Human Rights Commission
Meeting Minutes
Regular Meeting
April 20, 2023
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm

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1. **WELCOME**
    a. CALL TO ORDER
        i. Chair, Jessica Harris, called the hybrid meeting to order at 6:40 pm
    b. ROLL CALL
        i. Jessica Harris
        ii. Ernest Chambers
        iii. Wolfgang Keppley
        iv. Kathryn Laughon (arrived 6:50pm)
        v. Andrew Orban
        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 Annual Retreat minutes from 03/16/23
        i. Vote
            1. In favor: 7
            2. Opposed: 0
            3. Abstained: 0
        ii. Motion to approve minutes passes
    b. Review of Committee Meeting minutes from 04/06/23
        i. 3 of 6 present Commissioners attended this meeting
        ii. Vote
            1. In favor: 4
            2. Opposed: 0
            3. Abstained: 3
        iii. Motion to approve minutes passes
4. **BUSINESS MATTERS**
    a. CHAIR UPDATE
        i. None

b. OHR STAFF REPORT
   i. Community Outreach Specialist
      1. In April, OHR staff and Home to Hope were helping individuals apply through CRHA for the housing choice voucher waitlist
         a. Were able to sign up several individuals, including securing reasonable accommodation forms
      2. Animated video progress
         a. Currently finalizing script, and the next step will be animating
         b. Commissioners are welcome to come in to record for the video to create a mix of different voices
            i. OHR staff will send out the scripts and some potential times
         c. This will be the first of several videos
      3. The OHR, Home to Hope, and the Downtown Job Center are collaborating on an open house event
         a. Aiming for the first Friday of June; will send more details as they arise
   ii. HRC Director
      1. The OHR has hired Intake and Administrative Specialist Saad Khaleefa, who started 4/20/23
      2. On 5/1, the Haven, PACEM, and Anthony Haro from the Blue Ridge Area Coalition for the Homeless (BRACH) are doing a presentation on the services they provide to Council
         a. Can also connect with them individually
         b. Will likely be at 4:30pm
      3. On 6/5, the OHR is going to be presenting its 2022 Annual Report to Council
         a. Will present it to the HRC to review before the next regular meeting on 5/18
      4. For the first time, the OHR provided a quarterly report to Council for the first quarter of 2022 as per the stipulation in the Ordinance
         a. Will begin including these quarterly reports in the agenda packets with monthly reports
      5. Asks if Commissioners would like to keep committee meetings on the first Thursdays of the month
         a. Commissioner says holding committee meetings after regular meetings could potentially increase attendance and take away the need of the space at other times
         b. Commissioner says HRC talked last meeting about the potential of dissolving committees and instead having work sessions during regular meetings
         c. Commissioners generally prefer to keep the first Thursdays of each month
            i. Will rethink plan if attendance is lacking during the next meetings
         d. Commissioner asks if there is a way for Commissioners to notify each other ahead of first Thursday meetings to

know if there will be enough attendees to hold the meeting
  i. It is not known how much notice is required to cancel a meeting
  ii. HRC Director suggests deciding whether to hold a first Thursday meeting during the previous third Thursday regular meetings
    1. Will begin adding this point to regular meeting work sessions
e. OHR Director will begin sending Outlook calendar invites to Commissioners

6. Some Commissioners have been experiencing some difficulties in accessing their emails
   a. Commissioners and Director discuss the benefits and drawbacks of using Microsoft Teams versus OneDrive versus Box
   b. Some Commissioners have issues using Teams; however, this is the chosen sharing platform of the City, so if the Commission goes ahead with Teams, the Director could set up a Teams introduction meeting with IT
   c. Director will ask IT about setting up a walkthrough for the Commission
   d. Teams also has some project management apps that could also help the Commission's work flow
7. Commissioner asks about FHAP updates
   a. There are currently no updates; Director talked to Erik Steinecker in January for additional recommendations, but project has not yet moved forward
   b. Plan is to continue after presenting the Annual Report
   c. Amending the Ordinance would also change things at the City Attorney's Office, and Director would also like to postpone additional changes because they are currently understaffed
8. Commissioner asks about recent trends in data
   a. Trends have recently stayed relatively consistent; could always change as more data is always being added

5. WORK SESSION

a. AD-HOC COMMITTEE UPDATES
   i. Kathryn is ad-hoc Committee Chair
   ii. Martha's Rules discussion (Committee Chair)
      1. The HRC adopted Martha's Rules to have a more streamlined and effective set of meeting procedures than Robert's Rules
         a. Intended to ensure that all members have a voice and can work efficiently
      2. One requirement of Martha's Rules is that all proposals voted upon by the body must be in writing
      3. The process
         a. The proposal can be discussed by members (preferably

in advance, but also on the spot)
b. The Chair facilitates explanation with time restraints from those in favor and those opposed to the proposal, after which the body can have small group or general timed discussion
c. After this, the body may choose to table or refer the proposal with a ¾ vote; if the body chooses to move forward, they will take an informal straw poll
d. If there is clear consensus, there is no further need for discussion; if there is no consensus, the body can ask clarifying questions then take a formal vote, but no more discussion

4. The rest of how meetings run are not covered in Martha's Rules
    a. Many sources emphasize imposing time limits on agenda items, something that Martha's Rules also supports
5. Commissioner asks about the second, more formal vote
    a. The second vote is a simple majority vote
6. Commissioner asks about time limits
    a. The group does not need to have a meeting to decide upon time limits; the facilitator will decide based on the current needs of the group
7. This process likely does not need to be followed for actions like approving the Commission's previous set of minutes
8. The HRC will make sure to follow these procedures moving forward

iii. HRC Rules and Procedures discussion
1. There are two small proposed changes regarding the timing of officer elections and work planning, as well as language about determining schedules for the upcoming year (no change to current actual procedures)
2. Director suggests changing the "annual meeting" month from January to March, and also postponing officer elections to March
    a. This would give new members the power to vote in elections
3. Commissioners discuss deciding to move officer elections to March at the same time as the Annual Retreat and the current wording of the Ordinance
    a. Doing so would possibly make a brand new Chair have to run the Annual Retreat, but it would also allow for new members to vote in the election
4. Commission decides to change wording so that there is an "election meeting" held in January and an "Annual Retreat" held in March
    a. Chair will make these small changes in the Word document for a vote at the next regular meeting
    b. The election and Annual Retreat times will stay as is for now, though if the Commission would like to eventually

change this, it can

iv. HRC Liaison Proposal (Committee Chair)
   1. The Commission will begin having liaisons from the HRC to attend the meetings of other relevant organizations in the city in order to learn more about the housing situation and available resources
      a. Will report back to the Commission to know what the HRC could be taking action on, as well as developing relationships with key figures in the city
      b. Only downside would that it would be extra work for Commissioners
   2. There is also a list of groups
      a. BRACH is not yet added to the list, but it could be
      b. Committee Chair is unsure which neighborhood associations, if any, should be attended by a Commissioner
      c. Also not sure about the Democratic Socialists of America (DSA), which has a Housing Justice Committee
      d. Asks whether VERP (Virginia Eviction Reduction Program) has open public meetings
         i. Director is not aware of any ongoing public, regular discussion
   3. HRC Chair adds that this idea came out of the desire of wanting to uplift voices in the housing domain of Charlottesville in the most effective way possible
   4. Discussion of plan as a whole and which organization with which Commissioners should be liaisons
      a. Commissioners are in favor of this plan
      b. Will discuss the specific organizations to attend during the next work session on 5/4/23
      c. Commission conducts a straw poll; no one is opposed
      d. Roll call vote
         i. In favor: 6
         ii. Can live with: 0
         iii. Opposed: 0
      e. Motion to approve HRC Liaisons to Local Housing Organizations passes
   5. Kathryn volunteers to find meeting times for organizations in the list for the work session

6. MATTERS BY THE PUBLIC

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

7. **COMMISSIONER UPDATES**

a. Mary
   i. Was asked to write a proposal based on discussion from the committee meeting about steps moving forward regarding housing

    ii. Would make a few more changes to the document
    iii. Asks how this proposal should best be discussed
    iv. It will be presented at the next work session; Commissioners currently have it as a Word document
    v. Can write it up as a resolution to show the public; Todd will send Commissioners the format
  b. Kathryn
    i. Encourages Commissioners to watch the recorded Livable Cville meeting from this past week
    ii. Commissioner adds how it would be good to incorporate aspects from this discussion about rezoning in Arlington to the Commission's future discussions
  c. Ernest
    i. Attended the Cville Plans meeting last Wednesday
    ii. Expresses gratitude to members of Cville Plans for the information and modules

8. NEXT STEPS

  a. Jessica
    i. Make edits to Rules and Procedures about separation of January elections and March Annual Retreat for vote at next regular meeting
  b. Kathryn
    i. Add meeting times to the list of organizations for HRC liaisons
  c. Todd
    i. Ask IT about holding walkthrough of Teams for Commissioners
    ii. Send Commissioners the format of resolutions
  d. Victoria
    i. Send Commissioners scripts/recording times for OHR animation video
  e. Next work session 05/04/23
    i. Discuss meetings and meeting times
    ii. Discuss Mary's proposal/resolution regarding housing next steps

9. ADJOURN

  a. Meeting adjourned at 8:04 pm