



**Human Rights Commission
Regular Meeting
February 16, 2023
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. 01-19-2023 HRC Regular Meeting Minutes
3. OHR Staff Monthly Report

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
February 16, 2023
Hybrid Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
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. 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 remote participation registration information is available at www.charlottesville.gov/zoom.

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.*

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. 01-10-2023 HRC Regular Meeting Minutes*

4. BUSINESS MATTERS

- a. CHAIR UPDATE
- b. OHR STAFF REPORT

5. WORK SESSION

- a. Annual Retreat Planning
- b. AD-HOC COMMITTEE UPDATES

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. 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
January 19, 2023
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, Jessica Harris, called the hybrid meeting to order at 6:35 pm
- b. ROLL CALL
 - i. Jessica Harris
 - ii. Ernest Chambers
 - iii. Jeanette Abi-Nader
 - iv. Wolfgang Keppley
 - v. Kathryn Laughon (joining via Zoom)
 - vi. 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 Regular Meeting minutes from 08/18/22
 - i. Vote
 1. In favor: 5
 2. Opposed: 0
 3. Abstained: 1
 - ii. Motion to approve minutes passes
- b. Review of Community Engagement Committee meeting minutes from 08/30/22
 - i. Vote
 1. In favor: 3
 2. Opposed: 0
 3. Abstained: 3
 - ii. Motion to approve minutes passes
- c. Review of Combined Committee meeting minutes from 11/03/22
 - i. Vote
 1. In favor: 3
 2. Opposed: 0

- 3. Abstained: 3
- ii. Motion to approve minutes passes
- d. Review of Regular Meeting minutes from 15/15/22
 - i. Vote
 - 1. In favor: 4
 - 2. Opposed: 0
 - 3. Abstained: 2
 - ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. Officer Elections
 - i. No additional nominations since Nominating Committee presented the slate during the previous meeting
 - ii. Chair nominations: Jessica Harris
 - 1. Motion to nominate Jessica Harris: Lyndeale
 - a. Second: Wolfgang
 - 2. Vote
 - a. In favor: 6
 - b. Opposed: 0
 - c. Abstained: 0
 - iii. Jessica Harris becomes Chair of the HRC
 - iv. Vice-Chair nominations: Ernest Chambers
 - 1. Motion to nominate Ernest Chambers: Lyndeale
 - a. Second: Wolfgang
 - 2. Vote
 - a. In favor: 6
 - b. Opposed: 0
 - c. Abstained: 0
 - v. Ernest Chambers becomes Vice Chair of the HRC
- b. CHAIR UPDATE
 - i. Chair offers gratitude for nomination and encouragement for the coming year
- c. OHR STAFF REPORT: HRC Director
 - i. Service provision data is complete for 2022
 - ii. In 2022, the OHR had 1,290 more incoming contacts than the previous year, which was already the most incoming contacts in history
 - iii. Currently in the process of hiring Intake and Administrative Specialist for the OHR
 - 1. Investigator will be the next hire
 - iv. Sent Erik Steinecker (Interim Director of Federal Housing Assistance Programs [FHAPs] in the United States) the revised Ordinance to ask about next steps regarding substantial equivalence with fair housing law
 - 1. Commissioner asks about getting in contact with Erik Steinecker
 - 2. Mr. Steinecker spoke at a Commission meeting in the past, but Todd can ask for him to join virtually for another question-and-answer session
 - v. Community Engagement Committee will be meeting on 2/2/23 (virtual)
 - vi. Director asks Commissioners whether they would like to hold the retreat in place of regular meeting on 03/16/23
 - 1. Retreat can last up to 4 hours; most Commissioners would be

- able to meet during the day on 03/16/23 (would not still hold regular meeting in the evening)
2. Council has scheduled a budget meeting at 5pm on this date, so it would be advantageous to hold the retreat earlier in the day and end before 4:30pm
 3. Friday 03/17/23 would also be an option as there are no other scheduled meetings in CitySpace
 4. Commissioners decide to send a survey to the Commission to allow all members to submit their time preferences
 5. Options are 9am-1pm on 03/16/23, 12pm-4pm on 03/16/23, 9am-1pm on 03/17/23, 12pm-4pm on 03/17/23, or 4pm-8pm on 03/17/23
- vii. Annual Report is already in progress and has goal of being completed by March and the annual retreat
1. Will present it in person to City Council in May or June
- viii. Todd, Jessica, and Ernest will meet in person to discuss the retreat, the report, etc. in the coming weeks
- ix. Commissioner would like to see a comparison of years pre-COVID, during COVID, and post-COVID (this year counting as during COVID)
1. This chart of comparison over the years of incoming contacts exists in the in-progress CY2022 Annual Report
 2. Commissioner also asks about lack of referrals to Sin Barerras
 - a. Director says there were no referrals from or to Sin Barerras this year; referrals are dependent on the nature of the inquiry
 3. OHR Intern shows Commissioner OHR data through time (chart will be available in the 2022 Annual Report)
 - a. Explains that every contact type (complaints, inquiries, general contacts, etc.) have almost always steadily increased over time
 - i. Besides in 2020 due to COVID
- x. OHR Director says there were significantly more resolutions through mediation this year due to the partnership which began in 2021
- xi. Commissioner asks about data collection process
1. OHR staff receive contacts from individuals via phone calls, emails, texts, in-person visits, etc., which are all inputted into an Excel spreadsheet
 2. Commissioner asks about the possibility of getting a Computer Science major from UVA to streamline the database and assist with data-gathering (and potentially remove some of the work it requires to maintain the current database)
 - a. Excel works because it is accessible, and getting a new interface would require more training, a person who is familiar with the technology, and significant amounts of work to make it comparable with the Excel database
 3. OHR staff are still open to getting more help with technology
 - a. If there is anyone interested in having a conversation, they can reach out to the OHR
- xii. OHR intern asks about the contents of Resolution A18-2

1. This resolution established a UVA student liaison who would be a non-voting member of the Commission
 - a. Eventually, contact with the affiliate disappeared, so the HRC decided not to continue pursuing the partnership
- xiii. Commissioner asks whether this presented data and personal information of individuals are connected in any way
 1. This data is from a case management database; Commissioners will never see the personal information of individuals, though contacts are tied to specific people in the database
- xiv. Commissioner asks about the outreach section of the monthly report and how the HRC can support the OHR's work
 1. OHR Outreach specialist explains that she has been working with an animator to create OHR videos describing each of the five protected activities
 - a. During the summer, OHR staff worked on drafting and recording scripts for each protected activity
 - b. Currently still working on the first video, which can be shared once complete
 2. There is also going to be a panel discussion with the Disability Law Center from Richmond
 - a. Zoom or hybrid meeting
 - b. Working on including other voices to discuss reasonable accommodations etc., as well as disability as a protected class in general
 3. Will share updates as they come
- xv. Commissioner asks about getting the videos translated into Spanish
 1. Currently, they are only planned to be in English, and OHR staff are only focusing on the first video for now, but Spanish translations should be possible eventually
 - a. OHR Intern adds that adding Spanish audio to the same videos should be relatively simple to create (if this would comply with copyright laws)

5. WORK SESSION

- a. AD-HOC COMMITTEE UPDATES
 - i. Housing (Chair: Wolfgang)
 1. Invites other Commissioners to join the committee
 2. Requests feedback on letter sent about budget proposals
 3. Deputy City Manager sent feedback with resources for internal City workers
 4. Commissioner asks for letter to be resent to Commission

6. MATTERS BY THE PUBLIC

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

7. COMMISSIONER UPDATES

- a. Ernest
 - i. The Haven has an open house at 6pm on 01/30/23

- b. Kathryn
 - i. Livable Cville webinar is recorded, so anyone can view the webinar on its website
 - ii. "Housing cures homelessness" is the main takeaway
- c. Ernest
 - i. There is a new Police Chief in the City, Chief Michael Kochis
 - 1. Expresses hope in his leadership
 - ii. Asks Commissioners to keep monitoring budgeting conversations for the City, especially related to housing
 - iii. Commissioner adds that the meeting with Chief Brackney in 2021 was productive; suggests having a meeting with the new Police Chief to discuss his plans in the City
 - 1. Another Commissioner adds that she would like to know how the Police Chief provides information about police budget
 - 2. Another Commissioner says it may be worth checking in about the conversation topics from during the conversation with Chief Brackney to see if they are still relevant
 - iv. Suggests aiming for a conversation with the new Police Chief during the summer
 - 1. HRC Director adds that the Police Civilian Review Board is in the process of hiring a new Director, so the summer may be a good timeline to allow the Chief Kochis to be acquainted with the new PCOB Director
 - a. Hiring for PCOB Director is in progress
 - 2. HRC Chair thanks Latroy Durette for his service as Interim Police Chief
- d. Future committee times
 - i. Commissioner asks whether the 02/02/23 and 03/02/23 Combined Committee meetings will count toward the 25% rule for virtual meetings
 - 1. It will still count since there is no other space for the HRC to reserve
 - ii. Individuals can still meet virtually for as many meetings as needed as long as they qualify for certain criteria under state law
 - iii. 25% of 12 meetings would give Commissioners one more opportunity for an all-virtual committee meeting during 2023 after 03/02/23
 - iv. HRC Director offers looking into alternative spaces for meetings to preserve the potential virtual dates

8. NEXT STEPS

- a. Jessica, Ernest, & Todd
 - i. Meet to check in about the year
- b. All Commissioners
 - i. Respond to Wolfgang's poll regarding times for annual retreat
- c. Todd
 - i. Check in about the rule regarding virtual meetings
- d. Next Combined Committee meeting: virtual on 02/02/23

9. ADJOURN

- a. Meeting adjourned at 7:30 pm

Attachment 3

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
<i>Primary Service: Informal Dialogue</i>	1	1	0	0	0	0	0	0	0	0	0	0	2
<i>Primary Service: Information</i>	22	5	0	0	0	0	0	0	0	0	0	0	27
<i>Primary Service: Intake Activity</i>	15	7	0	0	0	0	0	0	0	0	0	0	22
<i>Primary Service: Investigation Activity</i>	8	3	0	0	0	0	0	0	0	0	0	0	11
<i>Primary Service: Mediation Activity</i>	31	3	0	0	0	0	0	0	0	0	0	0	34
<i>Primary Service: Navigation & Advocacy</i>	170	55	0	0	0	0	0	0	0	0	0	0	225

Administrative Updates:

- Fair Housing Assistance Program (FHAP) workshare agreement
 - Ordinance amendments for substantial equivalence to federal fair housing law approved by City Council at its meeting on November 21, 2022.
 - Director followed up with HUD on January 18, 2023, regarding next steps and provided a copy of the updated ordinance.
 - Meeting set with Erik Steinecker for February 21, 2023.
- Fair Employment Practices Agency (FEPA) workshare agreement
 - On hold until the FHAP certification is complete.
 - Recall that 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.
- OHR Staffing
 - Hiring for the OHR Intake and Administrative Specialist is in process.

Reporting:

Report	Status
CY2022 Department Scorecard	On hold as this reporting platform may be discontinued by the City.
CY2022 HRC & OHR Annual Report	In progress. Anticipated completion by or before March 2023. Anticipated presentation to Council in May or June.
CY2023 First Quarter Report to Council	Anticipated submission simultaneous with April 2023 monthly report to HRC.
CY2023 Second Quarter Report to Council	Anticipated submission simultaneous with July 2023 monthly report to HRC.
CY2023 Third Quarter Report to Council	Anticipated submission simultaneous with October 2023 monthly report to HRC.

Active Cases of Discrimination:

Case #	Protected Activity	Protected Class(es)	Status
2020-2	Housing	Race	Mediation reached impasse. Complaint goes to DCM for REDI for a determination.
2021-4	Employment	Sex	Investigation in progress.
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2021-11	Housing	Disability	Mediation completed. Awaiting final settlement signature from Complainant.
2022-1	Housing	Disability	Settlement reached through mediation. Case closed.
2022-2	Housing	Disability, Race, Color	Mediation impasse. OHR assisted Complainant with DPOR complaint. Awaiting DPOR response.
2022-6	Housing	Color, Race	Mediation in progress.
2022-7	Housing	Color, Race	Complainant agreed to mediation. Awaiting response from respondent.
2022-(8)	Public Accommodation	Color, National Origin, Race	Prima facie assessment in progress and fact-gathering in progress.
2022-(9)	Employment	Age, Sex	Prima facies assessment and fact-gathering in progress.

Outreach:

Victoria McCullough, Community Outreach and Administrative Specialist for the Office of Human Rights, continues to connect with and develop relationships with community partners, including participation in weekly meetings to support our community's homeless population and monthly meetings with service providers to get updates on public housing, re-entry after incarceration, and addiction recovery support. Since last month, besides weekly Coordinated Entry Systems meetings with homelessness support agencies, this has also included attending the following in-person events: two partner agencies' Open Houses, and participating in Housing Opportunities Made Equal's (HOME) Fair Housing Community Conversation. The latter, which was hosted by the Thomas Jefferson Planning District, was a community conversation for service providers to discuss housing needs and barriers, facilitated by HOME as a listening session. This two-hour session sought answers to questions like, how do Charlottesville renters and homeowners know their rights under Fair Housing law, how do members of our community find rental housing, and what barriers exist for renters and homeowners in our community in addition to affordability issues. Central Virginia Legal Aid Society's Open House introduced service partners to their new location on Water Street, and Haven's Open House showcased a variety of services that the day shelter offers, from guest services including laundry and mail services to navigation services like rapid rehousing, and included a presentation by their new executive director. Lastly, this month the Office of Human Rights also connected with the regional Equal Employment Opportunity Commission in Richmond, to learn more about their process.

Victoria continues contributing significant time to assisting with incoming inquiries and individual service follow-up, including with navigation/referral services to legal, social work, and other community resources in cases where client needs fall outside our office's jurisdiction. The office is also working on creating new educational materials, including working with a graphic designer to create short videos on protected activities under the Human Rights Ordinance.