called the meeting to order at 6:35 pm
- b. ROLL CALL
 - i. Ernest Chambers
 - ii. Mary Bauer
 - iii. Kathryn Laughon
 - iv. Suzanne Lynn
 - v. Heather Roberson-Gaston
 - vi. Elizabeth Stark
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. MINUTES

- a. Review of minutes from 09/19/2024
 - i. Vote
 - 1. In favor: 6
 - 2. Opposed: 0
 - 3. Abstained: 0
 - ii. Motion to approve minutes passes
- b. Review of minutes from 10/03/2024
 - 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. Chair discusses community events, including updates to redevelopment projects for Charlottesville Redevelopment and Housing Authority

properties throughout the city

b. OHR STAFF REPORT

- i. Staff highlight upcoming events and invites Commissioners to attend
- ii. Director is awaiting an update on the Fair Housing Assistance Program Workshare Agreement with Housing and Urban Development and hopes to have an update for the HRC by November
- iii. Director provides update on Case 2020-2
 1. Director provides overview of Investigative Report for Case 2020-2 and suggests that Commissioners read Investigative Report and Attachment 11
 - a. Commissioners can contact Director with questions or bring them to Special Meeting on 11/07/2024
 2. Commissioners ask about the process for cases to reach the Commission for public hearing votes
 - a. Director provides overview of process outlined in section 2-437 of the Charlottesville Human Rights Ordinance
 3. Commissioner asks if the public hearing will disclose identities of parties to complaint
 - a. Director explains that confidentiality is protected up until the point that it can no longer be ensured, such as in the event of a public hearing
 4. Commissioner asks if the HRC will be voting on whether or not the Charlottesville Human Rights Ordinance allows for the rendering of a finding on an issue that was not filed in the original complaint
 - a. Director says that the Commission is not responsible for making this procedural decision
 - b. Director clarifies that if the Commission votes to hold a public hearing for this case, the HRC's role is to either uphold or overturn the determination for the case
 5. Commissioner asks if both parties have legal representation
 - a. Director says that if the Commission votes to hold a public hearing, each party can bring legal representation if they choose to do so
 - b. Director states that it is the Commission's role in a public hearing is to create an equitable process for both parties whether they retain legal counsel or not
 6. Director states that there will be time constraints for both parties' statements if a public hearing takes place
 7. If Commissioners have questions about the case file or the public hearing process, they can be sent via email to the whole Commission
- iv. Staff and Commissioners discuss revising work plan and schedule of upcoming meetings
- v. Staff introduce new Office of Human Rights Intake Specialist

5. WORK SESSION

- a. Commissioners discuss draft City policy recommendation letter
 - i. Commissioner requests discussion regarding recommendation related

to homelessness outreach position

1. Staff explains that a former City Manager allocated funding for a full-time Homelessness Services Coordinator, but this was intended to be an internal City position and was not necessarily specifically related to conducting outreach
 - a. Commissioner suggests a recommendation to spend an amount of money equivalent to that allocated for the Homelessness Services Coordinator position on a strategy to address homelessness and requests a subsequent report of what those funds were used for
 - b. Commissioner suggests that the Commission still consider recommending that the City fund homelessness outreach
2. Director suggests that the Commission consider recommending that Council prioritize funding requests from community organizations that include providing homelessness outreach
3. Commissioner suggests a recommendation that the City prioritize filling the Homelessness Services Coordinator position and providing other support to address homelessness as needed
 - a. Commissioner is concerned that there may be legitimate reasons that position has not been filled that Commissioners are not aware of
 - b. Some Commissioners would like to request more information about reasoning behind unfilled position and other potential uses related to homelessness for those funds
4. Commissioner states that more transparency around the City's work on homelessness would be helpful as winter approaches
5. Commissioner asks that other Commissioners revisit draft letter and provide feedback on wording
- ii. Commissioner asks if recommendation of providing effective right to counsel will be included in the letter or if that recommendation will be made in a separate letter
 1. Commissioner clarifies that there will be two letters, one entirely dedicated to the recommendation for providing funding for counsel for people facing eviction
- b. Commissioners form nominating committee for Chair and Vice Chair
- c. Commissioners revisit secondary focus areas in Annual Work Plan that need to be revisited
 - i. Ally/Safe Space training work can be reconsidered at the 2025 Annual Planning Meeting
 - ii. Reparations for Vinegar Hill dialogue can be revisited at December meeting
 1. Commissioner will reach out to staff at The Jefferson School African American Heritage Center to discuss

6. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None

b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

- i. None

7. **COMMISSIONER UPDATES**

- a. Suzanne reports that she attended Charlottesville Area Justice Coalition meeting focused on transitional housing, and biggest barriers highlighted by panelists were availability of housing and employment
- i. Suzanne requests that if anyone is aware of employers that will hire individuals with criminal convictions, it would be helpful to share them with Charlottesville Area Justice Coalition leadership
- b. Kathryn expresses gratitude for City's response to pedestrian safety issues in recent weeks
- i. Commissioner suggests sending thank you to City leadership and City Council

8. **NEXT STEPS**

- a. Ernest and Kathryn
- i. Solicit nominations from Commissioners
- b. Ernest
- i. Draft thank you note for City's response to pedestrian safety issues
- c. Elizabeth and Mary
- i. Continue drafting effective right to counsel letter

9. **ADJOURN**

- a. Meeting adjourned at 8:12pm

Pending HRC Approval

Attachment 4



**Human Rights Commission
Meeting Minutes
Special Meeting
November 7, 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, Wolfgang Keppley, called the meeting to order at 6:33 pm
- b. ROLL CALL
 - i. Ernest Chambers (arrived 7:02pm)
 - ii. Wolfgang Keppley
 - iii. Kathryn Laughon
 - iv. Dawn Lawson (arrived 7:01pm)
 - v. Suzanne Lynn
 - vi. Heather Roberson-Gaston
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. WORK SESSION

- a. City-level Recommendations
 - i. Commissioner states that there may need to be changes made to reflect the proposals made by the City Manager regarding year-round low-barrier shelter and other housing supports at the 10/21/2024 City Council Meeting
 - ii. Commissioner suggests consulting with Legal Aid Justice Center (LAJC) staff to understand their needs and constraints ahead of making a recommendation that Council fund effective right to council
 - 1. Staff member suggests also meeting with staff from Central Virginia Legal Aid Society (CVLAS) to understand how they may be involved to expand the scope of services provided
 - a. Commissioner states that while CVLAS does important work, they may not be able to provide meaningful assistance because of their eligibility requirement that individuals earn less per year than the federal poverty line. Commissioner is concerned that the population of

individuals earning less than the federal poverty line but paying market-rate rent is too small to warrant providing funding to CVLAS for eviction representation. LAJC, however, can assist anyone in low-income or subsidized housing as well as voucher holders.

2. Commissioner asks about timeline of City budget process.
 - a. Staff member shares that City Council will hold a work session for the budget on January 30th, 2025 and approve the budget on April 14th, 2025. The City Manager's Budget Forum will be held December 12th, 2024.
 - b. Commissioners discuss making a more general recommendation to provide effective right to counsel now, then commissioners can conduct research to create a more specific recommendation at a later date.
 3. Commissioner clarifies that the City Manager's proposal was for a 2-year pilot program including the hiring of one Homelessness Services Coordinator and two homelessness outreach staff.
 - a. Commissioner amends recommendation letter to affirm support of this proposal.
 4. Commissioners discuss additional proposals from City Manager, including pallet homes, public restrooms, and providing funding to Blue Ridge Area Coalition for the Homeless (BRACH).
- iii. Commissioner moves to approve recommendations to Council
1. Vote
 - a. In favor: 5
 - b. Opposed: 0
 - c. Abstained: 0
 2. Motion to approve minutes passes
- b. Commissioners discuss new business and upcoming events
- i. Outreach Specialist shares tabling opportunities for the upcoming week
- c. Case 2020-2 Public Hearing Discussion
- i. Commissioner asks for an overview of options for how to proceed
 1. Director clarifies that at this time, the HRC can either vote to hold a public hearing or vote to not hold a public hearing.
 2. Director clarifies that the HRC is not receiving this case as a result of an appeal or request. The HRC would receive this complaint for a vote on a public hearing regardless of either party's expressed interest in a public hearing.
 3. Director explains the process that the HRC would undergo if Commissioners vote to hold a public hearing.
 - ii. Commissioner asks if both parties are aware that the HRC is voting on this.
 1. Director states that both parties are aware of the HRC's vote and understand the public hearing process.
 - iii. Commissioners informally indicate whether they support holding a public hearing, oppose holding a public hearing, or are undecided.
 1. Commissioners in support of a public hearing explain their

perspectives.

- a. Commissioner states that a hearing may give the Complainant a chance for their voice to be heard and to feel a sense of closure.
2. Commissioners that are undecided explain their perspectives.
 - a. Commissioner shares concern for obligating the Complainant and the Respondent to be together in the same room. Commissioner is also concerned that the HRC is not able to create a productive outcome for the parties in the case.
 - b. Commissioner states that there may not be an opportunity for justice to be further served by holding a hearing.
3. Commissioners that oppose holding a public hearing explain their perspectives.
 - a. Commissioner does not feel that holding a public hearing would advance justice in this case. Commissioner would like to close the case in a timely manner to grant the Complainant the option to pursue legal action.
 - i. Commissioner agrees.
 - b. Commissioner is concerned about imbalanced legal representation.
 - i. Commissioner agrees.
 - c. Commissioner is interested in protecting privacy of Complainant.
- iv. Director states that Complainant is willing to pursue a public hearing but is unwilling to participate in mediation.
- v. Commissioner states that investigation was thorough. Commissioner feels that the Complainant's voice was heard and the HRC cannot provide any additional meaningful recommendations.
 1. Commissioner agrees.
- vi. Commissioner states that the Complainant's original requested remedy was a change to the Respondent's leasing policies. Commissioner asks if the HRC may be able to research practices of individual leasing agencies in Charlottesville and making recommendations to increase the use of non-discriminatory practices and equitable policies.
 1. Commissioner states that there may be ways to address this through legislative recommendations.
 - a. HB 996 may be relevant to this issue.
- vii. Director expresses concern about reaching out to the Respondent about their leasing practices after voting to not hold a public hearing.
 1. Commissioner clarifies that HRC can make recommendations to the Respondent, but the Respondent is not obligated to follow them.
 2. Commissioner contemplates whether the OHR or another organization are already doing work to address barriers faced by tenants.
- viii. Commissioner expresses concern that holding a public hearing may add

additional expenses for the Complainant.

1. Commissioner responds that Commissioners should try not to make assumptions about the unknown wants and needs of parties to the complaint.
 - ix. Director reminds Commissioners that their role in this decision is to decide how the Charlottesville Human Rights Ordinance (CHRO) is best served. Director encourages Commissioners to consider which process is most likely to yield resolution and wholeness for the parties.
 1. Commissioner asks if the HRC can rule on the legitimacy of the process and finding.
 - a. Director states that the HRC is not obligated to consider this.
 - x. Commissioner moves to not hold a public hearing
 1. Vote
 - a. In favor: 4
 - b. Can live with: 2
 - c. Abstained: 0
 2. Motion to not hold a public hearing passes.
 - xi. Commissioner asks if the City could levy a fine against landlords that are found to have violated the CHRO.
 1. State law does not allow the Charlottesville HRC to enforce fines.
 - d. Commissioners review 2024 Work Plan
 - i. Commissioners make adjustments to the 2024 Work Plan to reflect decisions and work completed in this meeting.
 - e. Commissioners discuss officer nomination and election process.
- 4. MATTERS BY THE PUBLIC**
- a. PUBLIC COMMENT
 - i. None
 - b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None
- 5. COMMISSIONER UPDATES**
- a. None
- 6. NEXT STEPS**
- a. **Todd**
 - i. **Inquire about budget process and identify best time for HRC to share recommendations with Council**
 - b. **All commissioners**
 - i. **Revisit recording of 10/21 City Council Meeting as needed**
 - c. **Ernest and Kathryn**
 - i. **Officer nomination committee duties**
- 7. ADJOURN**
- a. Meeting adjourned at 8:08pm

Attachment 5



City of Charlottesville Office of Human Rights Monthly Report: November 2024

Administrative Updates:

- Fair Housing Assistance Program (FHAP) workshare agreement
 - August 8: Amended ordinance submitted to HUD.
 - October 31: Notification received from HUD that the Charlottesville Human Rights Ordinance needed further amendments for substantial equivalence to federal fair housing law.
 - November 8: OHR staff met with HUD representatives to review suggested amendments.
 - November 15: OHR staff worked with the City Attorney's Office to begin drafting revisions to the Charlottesville Human Rights Ordinance.
- 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.

Outreach Updates: There are no scheduled tabling opportunities between now and the next HRC meeting. Enjoy the break!

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Open office days in the month	22	20	20	22	22	19	22	22	20	23	18	20	250
Total service provision events	3	6	2	5	6	5	4	4	3	5	2	0	45
Total education & awareness events	2	1	0	4	0	0	1	0	1	0	0	0	9
Total collaboration & leadership events	12	12	16	22	19	14	17	19	11	11	11	0	164
Total outreach activities	17	19	18	31	25	19	22	23	15	16	13	0	218
Total unique primary collaborators (estimate)	No monthly count only total count												66
Total collaborative activities	16	17	17	29	24	18	20	20	14	15	10	0	200
Total attendees at service provision events	79	146	5	48	77	142	53	87	95	36	9	0	777
Total attendees at education & awareness events	104	0	0	152	0	0	20	0	0	0	0	0	276
Total newsletter opens	357	380	369	335	346	342	349	373	343	431	0	0	3625

Service Provision Data:

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

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Open office days in the month	22	20	20	22	22	19	22	22	20	23	18	20	250
Total Incoming & Outgoing Contacts	171	178	100	419	386	237	154	211	229	321	40	0	2446
Total Incoming Contacts	122	154	56	354	275	124	89	102	139	194	24	0	1633
Average Incoming & Outgoing Contacts/Day	8	9	5	19	18	12	7	10	11	14	2	0	10
Average Incoming Contacts/Day	6	8	3	16	13	7	4	5	7	8	1	0	6
Total Unique Individuals Served (rough count due to some anonymous contacts)													218
Contacts in Spanish	6	1	0	6	0	1	1	5	5	7	0	0	32
Total Staff Follow-ups (Outgoing)	36	16	28	54	72	60	35	40	48	68	8	0	465
Total Third-Party Contacts (Outgoing)	13	8	16	11	39	53	30	69	42	59	7	0	347
Total Individual Follow-ups (Incoming)	81	128	16	310	222	76	29	56	68	110	13	0	1109
Total Third-Party Contacts (Incoming)	18	10	23	31	35	35	34	34	53	66	6	0	345
Total Inquiries (Incoming)	20	15	17	12	16	13	24	12	17	18	5	0	169
Total Complaints (Incoming)	3	1	0	1	2	0	2	0	1	0	0	0	10
Total Duration of all Incoming and Outgoing Contacts	27.21	21.12	10.79	39.75	35.85	27.03	27.27	31.17	30.00	46.13	8.17	0.00	304.49
Total Duration of Conciliation Activity Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Informal Dialogue Contacts	0.00	0.00	1.38	0.00	0.00	0.33	0.75	0.16	1.41	0.25	0.00	0.00	4.28
Total Duration of Information Contacts	3.44	1.12	0.64	3.77	1.45	3.79	3.96	6.31	3.66	10.33	0.24	0.00	38.71
Total Duration of Intake Activity Contacts	16.85	12.83	3.92	30.20	12.86	5.99	11.69	4.83	5.73	17.78	4.72	0.00	127.40
Total Duration of Investigation Activity Contacts	0.33	0.40	0.08	0.00	0.16	2.55	5.23	0.48	1.97	2.64	0.48	0.00	14.32
Total Duration of Mediation Activity Contacts	0.08	0.00	1.45	0.48	0.96	2.09	0.40	0.08	0.00	0.00	0.00	0.00	5.54
Total Duration of Case Administration Contacts	0.40	1.22	1.46	3.58	19.51	8.56	0.56	9.29	6.99	8.14	1.15	0.00	60.86
Total Duration of Navigation & Advocacy Contacts (All Staff)	6.11	5.55	1.86	1.72	0.91	3.72	4.68	10.02	10.24	6.99	1.33	0.00	53.13
Total Duration of Navigation & Advocacy Contacts (TN)	4.22	1.07	0.56	1.48	0.50	3.39	3.87	9.86	9.92	6.34	1.33	0.00	42.54
Total Duration of Navigation & Advocacy Contacts (CC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (TN & CC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (LG)	0.08	0.00	0.00	0.08	0.00	0.00	0.81	0.16	0.24	0.08	0.00	0.00	1.45
Total Duration of Navigation & Advocacy Contacts (SK)	1.56	4.48	1.22	0.16	0.41	0.33	0.00	0.00	0.00	0.00	0.00	0.00	8.16
Total Duration of Navigation & Advocacy Contacts (GH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (TN & SK)	0.25	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33
Total Duration of Navigation & Advocacy Contacts (LH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08	0.57	0.00	0.00	0.65
Total Duration of Navigation & Advocacy Contacts (TN & LH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (CC & LH)	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
Duration N&A Contacts (All Staff) out of Duration of All Contacts (%)	22%	26%	17%	4%	3%	14%	17%	32%	34%	15%	17%	0%	17%
Total Duration of N&A Application Assistance Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A AG OCR Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.08
Total Duration of N&A City Agency Liaison Contacts	2.49	0.33	0.00	0.25	0.00	0.75	0.57	0.08	0.00	0.73	0.00	0.00	5.20
Total Duration of N&A Clerical Support Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A CRHA Liaison Contacts	0.48	0.08	0.24	0.00	0.00	0.32	0.99	4.67	2.98	1.66	0.00	0.00	11.42
Total Duration of N&A Crisis Response Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.33	0.00	0.00	0.00	0.00	0.00	0.33
Total Duration of N&A DPOR Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A EEOC Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.08	0.08	0.00	0.08	0.00	0.00	0.00	0.24
Total Duration of N&A Housing Navigation Contacts	0.33	0.16	0.24	0.89	0.66	1.25	1.71	4.12	3.84	1.84	0.08	0.00	15.12
Total Duration of N&A Legal Aid Liaison Contacts	0.00	0.75	0.65	0.00	0.25	0.00	0.08	0.00	0.00	0.08	0.00	0.00	1.81

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Duration of N&A Mental Health Navigation Contacts	0.00	0.00	0.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24
Total Duration of N&A Other Agency Liaison Contacts	0.41	0.16	0.16	0.41	0.00	1.16	1.57	1.89	3.09	3.61	1.00	0.00	13.46
Total Duration of N&A Other Contacts	2.07	0.57	0.33	0.33	0.00	0.16	0.16	0.83	0.50	0.24	0.25	0.00	5.44
Total Duration of N&A Translation Services Contacts	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08	0.00	0.00	0.83
Total Duration of N&A Safe Space Contacts	0.75	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Total Incoming & Outgoing Navigation & Advocacy Contacts	31	18	19	13	5	15	31	60	86	58	3	0	339
Total Incoming & Outgoing Navigation & Advocacy Contacts (CC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN)	19	6	7	10	2	13	23	58	82	52	3	0	275
Total Incoming & Outgoing Navigation & Advocacy Contacts (LG)	1	0	0	1	0	0	8	2	3	1	0	0	16
Total Incoming & Outgoing Navigation & Advocacy Contacts (GH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (SK)	10	12	11	2	3	2	0	0	0	0	0	0	40
Total Incoming & Outgoing Navigation & Advocacy Contacts (LH)	0	0	0	0	0	0	0	0	1	5	0	0	6
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & LH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (CC & LH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & SK)	1	0	1	0	0	0	0	0	0	0	0	0	2
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & CC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Percentage: Navigation & Advocacy out of Total Contacts	18%	10%	19%	3%	1%	6%	20%	28%	38%	18%	8%	0%	14%
Total N&A Application Assistance Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A AG OCR Liaison Contacts	2	4	2	0	0	1	1	0	1	0	0	0	11
Total N&A City Agency Liaison Contacts	10	2	0	1	0	1	5	1	0	7	0	0	27
Total N&A Clerical Support Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A CRHA Liaison Contacts	6	1	3	0	0	4	4	31	32	4	0	0	85
Total N&A Crisis Response Contacts	0	0	0	0	0	0	2	0	0	0	0	0	2
Total N&A DPOR Liaison Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A EEOC Liaison Contacts	0	0	0	0	0	1	1	0	1	0	0	0	3
Total N&A Housing Navigation Contacts	2	2	3	9	4	2	15	18	26	23	1	0	105
Total N&A Legal Aid Liaison Contacts	0	2	6	0	1	0	1	0	0	1	0	0	11
Total N&A Mental Health Navigation Contacts	0	0	3	0	0	0	0	0	0	0	0	0	3
Total N&A Other Agency Liaison Contacts	0	0	3	2	0	0	3	0	1	1	0	0	10
Total N&A Other Contacts	8	5	2	2	0	2	2	2	1	3	1	0	28
Total N&A Translation Services Contacts	1	1	0	0	0	0	0	0	0	1	0	0	3
Total N&A Safe Space Contacts	1	1	0	0	0	0	0	0	0	0	0	0	2
Total Inquiries: P.A. - Employment	4	4	4	1	4	4	10	1	5	2	2	0	41
Total Inquiries: P.A. - Housing	7	0	1	1	7	6	10	2	5	8	1	0	48
Total Inquiries: P.A. - Public Accommodation	5	1	3	1	2	0	1	1	0	2	1	0	17
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)	4	10	9	9	3	3	3	8	7	6	0	0	62
Total Complaints: P.A. - Employment	0	0	0	0	1	0	1	0	1	0	0	0	3
Total Complaints: P.A. - Housing	2	0	0	1	0	0	1	0	0	0	0	0	4
Total Complaints: P.A. - Public Accommodation	1	1	0	0	1	0	0	0	0	0	0	0	3
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

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Employment Inquiries & Complaints	4	4	4	1	5	4	11	1	6	2	2	0	44
Employment inquiries & complaints in Charlottesville	2	1	2	1	2	2	4	0	6	2	0	0	22
Employment inquiries in Albemarle Co.	2	1	1	0	3	0	5	1	0	0	1	0	14
Employment inquiries in other and unspecified localities	0	2	1	0	0	2	2	0	0	0	1	0	8
Total Housing Inquiries & Complaints	9	0	1	2	7	6	11	2	5	8	1	0	52
Housing inquiries & complaints in Charlottesville	5	0	1	2	4	3	3	2	3	8	1	0	32
Housing inquiries in Albemarle Co.	4	0	0	0	1	2	2	0	0	0	0	0	9
Housing inquiries in other and unspecified localities	0	0	0	0	2	1	2	0	2	0	0	0	7
Total Public Accommodation Inquiries & Complaints	6	2	3	1	3	0	1	1	0	2	1	0	20
Public accommodation inquiries & complaints in Charlottesville	5	2	1	1	1	0	0	1	0	2	1	0	14
Public accommodation inquiries in Albemarle Co.	1	0	0	0	1	0	0	0	0	0	0	0	2
Public accommodation inquiries in other and unspecified localities	0	0	2	0	0	0	1	0	0	0	0	0	3
Total Credit Inquiries & Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries & complaints in Charlottesville	5	2	1	1	1	0	0	1	0	2	1	0	14
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	5	2	1	1	1	0	0	1	0	2	1	0	14
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	4	10	9	9	3	3	3	8	7	6	0	0	62
Other (Unprotected) inquiries & complaints in Charlottesville	0	2	5	2	0	0	1	3	0	1	0	0	14
Other (Unprotected) inquiries in Albemarle Co.	0	0	0	0	0	1	0	0	1	0	0	0	2
Other (Unprotected) inquiries in other and unspecified localities	4	8	4	7	3	2	2	5	6	5	0	0	46
Total I&C: P.C. - Age	2	0	0	0	0	1	0	0	1	1	0	0	5
Total I&C: P.C. - Elderliness (Housing)	1	0	0	0	0	1	1	0	0	2	0	0	5
Total I&C: P.C. - Disability	6	1	3	2	7	1	5	1	2	5	1	0	34
Total I&C: P.C. - National Origin	4	3	0	0	0	1	5	1	2	0	0	0	16
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	1	0	0	1
Total I&C: P.C. - Race	1	1	0	1	1	1	2	0	0	0	1	0	8
Total I&C: P.C. - Color	1	0	1	1	1	0	4	0	0	0	0	0	8
Total I&C: P.C. - Religion	0	0	0	0	0	2	2	0	0	0	0	0	4
Total I&C: P.C. - Sex	0	0	0	0	0	0	3	0	0	0	0	0	3
Total I&C: P.C. - Gender Identity	1	0	0	1	0	0	0	0	0	0	0	0	2
Total I&C: P.C. - Sexual Orientation	0	2	0	0	1	0	0	0	0	0	0	0	3
Total I&C: P.C. - Source of Funds (Housing)	0	0	0	0	0	0	1	0	0	0	0	0	1
Total I&C: P.C. - Military Status	1	0	0	0	0	0	0	0	0	1	0	0	2
Total I&C: P.C. - Not specified	9	10	13	8	9	5	8	7	10	9	1	0	89
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. - Retaliation	0	0	0	0	1	0	0	0	0	1	0	0	2
Total I&C: P.C. - Other (Unprotected)	2	1	0	0	0	2	4	3	3	1	1	0	17
Total Contacts resulting in Referrals	4	1	4	1	5	2	9	2	0	0	0	0	28

[illegible]

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Pub. Accom. Comp.: P.C. - Military 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	0	0	0	1	0	0	0	4	5	0	0	10
Total Closed Inquiries	20	15	17	12	15	13	24	12	13	13	3	0	157
Total Open Complaints	1	1	0	1	1	0	2	0	1	0	0	0	7
Total Closed Complaints	2	0	0	0	1	0	0	0	0	0	0	0	3
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	1	0	0	0	0	0	0	0	0	0	0	0	1
Reason for Complaint Closure: Non-jurisdictional	0	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Withdrawal	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: No reasonable cause													
Reason for Complaint Closure: Administrative Closure	0	0	0	0	1	0	0	0	0	0	0	0	1
Reason for Inquiry Closure: Informal Resolution	0	0	0	0	0	1	2	0	0	0	0	0	3
Reason for Inquiry Closure: Navigation Only	15	8	12	3	9	10	17	6	12	12	3	0	107
Reason for Inquiry Closure: No Response	4	6	5	7	5	1	1	5	1	1	0	0	36
Reason for Inquiry Closure: Referral	0	0	0	0	0	1	2	1	0	0	0	0	4
Reason for Inquiry Closure: Complaint Filed	1	1	0	2	1	0	2	0	0	0	0	0	7
Primary Service: Case Administration	5	10	13	30	227	87	7	49	59	66	7	0	560
Primary Service: Conciliation Activity	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Informal Dialogue	0	0	13	0	0	2	3	2	3	1	0	0	24
Primary Service: Information	43	14	8	45	16	39	38	61	31	127	3	0	425
Primary Service: Intake Activity	89	131	30	325	124	56	55	32	37	60	20	0	959
Primary Service: Investigation Activity	2	5	1	0	2	14	15	6	13	9	6	0	73
Primary Service: Mediation Activity	1	0	16	6	12	24	5	1	0	0	0	0	65
Primary Service: Navigation & Advocacy	31	18	19	13	5	15	31	60	86	58	3	0	339

Reporting:

Report	Status
CY2023 HRC & OHR Annual Report	Posted on Human Rights webpage. Presented to Council on June 3, 2024.
CY2024 First Quarter Report to Council	Completed and submitted to Council on April 17, 2024.
CY2024 Second Quarter Report to Council	Completed and submitted to Council on July 29, 2024.
CY2024 Third Quarter Report to Council	Completed and submitted to Council on October 18, 2024.

Active Complaints:

Case #	Protected Activity	Protected Class(es)	Status
2020-2	Housing	Race	Case closed. HRC voted to not hold a public hearing on reasonable cause finding of retaliation. Notification sent to parties.
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2023-2	Employment	Religion, National Origin	Awaiting Respondent response to dialogue offer.
2023-7	Public Accommodation	Sex	Case closed. Finding of no reasonable cause. Notification sent to parties.
2024-2	Housing	Age, Disability	Alternative dispute resolution in progress.
2024-3	Public Accommodation	National Origin, Sexual Orientation	Investigation in progress.
2024-3R	Public Accommodation	Retaliation	Investigation in progress.
2024-4	Housing	Disability	Alternative dispute resolution in progress.
2024-7	Housing	Race, Religion, National Origin	Alternative dispute resolution in progress.
2024-8	Employment	Race, National Origin	Investigation in progress.
2024-9	Employment	Disability	Alternative dispute resolution in progress.

HRC Work Summary:

Date	Roles (Sec. 433)	Duties & Responsibilities	Primary Action	Summary & Analysis
1/5/2024	Sec. 2-433. (e) Legislative Program	Sec. 2-435 Systemic issues	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.	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.
2/29/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Other Action	The Chair promoted the public poll on NBC29 Community Conversations.
5/6/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Other Action	A commissioner met with community partners and OHR staff to coordinate efforts to organize local LGBTQ+ Ally trainings.
5/10/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Community Event	A commissioner conducted service provision outreach in conjunction with OHR staff.
6/6/2024	Sec. 2-433. (e) Legislative Program	Sec. 2-435 Systemic issues	Public Discussion	The Commission invited representatives from the Blue Ridge Area Coalition for the Homeless, Charlottesville Democratic Socialists of America, Charlottesville NAACP, Downtown Job Center, Home to Hope, and Region 10 to speak regarding city policy and state legislative priorities impacting housing and wraparound services for the people they support.
6/27/2024	Sec. 2-433. (d) Federal Workshares	Sec. 2-435 Systemic issues	Council Recommendation	The Commission reviewed proposed amendments to the Charlottesville Human Rights Ordinance during public meetings on 5/16/24 and 6/20/24, and voted to adopt a final draft for recommendation to City Council on 6/27/24. The proposed amendments included changes recommended by HUD for substantial equivalence to federal fair housing law for entering an interim FHAP workshare agreement.

Date	Roles (Sec. 433)	Duties & Responsibilities	Primary Action	Summary & Analysis
6/29/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Community Event	The Chair and Vice Chair conducted service provision outreach and HRC recruitment at Healthy Streets Healthy People in conjunction with OHR staff.
7/11/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Other Action	The Chair promoted the legislative recommendation expert panel on NBC29 Community Conversations.
7/18/2024	Sec. 2-433. (e) Legislative Program	Sec. 2-435 Systemic issues	Public Discussion	The Commission hosted Sen. Creigh Deeds, Del. Katrina Callsen, Laura Dobbs (Director of Policy for Housing Opportunities Made Equal), as well as representatives from the Alexandria, Fairfax, and Virginia Beach Human Rights Commissions for a discussion about state legislative priorities impacting housing and wraparound services for the people they support.
7/23/2024	Sec. 2-433. (e) Legislative Program	Sec. 2-434 Community dialogue and engagement.	Public Poll	The Commission Chair and Vice Chair worked with the Community Outreach & Administrative Specialist to develop a public poll to solicit feedback regarding priority legislative and City policy issues. The Commission used this feedback to inform their state legislative and City policy recommendations to Council. The public poll ran from 7/23/24 through 7/30/24 and received 48 responses.
9/6/2024	Sec. 2-433. (e) Legislative Program	Sec. 2-435 Systemic issues	Council Recommendation	The Commission submitted recommendations for City Council's 2025 Legislative Agenda.

Date	Roles (Sec. 433)	Duties & Responsibilities	Primary Action	Summary & Analysis
9/7/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Community Event	A commissioner conducted service provision outreach in conjunction with OHR staff.
10/25/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Community Event	A commissioner conducted service provision outreach in conjunction with OHR staff.
11/7/2024	Sec. 2-433. (a) Individual Assistance	Sec. 2-439.1 Enforcement authority	Public Hearing	The Commission voted to not hold a public hearing on Case 2020-2.
11/14/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Community Event	A commissioner conducted service provision outreach in conjunction with OHR staff.

Attachment 6

**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 that emerges from primary focus areas
 - g. Amplifying local food justice initiatives
2. Ally/Safe Space training program development – to be considered in 2025
3. Reparations – to be revisited in December
 - 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.	• Sec. 2-433. (a) Individual Assistance • Sec. 2-433. (d) Federal Workshares • Sec. 2-433. (f) Commission Policies • Sec. 2-439.1. Enforcement Authority

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
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.	• Sec. 2-433. (b) Awareness and Guidance • Sec. 2-433. (d) Federal Workshares • Sec. 2-434. Community dialogue and engagement
Submit policy recommendations to City Council pertaining to housing issues by October. <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 homelessness and systemic barriers to housing to City Council by August 20, 2024.	• Sec. 2-433. (e) Legislative Program

March 2023 – February 2024 HRC Work Plan

Actions should support the goals identified above.

Month	Actions
March	• Annual Meeting (3/9)
April	• Work Session (4/4: Carver Rec.) ◦ Finalize 2024 Annual Goals and Work Plan • Regular Meeting (4/18: City Space) ◦ Training: FOIA/COIA/VPRA ◦ Expert panel planning discussion • Actions Between Meetings ◦ June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists) -- DONE ◦ Prepare draft ordinance for review – DONE
May	• Work Session (5/2: City Space) ◦ Review proposed ordinance amendments • Regular Meeting (5/16: City Space) ◦ (Open) • Actions Between Meetings ◦ Finalize June expert panelist list - DONE ◦ Outreach for July Legislative agenda expert panel – Staff working on this ◦ Commissioners talk to individuals in the community regarding work done on reparations – Chair will work on this ◦ OHR staff will collaborate with partners to develop Ally/Safe Space training – in progress ◦ Chair and OHR staff prepare to present CY2023 annual report to Council - DONE

Month	Actions
June	• Work Session (6/6: Carver Rec.) ◦ Expert Panel: Housing, homelessness, and wraparound services. - DONE • Regular Meeting (6/20: City Space) ◦ Proposed: Adopt ordinance amendments – DONE ◦ HRC Research Presentation (Ginny Helmandollar) - DONE • Actions Between Meetings ◦ June 3: Present CY2023 Annual Report to Council (Chair and Director) - DONE ◦ Tentative: VAHR Conference
July	• Work Session (CANCELED) ◦ (Note: the first Thursday in July is July 4th) • Regular Meeting (7/18: City Space) ◦ Expert Panel: Focus Area Legislative Priorities - DONE • Actions Between Meetings ◦ Proposed: Present Ordinance Revisions to Council - DONE ◦ OHR staff finalize training opportunities for HRC public hearings – pending ordinance changes
August	• Work Session (8/1: City Space) ◦ Draft legislative recommendations • Regular Meeting (8/15: City Space) ◦ Proposed: Adopt legislative recommendations - DONE ◦ Revisit HRC annual calendar • Actions Between Meetings ◦ Proposed: Present Legislative Recommendations to Council - SENT
September	• Work Session (9/5: City Space) ◦ Tentative: Public Hearing training - Postponed • Regular Meeting (9/19: City Space) ◦ Discuss focus area City policy recommendations based on earlier panels and research • Actions Between Meetings ◦ Amend HRC Rules & Procedures regarding elections and language around annual meetings
October	• Work Session (10/3: City Space) ◦ Fill in remaining months of 2024 HRC Work Plan ◦ City policy recommendations • Regular Meeting (10/17: City Space) ◦ Form Officer Nomination Committee ◦ Finalize policy recommendations for submission to City Council • Actions Between Meetings ◦ Submit additional recommendations to Council ◦ Nominating Committee begins nomination process ◦ Staff prepare redacted case file for Case 2020-2 for 10/17 agenda packet ◦ HRC reviews Case 2020-2 case file ahead of public hearing vote during 11/7 work session
November	• Special Meeting (11/7: City Space) ◦ Vote on whether to hold public hearing on Case 2020-2 - DONE • Regular Meeting (11/21: City Space) ◦ Amend Rules & Procedures to reflect new election timeframe ◦ Finalize effective right to counsel letter • Actions Between Meetings
December	• Work Session (12/5: City Space) ◦ Public Hearing preparation with City Attorney's Office (tentative) • Regular Meeting (12/19: City Space) ◦ Officer Nominations • Actions Between Meetings ◦ Chair to provide update on reparations

Month	Actions
January	• Work Session (1/2: City Space) • Regular Meeting (1/16: City Space) • Actions Between Meetings
February	• Work Session (2/6: City Space) • Regular Meeting (2/20: City Space) ○ Planning for Annual Meeting • Actions Between Meetings