

**City of Richmond Human Rights Commission FY24 Annual Report**

**Prepared by: Riqia E. Taylor  
HRC Coordinator: J.D. Ratliff  
HRC Chairperson: Riqia E. Taylor  
December 31, 2024**





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# Membership

## Members

Name	Term Start	Term End
Jimez Ashby	11/08/2021	10/07/2024
Whitney Brown	11/08/2021	10/07/2024
Luise “Cheezi” Farmer	10/22/2024	10/21/2027
Samantha Galina	08/30/2023	10/21/2024
Marie Lofty (Youth Member)	02/26/2024	08/31/2024
Josie Mace	10/08/2021	10/07/2024
Dr. Kyle Mason	11/14/2023	03/31/2024
Elle Merkle	11/12/2024	10/07/2027
Christopher Pittman	11/12/2024	10/07/2027
Aoife Ryle	05/28/2024	10/20/2027
Lyons Sanchezconcha	11/14//2023	05/08/2024
Riqia E. Taylor	10/08/2021	10/07/2024
Davion Washington (Youth Member)	10/22/2024	08/31/2024
Christopher West	11/08/2021	05/06/2024



## **Officers**

*Chairperson - Riqia E. Taylor*

*Vice-Chairperson - Vacant*

*Secretary - Vacant*

*Community Engagement Committee Chairperson - Vacant*

*Intake and Investigation Committee Chairperson - Samantha Galina*

*Research and Policy Development Committee Chairperson - Aoife Ryle*

## **Staff**

*HRC Coordinator - James Ratliff*



## **Committees**

### **Community Engagement Committee**

Whitney Brown  
Luise “Cheezi” Farmer  
Marie Lofty  
Lyons Sanchezconcha  
Riqia Taylor  
Davion Washington

### **Intake and Investigation Committee**

Samantha Galina  
Josie Mace  
Riqia Taylor

### **Research and Policy Development Committee**

Dr. Kyle Mason  
Aoife Ryle  
Riqia Taylor



# Meeting Dates

## HRC Meeting Dates

The commission meets the second Thursday of every other month from 6:00 PM to 8:00 PM beginning August 2024.

\*Meeting canceled

\*\*Meeting rescheduled

January 11, 2024

February 8, 2024

March 14, 2024\*\*

March 21, 2024

April 11, 2024

May 9, 2024\*\*

May 22, 2024

June 13, 2024\*

July 11, 2024

September 12, 2024

November 14, 2024



## Committee Meeting Dates

The committees meet at various dates and times in months that the commission does not meet and as needed.

\*Meeting canceled

\*\*Meeting rescheduled

### Community Engagement Committee

January 17, 2024

October 11, 2024

### Intake and Investigation Committee

January 24, 2024

February 7, 2024

February 29, 2024

July 8, 2024

October 10, 2024

November 5, 2024

December 10, 2024

### Research and Policy Committee

January 31, 2024

March 7, 2024

July 17, 2024

July 31, 2024

October 14, 2024

October 24, 2024

December 20, 2024



# Attendance Reports

## HRC Attendance Report

\*\*Yellow highlight indicates virtual attendance

\*\*Greyed areas indicate the meeting was canceled or the individual was not a member at that time

NAME	01/11/2024	02/08/2024	03/21/2024	04/11/2024	05/22/2024	06/13/2024	07/11/2024	OF FLI NE	09/12/2024	OF FLI NE	11/14/2024	OF FLI NE
Riqia Taylor (Chair)	X	X	X	X	X		X		X		X	
Jimez Ashby												
Whitney Brown	X			X	X				X		X	
Samantha Galina	X	X	X	X	X		X		X		X	
Josie Mace	X		X		X							
Dr. Kyle Mason	X	X	X									
Lyons Sanchezconcha	X	X	X		X							
Christopher West												
Aoife Ryle							X		X		X	
Luise "Cheezi" Farmer											X	
Member Name												
Marie Lofty (Youth Member)			X	X	X		X					
Davion Washington (Youth Member)											X	
# in Attendance:	6	4	6	4	6	0	4	0	4	0	5	0





## Committee Attendance Reports

### Community Engagement Committee

\*\*Yellow highlight indicates virtual attendance

\*\*Greyed areas indicate the meeting was canceled or the individual was not a member at that time

	01/17/2024	10/11/2024
<b>NAME</b>		
Member Name (Chair)		
Whitney Brown	X	X
Lyons Sanchezconcha	X	
Riqia Taylor		X
Marie Lofty (Youth Member)		
# in Attendance:	2	2



Intake and Investigation Committee

\*\*Yellow highlight indicates virtual attendance

\*\*Greyed areas indicate the meeting was canceled or the individual was not a member at that time

	01/24 /2024	02/07 /2024	02/29 /2024	07/08 /2024	10/10 /2024	11/05 /2024	12/10 /2024
<b>NAME</b>							
Samantha Galina	X	X	X	X	X	X	X
Riqia Taylor	X	X	X	X	X	X	X
# in Attendance:	2	2	2	2	2	2	2



Research and Policy Committee

\*\*Yellow highlight indicates virtual attendance

\*\*Greyed areas indicate the meeting was canceled or the individual was not a member at that time

	01/31 /2024	03/07 /2024	07/17 /2024	07/31 /2024	10/14 /2024	10/24 /2024	12/10 /2024
<b>NAME</b>							
Dr. Kyla Mason	X	X					
Riqia Taylor	X	X	X	X	X	X	X
Aoife Ryle			X	X	X	X	X
# in Attendance:	2	2	2	2	2	2	2



# Key Initiatives

## Strategic Plan

### City of Richmond Human Rights Commission Strategic Plan FY24

Overall Goal	Actions and Initiatives	Measurements/Indicators/Deadlines
Increase effectiveness of committees	<ol style="list-style-type: none"> <li>1. Establish regular committee meetings with standing committee meeting date (i.e. first Thursday of every month) <b>(Committees)</b></li> <li>2. Write work plan; meet with active members; provide updates on what work is being done within committees. <b>(Committee Chairs)</b></li> <li>3. Commission members serve on a maximum of one committee to ensure effectiveness and prevent member fatigue and burnout <b>(Commission members)</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Committees meet once a month</li> <li>2. Committees execute work plan tasks and provide a monthly report of their work</li> </ol>
Influence state and local human rights policy	<ol style="list-style-type: none"> <li>1. Host policy roundtable discussions that include local legislators and members of the public moderated by the Research and Policy Development Committee. <b>(HRC Staff and Commission Members)</b></li> <li>2. Attend City Council meetings. <b>(HRC Staff and Commission members)</b></li> <li>3. Create an effective research plan that includes assessment tools to identify trend data <b>(Research and Policy Development Committee)</b></li> <li>4. Identify and execute the next steps to receive enforcement powers. <b>(Intake and Investigation Committee)</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Active policy recommendations</li> <li>2. Facilitated discussions in the community that address policy</li> <li>3. Increased visibility and active contribution to policy decision-making spaces</li> <li>4. Investigating complaints with enforceable outcomes</li> </ol>
Increase consistency of the Commission	<ol style="list-style-type: none"> <li>1. Hire a full-time staff person <b>(Human Services Office)</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Full-time staff person whose sole responsibility meet the needs of the Human Rights Commission</li> </ol>



	<ol style="list-style-type: none"> <li>2. Invite external organizations to speak at meetings each month to inform the commission of their work and trends pertaining to Human Rights in the community. <b><i>(Community Engagement Committee)</i></b></li> <li>3. Reach out to local universities with information on the Commission. <b><i>(HRC Staff)</i></b></li> <li>4. Recognize heritage and pride months by highlighting individuals of those communities during those months. <b><i>(HRC Staff)</i></b></li> <li>5. Establish a presence on more social media platforms, post twice weekly on all social media outlets, and begin marketing our commission in public spaces <b><i>(HRC Staff and Community Engagement Committee)</i></b></li> <li>6. Celebrate Human Rights Awareness Month and Human Rights Awareness Day <b><i>(HRC Staff and Commission members)</i></b></li> <li>7. Provide a calendar of community events on the website <b><i>(HRC Staff)</i></b></li> <li>8. Host an annual awards ceremony <b><i>(HRC Staff and Commission members)</i></b></li> <li>9. Identify executive officers <b><i>(Commission Members)</i></b></li> <li>10. Transition from a monthly meeting schedule to a bi-monthly meeting schedule <b><i>(Executive Officers and Human Services Office)</i></b></li> <li>11. Conduct an annual training that will inform and guide the commission in its work <b><i>(Commission members and HRC Staff)</i></b></li> <li>12. Update our website with current information <b><i>(HRC Staff and Community Engagement Committee)</i></b></li> </ol>	<ol style="list-style-type: none"> <li>2. Increased member retention</li> <li>3. Established relationships with external organizations.</li> <li>4. Increased rapport in the community and other city offices and increased recognition of the commission's name</li> <li>5. The commission recognizes members and organizations in the community that are dedicated to Human Rights</li> </ol>
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	13. Build a comprehensive community trust-building plan ( <i>Community Engagement Committee</i> )	
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## Challenges

- Inadequate membership
- No full-time staff support



# Appendix A

## HRC Meeting Agendas



Human Rights Commission Meeting  
Thursday, January 11, 2024  
6:00 p.m.-8:00 p.m.

### Agenda

**Thought of the Day:** “Not everything that is faced can be changed, but nothing can be changed until it is faced.” -*James Baldwin*

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:05 p.m.	<b>Unfinished Business</b> <ul style="list-style-type: none"><li>• Commission Vacancies</li><li>• Updated Bios and Headshots</li><li>• Website Updates</li></ul>	<b>J.D. Ratliff</b> Public Information Officer, Jr. City of Richmond
3.	6:10 p.m.	<b>New Business</b> <ul style="list-style-type: none"><li>• Annual Report</li><li>• 2024 Trainings</li><li>• Meeting Cadence</li></ul>	<b>Riqia Taylor</b> Chair Human Rights Commission





4.	7:00 p.m.	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Community Engagement Committee</li> <li>• Intake and Investigation Committee</li> <li>• Research and Policy Development Committee</li> <li>• Know Your Rights Campaign Special Committee</li> </ul>	<b>Vacant – (Chair Taylor will provide update)</b> Community Engagement Committee, Chair  <b>Vacant – (Chair Taylor will provide update)</b> Intake and Investigation Committee, Chair  <b>Vacant – (Chair Taylor will provide update)</b> Research and Policy Development Committee, Chair  <b>Riqia Taylor</b> Know Your Rights Campaign Special Committee, Chair
5.	7:45 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission

6.	7:50 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
7.	8:00 p.m.	<b>Adjournment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission



**Human Rights Commission Meeting**  
**Thursday, February 8, 2024**  
**6:00 p.m.-8:00 p.m.**

**Agenda**

**Thought of the Day:** "Human rights mean the right to good health, a dignified life, and respect for the will of everyday people." -*Denia Castillo*

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:05 p.m.	<b>Unfinished Business</b> <ul style="list-style-type: none"><li>• 2023 Annual Report</li><li>• Website Updates</li></ul>	<b>J.D. Ratliff</b> Public Information Officer, Jr. City of Richmond
3.	6:10 p.m.	<b>New Business</b> <ul style="list-style-type: none"><li>• 2024 Strategic Plan</li></ul>	<b>Riqia Taylor</b> Chair Human Rights Commission



4.	7:00 p.m.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Community Engagement Committee</li> <li>• Intake and Investigation Committee</li> <li>• Research and Policy Development Committee</li> <li>• Know Your Rights Campaign Special Committee</li> </ul>	<p><b>Lyons Sanchezconcha</b> Community Engagement Committee, Chair</p> <p><b>Samantha Galina</b> Intake and Investigation Committee, Chair</p> <p><b>Dr. Kyle Mason</b> Research and Policy Development Committee, Chair</p> <p><b>Riqia Taylor</b> Know Your Rights Campaign Special Committee, Chair</p>
5.	7:45 p.m.	<b>Public Comment</b>	<p><b>Riqia Taylor</b> Chair Human Rights Commission</p>
6.	7:50 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b>

			<p>Chair Human Rights Commission</p>
7.	8:00 p.m.	<b>Adjournment</b>	<p><b>Riqia Taylor</b> Chair Human Rights Commission</p>



**Human Rights Commission Meeting**  
**Thursday, March 21, 2024**  
**6:00 p.m.-8:00 p.m.**

**Agenda**

**Thought of the Day:** “Power concedes nothing without a demand. It never did and it never will.” - *Frederick Douglass*

1.	6:00 p.m.	<p><b>Call To Order</b>  <b>Agenda Adoption</b></p>	<p><b>Riqia Taylor</b>          Chair          Human Rights Commission</p>
2.	6:05 p.m.	<p><b>Unfinished Business</b></p> <ul style="list-style-type: none"> <li>• Jan. 11 and Feb. 8 Meeting Minutes</li> <li>• 2023 Annual Report</li> <li>• 2024 Strategic Plan</li> <li>• Ordinance Update</li> <li>• Language Access Update</li> </ul>	<p><b>J.D. Ratliff</b>          Public Information Officer, Jr.          City of Richmond</p>
3.	6:20 p.m.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• New Commissioner</li> <li>• Staff Support for the Commission</li> <li>• City Council Engagement</li> </ul>	<p><b>Riqia Taylor</b>          Chair          Human Rights Commission</p>



4.	6:30 p.m.	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Community Engagement Committee</li> <li>• Intake and Investigation Committee</li> <li>• Research and Policy Development Committee</li> <li>• Know Your Rights Campaign Special Committee</li> </ul>	<b>Lyons Sanchezconcha</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Dr. Kyle Mason</b> Research and Policy Development Committee  <b>Riqia Taylor</b> Know Your Rights Campaign Special Committee, Chair
5.	6:45 p.m.	<b>Intake Form Work Session</b>	<b>Riqia Taylor</b> Chair Human Rights Commission

6.	7:15 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
7.	7:50 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
8.	8:00 p.m.	<b>Adjournment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission



**Human Rights Commission Meeting**  
**Thursday, April 11, 2024**  
**6:00 p.m.-7:15 p.m.**

**Agenda**

**Thought of the Day:** “Freedom is never granted; it is won. Justice is never given; it is exacted.” -A. Philip Randolph

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:02 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
3.	6:10 p.m.	<b>Committee Work Session</b> • Committees will work in breakout groups	<b>Lyons Sanchezconcha</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Vacant</b> Research and Policy Development Committee
4.	7:00 p.m.	<b>Committee Reports</b> • Community Engagement Committee • Intake and Investigation Committee • Research and Policy Development Committee	<b>Lyons Sanchezconcha</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Vacant</b> Research and Policy Development Committee



5.	7:10 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
6.	7:15 p.m.	<b>Adjournment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission



**Human Rights Commission Meeting**  
**Wednesday, May 22, 2024**  
**6:00 p.m.-8:00 p.m.**

**Agenda**

**Thought of the Day:** “Safeguarding the rights of others is the most noble and beautiful end of a human being.” -*Khalil Gibran*

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:02 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
3.	6:15 p.m.	<b>Unfinished Business</b> • Ordinance Update  • Website Update  • EHS Committee Update	<b>J.D. Ratliff</b> Public Information Officer, Jr. City of Richmond
4.	6:20 p.m.	<b>Committee Work Session</b> • Committees will work in breakout groups	<b>Lyons Sanchezconcha</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Vacant</b> Research and Policy Development Committee





5.	7:20 p.m.	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Community Engagement Committee</li> <li>• Intake and Investigation Committee</li> <li>• Research and Policy Development Committee</li> </ul>	<b>Lyons Sanchezconcha</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Vacant</b> Research and Policy Development Committee
6.	7:40 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b> Chair Human Rights Commission

7.	7:55 p.m.	<b>Adjournment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
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**Human Rights Commission Meeting**  
**Thursday, July 11, 2024**  
**6:00 p.m.-8:00 p.m.**

**Agenda**

**Thought of the Day:** “Make a career of humanity. Commit yourself to the noble struggle for equal rights. You will make a better person of yourself, a greater nation of your country, and a finer world to live in.” -*Dr. Martin Luther King, Jr.*

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:02 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
3.	6:15 p.m.	<b>Unfinished Business</b> <ul style="list-style-type: none"><li>• Meeting minutes to be approved</li><li>• Strategic Plan adoption</li><li>• 2023 Report adoption</li><li>• Bylaws update</li><li>• Electronic meeting policy</li><li>• SOP Document for meeting policy</li></ul>	<b>J.D. Ratliff</b> Policy Advisor City of Richmond
4.	6:25 p.m.	<b>New Business</b> <ul style="list-style-type: none"><li>• Ordinance Update</li><li>• New member and departing</li></ul>	<b>Riqia Taylor</b> Chair Human Rights Commission



		<p>member</p> <ul style="list-style-type: none"> <li>• New meeting cadence</li> </ul>	
5.	6:35 p.m.	<b>Intake Form Review</b>	<p><b>Riqia Taylor</b> Chair Human Rights Commission</p>
6.	7:30 p.m.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Community Engagement Committee</li> <li>• Intake and Investigation Committee</li> <li>• Research and Policy Development Committee</li> </ul>	<p><b>Lyons Sanchezconcha</b> Community Engagement Committee</p> <p><b>Samantha Galina</b> Intake and Investigation Committee</p>

			<p><b>Vacant</b> Research and Policy Development Committee</p>
7.	7:45 p.m.	<b>Agenda Items for Next Meeting</b>	<p><b>Riqia Taylor</b> Chair Human Rights Commission</p>
8.	7:55 p.m.	<b>Adjournment</b>	<p><b>Riqia Taylor</b> Chair Human Rights Commission</p>



**Human Rights Commission Meeting**  
**Thursday, September 12, 2024**  
**6:00 p.m.-8:00 p.m.**

**Agenda**

**Thought of the Day:** “Where you see wrong or inequality or injustice, speak out, because this is your country. This is your democracy. Make it. Protect it. Pass it on.”  
*-Justice Thurgood Marshall*

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:02 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
3.	6:15 p.m.	<b>Unfinished Business</b> • Bylaws update	<b>J.D. Ratliff</b> Policy Advisor City of Richmond
4.	6:25 p.m.	<b>New Business</b> • FOIA Training Update • New member recruitment	<b>Riqia Taylor</b> Chair Human Rights Commission
5.	6:35 p.m.	<b>Committee Work Session</b> • Committees will work in breakout groups	<b>Riqia Taylor</b> Chair Human Rights Commission



6.	7:30 p.m.	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Community Engagement Committee</li> <li>• Intake and Investigation Committee</li> <li>• Research and Policy Development Committee</li> </ul>	<b>Lyons Sanchezconcha</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Vacant</b> Research and Policy Development Committee
7.	7:45 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
8.	7:55 p.m.	<b>Adjournment</b>	<b>Riqia Taylor</b>

			Chair Human Rights Commission
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**Human Rights Commission Meeting**  
**Thursday, November 14, 2024**  
**6:00 p.m.-8:00 p.m.**

**Agenda**

**Thought of the Day:** “Human rights education is much more than a lesson in schools or a theme for a day; it is a process to equip people with the tools they need to live lives of security and dignity.” -*Kofi Annan, former Secretary General of the United Nations*

1.	6:00 p.m.	<b>Call To Order</b> <b>Agenda Adoption</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
2.	6:02 p.m.	<b>Public Comment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
3.	6:15 p.m.	<b>Unfinished Business</b> • Bylaws update	<b>Riqia Taylor</b> Chair Human Rights Commission
4.	6:25 p.m.	<b>New Business</b> • New Commission Members • Member Recruitment	<b>Riqia Taylor</b> Chair Human Rights Commission
5.	6:35 p.m.	<b>Committee Reports</b> • Community Engagement Committee • Intake and Investigation Committee • Research and Policy Development Committee	<b>Vacant</b> Community Engagement Committee  <b>Samantha Galina</b> Intake and Investigation Committee  <b>Vacant</b> Research and Policy Development Committee



6.	7:45 p.m.	<b>Agenda Items for Next Meeting</b>	<b>Riqia Taylor</b> Chair Human Rights Commission
7.	7:55 p.m.	<b>Adjournment</b>	<b>Riqia Taylor</b> Chair Human Rights Commission



# Committee Meeting Agendas

Community Engagement Committee



**Community Engagement Committee Meeting**  
**Wednesday, January 27, 2024**  
**3:00 p.m.**

## Agenda

### Members Present:

Whitney Brown  
Lyons Sanchezconcha

Discussion Items	<ul style="list-style-type: none"> <li>● Social media engagement</li> <li>● Website update ideas</li> <li>● Build a list of community partners</li> <li>● Community trust-building plan</li> </ul>
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### Action Items:

Social media engagement

- We discussed creating a plan to better engage on social media. We wanted to clarify who is responsible for posting. Currently, the committee is not aware of any passwords for any accounts.
- Lyons recommended that we create a LinkedIn profile for better visibility of the commission. This would give us a chance to better engage with other commissions and professionals. Lyons was tasked with researching other commissions who are present on LinkedIn and other social media platforms. Whitney was tasked with looking up other commission websites to see what we could adopt.

Website update suggestions





- This was an extension of the conversation had at the last commission meeting. We need to update our website with relevant and updated material to reflect where the commission is today. There may be a chance to work with RVA 311 to see if any human rights commission related inquiries could be added there. We also agreed to work with the office of immigrant and refugee services to translate materials on and off the website.

#### Building a list of community partner

- We agreed that we could work with city council liaisons, and the neighborhood initiative people (I forgot the exact name of the Office) to create a contact list for community partners. We also discussed meeting with the office of immigrant and refugee services and other council members to collaborate and attend district meetings.

#### Community trust-building plan

- Start with being present and being engaged



**Community Engagement Committee Meeting  
Friday, October 11, 2024  
1:30 p.m.**

**Agenda**

**Members Present:**

Whitney Brown  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Prepare for the tabling event</li><li>● Talk about other community engagement events</li><li>● Social media</li></ul>
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**Action Items:**



## Intake and Investigation Committee



### Intake and Investigation Committee Meeting Wednesday, January 24, 2024 7:00 p.m.

#### Agenda

#### Members Present:

Sam Galina  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Investigation process framework</li><li>● Next steps to receive enforcement powers</li><li>● Updates to the proposed investigation process</li></ul>
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#### Action Items:

Sam will contact Todd Niemeier from Charlottesville HRC  
Riqia will send current intake form to commission members



**Intake and Investigation Committee Meeting  
Wednesday, February 7, 2024  
3:00 p.m.**

**Agenda**

**Members Present:**

Sam Galina  
Riqia Taylor

<p>Discussion Items</p>	<ul style="list-style-type: none"> <li>● Review Resources sent by Todd Neimeir from Charlottesville HRC             <ul style="list-style-type: none"> <li>○ Erik Steinecker is the Director of HUD Fair Housing Programs and a good first point of contact when considering the FHAP workshare: <a href="mailto:Erik.L.Steinecker@hud.gov">Erik.L.Steinecker@hud.gov</a></li> <li>○ I've attached the index of state and federal laws pertaining to civil and human rights I made as a reference tool for my team.</li> <li>○ <a href="#">Here</a> is a link to our current Human Rights Ordinance.</li> <li>○ If you want to really nerd out, <a href="#">here</a> is a link to the subpage on our webpage with old versions of the ordinance and other HRC-related documents.</li> <li>○ <a href="#">Here</a> is a link to the AGOCR's FEPA workshare agreement, as an example.</li> <li>○ <a href="#">Here</a> is a link to the model FEPA workshare agreement from the EEOC.</li> <li>○ <a href="#">Here</a> is a bit about the FHAP workshare process and the substantial equivalence requirement.</li> </ul> </li> </ul>
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**Action Items:**

Sam and Riqia will research other HRC Complaint forms



**Intake and Investigation Committee Meeting**  
**Thursday, February 29, 2024**  
**4:30 p.m.**

**Agenda**

**Members Present:**

Sam Galina  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Review HRC Complaint Forms</li></ul>
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**Action Items:**

Riqia will draft updated HRC Intake and Investigation Process  
Riqia will draft intake forms  
Sam will filter Charlottesville ordinance to identify enforcement powers



**Intake and Investigation Committee Meeting**  
**Monday, July 8, 2024**  
**5:00 p.m.**

**Agenda**

**Members Present:**

Sam Galina  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Review drafted HRC Intake and Investigation Process</li><li>● Review drafted intake forms</li></ul>
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**Action Items:**

Sam will research other HRC ordinances with enforcement powers



**Intake and Investigation Committee Meeting  
Thursday, October 10, 2024  
5:00 p.m.**

**Agenda**

**Members Present:**

Sam Galina  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Ordinances edits</li><li>● Intake form edits</li><li>● Investigation process edits</li></ul>
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**Action Items:**

Riqia will pose the following questions to JD

- Would the city lawyer be able to help us with a confidentiality statement?
- What system is recommended to collect the complainant's information to ensure the highest form of security?
- Does the information the complainant shares need to adhere to any FOIAA guidelines?
- Do we need to include language in the ordinance?



**Intake and Investigation Committee Meeting**  
**Tuesday, November 5, 2024**  
**5:00 p.m.**

**Agenda**

**Members Present:**

Sam Galina

Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Ordinances edits</li><li>● Intake form edits</li><li>● Investigation process edits</li><li>● Streamlining</li></ul>
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**Action Items:**

Plan for final streamlining of ordinance, intake form and investigation process





**Intake and Investigation Committee Meeting  
Tuesday, December, 2024  
5:00 p.m.**

**Agenda**

**Members Present:**

Sam Galina

Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>• Review final streamlining of ordinance, intake form and investigation process</li></ul>
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**Action Items:**

Sam will email JD updated ordinance changes to be reviewed by city lawyers



## Research and Policy Committee



### Research and Policy Development Committee Meeting Wednesday, January 31, 2024 10:00 a.m.

#### Agenda

#### Members Present:

Dr. Kyle Mason

Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Strategic plan/annual goals</li><li>● Recommended policy and legislation</li><li>● Research local, state, and federal policies that pertain to our work</li></ul>
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#### Action Items:

Establish assessment tools

Establish a system to review trend data on complaint and intake forms

Meet with organizations that also handle violations to review their trend data

City-wide survey's (equity assessments)



**Research and Policy Development Committee Meeting**  
**Thursday, March 7, 2024**  
**10:00 a.m.**

**Agenda**

**Members Present:**

Dr. Kyle Mason  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Virtual meeting policy execution plan</li><li>● Training options</li></ul>
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**Action Items:**

Research methods



**Research and Policy Development Committee Meeting**  
**Wednesday, July 7, 2024**  
**2:30 p.m.**

**Agenda**

**Members Present:**

Aoife Ryle  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Virtual meeting policy</li><li>● Develop standard operating procedures</li></ul>
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**Action Items:**

Aoife will draft virtual meeting policy  
Riqia will begin drafting SOP's



**Research and Policy Development Committee Meeting**  
**Wednesday, July 31, 2024**  
**11:00 a.m.**

**Agenda**

**Members Present:**

Aoife Ryle  
 Riqia Taylor

Discussion Items	<ul style="list-style-type: none"> <li>● Trainings</li> <li>● Research Plan</li> <li>● Upcoming council meetings</li> </ul>
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**Action Items:**

Riqia will follow-up with JD on the following questions

- Can we reach out to the Virginia Fair Housing Office and request summarized, de-identified data on Richmond-based complaints?
- Can we reach out to the Virginia Employment Commission and request summarized, de-identified data on Richmond-based complaints?
- Is it possible to see demographic data for employees in public institutions (government, public schools, public works, etc.)?

Riqia will send Aoife list of community partner contact information

Aoife will plan to attend FOIA training

Aoife will also

- Reach out to established Human Rights Commissions across the country to see if any are willing to offer guidance or insight on good research and policy methods.



- Compile a list of training options that I can share with the larger Commission
- Work on a list of city, state, and federal meetings that we can track to stay on top of any emerging policy trends
- Research virtual meeting policies



**Research and Policy Development Committee Meeting**  
**Monday, October 14, 2024**  
**6:00 p.m.**

**Agenda**

**Members Present:**

Aoife Ryle  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Virtual/electronic meeting policy</li><li>● Training programs for commission members</li></ul>
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**Action Items:**

Riqia and Aoife will compile training programs for commission members



**Research and Policy Development Committee Meeting**  
**Wednesday, October 23, 2024**  
**11:00 a.m.**

**Agenda**

**Members Present:**

Aoife Ryle  
Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Training proposal</li><li>● Virtual meeting policy final draft</li></ul>
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**Action Items:**

Aoife will meet with JD and city lawyer to review virtual meeting policy proposal





**Research and Policy Development Committee Meeting**  
**Friday, December 20, 2024**  
**2:00 p.m.**

**Agenda**

**Members Present:**

Aoife Ryle

Riqia Taylor

Discussion Items	<ul style="list-style-type: none"><li>● Training programs</li><li>● Virtual meeting policy confirmation</li><li>● Policy and procedures</li></ul>
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**Action Items:**

Aoife will email training proposals to commission members

Riqia will outline policy and procedures and will send Aoife resources from the city that outline HRC policies



## **Appendix C**

### **Bylaws**

#### **CITY OF RICHMOND**

#### **HUMAN RIGHTS COMMISSION**

#### **BYLAWS**

##### MISSION

The mission of the City of Richmond Human Rights Commission is to safeguard the rights of all its citizens. It seeks to protect individuals from unlawful discrimination because of race; color; religion; sex; pregnancy; childbirth or related medical conditions; national origin; age; marital status; disability; sexual orientation, transgender status or gender identity.

This includes investigating unlawful acts, practices, complaints, issues, and solutions; assimilating policy and recommendations; preparing a multi-platform, comprehensive Resource Guide; and conducting forums for the purpose of educating the public-at-large.

##### VALUES

We will be kind, caring and respectful at all times; innovative and collaborative, and act with the best of intentions and highest professional standards.

#### **ARTICLE I - OBJECTIVES**

Section 1. The name of this body shall be the Human Rights Commission of the city of Richmond.

Section 2. The purpose of the Human Rights Commission is to give effect to the rights of every individual in the city of Richmond; to equal economic, political and educational opportunity; to equal accommodations in all business establishments in the City and to equal



service and protection by public safety; to eliminate prejudice and discrimination because of race, color, creed, religion, marital status, sexual orientation, or disability; to inform the citizens of the city of Richmond of developments in human relations; to provide expert advice and assistance to the agencies, council, administration and employees of the City in undertaking ameliorative practices to keep good order' and to officially encourage all people living and working in the City to promote and provide equal opportunity for and goodwill towards all people. The sole responsibility of the Human Rights Commission will be to provide assistance to persons who believe that his or her rights have been violated.

Section 2.2 The Commission does not have the legal authority to act on any claim. The role of the Commission is to assist the individual by identifying the appropriate agency (at the local, state and/or national levels) that can address his/her claim.

## **ARTICLE II - MEMBERSHIP**

**Section 1.** The Human Rights Commission consists of 13 members who are residents of the city; 6 adult members are appointed by City Council; 5 adult members appointed by the Mayor to three-year terms.

**Section 1.2** The 11 adult members shall be appointed for terms of three years. No adult member shall be appointed to more than two successive full terms; provided, however, that a person appointed to fill an unexpired term may be reappointed to two successive full terms upon completion of the unexpired term for which the person has been appointed.

**Section 2.** Two (2) non-voting youth members who shall be students of Richmond public schools administered by the School Board of the City of Richmond, Virginia, enrolled in the tenth, 11th, or 12th grades. Of these two youth members, the Council shall appoint one and the Mayor shall appoint one.

**Section 2.2** Each of the two youth members shall be appointed to one term commencing September 1 and ending August 31 of the immediately succeeding calendar year. No youth member shall serve more than one term; provided, however, that a person appointed as a youth member to fill an unexpired term may be reappointed to one successive full term upon completion of the unexpired term for which the person has been appointed.



**Section 3** A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

### **ARTICLE III - OFFICERS ELECTIONS AND DUTIES**

**Section 1.** The Commission will be responsible for electing from among its membership a chair, a vice-chair, and a secretary.

**Section 2.** Officer Elections Procedures. The Chair shall appoint a nominating committee of no less than three members of the Commission, who shall meet in May of each year to make recommended nominations for the offices of chair, vice-chair, and secretary. There shall be nominations from Nominating Committee and from the floor. The recommended slate will be presented to the full Commission at the June meeting.

**Section 2.2** Election shall be by a majority of the members of the Human Rights Commission. Elections shall be held during the June meeting, unless either (1) a quorum is not present at that meeting; or (2) at least three-fourths of the members present at the June meeting vote to delay the election to the July meeting. In the event that the election does not take place during the June meeting, the election shall be the first order of business at the July meeting, and the newly elected officers who are present at the meeting shall be sworn in and take office immediately after their election.

**Section 3.** The term of office shall be one year, from July 1 to June 30, so as to coincide with the Commission's fiscal year. No officer may serve more than two consecutive terms in the same position.

**Section 4.** A vacancy in the position of the chairperson shall be filled by the vice-chairperson. In the absence of a vice chairperson, the vacancy must be filled by an internal special election to be held within 45 days. A vacancy in the position of vice-chairperson shall be filled by an internal special election to be held within 45 days. A vacancy in the position of secretary shall be filled by an internal special election to be held within 45 days. Each elected incumbent will only serve the remaining unexpired term and must be approved by City Council or the Mayor, respectively, given which body has the power to make nominations for that particular seat. Special elections are conducted by the Nominating Committee, and its procedures are guided by the nominating committee's publicly accessible procedures.



**Section 5.** The duties of the chairperson shall be:

1. To call meetings of the Human Rights Commission at least monthly and as necessary.
2. To prepare agenda for and preside at all meetings of the Human Rights Commission.
3. To appoint sub committees as needed.
4. To serve as the spokesperson for the Human Rights Commission with the City Council, the Mayor's Office or any other organization, person, agency or body regarding projects and work of the Human Rights Commission.
5. To execute all documents on behalf of the Commission and to act as a liaison between the Commission and the office of the City Clerk, the Boards and Commissions administrator, and the commission's staff person.
6. To serve as an ex-officio member of any subcommittee of the Human Rights Commission.
7. Prepare with the vice-chair an annual report for the city council due no later than February 15th of each year, concerning the commission's activities for the preceding year.
8. Prepare with the vice-chair by the first day of each month a summary of the Commission's activities for the preceding month for the Boards and Commissions Administrator.
9. Perform such other duties as may be assigned by the Commission.

**Section 6.** The vice-chairperson shall exercise the powers and perform the duties of the chairperson in his or her absence, disability, or disqualification and perform such other duties as may be assigned by the Commission.

**Section 7.** The secretary shall prepare the board minutes of the Commission's proceedings in accordance with the requirements of the Virginia Freedom of Information Act ("FOIA") and any other applicable provisions of law. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item. The secretary shall retain agendas, approved minutes, internal review reports and bylaws. The minutes of the previously scheduled meeting must be provided to commissioners no less than 48 hours before the next scheduled meeting. The Boards and



Commissions Administrator and the commission's staff person shall retain all other board documents. The secretary or other officers shall issue notices for all meetings at least four (4) business days prior to the meeting's date. The secretary or other officer will provide a copy of the agenda to at least 24 hours prior to the scheduled meeting. In the event the Secretary is absent from any meeting, the chair presiding at the meeting shall designate an individual to perform the duties of Secretary for that meeting. Regarding amendments to the by-laws, once approved by the majority, the secretary or other officer shall add the approved changes to the bylaws and send new copies to all members.

## ARTICLE IV - MEETINGS

**Section 1.** The Commission shall meet at least once per month and may schedule regular meetings as often as necessary to transact the business of the Commission. The Commission will meet on the second Thursday of each month at 6 pm EST. The location shall be accessible to the public.

**Section 2.** Special meetings of the Commission may be called by the chairperson or upon written request of any three members of the Commission.

**Section 3.** Six current voting members shall constitute a quorum; however, a majority vote of all of the members of the Commission shall be necessary for any official action to be taken.

**Section 4.** A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison and the chair of the reason for the absence not later than the date of the next regular meeting of the board.

**Section 5.** At each meeting, each board member shall sign an attendance sheet. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

**Section 6.** The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.



**Section 7.** The board may not conduct a closed meeting without the approval of the city attorney.

**Section 8.** Notice of the meetings shall be in accordance with the requirements of the Virginia Freedom of Information Act.

**Section 9.** Members are allowed to participate in the meetings electronically up to two meetings each calendar year.

Members are not allowed to participate unless provisions of the policy are followed.

The request to approve or disapprove participation may only be considered if a quorum of the Task Force is physically assembled at the primary or central meeting location.

The requestor cannot be included in the require number establishing the quorum.

The member may request to participate in a meeting by electronic means if the member notifies the chair on or before the day of the meeting of the inability to attend due to either

(1) the specific nature of a personal matter or

(2) that a temporary or permanent disability or other medical condition prevents physical attendance. The member must notify of the remote location from which the member would participate.

The Chair would announce the request and solicit a motion to approve or disapprove the request with the vote thereon recorded in the minutes. Upon adoption of the motion if approved, the member shall be allowed to participate in the meeting by electronic communication means.

Reasons for disapproval shall be recorded in the minutes.

## **ARTICLE V - REPORTING**

**Section 1.** A summary of the Commission's activities for the preceding month shall be submitted to the Boards and Commissions Administrator by the first day of each month.



**Section 2.** An annual report of the Commission 's for the preceding year shall be submitted to City no later than February 15th of each year.

**Section 3.** The following information shall be submitted in writing to the Office of the City Clerk within 15 days after each meeting of the commission:

- (1) The date, time, and location of the last meeting of the commission.
- (2) A copy of the agenda of the last meeting of the commission.
- (3) A copy of any minutes approved at the last meeting of the commission.
- (4) A copy of the draft minutes, if not yet approved, of the last meeting of the commission.
- (5) The date, time, and location of the next scheduled meeting of the commission.

## **ARTICLE VI - AMENDMENTS**

Notice of any proposed change in these Bylaws must be submitted in writing to members thirty (30) days prior to the meeting at which such change will be considered. These Bylaws may be amended at any such meeting by an affirmative vote of the quorum. The chair may vote on Bylaws amendments.

## **ARTICLE VII - PARLIAMENTARY AUTHORITY**

Unless procedures are otherwise provided herein, Robert's Rules of Order Revised shall govern the business procedures of the Commission.

## **ARTICLE VIII - NOMINATING COMMITTEE**

While the HRC Chair forms the committee, the nominating committee elects its' own chairperson. The chairman and the committee should review requirements for nominees and duties of each elected officer as outlined in the HRC Bylaws. Only those persons who are eligible and who have given their consent to serve, if elected, shall be





nominated for office. All internally elected persons must be approved by City Council or the Mayor respectively, given which term the elected person is filling for the unexpired term until City Council or the Mayor appoints for the subsequent term.

The chairperson should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions. Alternates should be advised of these dates and be reminded that, should an elected member be unable to serve at the initial meeting, an alternate will be asked by the Chair to replace that member.

Selection of nominees for office should be an orderly procedure. Open and frank discussion must be held among members of the committee. Every effort should be made to provide the HRC with a slate of officers that is balanced.

The committee is not obligated to nominate the Chairperson or any current officer eligible to serve a second term or to nominate automatically the vice chair for chair. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.

Members of the committee are not excluded from becoming nominees for elected office.

During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.

The nominating committee continues to serve on an as needed basis as convened by the HRC Chair.



## Bylaw Amendments

### Article IV - Meetings

**Section 4.** A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a “rolling” twelve-month timeframe automatically vacates the member’s position.

This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member’s immediate family member, or the birth or adoption of the board member’s child for 90 days after the event. The board member must notify the staff liaison and the chair of the reason for the absence not later than the date of the next regular meeting of the board.

1. If a commissioner misses two consecutive meetings, for reasons other than those stated in Article IV, Section 4 of the Human Rights Commission bylaws, they will receive a written warning that the nature of their meeting attendance will result in automatic removal from the commission if they miss the next scheduled meeting. Similarly, if a commissioner misses three meetings, for reasons other than those stated in Article IV, Section 4 of the Human Rights Commission bylaws, within the previous 11-months they will receive written warning of potential automatic removal if they miss next meeting. They will also be notified of the corresponding timeframe during which they will need to attend meetings as to not be removed based on the rolling 12-month timeframe rule in the bylaws. The written warning will come from the Chair or Vice-Chair of the HRC.

2. If after receiving the written warning the commissioner misses a third consecutive meeting, or 4 meetings within the rolling 12-month time frame, they will be automatically removed and will receive written notification of this removal from the Chair or Vice-Chair of the commission.

3. Once a commissioner’s seat has been vacated a call for applicants will be publicized.

4. If there is concern about a commissioner that warrants potential removal from the Human Rights Commission before their term expires for reasons other than attendance, this concern will be brought to the entire commission for consideration for removal. The commissioner will



be notified in writing by the Chair of the Commission that a concern has been raised about them, that they are being considered for removal from the Commission, and of the date of the Commission meeting at which this concern will be evaluated for commissioner removal. The commissioner under consideration for removal has the right to be present at this meeting to represent themselves. The commissioner can be removed from their position by a two-thirds vote. A successor may thereafter be elected for the remainder of the term. The commissioner may appeal via the same process as outlined below.

5. A commissioner who is removed from the Commission may appeal this decision. Appeals should be submitted in writing directly to the Chair of the Commission and must include the following:

1. Description of events that led to the removal.
2. Request for reconsideration of the decision by the Commission.
3. Statement of reasons why the appellant believes the removal was wrong.
4. Supporting evidence, if applicable, for the appeal.
5. Statement of the action the appellant is seeking.
6. Signature of the appellant.