



**Human Rights Commission
Work Session
June 5, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. Martha's Rules (for reference)
3. DRAFT 2025 HRC Work Plan
4. DRAFT Letter to Parks and Recreation

Attachment 1



**Human Rights Commission
AGENDA
Work Session
June 5, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Please take Notice that this in-person 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 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.

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
- b. Commission response to Matters by the Public

3. WORK SESSION

- a. Work Plan discussion
- b. Action updates
- c. New business
- d. Confirmation of next Regular Meeting on June 19, 2025

4. MATTERS BY THE PUBLIC

- a. Public comment
- b. Commission response to Matters by the Public

5. COMMISSIONER UPDATES

6. 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) 987-1267 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
Annual Work Plan: Focus and Goals
March 2025 – February 2026**

This document serves as a tool for use during the annual planning meeting and throughout the year to assist with the identification of focus areas and goals and the development of a monthly calendar.

Human Rights Ordinance Reference

The Charlottesville Human Rights Ordinance (City Code Chapter 2, Article XV) is the roadmap for the work of both the Human Rights Commission and Office of Human Rights. Sec. 2-433. (a) – (f) of the Ordinance includes details of the roles of the Commission and Office. The subsections are given shortened titles here for easier reference.

Human Rights Commission Roles	General Actions and Timeframes
Sec. 2-433. (a) Individual assistance	<ul style="list-style-type: none"> • Timing dependent upon individual complaints and findings • Could include training on: <ul style="list-style-type: none"> ○ Public administrative hearings ○ Human and civil rights protections
Sec. 2-433. (b) Awareness, education, and guidance	<ul style="list-style-type: none"> • Timing is throughout the year in response to community issues • Could include community dialogue or other informational programs • Could be expanded with additional staffing and Commission support
Sec. 2-433. (c) Systemic issues, policies, and practices	<ul style="list-style-type: none"> • Timed to inform policy recommendations to Council in October • Could include single events like panels, forums, and townhalls • Could also include long-term, multi-year research or reviews of policy • Additional staffing and Commission support could expand the work
Sec. 2-433. (d) Federal workshares	<ul style="list-style-type: none"> • Timing dependent upon workshare requirements • May include review and adoption of Ordinance amendments • May include community engagement activities
Sec. 2-433. (e) Legislative program	<ul style="list-style-type: none"> • Timed to inform legislative recommendations to Council in September • Could include events like panels, forums, and townhalls • Could also include research related to Sec. 2-433. (c)
Sec. 2-433. (f) Commission policies	<ul style="list-style-type: none"> • Time for October, if recommendations have a budgetary impact <ul style="list-style-type: none"> ○ Funding for programs or staffing • Changes to the Commission’s Rules & Procedures are not timebound

Annual Focus Areas

Each year the Commission identifies focus areas for its work from March – February. These are informed by current

Primary Focus Area(s)
<ul style="list-style-type: none"> • Housing Access and Stability Across Protected Classes and Economic Status <ul style="list-style-type: none"> ○ Engaging the community to better assess current and emerging needs. ○ Presenting state-level legislative recommendations that align with community needs. ○ Presenting City policy recommendations that align with community needs.

Annual Goals and Alignment

Specific, measurable, achievable, relevant, and time-bound goals that align with focus areas and HRC roles under the Human Rights Ordinance.

Goals	Focus Area Alignment	Ordinance Alignment	Added to Work Plan
<i>Individual Commissioners conduct 1:1 meetings with stakeholders from June 5 – July 17, 2025.</i>	Engaging the community to better assess current and emerging needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance 	<input checked="" type="checkbox"/>
<i>Individual Commissioners present summaries of the information learned from 1:1 meetings, as relates to state-level legislative priorities, on July 17, 2025.</i>	Presenting state-level legislative recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (e) Legislative program 	<input checked="" type="checkbox"/>
<i>Commission adopts legislative priorities during the August 21, 2025, regular meeting.</i>	Presenting state-level legislative recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (c) Systemic issues, policies, and practices • Sec. 2-433. (e) Legislative program 	<input checked="" type="checkbox"/>
<i>Submit legislative recommendations to City Council by August 30, 2025.</i>	Presenting state-level legislative recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (e) Legislative program 	<input checked="" type="checkbox"/>
<i>Individual Commissioners present summaries of information learned from 1:1 meetings, as relates to City policies, on DATE</i>	Presenting City policy recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>
<i>Submit City policy recommendations to City Council by DATE</i>	Presenting City policy recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>

**Human Rights Commission
Annual Work Plan: Calendar
March 2025 – February 2026**

Month	Actions
March	<ul style="list-style-type: none"> • Annual Meeting (3/22)
April	<ul style="list-style-type: none"> • Work Session (4/3: City Space) <ul style="list-style-type: none"> ◦ Training: FOIA/COIA/VPRA with City Attorney’s Office • Regular Meeting (4/17: City Space) <ul style="list-style-type: none"> ◦ Discuss roundtable topics and attendees • Actions Between Meetings <ul style="list-style-type: none"> ◦ June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists)
May	<ul style="list-style-type: none"> • Work Session (5/1: City Space) <ul style="list-style-type: none"> ◦ <i>Canceled</i> • Regular Meeting (5/15: City Space) <ul style="list-style-type: none"> ◦ Legislator panel (Delegate Katrina Callsen and Senator Creigh Deeds) • Actions Between Meetings <ul style="list-style-type: none"> ◦ HRC Leadership and staff discuss next steps with HRC work plan
June	<ul style="list-style-type: none"> • Work Session (6/5: City Space) <ul style="list-style-type: none"> ◦ Update work plan • Regular Meeting (6/19: City Space) <ul style="list-style-type: none"> ◦ <i>Not scheduled due to Juneteenth holiday</i> • Actions Between Meetings <ul style="list-style-type: none"> ◦ Vice Chair and OHR staff present CY2024 annual report to Council ◦ Commissioners engage in 1:1 meetings with community stakeholders
July	<ul style="list-style-type: none"> • Work Session (7/3: City Space) <ul style="list-style-type: none"> ◦ <i>Not scheduled due to July 4th holiday</i> • Regular Meeting (7/17: City Space) <ul style="list-style-type: none"> ◦ Commissioners report back on community outreach as relates to legislative priorities • Actions Between Meetings:
August	<ul style="list-style-type: none"> • Work Session (8/7: City Space) <ul style="list-style-type: none"> ◦ <i>Tentative</i> • Regular Meeting (8/21: City Space) <ul style="list-style-type: none"> ◦ Commission adopts legislative recommendations • Actions Between Meetings <ul style="list-style-type: none"> ◦ Legislative recommendations drafted and sent to Council by 8/30
September	<ul style="list-style-type: none"> • Work Session (9/4: City Space) <ul style="list-style-type: none"> ◦ <i>Tentative</i> • Regular Meeting (9/18: City Space) <ul style="list-style-type: none"> ◦ TBD • Actions Between Meetings <ul style="list-style-type: none"> ◦ TBD
October	<ul style="list-style-type: none"> • Work Session (10/2: City Space) <ul style="list-style-type: none"> ◦ <i>Tentative</i> • Regular Meeting (10/16: City Space) <ul style="list-style-type: none"> ◦ Form Officer Nomination Committee (minimum of three Commissioners) ◦ Commissioners present 1:1 meeting information related to City policy recommendations • Actions Between Meetings <ul style="list-style-type: none"> ◦ Nominating Committee begins nomination process ◦ Chair begins draft of City policy recommendations to Council

Month	Actions
November	<ul style="list-style-type: none"> • Work Session (11/6: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (11/20: City Space) <ul style="list-style-type: none"> ○ Discuss draft City policy recommendations and equip Chair to draft • Actions Between Meetings <ul style="list-style-type: none"> ○ Submit City policy recommendations to Council by November 30, 2025
December	<ul style="list-style-type: none"> • Work Session (12/4: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (12/18: City Space) <ul style="list-style-type: none"> ○ Officer Nominating Committee presents slate of nominees • Actions Between Meetings
January	<ul style="list-style-type: none"> • Work Session (1/1: City Space) <ul style="list-style-type: none"> ○ <i>Not scheduled – City holiday</i> • Regular Meeting (1/15: City Space) <ul style="list-style-type: none"> ○ Officer elections ○ Plan date for Annual Meeting in March • Actions Between Meetings
February	<ul style="list-style-type: none"> • Work Session (2/5: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (2/19: City Space) <ul style="list-style-type: none"> ○ Planning for Annual Meeting • Actions Between Meetings <ul style="list-style-type: none"> ○ HRC leadership begins draft of annual focus and goals

Attachment 3

Dear Riaan,

Thank you for the meeting on April 24, and for your spirit of collaboration in working with the Human Rights Commission.

As chair of the Charlottesville Human Rights Commission, I requested this meeting after receiving public comment and documentation from community members Jackie Temkin and Alexandra de Guzman, who raised concerns regarding inequitable distribution of tennis court space and difficulties in procuring court time for the non-profit *Girls Rule the Court!*

While it is beyond the purview of the Human Rights Commission to deliberate on this specific case, it is our role under the Charlottesville Human Rights Ordinance, Sec. 2-433.(c), to identify and review systemic issues, policies, and practices of the City of Charlottesville and to advise its boards, commissions, and other public agencies within the City on issues related to human rights. This includes equity of access to playing fields and other parks facilities.

In that capacity, I reviewed the Parks and Recreation Master Plan, which was adopted by City Council on April 7, 2025, to oversee Parks and Recreation policy for the next decade. I noted that this plan lists among its stated goals the creation of “a plan that is grounded in inclusive and accessible community engagement,” the creation of “a future strategy for parks, recreation and greenspaces that is equitable to the entire community regardless of socioeconomic, cultural, racial, or geographic differences;” and the utilization of “a wide variety of data sources and best analytical practices to predict trends and patterns of use, community impact, and how to address unmet needs in the City of Charlottesville.” The plan also acknowledges a number of historic weaknesses in park policy, including the overbooking of facilities by entities, and that the CPRD does not necessarily program to a diverse community (section 4.3.2), both concerns that were listed by community-members Jackie Temkin and Alexandra de Guzman.

In our meeting on April 24, we discussed that equity of access is indeed a central goal of the Master Plan and is very much a priority of Parks and Recreation going forward. We discussed that you are aware as well of the concerns of Ms. Temkin and Ms. De Guzman, and that you will make every effort to ensure that *Girls Rule the Court!* will be able to book court time this coming fall. We discussed that you are currently drafting a new allocation policy and process for Parks and Recreation facilities, and that you will share this with the Commission, giving us an opportunity to review it and make recommendations if necessary.

We thank you again for meeting with the Commission in a spirit of cooperation, and we look forward to following up with you in six months after the new protocols proposed in the Master Plan have been established and put into practice.

Sincerely,

Heather Roberson Gaston, Chair, Charlottesville Human Rights Commission

DRAFT