



**Human Rights Commission
Regular Meeting
January 16, 2025
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. HRC Rules and Procedures (for reference)
4. 11-21-2024 DRAFT HRC Regular Meeting Minutes
5. 12-19-2024 DRAFT HRC Regular Meeting Minutes
6. OHR Monthly Report
7. 2024 HRC Work Plan

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
January 16, 2025
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Please take Notice that this hybrid meeting of the Human Rights Commission is for the purposes of planning, developing, and drafting management and administration documents for the Human Rights Commission. This hybrid meeting will be a limited public forum to discuss the agenda items presented below and to ensure the continuity of services provided by the Commission. The Commission Chair may limit public comments or discussion points that are unrelated to agenda items or that pertain to topics outside the scope of this Agenda. This will be a hybrid meeting open to the public, and registration information for remote participation is available at www.charlottesville.gov/zoom.

Members of the public who attend in person are welcome to provide public comment during the "matters by the public" sections of the agenda. The Commission is currently not receiving virtual public comment. The Commission welcomes comments and questions and commits to listening carefully and thoughtfully to what is presented. A maximum of sixteen public comment time slots are allotted per meeting. Each speaker will have three minutes to speak. The Commission requests that members of the public refrain from engaging in personal attacks against Commissioners and staff members and asks that comments and questions focus on matters related to human rights within the City.

1. WELCOME

- a. Call to order
- b. Roll call
- c. Mission (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*
- d. Notice: For members of the public participating virtually, if you experience technical difficulties, you may call 434-970-3115, and a staff person will assist you.

2. MATTERS BY THE PUBLIC – IN PERSON ATTENDEES ONLY

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

3. OFFICER ELECTIONS

- a. HRC Director will chair the meeting during the election process

4. MINUTES

- a. 11/21/2024 HRC Regular Meeting Minutes*
- b. 12/19/2024 HRC Regular Meeting Minutes*

5. BUSINESS MATTERS

- a. Chair update
- b. OHR staff report

6. WORK SESSION

- a. Action updates
- b. Work Plan check in
- c. Confirmation of next Work Session on 02/06/2025
- d. New business

7. 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

8. COMMISSIONER UPDATES

9. 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

RULES AND PROCEDURES OF THE HUMAN RIGHTS COMMISSION

CITY OF CHARLOTTESVILLE, VIRGINIA

The Human Rights Commission, established pursuant to Article XV, Sections 2-430 to 2-443 of the Charlottesville City Code (the Charlottesville Human Rights Ordinance), hereby adopts the following rules and procedures for the execution of its duties and responsibilities thereunder:

1. Composition of the Human Rights Commission

1.1. The Commission membership shall consist of no less than nine members appointed by City Council, and shall be broadly representative of the City's population, with consideration of racial, gender (including gender identity, transgender status, and sexual orientation), religious, ethnic, disabled, socio-economic, geographic neighborhood and age groups within the City.

1.2 Of the members first appointed, at least three shall be appointed for terms of three years, at least three shall be appointed for terms of two years, and at least three shall be appointed for terms of one year. Thereafter members shall be appointed for terms of three years each. Despite the expiration of a member's term, the member shall continue to serve until a successor is appointed by City Council. Any vacancy during a term shall be filled by the City Council for the unexpired portion of that term. Following notice to the member, any member of the Commission may be removed for good cause by a majority vote of City Council.

1.3 Members of the Commission shall serve without compensation, but funds may be appropriated in the City's annual budget for reasonable and necessary expenses to be incurred by Commission in the conduct of its prescribed functions.

2. Officers and Duties

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

2.2 Duties of Officers.

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

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

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

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

2.4 Officer Elections Procedures. The Chair shall appoint a nominating committee of no less than three members of the Commission, who shall meet in October of each year to make recommended nominations for the offices of Chair and Vice Chair. The recommended slate will be presented to the full Commission at the December meeting. At the Commission's January meeting of each year, the officer election rules currently in place (attached) may be invoked by any member who wishes to make nominations in addition to the Nominating Committee's recommended slate.

3. Meetings

3.1 Election Meetings. The Commission shall hold an annual election meeting, which shall take place during the first regular meeting of the Commission in the month of January of each year. At this meeting, the members of the Commission shall elect officers. The Commission may also conduct such other business as shall be placed on the agenda in accordance with the provisions of these bylaws.

3.2 Annual Planning Meetings. The Commission shall hold an annual planning meeting, which shall take place during the regular meeting of the Commission in the month of March of each year. At the annual planning meeting, the members of the Commission shall adopt the work plan for the ensuing year. The Commission may also conduct such other business as shall be placed on the agenda in accordance with the provisions of these bylaws.

3.3 Regular Meetings. Regular meetings shall be held on the third Thursday of each month. The basic order of business will be as set forth in 4.3, following below.

3.4 Special Meetings. Special meetings may be called by the Chair, the Vice Chair in the absence of the Chair, or by any two members, upon written request to the Secretary.

3.5 Work Sessions. Work sessions are special meetings that may be held at the request of the Chair, or the Vice Chair in the absence of the Chair. Work sessions shall be held for the purpose of inquiry and discussion and no official action shall be taken at such meetings.

3.6 Public meetings; exceptions for Closed Sessions. Meetings of the Commission shall be open meetings, as that term is defined within FOIA, except that the Commission may hold closed meetings when authorized pursuant to Va. Code Section 2.2-3711, and upon compliance with the closed meeting procedures and certification requirements set forth within Va. Code Section 2.2-3712.

3.7 Notice of Meetings.

3.7.1. The Secretary shall give notice of all meetings (annual, regular, special, and work session) to all members of the Commission, five days prior to such meeting, or, for a special meeting or work session, such other notice as is reasonable under the circumstances. Such notice shall state the time and place of such meetings. With respect to regular meetings and the annual meeting, such notice shall be accompanied by an agenda prepared in accordance with the provisions of these rules and procedures and accompanied by such documentation as may be reasonable to permit the members of the Commission to consider the business which they are called upon to act. With respect to work sessions and special meetings, the notice shall state the purpose of the meeting or the nature of the discussion or inquiry to be undertaken and shall be accompanied by such documentation as may be available and practicable to provide to enable the members of the Commission to thoughtfully consider the business to come before the meeting.

3.7.2. The Secretary shall place notice of the date, time, and location of each Commission meeting in a prominent public location at which notices of City Council meetings are regularly posted and shall also post such notice on the City's website. This public notice shall be posted at least three (3) working days prior to the meeting; however, notice of a special meeting or work session may be given upon fewer than 3 days' notice, if reasonable under the circumstances and if such notice is given contemporaneously with the notice provided to Commission members. At least one

copy of all agenda packets and, unless a specific FOIA exemption applies, all materials furnished to Commission members for a meeting, shall be made available for public inspection in the office of the Director/ Secretary at the same time such documents are furnished to the Commission.

3.7.3. For the purposes of this section, and as used throughout these rules and procedures, the term “notice” shall mean and include any format within the definition of a “public record” set forth in FOIA, at Virginia Code Sec. 2.2-3701.

4. Conduct of Meetings.

4.1 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. Except as expressly provided in Virginia Code Section 2.2-3708(G) or 2.2-3708.1, the Commission shall not conduct a meeting where its business is discussed or transacted through any means of communication where the members are not physically assembled.

4.2 Procedure. All meetings of the Commission shall be conducted in accordance with Martha’s Rules of Order as amended and adopted by the Commission on February 20, 2020. The Chair of the Commission, or in their absence, the Vice Chair, or in the absence of both, the person having been designated by the Chair as parliamentarian, shall preside at meetings of the Commission.

4.3 Proceedings. At any meeting of the Commission, the Commission may hear, review, discuss and act upon, and otherwise transact business related to, any matters within its role, and within the scope of its duties and responsibilities, as described within the Charlottesville Human Rights Ordinance. At any regular meeting and annual meeting of the Commission, the order of business to come before the meeting shall be as expressed on the agenda sent out with the notice of the meeting provided, however, the presiding officer, with the consensus or affirmative vote of a majority of the Commissioners, may change the order of business on the agenda for any reason, or may add a matter to the agenda.

4.4 Voting. All business transacted by the Commission shall be authorized by a vote of the majority of members present and voting taken at a lawful meeting conducted in accordance with these rules and procedures. At all meetings of the Commission, each member present shall be entitled to cast one vote providing there is a physical quorum. A decision on whether to hold a public hearing on a complaint of an unlawful discriminatory practice shall not be valid unless authorized by a majority of the full Commission members. No vote of the Commission shall be taken by secret or written ballot. A member may vote by telephone or other electronic communication means as expressly authorized by FOIA Section 2.2-3708.1.

4.5 Committees. The Commission may, in its discretion, delegate any of its duties or responsibilities to a panel of not less than three Commissioners. Any such panel shall constitute a committee of the Commission, which shall transact the delegated business of the Commission following the same rules, procedures, and meeting requirements applicable

to the Commission, except it shall not be authorized to vote on any matter. Rather, any such committee shall bring its recommendations to the full membership of the Commission for a vote in accordance with these rules. No such committee may include individuals who are not members of the Commission; however, the Commission may appoint advisory committees or form task forces which may include individuals who are not members of the Commission.

4.5.1 Ad hoc Committees. The Chair may recommend the formation of Ad hoc Committees for the purpose of addressing specific issues of concern to the Commission or to develop and implement projects approved by the Commission. The Chair of the Commission appoints members of each Ad hoc Committee and a Chair of each committee is selected from committee members. Commission staff is responsible for assisting Committee chairs with setting Committee meeting agendas and preparing Committee reports for presentation to the full Commission during its regular meetings.

5. Conflicts of Interest.

5.1 All members of the Human Rights Commission are subject to the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq.) ("COIA") and are required to read and familiarize themselves with the provisions of COIA.

5.1.1. In the event that any member shall have a "personal interest in a transaction" as defined by Va. Code Section 2.2-3101, in a matter before the Commission, the member shall be required to make a declaration of such interest before participating in the transaction, and the member may be required to disqualify himself from participating in the transaction. The member's obligations in a given situation shall be determined in accordance with Va. Code Section 2.2-3112. It is the obligation of each member to ascertain whether he or she has a personal interest in a transaction, and to take action in accordance with Va. Code 2.2-3112 immediately upon concluding that a personal interest does exist; however, the issue of personal interests of a commission member may also be raised by other members or by individuals who are not members.

Any member of the Commission may request an advisory opinion from the Commonwealth's Attorney or the City Attorney or his or her representative, as to whether a personal interest exists and, if so, what are the Commissioner's obligations under COIA. An opinion of the Commonwealth's Attorney or the City Attorney shall have the effect specified in Va. Code Sec. 2.2-3121.

5.1.2. Every declaration and disqualification required pursuant to COIA shall be reflected in the public records of the Commission for a period of five (5) years, in the office of the Director/ Secretary.

5.1.3. In the event of a disqualification, the disqualified member shall be prohibited from (i) attending any portion of a closed meeting when the matter in which he or she has a personal interest is discussed, and (ii) discussing the matter in which he or she has a personal interest with other members of the Commission, with the Director, or with

other officers or employees of the City government, at any time.

5.1.4. At all times, Commission members shall conduct themselves and the Commission's business in accordance with all applicable requirements of COIA, including those provisions not specifically referenced within these rules and procedures.

6. Community Participation

6.1 Public notice. Public notice of all meetings of the Commission will be provided as set forth in 3.6, above. In addition, the Commission may direct the Secretary to give additional or special notice, or advertise or announce specific matters before the Commission, as the Commission may deem appropriate.

6.2 Public Participation. At the beginning and at the end of each of its open meetings the Commission will receive public comment in accordance with City Council's "Rules for Public Participation," which Rules are hereby adopted and incorporated by reference within these rules and procedures, as rules of the Commission.

7. Reports.

7.1. Quarterly Reports. The Commission shall make quarterly reports to the City Council concerning the operation of the Commission and the Office of Human Rights and the status of the performance of the duties, responsibilities, and roles set forth within the Charlottesville Human Rights Ordinance. Quarterly reports shall be submitted each year in the months of January, April, July, and October.

7.2. Annual Reports. The Commission shall present a calendar year annual report to the City Council concerning the operation of the Commission and the Office of Human Rights and the status of the performance of the duties, responsibilities, and roles set forth within the Charlottesville Human Rights Ordinance. Annual reports shall be submitted each year on a date specified by the City Council.

8. Amendments.

These bylaws, rules and procedures may be amended by vote of a majority of the Commission at any meeting provided, however, notice of such proposed amendment shall be given to each member of the Commission in writing at least five days prior to such meeting.

AMENDMENTS

**Human Rights Commission Policy on Individual Participation in Meetings by Electronic Means
Administrative Policy No. 1: Approved May 21, 2015 and amended May 18, 2023.**

- I. **Policy Statement:** It is the policy of the Charlottesville Human Rights Commission (HRC) that individual members of the HRC may participate in meetings of the Commission by electronic means as permitted by City Policy No. 100-02, as enabled by City Council Resolution #R22-110 (September 6, 2022), City Code Sec. 2-149 & 2-154, and Va. Code Sec. 2.2-3708.3, 15.2-1107, and 15.2-1541.

- II. **Eligibility:** This policy shall apply to the entire membership of the HRC and without regard to the identity of the member requesting remote participation or the matter considered or voted on at the meeting.

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

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

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

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 4



**Human Rights Commission
Meeting Minutes
Regular Meeting
November 21, 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 6:36 pm
- b. ROLL CALL
 - i. Present
 - 1. Ernest Chambers
 - 2. Wolfgang Keppley
 - 3. Kathryn Laughon
 - 4. Dawn Lawson
 - 5. Suzanne Lynn
 - 6. Jason Melendez
 - 7. Heather Roberson-Gaston
 - ii. Absent
 - 1. Mary Bauer
 - 2. 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 10/17/2024
 - i. Vote
 - 1. In favor: 6
 - 2. Opposed: 0
 - 3. Abstained: 1
 - ii. Motion to approve minutes passes
- b. Review of minutes from 11/07/2024
 - i. Vote
 - 1. In favor: 6

2. Opposed: 0
 3. Abstained: 1
- ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. CHAIR UPDATE
 - i. Chair encourages commissioners to attend event hosted by the Blue Ridge Area Coalition for the Homeless on 11/22/24 at 9am in CitySpace
- b. OHR STAFF REPORT
 - i. Fair Housing Assistance Program (FHAP) Update
 1. Housing and Urban Development has denied the OHR's application for the FHAP program and requested additional changes to the Charlottesville Human Rights Ordinance (CHRO)
 2. Director would like to have a review of the CHRO with revisions on the 12/19/2024 HRC Regular Meeting Agenda
 - ii. HRC Rules and Procedures
 1. **Director reminds commissioners to review HRC Rules and Procedures for potential amendments at December Regular Meeting**
 - a. Director shares that per City training, Martha's Rules are intended to be used as guide when needed for decision making, but it is not required that Boards and Commissions follow them
 - iii. OHR and City Budget
 1. Commissioner asks about timeline of the City's budget process to determine best time to make recommendations that could impact budget allocations
 - a. **Director will ask this question and follow up**
 2. Commissioner asks if OHR's budget includes line item related to HRC Annual Planning Meeting
 - a. Director states that if the HRC would like to hire a facilitator or other professional support for this meeting, that would fall under the "Professional Services" line item in the OHR's budget
- c. OFFICER NOMINATION COMMITTEE UPDATE
 - i. Commissioners will receive an email to determine interest in officer positions

5. WORK SESSION

- a. City-level recommendations
 - i. Commissioner asks if there may be other ways to support the City Manager's proposals related to housing and homelessness
 1. Another Commissioner suggests including this in the letter to Council
 2. Director encourages establishing communication between Chair and City Manager as appropriate
 - ii. Effective Right to Counsel Letter
 1. Director suggests that HRC leadership discuss this with City

- leadership to strategize about presenting to Council
- 2. Commissioner suggests making plan to add regional data and summary of similar programs' impacts to other localities
 - a. Commissioner suggests using cost-benefit analyses from other localities as evidence to support proposal
- 3. Commissioner suggests researching costs and potential funding options prior to presenting to City leadership
 - a. Another commissioner suggests that City Council could ask state legislators to fund a pilot program in Charlottesville
 - i. Commissioner suggests that Senator Deeds may be good point of contact for further conversation on this
- 4. Commissioner asks if implementing effective right to counsel might discourage landlords from filing for evictions
 - a. Another commissioner confirms that a cost-benefit analysis in Pennsylvania indicates that providing legal representation to tenants can decrease the number of evictions filed by landlords
- 5. Commissioner states that providing legal counsel to tenants could reduce systemic harms that disproportionately affect members of several protected classes, including those historically marginalized due to race and gender
 - a. Commissioners discuss that evictions can disproportionately affect Black women, people with disabilities, and families with children
- 6. Commissioners adjust format and wording of letter
- 7. Vote to approve effective right to counsel letter
 - a. In favor: 7
 - b. Opposed: 0
 - c. Abstained: 0
 - d. Motion to approve effective right to counsel recommendation letter passes
- 6. Work Plan Check-in
- 7. Confirmation of next work session on 12/05/24
 - a. HRC will not hold this meeting
 - b. Next meeting on 12/19/2024 at CitySpace

8. MATTERS BY THE PUBLIC

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

9. COMMISSIONER UPDATES

- a. Commissioner shares event happening with Indivisible Charlottesville at the Central Library at 11am on 11/23
- b. Commissioner shares that Culpeper Circuit Court is hosting an event on 12/16 at 3:30pm to honor the victims of three the historic lynchings

10. NEXT STEPS

- a. Todd
 - i. Inquire about City budget process to determine best timing for HRC recommendations that may impact allocations
- b. Ernest and Kathryn
 - i. Officer nominations
- c. Ernest, Wolfgang, Todd, and Lily
 - i. Meet to discuss inviting legislators to upcoming meeting
- d. Wolfgang
 - i. Send planning poll for Annual Planning Meeting

11. ADJOURN

- a. Meeting adjourned at 8:04pm

Pending HRC Approval

Attachment 5



**Human Rights Commission
Meeting Minutes
Regular Meeting
December 19, 2024
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

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1. WELCOME

- a. Call to Order
 - i. Chair, Ernest Chambers, called the meeting to order at 6:36 pm
- b. Roll Call
 - i. Present
 - 1. Ernest Chambers
 - 2. Wolfgang Keppley
 - 3. Mary Bauer
 - 4. Kathryn Laughon (arrived 7:23pm)
 - 5. Suzanne Lynn
 - 6. Jason Melendez
 - 7. Heather Roberson-Gaston
 - 8. Elizabeth Stark
 - ii. Absent
 - 1. Dawn Lawson
- 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. None

4. BUSINESS MATTERS

- a. Chair Update
 - i. No update on reparations inquiry
- b. OHR Staff Report
 - i. Outreach Specialist will be tabling at the Community Festival of Hope on Sunday from 12pm—5pm at IX Art Park
 - ii. Pregnant Workers Fairness Act Brochure has been translated and will be printed soon
 - iii. Intake Specialist shares that there has been an influx of intakes and contacts from the community

- iv. The OHR's Investigator (In Training), Chyelle Chatman, has completed her training and been promoted to Investigator
- c. Nomination Committee Update
 - i. Nomination Committee member plans to send a letter to all Commissioners gauge interest in holding officer position

5. WORK SESSION

- a. Director presents proposed amendments to Charlottesville Human Rights Ordinance (slides available in agenda packet)
 - i. Jason moves to approve the proposed changes to the Charlottesville Human Rights Ordinance. Wolfgang seconds the motion.
 - 1. Approved: 7
 - 2. Abstained: 0
 - 3. Opposed: 0
 - a. The motion passes
- b. Director provides overview of changes to HRC Rules and Procedures
 - i. Jason moves to approve the proposed changes to the Charlottesville Human Rights Ordinance. Wolfgang seconds the motion.
 - 1. Approved: 7
 - 2. Abstained: 0
 - 3. Opposed: 0
 - a. The motion passes
- c. Work Plan Check-in
 - i. Commissioners discuss scheduling for their 2025 Annual Planning Meeting
 - 1. The 2025 Annual Planning Meeting is tentatively scheduled for Saturday, March 22nd 2025
- d. Confirmation of Work Session on 1/2/2025
 - i. Chair decides not to hold the January Work Session
 - ii. The next meeting is scheduled for January 16th, 2025 at 6:30pm

6. MATTERS BY THE PUBLIC

- a. Public Comment
 - i. None
- b. Commission Response to Matters by the Public
 - i. None

7. COMMISSIONER UPDATES

- a. Commissioner shares that Virginia state legislators are concerned with potential that localities that do not cooperate with federal immigration law enforcement could face federal pressure
- b. Commissioners discuss updates on low-barrier shelter provided at last City Council meeting
 - i. Another Commissioner shares that there has been an increase in the need for shelter for unhoused families in recent weeks

8. NEXT STEPS

- a. Ernest
 - i. Contact community members to ask about interest in exploring options for Vinegar Hill reparations

9. ADJOURN

- a. Meeting adjourned at 7:38pm

Attachment 6



City of Charlottesville Office of Human Rights Monthly Report: January 2025

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.
 - December 13: OHR staff received confirmation from HUD Office of General Counsel that the draft revisions met substantial equivalence requirements.
 - December 19: Adoption of amended Charlottesville Human Rights Ordinance by Human Rights Commission.
 - January 6: Scheduled first reading of amended Ordinance by City Council (meeting was canceled due to inclement weather).
 - January 21: Scheduled first reading of amended Ordinance by City Council.
- 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 currently no confirmed tabling opportunities between now and the next HRC meeting. Please let Lily know if you hear of anything that we could table!

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	5	50
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	12	14	19	187
Total outreach activities	17	19	18	31	25	19	22	23	15	17	16	24	246
Total unique primary collaborators (estimate)	No monthly count only total count												
Total collaborative activities	16	17	17	29	24	18	20	20	14	16	13	22	226
Total attendees at service provision events	79	146	5	48	77	142	53	87	95	36	9	54	831
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	391	377	4393

Service Provision Data:

- Current status
 - Complete data entered through December 2024.
 - Next report will begin with 2025 data.
- 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	323	220	202	2830
Total Incoming Contacts	122	154	56	354	275	124	89	102	139	196	117	114	1842
Average Incoming & Outgoing Contacts/Day	8	9	5	19	18	12	7	10	11	14	12	10	11
Average Incoming Contacts/Day	6	8	3	16	13	7	4	5	7	9	7	6	7
Total Unique Individuals Served (rough count due to some anonymous contacts)													242
Contacts in Spanish	6	1	0	6	0	1	1	5	5	7	0	3	35
Total Staff Follow-ups (Outgoing)	36	16	28	54	72	60	35	40	48	68	49	65	571
Total Third-Party Contacts (Outgoing)	13	8	16	11	39	53	30	69	42	59	54	23	417
Total Individual Follow-ups (Incoming)	81	128	16	310	222	76	29	56	68	111	55	80	1232
Total Third-Party Contacts (Incoming)	18	10	23	31	35	35	34	34	53	66	48	14	401
Total Inquiries (Incoming)	20	15	17	12	16	13	24	12	17	19	13	18	196
Total Complaints (Incoming)	3	1	0	1	2	0	2	0	1	0	1	2	13
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	46.29	27.10	34.08	357.66
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	2.00	3.35	9.63
Total Duration of Information Contacts	3.44	1.12	0.64	3.77	1.45	3.79	3.96	6.31	3.66	10.41	3.44	3.36	45.35
Total Duration of Intake Activity Contacts	16.85	12.83	3.92	30.20	12.86	5.99	11.69	4.83	5.73	17.86	8.31	19.47	150.54
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	0.81	1.47	16.12
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	0.08	0.00	5.62
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	5.41	2.68	67.80
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	7.05	3.75	62.60
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	5.39	2.18	48.78
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	0.66	1.57	2.88
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	1.00	0.00	1.00
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%	26%	11%	18%
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	0.64	0.08	5.92

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
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	0.24	0.08	11.74
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	0.50	0.50
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	2.04	2.18	19.26
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	0.25	2.06
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	2.46	1.12	16.04
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	1.25	0.41	6.85
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	41	30	407
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	37	22	331
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	3	8	17
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & LH)	0	0	0	0	0	0	0	0	0	0	1	0	1
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%	19%	15%	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	3	2	16
Total N&A City Agency Liaison Contacts	10	2	0	1	0	1	5	1	0	7	8	1	36
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	3	1	89
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	14	22	140
Total N&A Legal Aid Liaison Contacts	0	2	6	0	1	0	1	0	0	1	0	1	12
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	1	11
Total N&A Other Contacts	8	5	2	2	0	2	2	2	1	3	2	3	32
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	5	7	51
Total Inquiries: P.A. - Housing	7	0	1	1	7	6	10	2	5	8	1	5	53
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

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Inquiries: P.A. - Other (Unprotected)	4	10	9	9	3	3	3	8	7	7	6	6	75
Data check: Total Inquiries by P.A. = Total Inquiries	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Total Complaints: P.A. - Employment	0	0	0	0	1	0	1	0	1	0	1	1	5
Total Complaints: P.A. - Housing	2	0	0	1	0	0	1	0	0	0	0	1	5
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
Total Employment Inquiries & Complaints	4	4	4	1	5	4	11	1	6	2	6	8	56
Employment inquiries & complaints in Charlottesville	2	1	2	1	2	2	4	0	6	2	2	5	29
Employment inquiries in Albemarle Co.	2	1	1	0	3	0	5	1	0	0	2	3	18
Employment inquiries in other and unspecified localities	0	2	1	0	0	2	2	0	0	0	2	0	9
Total Housing Inquiries & Complaints	9	0	1	2	7	6	11	2	5	8	1	6	58
Housing inquiries & complaints in Charlottesville	5	0	1	2	4	3	3	2	3	8	1	5	37
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	1	8
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	7	6	6	75
Other (Unprotected) inquiries & complaints in Charlottesville	0	2	5	2	0	0	1	3	0	1	2	0	16
Other (Unprotected) inquiries in Albemarle Co.	0	0	0	0	0	1	0	0	1	0	1	0	3
Other (Unprotected) inquiries in other and unspecified localities	4	8	4	7	3	2	2	5	6	6	3	6	56
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	1	6
Total I&C: P.C. - Disability	6	1	3	2	7	1	5	1	2	5	2	6	41
Total I&C: P.C. - National Origin	4	3	0	0	0	1	5	1	2	0	0	2	18
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	2	2	11
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	1	1	5
Total I&C: P.C. - Gender Identity	1	0	0	1	0	0	0	0	0	0	1	0	3

[illegible]

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
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
Total Pub. Accom. Comp.: P.C. - Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Color	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Gender Identity	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Sexual Orientation	0	1	0	0	0	0	0	0	0	0	0	0	1
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	0	4	3	12	20
Total Closed Inquiries	20	15	17	12	15	13	24	12	17	15	10	6	176
Total Open Complaints	1	1	0	1	1	0	2	0	1	0	1	2	10
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: Finding	1	0	0	0	0	0	0	0	0	0	0	0	1
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	13	14	10	6	123
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	3	0	0	0	10
Primary Service: Case Administration	5	10	13	30	227	87	7	49	59	66	56	23	632
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	25	21	70
Primary Service: Information	43	14	8	45	16	39	38	61	31	128	43	42	508
Primary Service: Intake Activity	89	131	30	325	124	56	55	32	37	61	46	76	1062
Primary Service: Investigation Activity	2	5	1	0	2	14	15	6	13	9	8	10	85
Primary Service: Mediation Activity	1	0	16	6	12	24	5	1	0	0	1	0	66
Primary Service: Navigation & Advocacy	31	18	19	13	5	15	31	60	86	58	41	30	407

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.
CY2024 HRC & OHR Annual Report	Initiated and projected to be completed in February 2025.

Active Complaints:

Case #	Protected Activity	Protected Class(es)	Status
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2023-2	Employment	Religion, National Origin	New named Respondent. Preparing to send updated notice.
2024-2	Housing	Age, Disability	Alternative dispute resolution in progress.
2024-3	Public Accommodation	National Origin, Sexual Orientation	Alternative dispute resolution in progress.
2024-3R	Public Accommodation	Retaliation	Alternative dispute resolution 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.
2024-10	Employment	Marital Status	Awaiting Respondent response to offer of alternative dispute resolution.
2024-11	Employment	Sex, Marital Status	Awaiting Respondent response to offer of alternative dispute resolution.
2024-12	Housing	Disability	Awaiting Respondent response to offer of alternative dispute resolution.

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.
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.

Date	Roles (Sec. 433)	Duties & Responsibilities	Primary Action	Summary & Analysis
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.
11/7/2024	Sec. 2-433. (c) City Policies	Sec. 2-435 Systemic issues	Council Recommendation	The Commission voted to adopt a letter to City Council recommending policies and practices related to equitable and low-barrier year-round shelter for people facing homelessness, effective right to counsel for tenants in eviction proceedings, and support for the City Manager's plan to address homelessness. The letter was submitted to City Council on January 3, 2025.
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.
11/21/2024	Sec. 2-433. (c) City Policies	Sec. 2-435 Systemic issues	Council Recommendation	The Commission voted to adopt a letter to City Council regarding advocacy for effective right to counsel for tenants facing eviction. The letter was submitted to City Council on January 3, 2025.
12/19/2024	Sec. 2-433. (f) Commission Policies	Sec. 2-435 Systemic issues	Council Recommendation	The Commission made minor changes to language in the HRC Rules & Procedures to clarify the nature d purpose of its Annual Planning meeting in March.
12/19/2024	Sec. 2-433. (d) Federal Workshares	Sec. 2-439.1 Enforcement authority	Council Recommendation	The Commission voted to adopt changes to the Charlottesville Human Rights Ordinance for recommendation to City Council. The changes included amendments recommended by HUD for substantial equivalence to federal fair housing law, as well as changes to other sections to clarify terms and procedural protocols.
12/22/2024	Sec. 2-433. (b) Awareness and Guidance	Sec. 2-434 Community dialogue and engagement.	Community Event	Four commissioners attended a service provision outreach event in conjunction with OHR staff.

Attachment 7

**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 – 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) ◦ Finalize effective right to counsel letter • Actions Between Meetings ◦ Nomination committee will send out a call for nominations

Month	Actions
December	• Work Session (12/5: City Space) ◦ Public Hearing preparation with City Attorney's Office (tentative) • Regular Meeting (12/19: City Space) ◦ Officer Nominations ◦ Amend Rules & Procedures to reflect new election timeframe ◦ Review amended Charlottesville Human Rights Ordinance • Actions Between Meetings ◦ Chair to provide update on reparations ◦ Vice Chair to send out Doodle poll for date for annual meeting in March
January	• Work Session (1/2: City Space) • Regular Meeting (1/16: City Space) ◦ Officer elections ◦ Plan date for Annual Meeting in March • Actions Between Meetings
February	• Work Session (2/6: City Space) • Regular Meeting (2/20: City Space) ◦ Planning for Annual Meeting • Actions Between Meetings