



**Human Rights Commission  
Regular Meeting  
July 15, 2021  
6:30pm  
Virtual/Electronic Meeting**

**Agenda Packet Attachments**

1. HRC Regular Meeting Agenda
2. 06-17-2021 DRAFT HRC Regular Meeting Minutes
3. 06-03-2021 DRAFT HRC Community Engagement Committee Meeting Minutes
4. 06-03-201 DRAFT HRC Legal Representation Committee Meeting Minutes
5. 06-04-2021 DRAFT HRC Housing Committee Meeting Minutes
6. 06-04-2021 DRAFT HRC Accessibility Committee Meeting Minutes
7. OHR Staff Report

# Attachment 1



**Human Rights Commission  
AGENDA  
Regular Meeting  
July 15, 2021  
Virtual/Electronic Meeting  
6:30pm**

Please take Notice that this virtual meeting of the Human Rights Commission is for the purposes of planning, developing and drafting management and administration documents for the Human Rights Commission. For the purpose of addressing issues during the quarantine, this virtual meeting will be a limited public forum to discuss the agenda items designated under Section 5 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 under Section 5 or that pertain to topics outside the scope of this Agenda. Members of the public are limited to three minutes of comment time per person related to the Agenda below. A maximum of sixteen public comment time slots are allotted per meeting. This will be a virtual/electronic meeting open to the public and registration information is available at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom).

**Link to Human Rights Commission shared Box folder:** <https://app.box.com/s/xty3wnn2s1tj8h7trkknvd79bipyxezy>

**1. WELCOME**

- a. CALL TO ORDER
- b. ROLL CALL
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

**2. MATTERS BY THE PUBLIC**

- a. PUBLIC COMMENT (Webinar attendees use the "raise hand" function, phone attendees use \*9)
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

**3. MINUTES**

- a. 20210617 HRC Regular Meeting\*

**4. BUSINESS MATTERS**

- a. CHAIR UPDATE
- b. OHR STAFF REPORT

**5. WORK SESSION**

- a. AD-HOC COMMITTEE UPDATES
  - i. Accessibility Committee
  - ii. Community Engagement Committee
  - iii. Housing Committee
  - iv. Legal Representation Committee
- b. NEW BUSINESS

**6. MATTERS BY THE PUBLIC**

- a. PUBLIC COMMENT (Webinar attendees use the "raise hand" function, phone attendees use \*9)
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

**7. COMMISSIONER UPDATES**

**8. NEXT STEPS & ADJOURN**

\* ACTION NEEDED

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 970-3182 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

# Attachment 2



**Human Rights Commission  
Meeting Minutes  
Regular Meeting  
May 20, 2021  
Virtual/Electronic Meeting  
6:30 pm**

Public link to meeting rebroadcasts on Boxcast: <https://boxcast.tv/channel/vabajtzeuyv3iclkx1a>

Public link to HRC documents on Box: <https://app.box.com/s/xy3wnn2s1tj8h7trkknvd79bipyxezy>

**1. WELCOME**

- a. CALL TO ORDER
  - i. Chair, Mary Bauer, called the meeting to order at 6:35 pm
- b. ROLL CALL
  - i. Mary Bauer
  - ii. Kathryn Laughon
  - iii. Jeanette Abi-Nader
  - iv. Ernest Chambers
  - v. Jessica Harris
  - vi. Wolfgang Keppley
  - vii. Sue Lewis
  - viii. Tobiah Mundt
  - ix. Alex Oxford
  - x. Lyndele von Schill
- 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 May 6, 2021
  - i. Vote
    1. In favor: 9
    2. Can live with: 0
    3. Opposed: 0
    4. Abstained: 0
  - ii.

**4. BUSINESS MATTERS**

- a. OHR Staff report
  - i. Staff reviews key points on written staff report from agenda packet.
  - ii. Chair requests update on Director hiring process
    1. Staff notes that the City Manager has offered the Commission a

- chance to be a part of the hiring process
- iii. Ashley Reynolds Marshall, Deputy City Manager for REDI provides an update regarding hiring process
    1. Has not yet seen applicants yet
    2. Process is in Human Resources' hands currently
    3. Confirms that City Manager would like HRC involved in process
  - iv. Chair asks Ashley how HRC should engage in hiring process
    1. Ashley reports that the City Manager will contact HRC and OHR regarding involvement in the hiring process
  - v. Commissioner asks if application period for the Director has closed
    1. Ashley confirms that it has closed
    2. Notes that Human Resources will likely share a jump drive with all candidate information soon
      - a. This was the process for the PCRB Director hiring
  - vi. Chair expresses need to think about HRC official action between regular meetings regarding the hiring process, as this would require public notice if more than one Commissioner were to participate
    1. OHR staff reads the email below from the City Manager, which offers several options for HRC participation:
      - a. *"The Commission will definitely be included in the initial round of the hiring process as well as will be asked as the Commission for the consent to hire a recommended Director. There are two ways the Commission may participate. Up to two members of the Commission may participate in interviews as panel members, or the whole Commission may meet within an approved closed meeting and interview a short list of candidates and make a recommendation to the City Manager. City Manager would in turn at a later meeting make a recommendation back to the Commission for their consent. I am OK with either. The meeting as a whole may add some time to the process (a little) because a special meeting may have to be added. I would welcome your input on your preferred participation."*
  - vii. Chair suggests that HRC participate, as a whole, in the interview process
    1. Commissioners express general support for this option
    2. Concern expressed that, due to scheduling, some Commissioners may not be able to participate
  - viii. Chair asks about the potential for HRC in-person meetings
    1. OHR staff reports that City Space is still closed to the public with no definite re-opening date
    2. OHR staff notes that office will open when two interns start in June
      - a. Will open to in-person appointments and follow mask

- protocol when members of the public are present
3. Commissioner expresses support for continuation of virtual meetings noting the accessibility of virtual meetings
    - a. Suggests that virtual might be the default unless in-person is needed or that if in-person becomes the standard that a virtual option remain available
  4. OHR staff notes that the HRC may still have the opportunity for televised broadcast of in-person meetings
- ix. Commissioner asks about the OHR Departmental Scorecard – Do other departments have this and how much time does it take to maintain it?
1. OHR staff provides an overview of the scorecard system
    - a. Notes that the scorecard serves as a foundation for the OHR/HRC annual report
    - b. Notes that satisfaction and participation survey results are limited due to insufficient staffing to complete the work
      - i. Intent to conduct individual services satisfaction surveys with support of summer interns

b. Chair Update

- i. Notes that Shantell Bingham has left Charlottesville and is no longer a member of the Commission
    1. Suggests that HRC should consider appointing a new member to the Housing Committee to continue its work
  - ii. Raises the question of follow-up regarding HRC statement on police violence and City budget transparency
    1. Commissioner asks if there was a response from Council
      - a. Chair notes that there was no response
    2. Commissioner suggests requesting a response from Council
    3. Commissioner suggests a request for response by email prior to attending a Council meeting
      - a. Commissioner suggests presenting a specific request as to what the HRC would expect to see in the budget
    4. Commissioner asks if Ashley has seen the letter
      - a. Ashley has not read it yet, but acknowledges that it is in the HRC agenda packet
    5. **Mary will send an email follow-up to City Manager and City Council regarding the statement on police violence ahead of potentially raising the issue at a future Council meeting**
      - a. Commission shows general consensus to this action
- c. Time for Commissioner and Deputy City Manager introductions

**5. WORK SESSION**

a. Committee Reports

- i. Accessibility Committee (Committee Chair – Wolfgang)
  1. Did not meet since last HRC regular meeting
  2. Committee Chair is looking into language accessibility plans from other Commissions and cities
  3. Commissioner notes that one concern it would like to address is that ADA Coordinator is under NDS
  4. HRC Chair asks if City has an accessibility plan

- a. Committee Chair notes that ADA Transition Plan was last updated in 2013
    - b. HRC formerly had representation on the ADA Advisory Committee which assists the ADA Coordinator in drafting the ADA Transition Plan
    - c. HRC has not been invited to provide input this time yet
  5. HRC Chair asks if the ADA Transition Plan addresses language issues or only ADA issues
    - a. Committee Chair notes that the Plan only addresses disability issues as relate to the ADA
  6. HRC Chair asks if the City has a language access plan for non-English speakers
    - a. None known
  7. Accessibility Committee next steps
    - a. Schedule a committee meeting before the next HRC regular meeting in June
    - b. Research City's current language accessibility plans, if any, and discuss possibility of further action if none exists
    - c. Continue dialogue with ADA Advisory Committee and ADA Coordinator regarding updates to the ADA Transition Plan
- ii. Community Engagement (Committee Chair – Jessica)
  1. Committee Chair provided a summary of the previous committee meeting
  2. OHR staff follow-up
    - a. In discussion with City Manager, Deputy City Manager for REDI, and Communications Director about the key points raised in the last committee meeting regarding social media and communications generally.
    - b. Notes that draft resolution regarding HRC actions between meetings is included in agenda packet as a potential template for the committee to use as a communications plan resolution
  3. Deputy City Manager for REDI follow-up
    - a. Confirms the ability to create City emails for all Commissioners
      - i. Allows easier archive and FOIA
    - b. Online posting of HRC work
      - i. OHR staff can create links to HRC work and documents from OHR website
      - ii. Once Commissioners have City emails can move from Box to One Drive
    - c. Facebook
      - i. No other boards and commissions have Facebook
      - ii. Some City departments use for "breaking news" announcements, ex. utility or public works updates



- iii. Suggest adding OHR staff and other key City staff to existing Facebook account that Charlene can access
  - iv. A Communications team member will be included as an admin. for auto-archiving
  - v. Once Director is in place, will discuss whether Director or other OHR staff will manage site
  - vi. If HRC has other events or community announcements can share with Communications for publication on City media accounts
- d. City email distribution list
- i. Can move subscribers from Mail Chimp to this system
  - ii. Subscribers can choose the types of City information they would like to receive
  - iii. Would likely increase number of people who sign up for information as Human Rights will be included on the list
- e. Other public engagement tools
- i. Townhall-type tools for community surveys and other engagement
  - ii. May offer other times for people to engage outside of live meeting times
  - iii. Improves accessibility
- f. Proposal for hybrid live/ virtual meetings
- i. Confirms that this will be offered for 8 boards and commissions
  - ii. Brian has suggested that HRC be one of the 8
  - iii. Would include TV broadcast, Boxcast, and other archive options
4. Committee Chair asks for confirmation that HRC statements can be posted on City website and Facebook
- a. Deputy City Manager confirms
  - b. Cannot go on homepage banner of City website
    - i. Not a City statement
5. Committee Chair asks if HRC can provide the content for OHR staff to post on Facebook
- a. Deputy City Manager confirms
  - b. City staff will be on the admin. for
    - i. Technical assistance
    - ii. Legal questions
    - iii. Responses to offensive public comments
    - iv. Archiving
    - v. Will not micro-manage page
    - vi. May also hire a social media expert to assist
  - c. Deputy City Manager suggests not using Twitter
    - i. Requires constant management
    - ii. Facebook is a more functional platform for the

purposes of the HRC

6. Committee Chair notes that for some Twitter is the primary platform and suggests that it might be worth still considering
7. Commissioner raises idea of virtual Commissioner participation in future meetings as a means of furthering accessibility
  - a. Notes specifically that night driving can be difficult for individuals with visual impairments and thus an in-person meeting requirement is a barrier
8. Chair asks if the hybrid meeting approach will included continued virtual participation by Commissioners
  - a. Deputy City Manager response
    - i. References potential regulation that prohibits continued virtual meetings following the lifting of emergency order by Governor
  - b. Deputy City Attorney response
    - i. Under FOIA laws, after the state of emergency executive orders are repealed, Commissioners must resume in-person meetings
    - ii. HRC has some provisions in its bylaws that allow limited remote participation
    - iii. Members of the public can still participate remotely through the hybrid approach, but Commissioners must be physically present
    - iv. City Council has authority to continue its state of emergency for an additional six months beyond the repeal of the Governor's order
9. Chair asks about timeframe for City re-opening
  - a. Deputy City Attorney response
    - i. Current understanding is that by the time school starts in the fall of 2021 the City will back to full, in-person operations
10. Commissioner asks if some Commissioners can participate virtually if there is an in-person quorum
  - a. Deputy City Manager response
    - i. Under FOIA laws, Commissioners must be present to vote
    - ii. Bylaws allow limited remote participation, pursuant to state FOIA law
11. Commissioner suggests that this could be a matter to raise in the HRC's General Assembly legislative agenda recommendations to Council
12. Chair asks what actions the HRC needs to take to verify its interest in pursuing hybrid meetings in the future
  - a. Deputy City Manager response
    - i. Asks that the HRC record in the minutes if there is consensus regarding
      1. City emails for Commissioners
      2. Desire for hybrid meetings, post-pandemic

13. OHR staff asks if state FOIA law allows for reasonable accommodation on the basis of disability for remote meeting participation
    - a. Deputy City Attorney response
      - i. State law addresses illness or need to care for a family member
  14. Chair asks Commission if there is general consensus regarding the adoption of City emails for Commissioners
    - a. All in favor
  15. Chair asks Commission if there is general consensus regarding the desire for hybridized meetings once the state of emergency is lifted
    - a. All in favor
- b. Housing Committee (Committee Co-Chair – Tobiah)
    - i. Committee did not meet since last HRC regular meeting
    - ii. Request for additional members
      1. Kathryn Laughon volunteers
      2. Sue Lewis volunteers
    - iii. Chair notes recent activity regarding zoning and the desire by CLIHC and other groups to respond from the standpoint of racial equity
    - iv. Committee will schedule a meeting
  - c. Legal Representation Committee
    - i. Jessica provides a summary of the previous meeting
    - ii. Draft resolution under consideration
    - iii. Committee will plan to meet again before next HRC regular meeting
  - d. OHR staff requests volunteer note-takers for committee meetings
    - i. General consensus that committees can handle note-taking

## **6. MATTERS BY THE PUBLIC**

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

## **7. COMMISSIONER UPDATES**

- a. Sue
  - i. VAHR update
    1. All HRC members are on roster
    2. VAHR annual meeting: June 5, 2021
  - ii. Commissioner asks if there is any prep work before VAHR meeting
    1. Sue notes that there is no prep work
    2. Focus may be on Commission best practices
- b. Jeanette
  - i. Cville Plans Together taking input on
    1. Comprehensive Plan
    2. Land Use Plan
    3. Affordable Housing Plan
  - ii. Link to public input site
    1. <https://cvilleplanstogether.com/>
  - iii. CLIHC has a sign-on regarding the Affordable Housing Plan
  - iv. Cultivate Charlottesville has a sign-on regarding Food Equity

- v. Notes that at the last Planning Commission Steering Committee meeting there was public resistance to density increases
  - 1. Encourages HRC to view this as an equity issue
- vi. Commissioner notes that the land-use survey is daunting and that skimming through the first pages may be helpful to get to the actual survey
- vii. Public comment is due on May 31<sup>st</sup>
  - 1. It will likely be extended, as there is interest in a longer comment period
- viii. OHR staff response
  - 1. Notes that Liz Russell, Planning Commissioner, reached out regarding equity concerns
  - 2. Asks if HRC would like a representative from the Planning Commission to attend and present concerns to the HRC
- ix. Chair asks if this should be a Housing Committee or full Commission issue
  - 1. General consensus that the full Commission would like to engage
  - 2. May still be valuable even if public comment period is closed
- x. **Next steps regarding Comprehensive Plan advocacy**
  - 1. Jeanette will reach out to Cville Plans Together about participation in the next HRC regular meeting
  - 2. OHR staff will reach out to Liz Russel about participation in the next HRC regular meeting

## **8. NEXT STEPS**

- a. OHR staff will work with committees to schedule meetings before the June HRC regular meeting
- b. Mary will send an email follow-up to City Manager and City Council regarding the statement on police violence ahead of potentially raising the issue at a future Council meeting
- c. **Next steps regarding Comprehensive Plan advocacy**
  - i. Jeanette will reach out to Cville Plans Together about participation in the next HRC regular meeting
  - ii. OHR staff will reach out to Liz Russel about participation in the next HRC regular meeting

## **9. ADJOURN**

- a. Meeting adjourned at 8:10pm.

# Attachment 3



**Human Rights Commission  
Meeting Minutes  
Community Engagement Committee  
June 3, 2021  
Virtual/Electronic Meeting  
5:00 pm**

Public link to meeting rebroadcasts on Boxcast: <https://boxcast.tv/channel/vabajtzeuuyv3iclkx1a>

Public link to HRC documents on Box: <https://app.box.com/s/xy3wnn2s1tj8h7trkknvd79bipyxezy>

**1. WELCOME**

- a. CALL TO ORDER
  - i. Committee Chair, Jessica Harris, called the meeting to order at 5:11 pm
- b. ROLL CALL
  - i. Jessica Harris
  - ii. Lyndele von Schill
  - iii. Andy Orban
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

**2. MATTERS BY THE PUBLIC**

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

**3. MINUTES**

- a. Review of minutes from 05-26-2021
  - i. Vote
    1. In favor: 3
    2. Can live with: 0
    3. Opposed: 0
    4. Abstained: 0

**4. WORK SESSION**

- a. OHR staff presents draft of guidelines for public engagement resolution.
  - i. OHR staff has written first draft
  - ii. Subcommittee to review draft
  - iii. Doc is provided as starting point, language is taken from previous resolutions "whereas language"
  - iv. Example resolution intended to provide guidelines for future public engagement from HRC chair and provide clear protocol
  - v. Subcommittee to recommend approval to full HRC when draft is finished.
  - vi. Provided on the Box document website for editing by subcommittee.
- b. Lyndele: Is this language required?
  - i. Can we use plain language? That kind of officious legal language can be daunting.
  - ii. Is it inaccessible to have legal language?
  - iii. If not required, can we make it more legible, easier to read?

- c. OHR staff response
  - i. Language is from previous resolutions, based on convention.
  - ii. Don't know if it's required.
  - iii. **Will follow up and ask.**
- d. Jessica: A lot of our work is words, maybe we need graphics to explain.
  - i. Combination of graphics and simple terms, i.e. infographic.
  - ii. Difficult to understand wording also creates a language barrier
  - iii. Should we create supplementary documents in non-technical terms?
- e. OHR staff response
  - i. We do now have a website we can add materials as "companion documents"
  - ii. Would need to run more sensitive stuff by Allyson [Davies, City Attorney's Office]
- f. Jessica: Can we start on one document, like the HRC Ordinance?
- g. OHR staff response
  - i. Keep in mind the ordinance will need to be revised with the FHAP language which may add something like 15 addition pages, so may not be the best place to start
- h. Jessica: Maybe the community engagement plan?
  - i. Go with a two-pronged approach, develop the draft detailed language while also preparing infographic
  - ii. Jeanette had offered at last meeting to prepare a draft resolution
  - iii. Ask Todd to share HRO community outreach flyers he prepared recently
- i. OHR staff response
  - i. Current and old materials are available on the Box website
  - ii. Continuing to work on revising old materials
  - iii. Re-entry resource guide has not been added to the Box website
- j. Jessica: Mentions handing out brochures with Todd at Friendship Court.
  - i. "One thing I love about doing outreach is you actually don't know what you don't know or what you're not presenting most effectively until you're talking to people and then you're like, Oh, I need to change this I need to adapt that"
  - ii. Brochure possibly missing something to provoke a person to reach out to the HRO. What do we do, why would you reach out?
  - iii. Can we look at the HRO outreach brochure that we were giving out at Friendship Court?
- k. Todd: screenshare of 2 page brochure  
<https://app.box.com/s/hrsdwb4xhgyo8lxohuh0347kx2hacb29>
  - i. larger [previous] brochure had more details about "protected classes," etc.
  - ii. This is a simplified brochure, the goal is to prompt someone to call the [Human Rights] Office.
  - iii. The people who call have stories, and no two stories are the same.
  - iv. "So that in that I do get into detail in here I just want people to call me, even if they don't know if it's discrimination."
- l. Lynde: Excellent plain language example
- m. Jessica: I really just feel like "#CallTodd" should be a thing!
  - i. Like the simple language of the brochure
  - ii. Wonder if people hesitate because they think sometimes a thing has to be a big major thing and an explicit thing that happened.
  - iii. "As a black woman, a lot of my discrimination hasn't been these big major things they've been these micro aggressions that have built up over time."
  - iv. I'm aware of them, but someone may not know. They have an experience like a hostile work environment and may not be conscious of seemingly minor triggers. We can provide something that says: "you don't know, but you feel like something's not right." Then follow up with a call to Todd/ HRO.
- n. Todd: Great idea, can add that to the brochure.
  - i. A way to tell people not to hesitate, just call if you feel in your gut that something is not right.
- o. Lynde: Instead of the City logo on the brochure, maybe a graphic of someone looking

- concerned.
- p. Todd: has stock image
  - i. could add pictures with a tag line like "Has something happened that makes you feel that you've been discriminated against? Call me."
- q. Jessica: Could it be something more durable, like laminated brochure or refrigerator magnet?
  - i. Is there budget for it?
- r. Todd: We do have magnets but they're out of date.
  - i. Should consider #CallHumanRightsOffice or something not tied to one person.
  - ii. Send me ideas of the design and I can look into printing them.
- s. Jessica: **will follow up with graphics and language for magnet.**
  - i. Post flyers in public spaces
- t. Human Rights Ordinance distilled into poster form
- u. Lyndele: **Will start document of simplified ordinance language and put it on the Box website.**
  - i. Will start drafting a communications plan. (Where to put posters, and other outreach material.) Add to Box website.
- v. Todd: Would need to develop resolution for full HRC approval in order to codify steps we are taking. A document we can refer back to & cover our bases.
- w. **Reach out to Jeanette to see if we can get a draft of the community engagement resolution for the next subcommittee meeting.**

## 5. MATTERS BY THE PUBLIC

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

## 6. NEXT STEPS

- a. **OHR Staff**
  - i. **Will ask if the standard formal resolution language is required or if it can be rephrased to be easier to understand.**
  - ii. **Will update brochure by**
    - 1. **Removing logo**
    - 2. **Adding a tag line to encourage people to call**
    - 3. **Adding photos of people**
- b. **Jessica**
  - i. **Will send ideas for an update OHR magnet**
- c. **Lyndelle**
  - i. **Will start a draft simplified language version of the Human Rights Ordinance on Box**
- d. **Not assigned**
  - i. **Follow up with Jeanette regarding draft community engagement resolution**

## 7. ADJOURN

- a. Meeting adjourned at 5:43pm



# Attachment 4



**Human Rights Commission  
Meeting Minutes  
Legal Representation Committee  
June 3, 2021  
Virtual/Electronic Meeting  
6:00 pm**

Public link to meeting rebroadcasts on Boxcast: <https://boxcast.tv/channel/vabajtzeuyv3iclqx1a>

Public link to HRC documents on Box: <https://app.box.com/s/xy3wnn2s1tj8h7trkknvd79bipyxezy>

**Meeting not called to order due to lack of Commissioner attendance.**

Pending HRC Approval

# Attachment 5



**Human Rights Commission  
Meeting Minutes  
Housing Committee  
June 4, 2021  
Virtual/Electronic Meeting  
5:00 pm**

Public link to meeting rebroadcasts on Boxcast: <https://boxcast.tv/channel/vabajtzeuyv3iclqx1a>

Public link to HRC documents on Box: <https://app.box.com/s/xy3wnn2s1tj8h7trkknvd79bipyxezy>

**Meeting not called to order due to lack of Commissioner attendance.**

Pending HRC Approval

# Attachment 6



**Human Rights Commission  
Meeting Minutes  
Accessibility Committee Meeting  
June 4, 2021  
Virtual/Electronic Meeting  
6:00 pm**

Public link to meeting rebroadcasts on Boxcast: <https://boxcast.tv/channel/vabajtzeuuyv3iclkx1a>

Public link to HRC documents on Box: <https://app.box.com/s/xy3wnn2s1tj8h7trkknvd79bipyxezy>

**1. WELCOME**

- a. CALL TO ORDER
  - i. Chair, Wolfgang Keppley, called the meeting to order at 6:02 pm
- b. ROLL CALL
  - i. Wolfgang Keppley
  - ii. Sue Lewis
- 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
  - i. None

**3. MINUTES**

- a. 03-31-2021 HRC Housing Committee Meeting Minutes
  - i. Minutes approved

**4. WORK SESSION**

- a. New Business
  - i. Justifying and Scoping a Language Accessibility Plan for the City
    1. Chair shares some initial background research on what Charlottesville is already doing
      - a. Since receipts of federal funding have to create and implement Language Access Plans (LAPs) for individuals with Limited English Proficiency (LEP), several departments within the City already have LAPS: CPD, Neighborhood Development Services, Transportation
    2. Sue wants to looking into the data, to learn more about language diversity in Charlottesville and what portion of the City could potentially benefit/need increase language accessibility
      - a. The 2012 census didn't capture language diversity, so the information we have access to is either dated, or only a portion of the city (data captured by City Schools, or non-profits)
      - b. We need to know this information

3. Ashley Reynolds Marshall, Deputy City Manager for REDI Office, explains the legal framework required by federal funding recipients, as well as her experience implementing a LAP with YWCA.
    - a. This sub-committee focuses on broader accessibility and inclusion rather than legal requirement, so the HRC has an opportunity to make a broader ask of the City.
    - b. Any data this subcommittee can find regarding LEP individuals in the city will likely help both OHR and the REDI Office
  4. Chair suggests that we request that the city provide Spanish-speaking interpreter services for city residents navigating all community services and for city council meetings.
    - a. Todd and Ashley share their experiences using language line services – the challenges and need to find quality specialized interpretation services.
- ii. Follow-up on work with ADA Office
    1. Chair is still discussing possibility of HRC presence in ADA Committee
    2. REDI Office is interested in being on the ADA Committee as well, and helping shape the forthcoming Transition Plan
  - iii. JAUNT Invitation
    1. HRC Sub-Committee is invited to tour JAUNT facility
    2. Sue Lewis will attend this, Chair will pass along questions to be answer by JAUNT during this meeting

## 5. MATTERS BY THE PUBLIC

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

## 6. NEXT STEPS & ADJOURN

- a. Sue Lewis will reach out to Neighborhood Development Services to inquire about the DOJ Four-Factor Analysis, as well as their use and experience implementing a LAP
- b. Chair will reach out to International Rescue Committee about their language line services and thoughts on this initiative, as well as Sin Barreras through OHR staff
- c. Chair will also reach out to CPD regarding their use and experience implementing a LAP

## 7. ADJOURN

- a. Meeting adjourned at 7:01 pm

# Attachment 7











| Measures  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | TOTALS |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| Primary Service: Mediation Related Services         | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Primary Service: Outreach Coordination              | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Primary Service: Public Hearing                     | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Primary Service: Volunteer Coordination             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Primary Service: Helpline - COVID Response          | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Total Formal Investigations: - Employment           |     |     |     |     |     |     |     |     |     |     |     |     | 0      |
| Total Formal Investigations: - Housing              |     |     |     |     |     |     |     |     |     |     |     |     | 1      |
| Total Formal Investigations: - Public Accommodation |     |     |     |     |     |     |     |     |     |     |     |     | 1      |
| Total Formal Investigations: - Credit               |     |     |     |     |     |     |     |     |     |     |     |     | 0      |
| Total Formal Investigations: - Private Education    |     |     |     |     |     |     |     |     |     |     |     |     | 0      |

### Administrative and Reporting:

- 2020 Departmental Scorecard update completed
  - Link to Scorecard: [Human Rights \(clearpointstrategy.com\)](https://clearpointstrategy.com)
    - OHR Interns Ginny and Lily, as well as community volunteer Kraig Chapman have been working on gathering individual service satisfaction data from people with closed inquiries and complaints from 2019 and 2020
      - This work should be completed before the next HRC meeting in August and I will have uploaded the data to the Departmental Scorecard
- 2020 Annual Report in progress
  - Will use Departmental Scorecard as basis for the annual report
  - No requests from Council yet for annual or quarterly reports
- Amendments to Charlottesville Human Rights Ordinance for FHAP substantial equivalence in progress
  - Again, Ginny and Lily, have been instrumental in pushing this project forward
  - We have copied all the federal statutes into a single document for re-drafting into the Human Rights Ordinance
  - I have revised the language in the intake and investigative procedures to reflect our local office rather than the HUD office
  - The next step is to integrate the language into the Ordinance in the following ways:
    - Create a sub-section that stipulates the specifics of protections afforded, investigative procedure, determination of cause, and potential remedy that is specific to housing
    - Because I am doing this for housing, I will likely create two additional sub-sections with similar components, as follows
      - One section: employment
      - Second section: credit, private education, and public accommodations
      - The reason for sub-sectioning by protected activity is to isolate the components of the ordinance that are specific to FHAP, FEPA, and activities only enforceable under state law
      - This will make revisions for substantial equivalence much easier and will help us avoid the trap of accidentally making a revision related to one protected activity that affects the others (as per Eric Steinecker's cautionary tale about the locality in Missouri that lost their FHAP as a result of modifying their ordinance)
- No new work on FEPA agreement, as FHAP process take precedence

- Recall that the FHAP agreement provides substantial opportunities and resources to expand and improve the OHR, whereas the FEPA really only just increases workload with insufficient support to increase staffing or training.

#### **Active Investigations:**

- Case 2019-1
  - Public accommodation discrimination on the basis of race
    - Determination of probable cause served on 11/12/2020 by Acting City Manager John Blair
    - Complainant seeks facilitated settlement through mediator
    - Respondent refused mediation services offered by the OHR
    - Local attorney may be willing to serve as liaison with Respondent to negotiate conciliation
    - Awaiting follow-up from Complainant as to the result of conciliation attempt with local attorney
      - Staff has followed up, but has not gotten a response
- Case 2020-2
  - Housing discrimination on the basis of race
    - Investigation in progress
    - All interviews completed
    - All requested supplemental information received
    - Awaiting Complainant's rebuttal to Respondent
      - Staff has followed up, but has not gotten a response
- Case 2021-4
  - Employment discrimination on the basis of sex
    - Investigation authorized 05-03-2021
    - Investigation in progress

#### **Active Fact-finding Inquiries:**

- All Fact-finding Inquiries have shifted to Offers of Mediation

#### **Active Offers of Mediation:**

- Case 2021-1
  - Employment discrimination on the basis of race
    - Awaiting Complainant and Respondent replies to mediation offer.
      - Staff has followed up, but has not gotten a response
- Case 2021-3
  - Public Accommodation discrimination on the basis of sex and disability
    - Complainant and Respondent have agreed to mediate

- Mediation in progress.

#### **Outreach:**

- Service Provision
  - Most outreach on hold given staff capacity to address the overwhelming volume of active and incoming inquiries
  - Next opportunity for Commissioners to participate in outreach
    - August 6<sup>th</sup>, South First Street, 3:30pm to 5:30pm
    - Will be tabling the event and doing community clean-up work
    - Come join me at the table to talk to residents!
- Education & Awareness
  - On hold due to staff capacity.
- Facilitation & Leadership
  - Outdoor Equity
    - Beginning work on a developing a version of Charlene's Racial & Ethnic History of Charlottesville presentation that focuses on land and outdoor recreational space use
    - Potential for a collaborative public presentation in July
    - OHR interns are researching historical land use in open spaces in Charlottesville, Albemarle and the Blue Ridge
      - This information will be condensed into a presentation that parallels the Racial and Ethnic History of Charlottesville Presentation
      - The intent is to present this information publicly to community members attempting to take action to make public outdoor spaces more welcoming
  - Public Housing Association of Residents – Residents for Respectful Research (RRR)
    - MOUs with UVA completed and awaiting final signatures from the IRB
    - Cecilia Barber hired as RRR Coordinator
      - Developing process to hire and train RRR Resident Research Reviewers
  - Affordable Housing
    - Thomas Jefferson Planning District Commission (TJPDC) awarded the Virginia Eviction Reduction Pilot (VERP) planning grant
      - OHR staff asked to serve on VERP advisory committee, as the alternative dispute resolution representative, to provide guidance regarding program development
  - CRHA Resident Services Committee – Neighborhood Crisis Intervention sub committee
    - OHR staff participating in discussions around coordination of efforts across multiple sectors to address conflict intervention involving residents of public and subsidized housing