



**Human Rights Commission
Regular Meeting
April 17, 2025
In-Person Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. Martha's Rules (for reference)
3. DRAFT 02-20-2025 HRC Regular Meeting Minutes
4. DRAFT 03-10-2025 HRC Special Meeting Minutes
5. DRAFT 03-22-2025 HRC Planning Meeting Minutes
6. OHR Staff Report
7. Information from Jackie Temkin
8. Information from Parks and Recreation
9. DRAFT HRC Work Plan

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
April 17, 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.

Members of the public who attend in person are welcome to provide public comment during the “matters by the public” sections of the 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. MINUTES

- a. 02-20-2025 HRC Regular Meeting Minutes*
- b. 03-10-2025 HRC Special Meeting Minutes*
- c. 03-22-2025 HRC Annual Planning Meeting Minutes*

4. BUSINESS MATTERS

- a. Chair update
- b. OHR staff report

5. WORK SESSION

- a. Discussion of City parks and access to play surfaces
- b. Work Plan check in
- c. New business
- d. Confirmation of next Work Session on May 1, 2025

6. MATTERS BY THE PUBLIC

- a. Public comment
- 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) 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

Martha's Rules of Order
As adopted by the HRC on February 20, 2020

1. The proposal is presented. Clarifying questions are taken.
 - a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
 - a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
 - a. Time limit on discussion is set by the group.
 - b. Facilitator helps group identify key issues.
 - c. Motion to table or refer is in order and requires $\frac{3}{4}$ vote.
6. First vote is taken.
 - a. People vote
 - i. In favor of the proposal, or
 - ii. Can live with the proposal, or
 - iii. Opposed to the proposal.
 - b. If a majority of those present votes "in favor" or "can live with," proceed to Step 8.
 - c. If less than a majority of those present votes "in favor" or "can live with," proposal dies.
7. Those voting in opposition are allowed to state their objections and concerns.
 - a. No discussion is allowed, only clarifying questions.
8. The second vote is taken as in Step 6.
 - a. It takes a majority of those present to override objections and pass the proposal.

Attachment 3



**Human Rights Commission
Meeting Minutes
Regular Meeting
February 20, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Heather Roberson Gaston, called the meeting to order at 6:38 pm
- b. ROLL CALL
 - i. Present
 - 1. Heather Roberson Gaston
 - 2. Jason Melendez
 - 3. Mary Bauer
 - 4. Ernest Chambers
 - 5. Wolfgang Keppley
 - 6. Kathryn Laughon
 - 7. Dawn Lawson (attending virtually from her residence in Charlottesville, Va due to a personal matter pursuant to City Policy No. 100-02 and Va. Code § 2.2-3708.3.B.)
 - 8. Suzanne Lynn
 - 9. Elizabeth Stark
 - ii. Absent
 - 1. None
- 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 01-16-2025
 - i. Vote
 - 1. In favor: 9
 - 2. Opposed: 0
 - 3. Abstained: 0
 - ii. Motion to approve minutes passes
- b. Review of minutes from 02-06-2025
 - i. Staff member proposes edit to indicate that Elizabeth Stark participated in this meeting virtually due to temporary or permanent disability or other medical condition that prevented the member's physical attendance, pursuant to City Policy No. 100-02 and Va. Code § 2.2-3708.3.B.

- ii. Vote
 - 1. In favor: 7
 - 2. Opposed: 0
 - 3. Abstained: 2
- iii. Motion to approve minutes with above amendment passes

4. BUSINESS MATTER

- a. CHAIR UPDATE
 - i. Chair shares that she, Jason, and Ernest attended the most recent Fifeville Neighborhood Association meeting on the proposed low-barrier shelter on Cherry Avenue
 - 1. Commissioners present at the meeting affirmed that no Commission business was discussed at the Fifeville Neighborhood Association meeting
- b. OHR STAFF REPORT
 - i. Director shares that Mariane Doyle and L.D. Perry have been appointed to the HRC
 - ii. Director shares that staff are working on OHR/HRC Annual Report, and it will be ready for commissioners to review soon

5. WORK SESSION

- a. Snow removal plan updates
 - i. Working on scheduling a meeting to discuss this with Deputy City Manager James Freas
 - ii. The City plans to develop new plan and implement changes to the snow removal practices by Fall 2025
 - 1. Commissioner asks if the City received the Livable Cville letter and if any reflections were shared
 - a. Director shares that staff did receive the letter, and that no additional reflections were shared
 - 2. Commissioner observes that the most recent snow was cleared more quickly than previous snow
 - 3. Another commissioner adds that the City appeared to enforce the snow removal policy more effectively following this snow than they have in the past
 - 4. Commissioner shares observation that Monticello Avenue and 6th Street sidewalks continue to be covered in snow
 - iii. Commissioner shares concern about snow on paths and bus stops that children riding the bus use to get to school
 - iv. Commissioner(s) will meet with James Freas next week
- b. Annual Planning Meeting discussion
 - i. Director shares that staff and HRC Leadership are meeting with Maya Pace next week, a potential facilitator for group dynamics work at the Annual Planning Meeting
 - ii. Commissioner suggests beginning work plan drafting earlier in the day at the Annual Planning Meeting
 - iii. Commissioners discuss public poll and ways to further encourage community members to respond
- c. Commissioners discuss March HRC Work Session and response to the University of Virginia (UVA) Health System decision to pause providing gender-affirming care for minors

- i. Commissioner shares that some community members are uncertain that a town hall would be a helpful addition to organizing efforts that are already taking place
- ii. Another commissioner suggests that the HRC may have a role through an individual complaint process
 - 1. Director states that the OHR does not have jurisdiction over UVA
- iii. Commissioner states that there may not be a large number of private providers within City limits providing gender-affirming care to minors, making the scope of the HRC's potential impact through individual complaints limited
- iv. Commissioner states that HRC's role may be to think about how to positively impact the protection of human rights
- v. Commissioner Mary Bauer shares that the ACLU is involved in litigation of UVA Health, and while she supports the HRC's advocacy on this topic, due to her employment with the ACLU, she could not participate directly in an HRC listening session on this issue
- vi. Commissioners discuss the scope and goal of this proposed meeting
 - 1. Commissioners would like to ask individual people if they would be willing to speak on this issue prior to scheduling a meeting to do so
 - 2. Commissioner states that the HRC has a role to loudly call out human rights violations as they occur
 - 3. Commissioners discuss the public poll as an alternative to inviting people to attend a public meeting to share their perspectives
 - 4. Commissioner suggests that the HRC could provide a space for individuals affected by UVA Health's decision regarding gender-affirming care to share their stories
 - a. Another commissioner expresses support for this idea
 - b. Another commissioner suggests sharing anonymous stories with City Council to say this is what is happening in our city
 - c. Commissioner asks how this impacts OHR staff workload
 - i. Director suggests setting up a way to receive these stories that does not require extensive staff time given other obligations, such as emails, polls, or transcribed voice messages
 - 1. Commissioner suggests that this could be used for other topics and issue areas in the future
 - 5. Commissioner states that HRC needs to think through confidentiality and privacy concerns for any initiative that asks individuals to participate or share stories
 - 6. Commissioner states that stories could be used to make legislative recommendations more powerful
 - a. Commissioner agrees with this, and affirms need to protect confidentiality

- b. Director shares that IT may be able to offer an encrypted tool
 - vii. Commissioner asks where complaints that are outside of Charlottesville can be referred
 - 1. Director provides an overview of agencies that receive different types of complaints
 - viii. Commissioner proposes opening a new public poll asking how responding individuals and their families have been impacted by recent federal Executive Orders and if responding individuals have a recommendation for the HRC to consider in how to protect human rights locally
 - 1. Commissioner suggests adding that people can provide contact information if they would like to be contacted and a question about whether the respondent would be interested in attending a listening session hosted by the HRC
 - 2. Another commissioner suggests not including the title of the Executive Order
 - 3. Another commissioner suggests broadening scope to include additional Executive Orders not related to medical services
 - 4. Another commissioner suggests adding additional community resources with permission from those organizations
 - ix. Director shares that if March Work Session is held at Carver, it will start at 6pm
 - d. Commissioners discuss proposed Draft Resolution
 - i. Commissioner suggests removing the full titles of the Executive Order and Attorney General's Memo
 - 1. Another commissioner supports this amendment
 - 2. Another commissioner asks if the resolution could be sent this evening or early tomorrow morning
 - a. Director and Chair will work on finalizing the Resolution this evening
 - 3. Vote
 - a. In favor: 8
 - b. Opposed: 0
 - c. Abstained: 1
 - 4. Motion to amend and approve the Draft Resolution passes
 - e. Commissioners decide not to hold Work Session on March 6, 2025
- 6. MATTERS BY THE PUBLIC**
- a. PUBLIC COMMENT
 - i. None
 - b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None
- 7. COMMISSIONER UPDATES**
- a. Commissioner shares that \$1.5 million remains in proposed State budget to be used for a shelter in Charlottesville
 - b. Commissioner reminds everyone of the Regional Housing Summit hosted by the Thomas Jefferson Planning District Commission on March 13th
- 8. NEXT STEPS**
- a. Wolfgang

- i. Meet with James Freas
 - b. Todd
 - i. Ask IT about privacy protection options for poll respondents
 - c. Todd and Heather
 - i. Resolution follow-up
- 9. **ADJOURN**
 - a. Meeting adjourned at 8:06pm

Pending HRC Approval

Attachment 4



**Human Rights Commission
Meeting Minutes
Special Meeting
March 10, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:00 pm**

1. WELCOME

a. CALL TO ORDER

- i. Chair, Heather Roberson Gaston, called the meeting to order at 6:00 pm.

b. ROLL CALL

i. Present

1. Heather Roberson Gaston
2. Mariane Asad Doyle
3. Jason Melendez
4. L.D. Perry (left at 7:13pm)

ii. Absent (note: existing commissioners are not required to attend this new member orientation)

1. Mary Bauer
2. Wolfgang Keppley
3. Dawn Lawson
4. Suzanne Lynn
5. Elizabeth Stark

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. WORK SESSION

a. New Commissioner orientation

i. IT Security Training

1. Staff person from IT department presents training and sets up email accounts for newly appointed commissioners

ii. Director presents New Commissioner Orientation slideshow (available in meeting Agenda Packet)

4. MATTERS BY THE PUBLIC

a. PUBLIC COMMENT

- i. None

b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC

- i. None

5. NEXT STEPS

a. **None**

6. ADJOURN

- a. Meeting adjourned at 7:26pm.

Pending HRC Approval

Attachment 5



**Human Rights Commission
Meeting Minutes
Annual Planning Meeting
March 31, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

1. MORNING SESSION

a. WELCOME

- i. Call to Order
 - 1. Chair, Heather Roberson Gaston, called the meeting to order at 11:35am
- ii. Roll Call
 - 1. Present
 - a. Heather Roberson Gaston
 - b. Jason Melendez
 - c. Wolfgang Keppley
 - d. Dawn Lawson (left 3:10pm)
 - e. Suzanne Lynn
 - f. LD Perry (left 3:55pm)
 - g. Elizabeth Stark
 - 2. Absent
 - a. Mariane Doyle
- iii. 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.*
- iv. Commissioner and staff introductions

b. Matters by the Public

- i. Public Comment
 - 1. Jackie Temkin, Albemarle County resident and Charlottesville business owner, spoke about gender equity and potential inequality in access to tennis courts in City parks
 - a. Commissioners request additional details and discuss role of HRC action versus OHR complaint process
 - i. Director explains that this would be a disparate impact issue for the HRC to consider, not grounds for an individual complaint
 - ii. Commissioners discuss their options for potential action on this topic, including forming an ad hoc committee focused on this topic, reaching out to Parks and Recreation staff for additional information, contacting other affected community members, and reviewing documentation of the issue

c. HRC Focus Area Selection

- i. Overview of work in 2024
 1. Director presents overview of highlights of OHR and HRC work in 2024 (slides attached)
- ii. Overview of Public Poll Results
 1. Outreach Specialist provides summary of public survey responses
 - a. Most responses relate to housing affordability and accessibility, but multiple other intersecting categories emerged as well
 2. Commissioner presents statistical analysis of write-in public survey responses
 - a. Primary themes that emerged were housing, especially disability access concerns in housing, economic security and housing, and access to housing regardless of immigration status
 3. Commissioners observe that very few responses identify racial issues as a primary concern
- iii. Commissioner input and discussion
 1. Commissioners discuss reach of survey among different demographics in the community
 2. Commissioner states that the current City budget allots more than twice the amount of money towards tax relief programs as it does towards rent relief programs
 - a. Commissioner adds that this may speak to a lack of awareness of services available, including the Community Resource Line and resources for homeless veterans
 3. Commissioners brainstorm topics for focus areas, including: housing, economic security, LGBTQ+ rights, national origin nondiscrimination, disability access, first amendment rights, racial discrimination, and rights and services for senior citizens
 - a. Commissioners discuss identifying potentially vulnerable populations, such as those who may become housing insecure in the event of cuts to funding for food stamps or other supplemental assistance programs
 4. Commissioners write down ideas on sticky notes, which are copied below:
 - a. Commission Policies
 - i. "Use of ad-hoc committees for accountability for commissioner actions"
 - ii. "Support each other as we do this work (which can be challenging)"
 - b. Legislative Program
 - i. "More policies in practice to protect vulnerable residents/people in community"
 - ii. "Legislative and expert panels as in past years"
 - iii. "Broaden to include more re: disability and senior citizens"
 - iv. "Seek status of seniors in Charlottesville:

- housing, accessibility, economic”
- v. “Tenant protections and panels as needed”
- vi. “Tenant protections legislative packet”
- c. Awareness, Education, and Guidance
 - i. “Educate ourselves: mental health in homeless community, immigration barriers to housing, senior citizen barriers”
 - ii. “Awareness/education in African American low-income communities, same in low-income senior communities”
 - iii. “Perhaps distribute information sheet on services (housing, other economic assistance) that do exist to targeted areas in community”
 - iv. “Protections for community members – key items: economic status, immigration status, race & gender identity”
 - v. “Outreach sharing information on HUD workshare upon approval, engage with large rental property owners”
 - vi. “Targeted outreach to vulnerable communities and specifically African American community”
- d. Systemic Issues, Policies, and Practices
 - i. “Finding out the stats on the actual barrier, trying to find the root of the issue then work up, homelessness, mental health, substance abuse”
 - ii. “LGBTQIA+ protections and support for the trans community”
 - iii. “Mutual aid for vulnerable people, in the form of increased Charlottesville Communities fund”
 - iv. “Support the shelter”
 - v. “Support low-barrier shelter and any other housing opportunities that arise”
 - vi. Address potential equity issue at Parks and Recreation facilities”
 - vii. “Ensure affordable housing for Charlottesville seniors, like Midway Manor, is 1) accessible, 2) safe/sufficient quality, and 3) sufficient supply to meet demand”

2. Afternoon Session

- a. Maya Pace, Director of Curriculum at Trust Labs, presents skills for navigating group dynamics (slides attached)
- b. Commissioners discuss information shared by Maya and option to develop group norms

3. Matters by the Public

- a. Public Comment
 - i. None
- b. Commission response to matters by the public
 - i. None

4. ADJOURN

- a. Meeting adjourned at 4:02pm

Pending HRC Approval

The following 26 pages (pages 21 through 46 of this PDF) are not screen-reader accessible. These pages contain a presentation from Trust Labs for the Human Rights Commission discussing different things to consider regarding group dynamics.

If you would like an accessible copy of this presentation, please contact the Office of Human Rights, and staff will contact Trust Labs to inquire if they are able to provide an accessible version.

Working together: tools to support strong group dynamics

Charlottesville Human Rights Commission | March 22 2025



Agenda

- | | |
|-------------|---|
| 2:00 - 2:15 | Check in |
| 2:15 - 2:35 | Idea one: Holding Environment
<i>+ Building a container for your work</i> |
| 2:35 - 3:00 | Idea two: Roles
<i>+ How we perceive each other + the roles we take up</i> |
| 3:00 - 3:25 | Idea three: speaking to the heart of the matter
<i>+ Interpersonal dynamics + listening for the root challenge</i> |
| 3:25 - 3:30 | Questions + Closing |



who we are (Trust Labs edition)

Trust Labs accompanies the people committed to getting their community through hard moments. We're a think-and-do tank, equipping community stewards with tools, training, coaching, and peer learning networks in order to help communities be in (and stay in) relationship – especially when it's hard.



THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR



JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

THE ARCHWELL
FOUNDATION

Parents
NETWORK



Baltimore-Washington Conference
The United Methodist Church

**WELCOMING
AMERICA**



BUILDING A NATION OF NEIGHBORS



**PERIODIC
TABLES**
Oak Ridge



**Council on
Foundations**



FAITH MATTERS NETWORK

**JESSIE BALL
DU PONT
FUND**

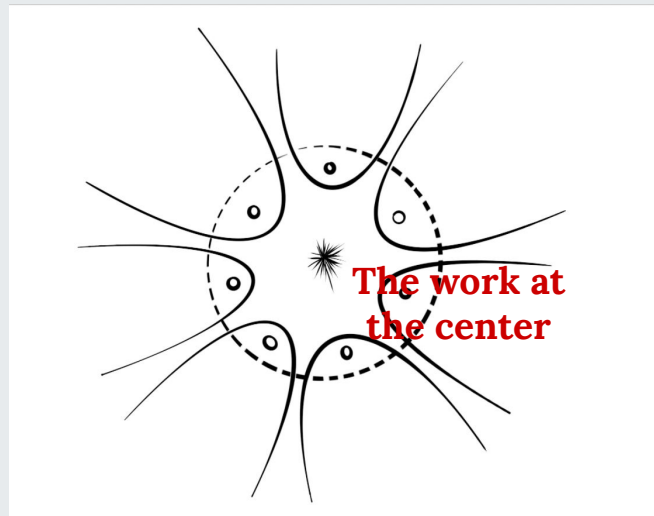
Check In

- * name + pronouns
- * favorite morning activity,
- * one ingredient you need for strong working relationship



work in groups

- Groups mirror the system they're operating in
- Adaptive group work - unlike technical work - has no “final” point, requires *all* of us to learn. **Two big pitfalls:**
 - Treating an adaptive challenge like a technical one
 - “If I just say x” or “if they would just hear y” rather than “I’m noticing this dynamic, what is contributing to it?”
 - Keeping “the work” at the center (given that there will be differing perspectives on the work, different ideas about how to move it forward etc).
- Balcony + dance floor

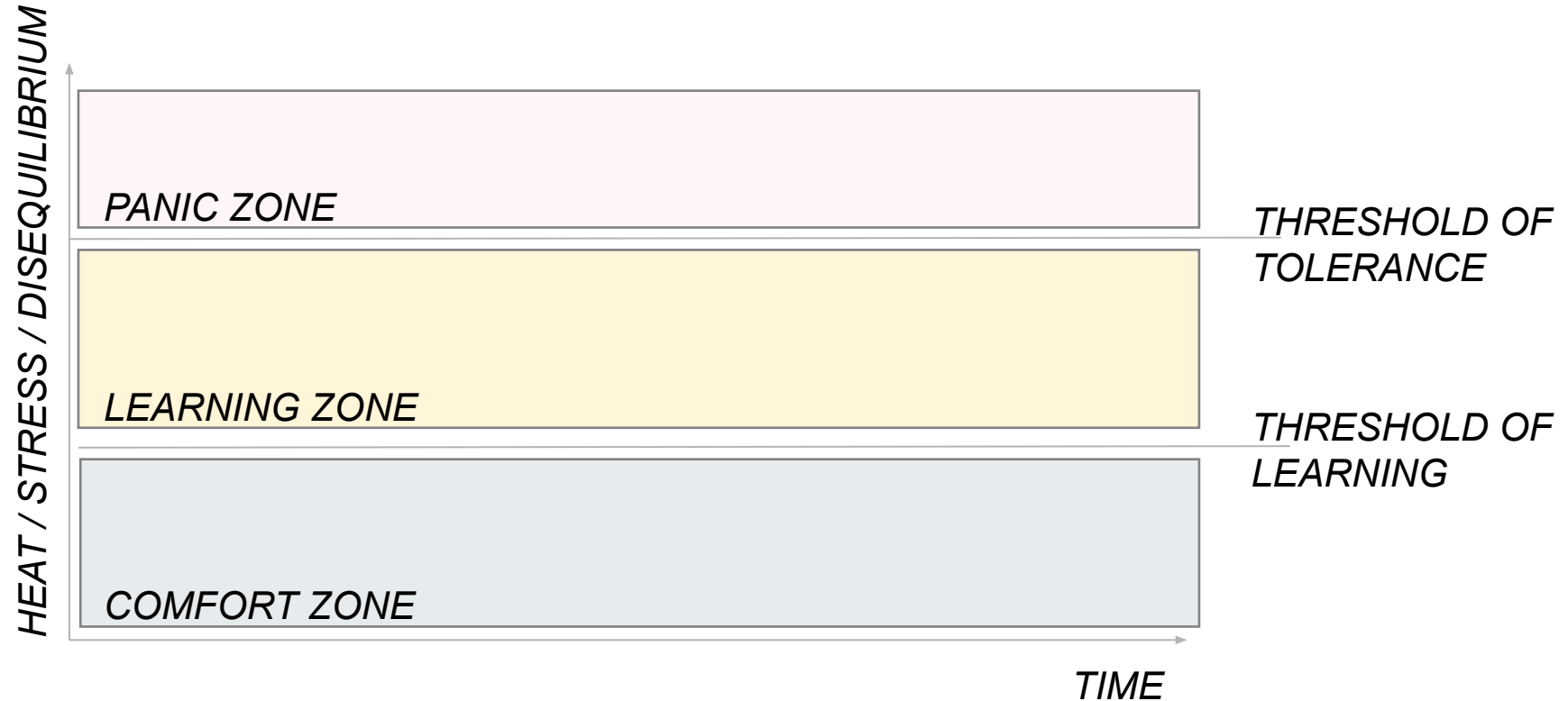


Idea one: Holding environment

Building a Strong Holding Environment

- + How much conflict, disagreement, diversity do we allow in our community?
- + Holding environment is strengthened by moving through disequilibrium and heat

Mapping Heat



Whether they're explicit or not, every group of people has a set of operating norms that inform how they function as a group and help us moderate heat. This is part of our holding environment.

- + What are we allowed to talk about and how?
- + How do we deal with conflict?
- + What do we do with people who share differing perspectives?
- + What grants inclusion or exclusion in the group?
- + How do we define respect?
- + What sorts of behaviors are incentivized? Disincentivize?

Acknowledging these norms knowing they are a choice, is an essential foundation for engaging in difficult conversations, reminding ourselves of our agency, and building a stronger holding environment

Reflection

What is the nature of your holding environment?

What can it hold? Or, if this holding environment is quite new to you, what are you not sure it can hold?)

What topics are unspeakable? Why? How do you know?

What topics are easy?

What topics do you assume consensus around? What happens to deviant voices (people who differ from the norm)?

What the operating norms in this community?

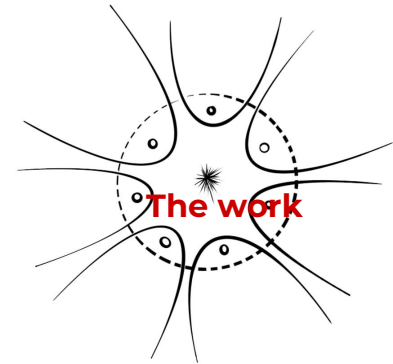
** Be as honest and specific as you can be. **

Idea two: roles

Agency v. Instinct

- + Roles we take up shaped by our identities
- + Participation in groups activate different parts of our identities
- + When an identity is activated, we might fall into a particular pattern, our “harp string is plucked”
- + Creating distance between input and reaction - allows for freedom to decide which action will move the ball forward
- + **Identify: Am I getting caught in a role? Is someone else? What action options can I generate for myself if I explore the interpretation “this person is reacting to the role I am in.”**

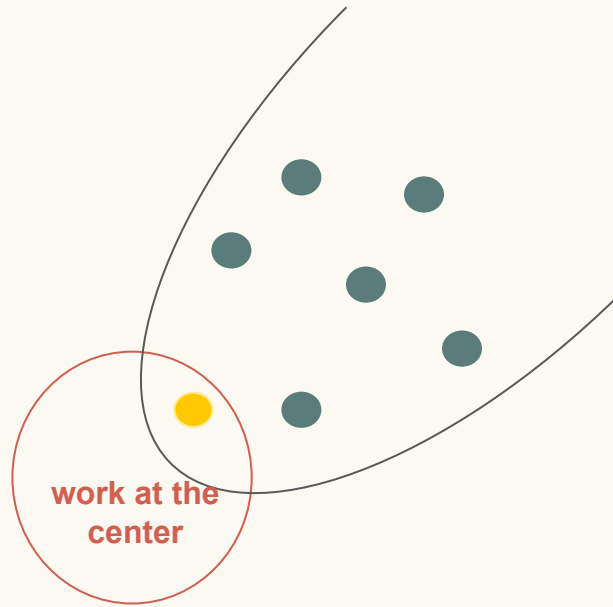
All while keeping the work at the center



The role of HRC

Keeping an eye for where you might be getting caught

- Tuning out certain voices
- Making assumptions about a particular group or person
- Binary reaction to authority
- Binary way of holding authority
- etc...



Consider:

1. What might be happening for me here? Am I feeling caught?
2. What might be happening for the other person? How can I learn more about what they are holding/what they are trying to communicate?

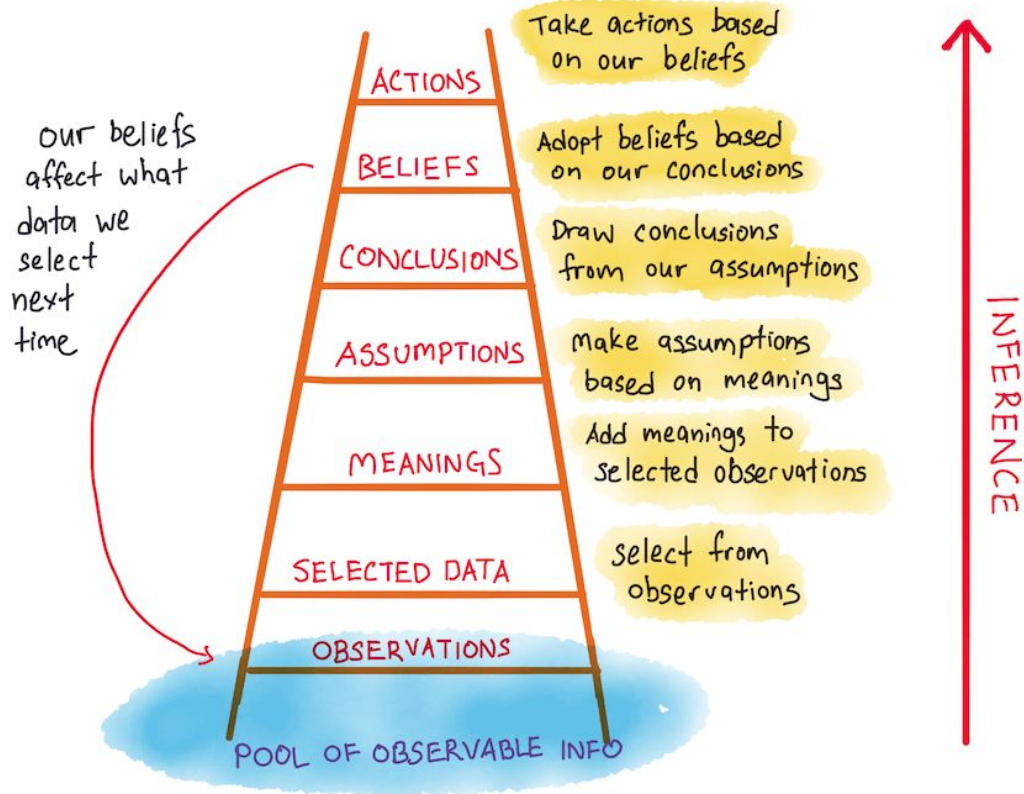
Reflection:

Stepping onto the balcony of yourself

1. What roles do I often step into? Do I see/anticipate this happening in this group?
2. Where is my attachment to this role coming from? What am I worried will happen if I *don't* play this role?
3. What might I need to do in order to quiet my resistance to breaking out of this role?
4. Where might I need to ask for help?

Idea three: speaking to the heart of the matter

ladder of inference



Activity

1. Jot down a strong belief that you hold - it could be something as simple as “I hate tomatoes,” or could be something like, “I believe in mandatory vaccines.”
2. Use the ladder of inference to walk down from the belief, to the facts that you are drawing from, and any story that goes along with it.
3. At each step - ask yourself “what is the statement I am making here and why am I making it?”
4. Try to not get trapped on “because it’s obvious that...” and push yourself to really consider the stories, people, and information you are drawing on to inform that belief.
5. Then turn to a partner and share briefly share **just** your belief (top of ladder) and the original facts/stories (bottom of ladder). See what you notice.

**People don't resist change,
they resist loss**

The music beneath the words

- Listen for the story beneath the story (bottom of ladder) - design for this in your questions, agendas, projects, engagements, meetings, convenings etc...
- Speak into the fear/underlying concern with constituents, each other
- Help people reroute if they/you/we get caught in group conversations - *“I’m noticing that we keep returning to x, what emotions/stories/fears does this bring up for people?”*

What is a time when you felt at the *edge of your competence* regarding navigating conflict or conversation?

Turn to a partner and share:

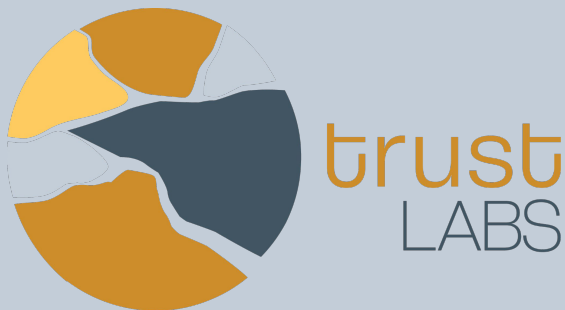
- + What was the situation?
- + What did you do?
- + What action options are you now able to see that you couldn't see at the time?

Questions?

Thank you!

More questions?

Maya Pace | maya@wearetrustlabs.org



Attachment 6

[illegible]

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total I&C: P.C. - National Origin	0	1	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Childbirth or Related Medical Conditions	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Familial Status (Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Race	3	2	2	0	0	0	0	0	0	0	0	0	7
Total I&C: P.C. - Color	1	0	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Sex	1	0	3	0	0	0	0	0	0	0	0	0	4
Total I&C: P.C. - Gender Identity	0	1	1	0	0	0	0	0	0	0	0	0	2
Total I&C: P.C. - Sexual Orientation	1	0	2	0	0	0	0	0	0	0	0	0	3
Total I&C: P.C. - Source of Funds (Housing)	0	0	1	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Not specified	6	6	4	3	0	0	0	0	0	0	0	0	19
Total I&C: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Retaliation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Other (Unprotected)	5	3	5	0	0	0	0	0	0	0	0	0	13
Total Contacts resulting in Referrals	9	5	3	0	0	0	0	0	0	0	0	0	17
Referrals to AG OCR	3	2	0	0	0	0	0	0	0	0	0	0	5
Referrals to AIM	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to APS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CPD	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CPS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CRHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CRL	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to CVLAS	2	0	0	0	0	0	0	0	0	0	0	0	2
Referrals to DARS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DBHDS	1	1	0	0	0	0	0	0	0	0	0	0	2
Referrals to DHS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DJC	1	1	0	0	0	0	0	0	0	0	0	0	2
Referrals to DLC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DOJ	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to DPOR	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to EEOC	0	2	1	0	0	0	0	0	0	0	0	0	3
Referrals to EHC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to FIC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to H2H	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to HIL	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to IP	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to LAJC	1	1	0	0	0	0	0	0	0	0	0	0	2
Referrals to N2Work	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PCOB	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to PHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHA FOC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHA Mediation	0	0	0	0	0	0	0	0	0	0	0	0	0

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Referrals to PHP	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PMH	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to R10	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to Ready Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SARA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SB	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SHE	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to Haven	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to UVA WC	1	1	0	0	0	0	0	0	0	0	0	0	2
Referrals to VLRS	1	1	0	0	0	0	0	0	0	0	0	0	2
Referrals to Other	0	0	2	0	0	0	0	0	0	0	0	0	2
Total Contacts related to Community/Systemic Issue	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to CRHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to PHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to The Haven	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to Salvation Army	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to VEC	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to ACOH	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Age	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Disability	0	0	2	0	0	0	0	0	0	0	0	0	2
Total Employment Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Race	2	0	1	0	0	0	0	0	0	0	0	0	3
Total Employment Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sex	0	0	1	0	0	0	0	0	0	0	0	0	1
Total Employment Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sexual Orientation	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Employment Complaints: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Elderliness (Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Familial Status (Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Disability	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0

[illegible]

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Primary Service: Informal Dialogue	10	27	1	0	0	0	0	0	0	0	0	0	38
Primary Service: Information	61	42	66	23	0	0	0	0	0	0	0	0	192
Primary Service: Intake Activity	106	74	146	23	0	0	0	0	0	0	0	0	349
Primary Service: Investigation Activity	24	14	62	39	0	0	0	0	0	0	0	0	139
Primary Service: Mediation Activity	0	0	10	1	0	0	0	0	0	0	0	0	11
Primary Service: Navigation & Advocacy	67	19	9	1	0	0	0	0	0	0	0	0	96

Reporting:

Report	Status
CY2024 HRC & OHR Annual Report	In progress.
CY2025 First Quarter Report to Council	To be completed and submitted to Council in April 2025.
CY2025 Second Quarter Report to Council	To be completed and submitted to Council in July 2025.
CY2025 Third Quarter Report to Council	To be completed and submitted to Council in October 2025.
CY2025 HRC & OHR Annual Report	Projected completion February 2026.

Active Complaints:

Case #	Protected Activity	Protected Class(es)	Status
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2023-2	Employment	Religion, National Origin	Alternative dispute resolution in progress.
2024-2	Housing	Age, Disability	Alternative dispute resolution in progress.
2024-3	Public Accommodation	National Origin, Sexual Orientation	Alternative dispute resolution in progress.
2024-3R	Public Accommodation	Retaliation	Alternative dispute resolution in progress.
2024-4	Housing	Disability	Alternative dispute resolution in progress.
2024-7	Housing	Race, Religion, National Origin	Alternative dispute resolution in progress.
2024-8	Employment	Race, National Origin	Investigation in progress.
2024-10	Employment	Marital Status	Awaiting Respondent response to offer of alternative dispute resolution.
2024-11	Employment	Sex, Marital Status	Awaiting Respondent response to offer of alternative dispute resolution.
2024-12	Housing	Disability	Resolved through alternative dispute resolution. Case closed.
2025-1	Employment	Sexual Orientation, Race	Investigation in progress.
2025-2	Employment	Race	Investigation in progress.
2025-3	Employment	Disability	Alternative dispute resolution in progress.
2025-4	Housing	Source of Funds	Alternative dispute resolution in progress.
2025-6	Employment	Disability, Sex	Investigation in progress.
2025-7	Public Accommodation	Disability, Race	Investigation in progress.

HRC Work Summary:

Date	Roles (Sec. 433)	Primary Action	Summary & Analysis
02/07/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Public Poll	The HRC released a public poll to solicit feedback on human and civil rights issues that are important to the community. The poll ran from 02/07/25 to 03/07/25 and received 271 responses. Commissioners will use this information to inform their annual planning for CY2025.

Attachment 7

Inequitable Access to Booking Play Surfaces

- File 1: Fwd_ Winter Court Allocations_ OPEN SOON - Application Window_12_1_2024 -12_10_2024.pdf [*Acquired via Coach who books for the program*]
- File 2: Covenant_School_Spring_2025_Use_Agreement__UPDATED__2.18.25_-_signed.pdf [*Acquired via a FOIA Request*]
- File 3: Gmail - Fwd_ SST Winter '25 Court Reservations.pdf [*Acquired via Coach who books for the program*]

On 11/26/24, Colin Banks of Parks & Rec sent an email (File 1) about booking play surfaces for upcoming application periods. In the email, it stated that Spring-Summer (March 1-July 31) booking was to be applied for between February 1-10. In the Policy for Multi-Day Group Court Allocations, it states that a maximum of 4 courts may be reserved at any given time for up to 2 hours.

If you look at the Covenant Contract (File 2—this was obtained via a FOIA request as Parks & Rec stated they would not share who had booked the courts), several things stand out:

- They were allowed to request dates *prior* to other groups (their contract states their allocation request date occurred on 1/14/25)
- On 11 dates in March and April, they were able to book 6 *courts* for 3 *hours*. So, both over the number of courts and over the time afforded to other groups.
- If you look at these dates in juxtaposition with their booking for Tonsler Park, you'll note that effectively Covenant booked *every court in the City* on these 11 dates at a prime time.

In the Allocations email, you can also see Parks & Rec's priority order. Our program, Girls Rule the Court, is a non-profit program from the USTA that targets girls from under-resourced communities, and it should fall 3rd in the list of priority, yet Covenant, which should come 4th, got priority booking over GRTC. Our Head Coach submitted the court reservation request for GRTC on 2/1/25, the day their stated allocation period began. Our Head Coach submitted the signed fee waiver as requested on 2/12/25 and then was informed on 2/18 (which is the date of the Covenant contract) that more dates were unavailable. According to their own policies, there is no way that Covenant should have been booked over the girls' program. Our program runs once a week for 1.5 hrs in the spring and in the fall. We had requested 2 courts, so if Parks & Rec had held Covenant to their policy, there wouldn't have been an issue.

It is unclear why the rules do not apply to Covenant's high school tennis teams, but Parks & Rec will apply them to every other program. When our Head Coach had accidentally emailed them on 11/30 about winter court bookings, she was not only told she had to resend on 12/1 but she was also held to their stated rules of no more than 2 hours (File 3). I have heard from another non-profit local tennis organization (though don't have any of the

communications) that they were also told they were only allowed to book 4 courts at a time. They should also receive priority booking over Covenant.

We have brought this to Parks & Rec's attention multiple times previously, but as you can see, it happened again this spring season.

What makes this worse is that Covenant only has tennis for boys in the spring. When you add everything together, you can see that they got priority booking—for more time, for boys over girls, for privilege over those with less access.

Inequitable Access to Partnerships

- Video: <https://www.youtube.com/live/QLeElwVjmDc?si=PmD-mbR6QyySgZO5&t=4209> (I speak at 1:10:00, and Parks & Rec and their consultant speak at 1:21:30)
- Pic 1: IMG_4773.jpg
- Pic 2: IMG_1324.jpg
- File 4: Play Partner Overview.pdf
- File 5: Gmail - Recommendations for Parks & Rec's Master Plan Re_ Gender Inequality.pdf

I spoke at the City Council meeting on 3/17/25 about inequitable access to play surfaces and partnerships. You can see Riaan Anthony nodding when I speak, and afterwards when he and the consultant, Mike Svetz, talk, they reiterate that inequitable access to partnerships is in fact an issue. I believe the first time I brought this up to them was at a Master Plan presentation meeting on 8/20/24. Mike Svetz admitted in the public meeting it was a problem and stated that Parks & Rec did not have to wait until the Master Plan was finalized to begin doing this work.

Since then, every time I have brought it up, Parks & Rec has always framed it as a “staffing” issue. While I recognize that it is challenging to manage many programs without enough staff, *it is still their responsibility to serve the community at large* and they need to figure out how to redistribute their resources to do it. They cannot just accept partnerships for one demographic or one sport, they must manage partnerships for all—both boys’ *and* girls’ sports, programs that target lower-income children, etc.

Historically, the partnerships have gone to boys’ baseball leagues. They get hours and hours of field bookings, they are allowed to make capital improvements on Parks & Rec’s land (there is a new large batting cage/bullpen by the field at Pen Park - Pic 1), and they are allowed to post sponsor signage (Pic 2). In the past, we have approached them multiple

times about getting some storage for tennis equipment, and they would not allow us to build a storage locker at Pen Park, even if self-funded. We have asked about signage, which helps advertise the program and is a way to get funding from donors, and we have been told we are not allowed to post any signs, even only during our practices. These opportunities are only allowed with an official partnership.

In an effort to make things official to be able to get some storage and try to fix the booking situation, on 10/11/24, I was part of an initial partnership discussion meeting with the USTA and Parks & Rec, where the USTA presented them with their partnership tiers (File 4). Parks & Rec was initially interested, but then suddenly lost interest and turned it down to “focus on the Master Plan.” It is unclear what that means as the Master Plan hasn’t been approved yet, and by their own admission, it wouldn’t kick in until future fiscal years. Moreover:

- 1) Parks & Rec were actually already meeting nearly all of the requirements for the lowest tier partnership, save for cross-posting a couple social posts and ensuring access to court space for GRTC.
- 2) The partnership did not require funding from Parks & Rec, just in-kind use of space. GRTC is already eligible for fee waivers, so it really comes down to just scheduling the space.
- 3) The partnership would also have given them access to a few different kinds of USTA grants to improve the tennis/pickleball courts for the entire community as the courts are currently in terrible shape. These grants were flexible, and the USTA was willing to help fund what Parks & Rec saw as necessary, not forcing them to make any specific upgrades.
- 4) The partnership would have helped provide support from the USTA to streamline some of the USTA groups booking courts through Parks & Rec, which would alleviate some of the pain points for Parks & Rec’s staff needs.

For the first time in 2025, Parks & Rec partnered with HER Sports to bring girls’ basketball and flag football (though from social media, it appears that the flag football program has been delayed due to lack of registration). This is just one partnership, and there is still a large divide in access. From Google, there are at least 3 large baseball leagues currently using City fields:

- Central Little League Charlottesville (appears to have baseball and softball)- <https://www.centra11.com/Default.aspx?tabid=1390289>
- McIntyre Little League - <https://www.vadist1411.org/Default.aspx?tabid=2676170>
- Monticello Little League - <https://www.monticellolittleleague.com/>

Some of these baseball leagues will accept girls, but the vast majority of players/target audience are boys.

There should be similarly multiple partnerships for girls' sports and partnerships targeting kids who might not have access to additional programs. Our program could help their numbers, as we have more girls wanting to sign up than we do spots despite increasing to 23 girls this spring. But, we are unable to expand until we can get fair access to play surfaces.

At this time, it appears that I have forced the issue of it being included in the Parks & Rec Master Plan, but my concern (and the consultant's concern) is about implementation. I have also included my recent email exchange with him (File 5).

I am hopeful with your help we might be able to make some headway towards more equitable access for additional groups seeking to serve the community. Please let me know if there is any other information you'd like me to provide.



Jackie Temkin <jltemkin@gmail.com>

Fwd: Winter Court Allocations: OPEN SOON - Application Window: 12/1/2024 -12/10/2024

1 message

Alexandra de Guzman <alexandra@secondserveville.com>
To: Jackie Temkin <jltemkin@gmail.com>

Wed, Mar 19, 2025 at 11:22 AM

Alexandra S. de Guzman
Pronouns She/Her
Founder and Head Coach
Second Serve Tennis | IG @secondservetennis
434-987-8966 | alexandra@secondserveville.com

Book Lessons Here
Winter Season: Nov. 25-Feb. 28

Cancellation Policy: 24 hours notice is required for rescheduling lessons. Any cancellation within 24hrs is non-refundable.

----- Forwarded message -----

From: **Banks, Colin** <banksc@charlottesville.gov>
Date: Tue, Nov 26, 2024 at 13:15
Subject: Winter Court Allocations: OPEN SOON - Application Window: 12/1/2024 -12/10/2024
To: Athletics <athletics@charlottesville.gov>

Good afternoon,

I hope this message finds you well! As we prepare for the winter season (Dec. 1 – Feb. 28, 2025) I'd like to provide a quick update regarding tennis courts, basketball courts, and athletic field requests and to remind you of the processes of reserving for single and multi-day use.

Single Day Use:

1. Reservations must be made online at [Charlottesville Parks & Recreation Website](#).
2. Court reservations must last a minimum of one (1) hour and a maximum of (2) hours.
3. Reservations can be made up to two (2) weeks in advance.
4. Online court reservations are only for individual use. Groups that would like to reserve must call in, email athletics@charlottesville.gov, or complete the [Facility Reservation Request Form](#) to book.

Multi-Day/Group Use:

Scheduling Requests: Groups seeking multi-day reservations must submit a request to the Athletics Department (athletics@charlottesville.gov). Please submit your requests for winter court usage through the [Athletic Fields and Tennis/Basketball Courts Reservation Form](#).

- i. https://cvilleparksandrec.formstack.com/forms/field_court_request

Application periods and seasons are as follows:

- Spring-Summer (March 1 – July 31): **Apply February 1 – 10. Allocations issued by February 15.**
- Fall (August 1 – November 30): **Apply July 1 – 10. Allocations issued by July 15.**
- Winter (December 1 – February 28): **Apply December 1 – 10. Allocations issued by December 15.**

Multi-day reservations are granted in the following priority order:

- City & Albemarle County Parks and Recreation Department recreational sports or events.
- City & Albemarle County Schools for VHSL-sanctioned sports.
- Non-Profit Youth and Adult Recreational Leagues.
- Private school youth athletic teams headquartered in the City or Albemarle County.
- Community Groups/Individual Rentals.
- For-Profit Entities and Leagues.

POLICY UPDATES FOR MULTI-DAY/GROUP COURT ALLOCATIONS

1. Reservation Limits:

- A maximum of four (4) courts may be reserved at any given time.
- Reservations are limited to a maximum duration of two (2) hours per session.

2. Court Availability:

- Pen Park: (6) reservable courts.
- Tonsler Park: (3) reservable courts.

Please note: Requests prior to 12/1/2024 at 9AM will not be considered.

If you have any questions or need assistance, don't hesitate to reach out. Thank you for your cooperation in ensuring a smooth and equitable allocation process!

Best regards,



Colin Banks

Operation Specialist IV

Athletics Manager

Charlottesville Parks & Recreation

434-970-3271 | banksc@charlottesville.gov

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City of Charlottesville Department of Parks and Recreation: Facility Usage Agreement

I (We) Ashley Taylor, representing The Covenant School of Charlottesville, have read the below rules in accordance with same I (We) hereby make application for the use of the following field (s) from February 26th, 2025 – May 9th, 2025, at Pen Park & March 3rd, 2025 – March 29th, 2025, at Tonsler Park.

The purpose for which this facility will be used: HS Tennis Practices and Games.

Pen Park Courts: #3 - #6 (weekly Practices):

- Monday – Friday, Courts #3-#6 from 4:15PM-6:15PM

Pen Park Courts: #3-#8 (match days ONLY):

- Tuesday, March 18th, 2025, from 3:30p-6:30p
- Thursday, March 20th, 2025, from 3:30p-6:30p
- Tuesday, March 25th, 2025, from 3:30p-6:30p
- Wednesday, March 26th, 2025, from 3:30p-6:30p
- Thursday, March 27th, 2025, from 3:30p-6:30p
- Thursday, April 9th, 2025, from 3:30p-6:30p
- Monday, April 14th, 2025, from 3:30p-6:30p
- Tuesday, April 22nd, 2025, from 3:30p-6:30p
- Friday, April 25th, 2025, from 3:30p-6:30p
- Monday, April 28th, 2025, from 3:30p-6:30p
- Tuesday, April 29th, 2025, from 3:30p-6:30p

Tonsler Park Courts: #2 - #4 (weekly Practices, March 3rd – March 29th):

- Monday – Friday, Courts #2-#4 from 4:00p – 5:45p

****Please note that Tonsler Park Tennis Courts will undergo renovations beginning on 4/1/25 and will be offline through the remainder of the Spring season****

Field Use Agreement Rules: It is understood and agreed that if this application is approved, the undersigned will be responsible for all damage to property and shall hold harmless and indemnify the City of Charlottesville, its officers, employees, and agents against personal injury, loss or damage occurring as a result of this Facility, Court, and Field Use Agreement. It is understood and agreed that the undersigned will not perform any field maintenance without approval of the Athletics Program Manager.

Signature: Ashley Taylor Date: 18/02/2025
Ashley Taylor (Feb 18, 2025 16:11 EST)

Address, City, and State: 175 Hickory St Charlottesville, VA 22902

Phone: (434) 981-3899 Email: ataylor@covenantschool.org

Please see reverse side →



City of Charlottesville Department of Parks and Recreation: Facility Usage Agreement

Office Use Only:

- Application Request Date: 1/14/25
- Application Status: APPROVED
- Date Approved: 2/18/25
- Approved By: Colin Banks

Total Use & Costs:

- Court Use: \$5 per hour/per court
- Total Hours: TBD – Will be calculated and invoiced at the conclusion of the Spring 2025 season.
- Total: TBD

Additional Notes:

The applicant agrees to not use the field if the field is wet/damp or unplayable, will not hold games if the field is needed for a City of Charlottesville event. In the event of rainouts, please follow up with Colin Banks at banksc@charlottesville.gov or 434-970-3271 for usage updates.

Covenant School_Spring 2025 Use Agreement (UPDATED)_2.18.25

Final Audit Report

2025-02-18

Created:	2025-02-18
By:	Colin Banks (banks@charlottesville.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGJT2zZf5EqAtvMfcKwQFBX9MBmd0lvh1

"Covenant School_Spring 2025 Use Agreement (UPDATED)_2.18.25" History

-  Document created by Colin Banks (banks@charlottesville.gov)
2025-02-18 - 8:19:16 PM GMT
-  Document emailed to Ashley Taylor (ataylor@covenantschool.org) for signature
2025-02-18 - 8:19:21 PM GMT
-  Email viewed by Ashley Taylor (ataylor@covenantschool.org)
2025-02-18 - 9:07:02 PM GMT
-  Document e-signed by Ashley Taylor (ataylor@covenantschool.org)
Signature Date: 2025-02-18 - 9:11:09 PM GMT - Time Source: server
-  Agreement completed.
2025-02-18 - 9:11:09 PM GMT



Adobe Acrobat Sign



Jackie Temkin <jltemkin@gmail.com>

Fwd: SST Winter '25 Court Reservations

Alexandra de Guzman <alexandra@secondserveville.com>

Tue, Mar 18, 2025 at 7:59 PM

To: Jackie Temkin <jltemkin@gmail.com>

Also...

Alexandra S. de Guzman

Pronouns She/Her

Founder and Head Coach

Second Serve Tennis | IG @secondservetennis

434-987-8966 | alexandra@secondserveville.com

Book Lessons Here**Winter Season: Nov. 25-Feb. 28***Cancellation Policy: 24 hours notice is required for rescheduling lessons. Any cancellation within 24hrs is non-refundable.*

----- Forwarded message -----

From: **Alexandra de Guzman** <alexandra@secondserveville.com>

Date: Sun, Dec 1, 2024 at 9:11 AM

Subject: Re: SST Winter '25 Court Reservations

To: Banks, Colin <banksc@charlottesville.gov>

Cc: Sechrist, Annie <sechrista@charlottesville.gov>

Morning Colin,

I just submitted the forms indicating days and times. Let me know if you need anything else.

Thank you,

Alexandra S. de Guzman

Pronouns She/Her

Founder and Head Coach

Second Serve Tennis | IG @secondservetennis

434-987-8966 | alexandra@secondserveville.com

Coaching hours: Monday-Friday 1:00pm-6:00pm, Saturday-Sunday 9:00am-1:00pm**Book Lessons: Nov. 25-Feb 28***Cancellation Policy: 24 hours notice is required for rescheduling lessons. Any cancellation within 24hrs is non-refundable.*

On Sat, Nov 30, 2024 at 11:29AM Banks, Colin <banksc@charlottesville.gov> wrote:

Hi Alex,

You will need to resend this tomorrow per instructions from my previous email earlier this week - applications open tomorrow at 9a, no requests prior will be accepted.

I also will not approve any requests that extend past the two hour reservation period limit and that exceed the (4) court max, so you will need to make adjustments to majority of your requests below.

Thanks,

**Colin Banks**

Operation Specialist IV
Athletics Manager
Charlottesville Parks & Recreation
434-970-3271 | banks@charlottesville.gov
[Visit Us Online](#) | [Join Our Team](#)



On Nov 30, 2024, at 12:59AM, Alexandra de Guzman <alexandra@secondserveville.com> wrote:

**** WARNING:** This email has originated from **outside of the organization**. Do not click links or open attachments unless you recognize the sender and know the content is safe. **

Hi Colin

I submitted the reservation form [via the link](#) you sent and have included it in this email as well for Winter 2024-2025, Dec 1-Feb 28. It'd be great if I could move to the lit courts at Pen Park during the week and keep weekends as well. If the weather is moderate, we'll need a court:

- Monday: 3:30-5:30pm
- Tuesday: 1:30-5:15pm
- Wednesday: 2:30-5:30pm
- Thursday: 12:30-3:30pm
- Saturday: 9am-1pm
- Sunday: 9am-1pm

Thank you!

Alexandra S. de Guzman

Pronouns She/Her

Founder and Head Coach

Second Serve Tennis | IG [@secondservetennis](#)

434-987-8966 | alexandra@secondserveville.com

Coaching hours: Monday-Friday 1:00pm-6:00pm, Saturday-Sunday 9:00am-1:00pm

Book Lessons: Nov. 25-Feb 28

Cancellation Policy: 24 hours notice is required for rescheduling lessons. Any cancellation within 24hrs is non-refundable.

Play Partner Program

2024

Play Partner Program Overview	BRONZE		SILVER	GOLD	REGIONAL
	Individual	Organization	Organization	Organization	Organization
Active USTA Membership*	☒	☒	☒	☒	☒
Adhere to all Safe Play Conduct, Policies & Guidelines **	☒	☒	☒	☒	☒
Participates in annual USTA Play Partner training	☒	☒	☒	☒	☒
Play Partner to connect with USTA MA on social media platforms	☒	☒	☒	☒	☒
Minimum Volunteer Hours in support of USTA initiatives	4 Hours	4 Hours	8 Hours	12 Hours	16 Hours
Minimum Hours of Donated Court or Meeting Space (if applicable)		6 Hours	12 Hours	16 Hours	20 Hours
Partners with USTA Mid-Atlantic to celebrate and/or mitigate sportsmanship issues		☒	☒	☒	☒
Engages USTA Platform to facilitate Programming		☒	☒	☒	☒
Supports at least one USTA community engagement activity per year	☒	☒			
Collaborates with USTA on hosting community engagement activities (Play day, tournament, workshop, etc)			(1) per year	(2) per year	Multiple
Through annual Memo of Understanding (MOU) executes strategic initiatives in collaboration with Mid-Atlantic Foundation					Required
*At least one individual active USTA member; Active Organization Membership is required for all Organization Partners					
**Primary individuals must be Safe Play approved, and ALL adult staff directly affiliated with USTA programming must be Safe Play approved					

Play Partner Program

2024

Play Partner Activations Supported by USTA (number and support varies by Play Partner Level)

Example of programs that may be requested and supported: Player or Parent Seminar; Specific Event Support; Requesting a specific event be run at site (League Championship, JTT Championship, etc);Community Activation; Tennis Festival; Closed Coaching Workshop or Facility Training (specific to facility needs); On Court special session for members; High profile Exhibition match

Play Partner Facility Access

Organizational Play Partners with Facility access shall include a Facility Access Agreement, which may include specific tournaments to be hosted by the Organization and/or USTA events to be hosted at the Site.	BRONZE	SILVER	GOLD	REGIONAL
USTA negotiated court rental fees (for Leagues or Championship events run by USTA)	Optional*	Required*	Required	Required
Minimum Hours of Donated Court or Meeting Space (if applicable)	6 Hours*	12 Hours*	16 Hours	20 Hours

*Examples of events that USTA will use Court and Meeting Room donations to fulfill needs for: Officiating Training (Rover/Referee/Line/Chair); Open Community Coaching or Adaptive/Wheelchair Workshop;Open Player or Parent Information Session; Open Certification Workshop (2 day); Site for HS Coach Training; Tips and Sips Host Site; US Open Watch Party, Fundraising Event. *Tennis Programs who rent courts are exempt from Facility Access Agreement and may be considered as Bronze or Silver Partners.*

Safe Play Compliance

Play Partner programs shall maintain with USTA a shared list of all adults directly involved in program delivery to be updated at least once a quarter. New employees associated with a Play Partner must be Safe Play approved within the first 30 Days of employment.USTA will support providers with reminders around Safe Play Compliance.	BRONZE	SILVER	GOLD	REGIONAL
	Annually	Quarterly	Monthly	Monthly

Data Sharing*

Play Partner programs shall maintain with USTA a shared list of junior program participants to be updated at least once a quarter. Data file shall only include First and Last Name of junior players and shall be used solely for the purpose of celebrating and mitigating sportsmanship issues.	BRONZE	SILVER	GOLD	REGIONAL
	Optional	Recommended	Required	Required

**Play Partner must designate a primary point of contact to facilitate the partnership who shall maintain appropriate confidentiality in regards to any sportsmanship issues*

Play Partner Program

2024

Support of USTA Mission and Programming

Play Partner programs' primary coaching staff are required to participate in training at least once annually to facilitate promotion of USTA Programming including but not limited to USTA Programming, sportsmanship, Safe Play and health and well-being. USTA shall provide recommended resources and training outlines to support informational sessions on sportsmanship, Safe Play and health and well-being. With USTA support, Play partners shall:	BRONZE	SILVER	GOLD	REGIONAL
Require all coaches, players and parents to sign and abide by the USTA Mid-Atlantic ACES Pledge	Recommended	Required	Required	Required
Encourage all coaches, players and parents to promote good sportsmanship by nominating Champions on and off the court	Recommended	Required	Required	Required
Display USTA Mid-Atlantic banners and promotional material around this initiative, Safe Play and Sportsmanship	Recommended	Required	Required	Required
Regularly submit player nominations for Champions on and off the court	Recommended	Annually	Quarterly	Quarterly
Actively promote USTA programming and initiatives through electronic means (newsletter, tagging on social, other, etc.)	Recommended	Annually	Quarterly	Quarterly
Host informational training sessions and/or provide resources for all junior program participants (including parents)	Recommended	Recommended	Required	Required

Marketing Collateral	BRONZE		SILVER	GOLD	REGIONAL
	Individual*	Organization	Organization	Organization	Organization
One (1) social media post acknowledging and welcoming organization as a USTA MA Play Partner	☒	☒	☒	☒	☒
Organization logo and link on USTA MA Play Partner web landing page on USTA.com	☒	☒	☒	☒	☒
Online emblem and toolkit specific to this initiative		☒	☒	☒	☒
USTA/Mid-Atlantic Foundation Banner(s) specific to this initiative		☒	☒	☒	☒
USTA/Mid-Atlantic Foundation Sportsmanship Initiative banner(s) and resources.		☒	☒	☒	☒

*Individuals will be grouped with other individual partners for purposes of web and in social media posts

Play Partner Program

2024

Event Activation Support*	BRONZE	SILVER	GOLD	REGIONAL
	Supported	Virtual Support	In Person & Virtual Support	Varies by Event
Number of Eligible Events and Available Support	(1) Event	(1) Event	In Person (1) Virtual (1)	Multiple Events
Assisting in putting registration on ST	☒	☒	☒	☒
Ability to apply for Community Grant	☒	☒	☒	☒
Listing event on webpages as appropriate	☒	☒	☒	☒
Sharing pictures post event	☒	☒	☒	☒
Including event in emails and newsletters as appropriate		☒	☒	☒
Access to USTA MA staff for brainstorming and networking to facilitate event		☒	☒	☒
USTA MA consideration for promoting event in advance (not guaranteed)		☒		
USTA MA commitment to directly promoting event in advance			☒	☒
USTA MA staff available in person to support event (pending schedule and availability- not guaranteed)**			☒	☒
Highlight Story on USTA.com (may be before or after event depending on need and availability)			☒	☒
Per MOU negotiated collaboration and support for multiple events				☒
*Event support is contingent on dates being confirmed at least 45 days out, and marketing collateral being available at least two weeks prior to the targeted timeline for release.				
**Staff support is contingent on at least 60 days notice of event details, and is pending schedule and availability				

Play Partner Program

2024

Social Media Engagement (not related to specific supported event)

Play Partner programs who tag MA in social media or submit photos or content will be greenlit for reposting and additional shout outs via USTA MA social media where/when appropriate. Submission does not guarantee USTA will post, however priority will be given to content submitted by a Play Partner.

Priority consideration will be based on level of Play Partner	BRONZE	SILVER	GOLD	REGIONAL
If selected, reposting or sharing will depend on USTA MA overall communications plan, with timelines to reposting will be approximately (in business days)	5-7 Days	3-4 Days	2-3 Days	1-2 Days



Jackie Temkin <jltemkin@gmail.com>

Recommendations for Parks & Rec's Master Plan Re: Gender Inequality

3 messages

Jackie Temkin <jltemkin@gmail.com>

Sun, Mar 23, 2025 at 12:19 PM

To: Michael Svetz <michael.svetz@prosconsulting.com>

Dear Mike,

As you work with Parks & Rec to put together recommendations for the Master Plan on how they will address inequitable access to play surfaces and partnerships, I have several recommendations that I have listed below. I believe there are several issues at play (lack of appropriate processes, not holding themselves accountable to processes, and lack of reporting and re-evaluation) that need to be addressed with actions like those below.

- **Introduce a formal process for partnerships:** Create a formal process for considering and agreeing to partnerships. All groups must be held to the same standards of access and opportunities provided to them. If discrepancies arise (i.e. we will allow baseball to post signage but not tennis or basketball), they need to be brought before their Advisory Board for approval.
- **Revamp Reporting:** Include a breakdown of male/female/other participants for their programs in quarterly and annual reports, and make these reports easily available on their website. Also include reporting of partnership information in these reports.
- **Perform Audits:** Introduce mechanisms for employees, partners, and the public to provide feedback on gender equality initiatives. Regularly evaluate policies and practices to assess their effectiveness and make adjustments as needed to improve gender equality.
- **Overhaul the play surface reservation process:** Introduce a point system. Priority should be given to City residents and programs serving disadvantaged City residents (Virginia recognizes SWaM businesses as small, woman-owned, and/or minority owned, but socio-economic needs to apply as well). Additionally, the seasonal reservation process in place is not adequately addressing needs. Parks & Rec needs to consider ongoing programming on an annual basis. There needs to be a mechanism in place to both hold them to their policies and a means of providing recourse if they are violating it.
- **Actively Engage:** Parks & Rec needs to *actively seek out* partnerships and opportunities that help address gaps in access for women and different socio-economic groups.

I believe that these are baseline improvements that need to be made, and I look forward to hearing your additional suggestions as we move through this process.

Thanks,
Jackie Temkin

--
Jacqueline L. Temkin
jltemkin@gmail.com

LinkedIn: www.linkedin.com/in/jacquelinetemkin

Michael Svetz <michael.svetz@prosconsulting.com>

Sun, Mar 23, 2025 at 12:50 PM

To: Jackie Temkin <jltemkin@gmail.com>

Thanks Jackie

All of that and more will be either provided as concrete best practice information or recommendations that fall into one of three areas

Inclusion which addresses equity across apl walks of life.

Best practices for partnership.

Field/court allocation policy.

Thanks again for your feedback to make the plan the best as it can be in providing strategic direction.

That said, having been on the practitioner side, implementation is where improvement lies.

Onward!

Mike Svetz, Principal
PROS Consulting
Phoenix, AZ 85338

C - [623.388.1787](tel:623.388.1787)

[Home - PROS Consulting](#)

“It is nice to be important, but it is more important to be nice!”

From: Jackie Temkin <jitemkin@gmail.com>

Sent: Sunday, March 23, 2025 9:19:16 AM

To: Michael Svetz <michael.svetz@prosconsulting.com>

Subject: Recommendations for Parks & Rec's Master Plan Re: Gender Inequality

[Quoted text hidden]

Jackie Temkin <jitemkin@gmail.com>

To: Alexandra de Guzman <alexandra@secondserveville.com>

Mon, Mar 24, 2025 at 12:03 PM

[Quoted text hidden]



Attachment 8

04/10/2025

Summary of Information from Charlottesville Parks & Recreation

The information below was prepared by Todd Niemeier, Charlottesville Human Rights Commission Director, from written and verbal correspondence with Mr. Riaan Anthony, Director of Charlottesville Parks & Recreation. This information is provided to the Human Rights Commission in response to an inquiry presented by Ms. Jacqueline Temkin during the public comment period at the Commission's Annual Planning Meeting on March 22, 2025.

Background Issue

1. For several years, concluding in February 2024, Charlottesville Parks & Recreation partnered with Second Serve Tennis, owned by Alexandra de Guzman, to provide youth tennis instruction.
2. Beyond her contractual role with Parks & Recreation, Ms. de Guzman also operated her private for-profit business, Second Serve Tennis, utilizing public courts at Pen and Tonsler Parks.
3. During the time it contracted with Parks & Recreation to provide tennis instruction, Second Serve Tennis also stored equipment in a City-owned structure. Ms. de Guzman also used the space to store equipment for non-City-related instruction. There was no mention of the storage space use in the contractual agreement between Second Serve Tennis and the City.
4. In July 2024, following the conclusion of the instructional contract with Second Serve Tennis, Parks & Recreation no longer permitted the storage of Second Serve Tennis equipment in the City-owned structure, in accordance with the Business Activity License agreement.
5. Via emails and a meeting with City staff, Ms. de Guzman voiced her concerns with Parks & Recreation about the loss of storage space and court allocation policies.
6. Parks & Recreation staff reviewed the allocation policy, and informed Ms. de Guzman that as a for-profit business, Second Serve Tennis ranked lower in priority compared to non-profits organizations and schools. Parks & Recreation staff also noted that the allocation policy and priority list were under review for future improvements.
7. Ms. de Guzman has continued to express her concerns through in-person meetings, FOIA requests, phone calls, and over 80 emails, particularly regarding the prioritization of Covenant School, a non-profit organization, over her business.

Current Issue

1. In response to concerns raised during a Charlottesville City Council meeting and a subsequent inquiry from Jacqueline Temkin, Parks & Recreation has reviewed its records and found no Athletic Field/Tennis Court Allocation Request Form submitted by Ms. Temkin for Girls Rule the Court. Furthermore, a search of our digital records indicated no past court request submissions from Ms. Temkin under that name.
2. Ms. Temkin is known to Parks & Recreation staff as a guest of Ms. de Guzman in a prior meeting involving Second Serve Tennis, Parks & Recreation, and the United States Tennis Association (USTA). Additionally, she has spoken at a master planning meeting and, most recently, at a City Council meeting as an Albemarle County resident.
3. The most recent allocation request for Girls Rule the Court was submitted by Ms. de Guzman. She also submitted forms on behalf of her for-profit business, Second Serve Tennis, and as an instructor affiliated with the non-profit Piedmont Area Tennis Association (PATA). Fee waiver forms for both non-profits were approved by the Parks & Recreation Director.
4. Court allocations were assigned based on the established priority list, which places non-profit entities such as USTA, Covenant School, and Girls Rule the Court before for-profit organizations.
5. All of Ms. de Guzman's requested dates for USTA and Girls Rule the Court were honored, with only two instances requiring relocation to Tonsler Park rather than Pen Park to accommodate multiple groups. After Ms. de Guzman submitted her request, an updated fee waiver was required to process the request. There were multiple delays in communication from Ms. de Guzman to Parks & Recreation staff to obtain the needed signatures and fee waiver form, resulting in another non-profit being allocated the space on two of Ms. de Guzman's requested dates.
6. Despite the delays, Parks and Recreation staff were still able to accommodate all dates requested, with only two being relocated to Tonsler Park. Ms. de Guzman agreed to this adjustment.
7. Parks & Recreation staff met with a USTA representative, Ms. Temkin, and Ms. de Guzman in early fall to explore potential partnerships. In November, discussions were temporarily paused due to several factors, including upcoming tennis court renovations at Tonsler Park, a temporary reduction in available court space, and the department's focus on the master planning process.

Parks & Recreation Position

1. Parks & Recreation acknowledges the challenges in balancing the diverse needs of our community, particularly with limited court space and multiple user groups advocating for access for both tennis and pickleball needs.
2. The department is committed to refining its Standard Operating Procedures and rectifying historical inconsistencies in partnership agreements. The goal is to ensure the allocation process remains equitable and transparent and that partnerships align with the mission defined by the master plan and contribute to community enrichment.
3. Anticipated changes in Albemarle County's court facilities at Darden Towe will likely further impact availability.
4. Parks & Recreation recognizes the importance of expanding female-focused athletic programming, incorporating this language into the master plan, and working to expand internal programs such as youth volleyball and foster partnerships with organizations like HER Sports to offer girls' basketball and flag football.
5. The department acknowledges a need to rethink historical norms like moving away from informal agreements and handshake deals. Formalizing agreements ensures accountability and transparency in our partnerships. Examples such as First Tee and Little League highlight the necessity of clear, structured agreements to maintain consistency and fairness across all collaborations.

Questions for Parks & Rec Regarding Inequitable Access to Booking Play Surfaces

1. On Covenant's Facility Use Agreement, it notes an Application Request Date of 01/14/2025, which appears to be before the open application date for the Spring-Summer application period of 02/01/2025 – 02/10/2025. Is this accurate?

Covenant did send an allocation request in on 1/14/25. We did not allocate any court space until after the allocation window closed on 2/10/25. Covenant was approved and the Court Use Agreement was sent to them on 2/18/25. The Court Use Agreement was signed on the same day and was sent back to us.

2. If multi-day/group reservations are limited to a maximum of 2 hours per session, and all of Covenant's reservations for matches are three hours long (3:30pm to 6:30pm), why were they approved?

In winter allocation period 2024, we temporarily put two hour limits on court use due daylight savings and lack of lighting on half of the Pen Park courts. The intention behind this action was to allow access to the courts to as many groups as possible during the day light hours.

This practice was included in a draft of the allocation policy which has yet to be finalized. A copy of this unfinished draft was prematurely sent out by Parks & Rec staff to Alexandra de Guzman of Second Serve Tennis. The practice was implemented across all groups who applied for space in the winter allocation period.

3. If multi-day/group reservations are limited to a maximum of 4 courts at any given time, and all of Covenant's reservations for matches occupied 6 courts at the same time (courts #3-#8), why were they approved?

Covenant is sanctioned through VISAA (Virginia Independent Athletic Association) where they have an obligation to host matches. We have been the home of their matches for several years. They are currently in process of building their own courts. Parks & Recreation allocated six courts to them ONLY on their match days to allow them to continue to meet their league conference obligations as a tennis team. For all other practice days, they were limited to four courts.

4. On what date did Alexandra de Guzman submit the application for Girls Rule the Court for the most recent allocation of courts?

The request from Alexandra de Guzman for Girls Rule the Court came in on 2/1/25.

On 2/4/25 Parks & Rec staff reached out to let her know that the request was received and that staff would need an updated Fee Waiver Application. Staff also asked for clarification on days and times of the week requested because the request for Girls Rule the Court came in with requests for space for Second Serve Tennis as well- which is a for-profit business.

Alexandra de Guzman responded on 2/4/25 that she only needed Girls Rule the Court on Thursdays from 3:15 to 4:45pm.

Staff responded back on 4/5/25 and said thank you attached the updated Fee Waiver sheet and requested that she send it when she is able.

Alexandra De Guzman send the Fee Waiver form back on 2/12/25.

Parks & Rec staff send the form up for approval and it was approved on 2/24/25.

5. Did Alexandra de Guzman ask for more court reservations for Girls Rule the Court than were approved?

Alexandra de Guman was approved for Girls Rule the Court for the requested time of Thursdays from 3:15 to 4:45pm.

On 3/20 and 3/27 she was scheduled at Tonsler tennis courts instead of Pen Park due the courts being use by Covenant for their match days. This was communicated to Alexandra de Guzman at the time of allocation and she was in agreement to the schedules.

To our knowledge, she has had all court space allocated that she requested through the non-profit Girls Rule the Court.

6. If both Girls Rule the Court and Covenant are non-profits, would they be subject to the same rules regarding applications for court reservations, and would they have the same priority for reservations? **Yes.**

Questions for Parks & Rec Regarding Inequitable Access to Partnerships

1. Is the USTA partnership new to Parks & Rec, or has it existed in the past? **There have been several people who have made reservations under the umbrella of USTA. We have partnered in the form of waiving fee use.**
2. If USTA had a partnership with Parks & Rec, would Girls Rule the Court be allowed to post signs about their program on the courts and construct an on-site storage locker for equipment in the parks where the courts are located? **It all depends on how the partnership agreement is written.**
3. Are other partners allowed to store equipment on park sites, either in a City-owned building or in a partner-funded and owned structure and post signs about their programs? If so, how is this permission granted? **This is determined by the MOU between the partnering organizations and how the agreements are written.**
4. Is there a plan to revisit the USTA partnership after the court renovations at Tonsler? **The master plan has just concluded. We are still exploring what partnerships may look like under the guidance of the new plan. Until a process and subsequent evaluation system can be developed and adopted, we are not moving forward with new partnerships in this capacity.**

5. Is staff capacity a barrier to entering the USTA partnership? The pause at this time is due to the master planning process as outlined in answer above.

Attachment 9

**Human Rights Commission
Annual Focus Areas, Goals, & Work Plan
March 2025 – February 2026**

This document serves as a tool for use during the annual planning meeting to assist with the identification of annual focus areas and goals along with development of a monthly work plan of actions that lead to the goals.

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	• Timing dependent upon individual complaints and findings • Could include training on: ○ Public administrative hearings ○ Human and civil rights protections
Sec. 2-433. (b) Awareness, education, and guidance	• 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	• 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	• Timing dependent upon workshare requirements • May include review and adoption of Ordinance amendments • May include community engagement activities
Sec. 2-433. (e) Legislative program	• 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	• Time for October, if recommendations have a budgetary impact ○ 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 events, public input, data from the Office of Human Rights, and Commissioner knowledge.

Primary Focus Area(s)
- Housing Access and Stability Across Protected Classes and Economic Status - Support for vulnerable and marginalized communities during federal uncertainty

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>Hold a training for Virginia Residential Landlord and Tenant Act-subject large landlords to review the rights and investigatory powers of the Human Rights Commission and the Office of Human Rights and inform them of the authority under the federal workshare.</i> - Timing subject to when implement the workshare - Any time of the year - Receive advice from tenant advocates like PHAR before coordinating this	Housing Access and Stability Across Protected Classes and Economic Status	Sec. 2-433 (b), (c) and (d)	
<i>Hold a roundtable with immigration community stakeholders on how to protect individuals with varying documentation status and ensure they continue to have fair access to city services.</i> - Preferably sooner in the year - Sin Barreras - Legal Aid Justice Center	Support for vulnerable and marginalized communities during federal uncertainty	Sec. 2-433(b)	

• International Rescue Committee • International Neighbors • Cville Tulips • Tanishka Cruz, immigration attorney			
<i>Hold a joint summit with the President's Council on UVA-Community Partnerships and representatives from Albemarle County to share local government feedback with the institution.</i>	• Housing Access and Stability Across Protected Classes and Economic Status • Support for vulnerable and marginalized communities during federal uncertainty	• Sec. 2-433(b)	
<i>Review feasibility of a joint city-county human rights commission and staff and make a recommendation accordingly to the City Manager.</i>	• Housing Access and Stability Across Protected Classes and Economic Status	• Sec. 2-433 (b), (c) and (f)	
<i>Plan and hold a public panel with experts in a focus area prior to submission of policy or legislative recommendations.</i> - Legal Aid Justice Center - Virginia Poverty Law Center - Freedom Virginia - HOME of Virginia - New Virginia Majority	• Housing Access and Stability Across Protected Classes and Economic Status	• Sec. 2-433 (e)	
<i>Submit policy recommendations to City Council pertaining to focus area by October.</i>	• Housing Access and Stability Across Protected Classes and Economic Status	• Sec. 2-433 (e)	
<i>Submit a letter with focus area related legislative recommendations to City Council by September.</i>	• Housing Access and Stability Across Protected Classes and Economic Status	• Sec. 2-433 (e)	

March 2025 – February 2026 HRC Work Plan

Monthly work plan actions should support the goals identified above.

Month	Actions
March	Annual Meeting (3/22)
April	- Work Session (4/3: City Space) - Training: FOIA/COIA/VPRA with City Attorney's Office - Regular Meeting (4/17: City Space) - Discuss roundtable topics and attendees - Actions Between Meetings - June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists)
May	- Work Session (5/1: City Space) Immigration roundtable (invitees would be Sin Barreras; IRC; immigration attorney; LAJC) - Regular Meeting (5/15: City Space) Potential legislator panel (Katrina and Creigh) - Actions Between Meetings - Finalize June expert panelist list – potentially invite: JABA, PHAR, VPLC, LAJC, BRACH, NAACP Housing; - Outreach for July Legislative agenda expert panel - Chair and OHR staff prepare to present CY2024 annual report to Council
June	- Work Session (6/5: City Space) - Expert Panel on housing: JABA, PHAR, VPLC, LAJC, BRACH, NAACP Housing; - Regular Meeting (6/19: City Space) NOTE: this meeting falls on a City holiday - Actions Between Meetings
July	- Work Session (7/3: City Space): Should we reschedule this? - Regular Meeting (7/17: City Space) - Expert Panel: Focus Area Legislative Priorities - Actions Between Meetings: After July 17: Draft legislative recommendations for further discussion/approval in August. President's Council meeting?
August	- Work Session (8/7: City Space) - Draft legislative recommendations - Regular Meeting (8/21: City Space) - Adopt legislative recommendations - Actions Between Meetings - Present Legislative Recommendations to Council
September	- Work Session (9/4: City Space) - Regular Meeting (9/18: City Space) - Discuss focus area City policy recommendations based on earlier panels and research - Actions Between Meetings
October	- Work Session (10/2: City Space) - City policy recommendations - Regular Meeting (10/16: City Space) - Form Officer Nomination Committee - Finalize policy recommendations for submission to City Council - Actions Between Meetings - Submit policy recommendations to Council - Nominating Committee begins nomination process
November	- Work Session (11/6: City Space) - Regular Meeting (11/20: City Space) - Actions Between Meetings

Month	Actions
December	• Work Session (12/4: City Space) • Regular Meeting (12/18: City Space) ○ Officer Nominations • Actions Between Meetings
January	• Work Session (1/1: City Space) – Note: City Holiday • Regular Meeting (1/15: City Space) ○ Officer elections ○ Plan date for Annual Meeting in March • Actions Between Meetings
February	• Work Session (2/5: City Space) • Regular Meeting (2/19: City Space) ○ Planning for Annual Meeting • Actions Between Meetings