



**Human Rights Commission
Meeting Minutes
Community Engagement Committee
August 30, 2022
Virtual/Electronic Meeting
12:30 pm**

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1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Lyndele Von Schill, called the meeting to order at 1:33 pm
- b. ROLL CALL
 - i. Lyndele Von Schill
 - ii. Andrew Orban
 - iii. Jessica Harris
- 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. WORK SESSION

- a. Creating an HRC Teams space for document sharing
 - i. HRC Director has created the Teams drive
 1. Can use it to review the draft document
 - ii. Commissioners navigate technology to access shared Teams drive
 1. Does not seem to be working for Commissioners
 - iii. Director will re-evaluate Teams capabilities
- b. Resolution A22-1 follow-up
 - i. Resolution has been voted upon and signed
 - ii. **HRC Director just needs to upload it to the website**
- c. Community survey
 - i. Idea is to send out HRC survey to ask for their input about legislative priorities
 1. Need to add ability to add opinions about the HRC, as well as add guiding statement
 - ii. Committee Chair asks OHR Outreach Specialist to create poll with questions about demographic information and blank space for additional comments, as well as draft of guiding statement
 1. Director suggests including a section from the Ordinance (2-

- 33e?) for the guiding statement
 - a. For the survey, the Commission is asking for suggestions for what to recommend to Council
 - b. Advises survey go out before the 9/15/22 meeting to get feedback from Sally Hudson
- iii. Committee alters guiding statement and structure of the community survey draft to maintain plain language while accurately reflecting the role of the HRC and the survey
- iv. Commissioner suggests adding previous legislative agendas to give viewers a frame of reference
 - 1. These are currently posted online
 - 2. Links added to survey draft
- v. This will be an open poll—not multiple choice
 - 1. Director suggests adding a character limit
- vi. Commissioners decide to make the poll only about legislative priorities rather than also asking for general thoughts about the HRC
- vii. Committee Chair asks if poll should ask for demographic information like “Are you a Charlottesville resident?”
 - 1. Director recommends not including other demographic questions besides this one
 - 2. Poll will be going out on the City’s website
 - 3. Could restrict the poll to only Charlottesville residents, but it would be difficult to truly prove, and there must be a balance between accepting all people’s opinions and taking feedback from people in the area
 - 4. Commissioners decide to use “Are you a City of Charlottesville resident?” question without restricting the rest of the poll
- viii. Can give respondents the option to include contact information at the end
 - 1. Director reminds Commissioners that allowing respondents to ask to be contacted means that Commissioners would have to commit to this
 - 2. Could instead allow respondents to leave contact information in case the Commission would like to follow up with their response (rather than promising a follow-up)
 - 3. Can also provide the OHR’s contact information in case respondents want to get in touch
- ix. Survey cutoff will be 10/1/22 since gathering data before the September meeting would be too soon
- x. Summary of survey questions:
 - 1. City residence status
 - 2. Thoughts about legislative priorities (only main question)
 - 3. Additional optional comments
 - 4. Optional contact information
- xi. Director and Outreach Specialist will discuss how to use Microsoft Forms
- xii. **Lyndele will finalize the beginning first paragraph of the survey and send it to committee members to review**
 - 1. Director says that October meeting will be the only chance to

approve legislative recommendations unless the Commission calls a special meeting

2. Director will confirm whether there is a time limit for presenting recommendations
3. Will say in survey that Commissioners will begin preparing recommendations at the October regular meeting

d. Upcoming events

- i. Director asks if Commissioners will join the OHR at any of the events listed in the Excel spreadsheet
- ii. Lyndele passes Committee Chair duties to Jessica for the remainder of the meeting
- iii. Chair asks Outreach Specialist to resend the September events so that Commissioners can sign up
 1. Commissioners discuss how to access OneDrive and Teams and share the spreadsheet
- iv. Director tells Commissioners to use email for now while he asks IT about how to use shared drives
 1. Event sign-up document and Outreach Specialist's events calendar can be circulated via email after the most updated version is created
- v. No deadline for signups before the events themselves

e. New business

- i. None

5. MATTERS BY THE PUBLIC

a. PUBLIC COMMENT

- i. Paola Covarrubias
 1. Introduces self as working for the Public Housing Association of Residents as a Community Organizer

b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

- i. Thanks Paola for joining the meeting

6. NEXT STEPS

a. Lyndele

- i. Edit survey and send out to Commissioners for feedback
 1. Collaborate with Victoria to publish on City website
- ii. Finalize Excel spreadsheet for September events signups and send to Commissioners

b. Todd

- i. Upload Resolution A22-1 to City website
- ii. Confirm whether there is a time limit for lifting legislative recommendations to Council

c. Victoria

- i. Finalize events calendar and send to Commissioners
- ii. Create survey on Microsoft Forms

7. ADJOURN

- a. Meeting adjourned at 1:21 pm