



**Human Rights Commission
Community Engagement Committee Meeting
Virtual/Electronic Meeting
7:00 pm**

Agenda Packet Attachments

1. Agenda
2. 06-03-2021 HRC Engagement Committee Meeting Minutes
3. Draft HRC Resolution HR21-1
4. Draft HRC Public Statement Template
5. Revised OHR brochure
6. Revised Fair Housing brochure

Attachment 1



**Human Rights Commission
AGENDA
Community Engagement Committee
August 5, 2021
Virtual/Electronic Meeting
7:00 pm**

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.

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. 06-03-2021 Engagement Committee Meeting Minutes*

4. WORK SESSION

- a. Draft of simplified language version of Human Rights Ordinance
- b. Draft of community engagement resolution
- c. New business

5. MATTERS BY THE PUBLIC

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- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

6. COMMISSIONER UPDATES

7. NEXT STEPS & ADJOURN

* ACTION NEEDED

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

Attachment 2



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Community Engagement Committee
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**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 3

**RESOLUTION TO ESTABLISH A LEGAL REPRESENTATION FUND FOR PARTIES TO A COMPLAINT OF DISCRIMINATION
CHARLOTTESVILLE HUMAN RIGHTS COMMISSION
RESOLUTION #: HR21-1**

WHEREAS, the role of the Charlottesville Human Rights Commission, hereinafter “the Commission,” is to act as a strong advocate for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights (City code Article XV. Sec. 2-433.); and

WHEREAS, the Charlottesville Human Rights Ordinance, hereinafter “the Ordinance,” states that the Commission will assist individuals who believe they are the victim of an act of unlawful discrimination in the City (City code Article XV. Sec. 2-433.b.); and

WHEREAS, the Ordinance states that the Commission will prepare recommendations to City Council as to policies and procedures the Commission believes are necessary for the performance of the roles, duties and responsibilities assigned to the Commission within this article, and for modification of operating procedures approved by City Council (City code Article XV. Sec. 2-433.f.); and

WHEREAS, the Ordinance states that the Commission will be responsible for identifying and reviewing policies, practices and systems of an institutional nature that may not constitute unlawful discriminatory practices but nevertheless produce disparities that adversely impact individuals on the basis of a status such as their race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, marital status, criminal record, income or disability (City code Article XV. Sec 2-435.a.2.)

WHEREAS, the staff of the Office of Human Rights, including the Director of the Human Rights Commission, hereinafter “OHR staff,” are neutral parties to the complaint and cannot provide legal advice to the Complainant or Respondent at any stage before, during, or after the investigation, mediation, determination of cause, appeal, or public hearing of the Commission regarding the complaint;

BE IT RESOLVED that the Commission hereby supports the creation of a legal representation fund to provide equitable access to legal services for parties to complaints of discrimination filed with the Charlottesville Office of Human Rights, provided such complaints have been authorized for further action by the Director of the Human Rights Commission.

The HRC recommends that the legal representation fund be available to both Complainants and Respondents who meet the following criteria:

1. The applying party must be the named Complainant or named Respondent in a case that has been authorized by the Director of the Commission for further action. Qualifying actions shall include one or more of the following:
 - a. Mediation
 - b. Investigation
 - c. Public Hearing
2. Individual Complainants shall have a household income of no more than 250% of the federal poverty guidelines.
3. Respondents shall meet one of the following criteria:
 - a. Individual Respondents, representing only themselves and not affiliated with a larger corporate entity, shall have a household income of no more than 250% of the federal poverty guidelines.

- b. Respondents that are entities incorporated with the Virginia State Corporation Commission, shall have a corporate net worth of no more than \$XXX.

The HRC further recommends that the following restrictions apply to the legal representation fund:

1. Funds shall only be used to employ the services of an attorney barred in the Commonwealth of Virginia.
2. Funds shall only be used to employ the services of an attorney for matters directly related to the complaint of discrimination for which the Director of the Commission has authorized further action.
3. The maximum amount of funding awarded to a single qualifying party shall not exceed \$XXX,000.
4. Payment for legal services will be made directly to the designated legal representative of the qualifying party upon provision of documentation detailing the specific legal services provided to the party.

The HRC further recommends that the following exclusions apply to the legal representation fund:

1. Legal services provided to a party to a complaint prior to application for and approval of funding from the legal representation fund shall not be reimbursable.
2. Legal services provided to a party to a complaint after the case has been deemed Dismissed or otherwise Closed shall not qualify for payment.
3. Legal services provided to a party related to the filing or litigation of a private civil suit in General District Court, seeking court-mandated relief related to an active, closed, or dismissed complainant, even if said complaint was previously approved for funding, shall not qualify for payment.

Dated this _____ of _____, 2020.

Mary Bauer, Chair, Human Rights Commission

Attachment 4

Charlottesville Human Rights Commission

Community Engagement Committee

Proposed Template for Commission Statements

DRAFT_August 5, 2021

- Purpose:** The Charlottesville Human Rights Commission (HRC) Subcommittee on Community Engagement would like to have a consistent way of amplifying critical issues in our community in a way that aligns with our values and vision.
- Use:** The proposed template will be used by the HRC to provide public statements to Council and the general public regarding emergent issues and will be kept on record on the HRC website page.
- Aims:** The development of statements from HRC gives the commission a way to speak on critical issues as they emerge and provide leadership and strategic direction recommendations to City Council and the public. We aim to have the language and format of the statement be accessible to all.
- Protocol:** Commissioners bring issues of importance to our committee meetings for discussion. The commission will outline key points, value statements, and recommendations to include. An individual commissioner (or sub-set of commissioners) will draft a statement using this template and submit it by email for approval by the whole commission. When approved by a majority of commissioners through email, the finalized statement will be presented to council during public comment, either by the HRC Chair, Vice Chair, Subcommittee Chair or assigned commissioner.
- Support:** Commissioners will opt in to sign on to the statement. If a commissioner is unavailable or does not desire to sign on to the statement they can choose to abstain.
- Record:** Statements will be kept in a central location on the HRC website page.
- Format:** The format is designed to be ADA accessible

Statement of the Charlottesville Human Rights Commission On
[Indicate Issue of Importance HERE]
[DATE]

Submitted by the following Human Rights Commissioners:

[Include list of Commissioners that have signed on to the statement, one on each line]

Mary Bauer (Chair)

Kathryn Laughon (Vice Chair)

Jeanette Abi-Nader

Ernest Chambers

Jessica Harris

Wolfgang Keppley

Susan W. Lewis

Tobiah Mundt

Andrew Orban

Alex Oxford

Lyndele von Schill

The role of the Charlottesville Human Rights Commission, as stated in Ordinance #O-21-021 is to act as a strong advocate for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights. In alignment of this mission, the Charlottesville Human Rights Commission stands in....[indicate core issue that we are supporting or decrying].

[THE CONTEXT: Provide supporting contextual information that includes key points such as:

- Historical references to the situation being addressed, highlighting any systemic inequities that are contributing factors;
- The values of the Commission that support our perspective;
- Information on how this issue ties to our overall city strategic values, goals, and priorities as well as specifics on the implications for upholding human rights]

[THE DATA: Provide supporting data that includes key points such as:

- Concise and key data that provides insight into the systemic or specific nature of the issue at the local level;

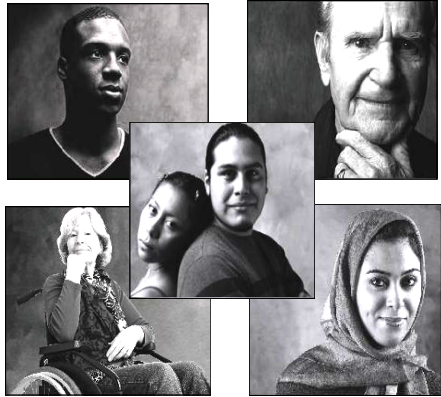
- Concise and key data that provides insight into the systemic or specific nature of the issue at the regional and/or federal level;
- Concise and key data that provides insight into the recommendations proposed.]

[THE RECOMMENDATIONS: Provide recommendations for action to include key points such as:

- Recommended actions we would like to see City representatives (Council, City Manager, City Staff) take;
- Budget implications if there are any;
- Community action steps that can be taken in support of this effort;
- Any action that the HRC will be taking.]

[WORKS CITED-include references to the works cited throughout our statement]

Attachment 5



Was that discrimination?

All people have the right to pursue employment and housing. All people have the right to access places and services that are open to the public. When your rights are denied, you may be the victim of unlawful discrimination.

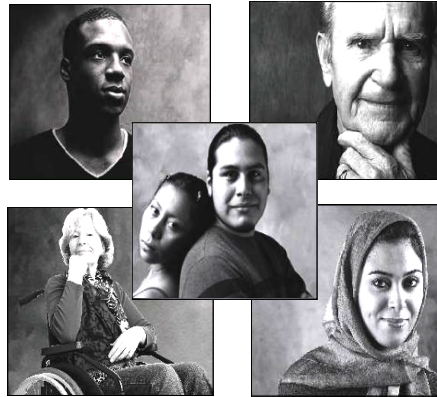
If you have questions about discrimination and your rights, please contact the **Charlottesville Office of Human Rights**.

Phone:

Office: 434-970-3023

Email:

humanrights@charlottesville.gov



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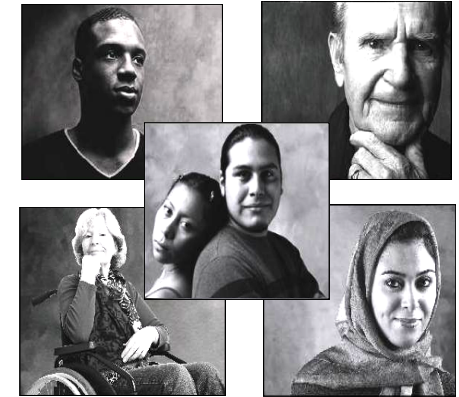
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What does the Office of Human Rights do?

The Office of Human Rights can answer questions and help you figure out the best way to address a concern of discrimination. Staff will listen to your story and ask you questions about what happened. If your concern is something the office can address directly, staff will walk you through this process. If another agency might be better able to help, staff will help you connect with the right agency and assist you with presenting your concern.

How do I contact the Office of Human Rights?

We can meet people for appointments at the office or in the community. We can also address many concerns remotely. Please reach out if we can be of assistance or to set up an appointment.

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Attachment 6

Protect Yourself

Take notes:

As you search for housing, keep a notebook and pen with you to write down who you talk to, the date you talk to them, and what they tell you.

Get it in writing:

If a landlord or property manager denies your application for housing, ask them to put their reasons in writing.

Know before you sign:

Before you sign a lease agreement, make sure you understand what each section means. Always make sure you have a signed lease agreement before you move in, and keep your copy.

Report discrimination:

If you feel like you are experiencing housing discrimination, contact one of the organizations on the back of this guide.

Need Help?

Any of the organizations listed below can offer you assistance with questions or concerns about your fair housing rights in Virginia.

Central Virginia Legal Aid Society
(CVLAS)
434-296-8851

Charlottesville Office of Human Rights
434-970-3023

Housing Opportunities Made Equal
(HOME)
804-354-0641

Legal Aid Justice Center
(LAJC)
434-977-0553

Virginia Fair Housing Office
1-888-551-3247

Virginia Poverty Law Center
804-351-5275
Or
804-351-5266

Fair Housing In Charlottesville



*How to recognize
potential housing
discrimination
and what to do
about it*



City of Charlottesville
Office of Human Rights

434-970-3023



Finding housing in Charlottesville can be difficult. Affordable rentals are in especially short supply. The addition of application fees and strict screening criteria can result in a long, expensive, and frustrating search. In such a challenging landscape, there is no room for illegal housing discrimination.

This guide can help you understand your rights as you search for housing and show you what to do if you feel you have experienced housing discrimination.

FAIR HOUSING PROTECTIONS

The Virginia Fair Housing Law makes it illegal to discriminate in residential housing on the basis of **race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, status as a veteran, or disability**. Below are a few examples of illegal housing discrimination:

- ◆ Telling you housing is unavailable, when in fact it is available.
- ◆ Showing you housing only in certain neighborhoods.
- ◆ Setting different terms, conditions, or privileges for sale or rental of a dwelling.
- ◆ Refusing to make reasonable modifications to a dwelling, even at your expense, to accommodate a disability.
- ◆ Harassing, coercing, or otherwise retaliating against someone for pursuing an allegation of housing discrimination.

If you feel you have experienced housing discrimination, contact one of the organizations listed on the back of this guide.

“SOURCE OF FUNDS”

This means that if you use a voucher, or some other form of financial assistance to pay for housing, a landlord in Virginia cannot deny you housing because of your method of payment. While there are some exceptions to this rule, it generally applies to any landlord that owns 5 or more properties in Virginia. Additionally, it is a potential violation of the Virginia Fair Housing Law if a landlord sets a minimum income requirement that is based on the full market rent as opposed to a voucher-holder's portion of the rent, or if the minimum income requirement is set so high that it systematically excludes all voucher holders.

CRIMINAL BACKGROUND

While having a criminal record is not a protected characteristic under fair housing law, criminal history-based restrictions on housing opportunities violates the law if, without justification, their burden falls more often people of one race or national origin over another. Additionally, if a housing provider treats individuals with comparable criminal history differently because of their race, national origin or other protected characteristic, this could also be a violation of the law.

If you are turned down for housing for a reason you don't understand, ask the landlord or property manager for a specific, written explanation of why your application was denied, and contact one of the organizations listed on the back of this guide.