

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE
CULVER CITY EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE

REGULAR MEETING OF THE
CULVER CITY EQUITY AND
HUMAN RELATIONS ADVISORY COMMITTEE
CULVER CITY, CALIFORNIA

January 24, 2023
7:00 P.M.

Call To Order & Roll Call

Chair Valverde called the regular meeting of the Culver City Equity and Human Relations Advisory Committee to order at 7:02 P.M. in the Patacchia Conference Room at City Hall.

Members Present: Carlos Valverde, Chair
Anissa Di Vincente, Vice Chair
Samia Bano, Member
Michelle Dennis, Member
Haifaa Moammar, Member
Jared Morgan, Member*
Rebecca Rona-Tuttle, Member

*Member Morgan arrived at 8:07 P.M.

Absent: Raven Bradley, Member
London McBride, Member

Staff Present: Dana Anderson, Human Resources Director
Michele Hamilton, Senior Human Resources and
Equity Manager
Helen Chin, Equity Analyst
Josseline Ponce, Human Resources Technician
Christina Burrows, Deputy City Attorney

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Pledge of Allegiance

Chair Valverde led the Pledge of Allegiance.

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Items from Equity and Human Relations Advisory Committee Members

Member Moammar reported attending the Advisory Committee on Housing and Homelessness (ACOH) meeting to share information about the awards; she discussed ACOH efforts to make monthly reports on their accomplishments; and she indicated missing the monthly Sister Committee meeting, though she had passed along information to them.

Member Dennis reported that in November 2022, the Department of Defense had revised the regulations disqualifying intersex persons from serving in the Armed Forces; discussed state legislation in 2023 targeting transgender individuals; providing gender affirming medical care for those under the age of 26;; and she provided a list of liaison assignments and contact information for the Chairs of the Committees, Boards, and Commissions (CBCs) with a reminder to Committee Members to contact their CBC liaison to explain the Civil Discourse Guidelines.

Discussion ensued between staff and Committee Members regarding the need for staff to coordinate communication with other CBCs; the ability of Committee Members to make public comment at other CBC meetings and to request additional time to speak; the request to staff for the list of liaisons to CBCs; City Clerk direction that Committee Members should not be reaching out to members of other CBCs; communication between staff regarding CBCs; whether a presentation could be made to CBCs; deference to guidance from the City Clerk; clarification that all CBCs received Civil Discourse Guidelines; staff agreement to ensure that absent Committee Members are aware of the guidelines from the City Clerk; the process; communicating to EHRAC Members which CBCs they are acting as liaisons to; outreach to other organizations such as Culver Arts Foundation, the Historical Society, and the Sister Cities Committee; and a suggestion to add a discussion item about EHRAC liaisons to CBCs.

Member Rona discussed the City Council Equity Subcommittee; her comments made at the January 23, 2023 City Council meeting; the deadline for award nominations; the professional services agreement for a Historical Context Study to create a reparations framework for Culver City; concern with the anti-camping ordinance; and she noted that enforcement of the ordinance would be considered at the next City Council meeting.

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Items from Staff

Dana Anderson, Human Resources Director, provided background on Senior Human Resources and Equity Manager, Michele Hamilton and discussed her duties.

Michele Hamilton, Senior Human Resources and Equity Manager, expressed eagerness to work with everyone.

Helen Chin, Equity Analyst, reminded everyone to complete their Sexual Harassment Training; noted the importance of using City email addresses for correspondence; she provided an update on the budget; reported two complaints through the City's portal that were forwarded for appropriate investigation; and she read a letter from the Director of the Parks, Recreation and Community Services (PRCS) Department and the Chair of the Disability Advisory Committee (DAC) in response to EHRAC plans for an autism event requesting that the DAC host the event as part of Disability Awareness Month in October since that is within their purview.

Discussion ensued between staff and Committee Members regarding consideration of having the DAC hold the autism event rather than the EHRAC.

Helen Chin, Equity Analyst, discussed submission of the workplan and budget requests.

Discussion ensued between staff and Committee Members regarding the deadline; scheduling a special EHRAC meeting in March; and timing.

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Public Comment - Items NOT On the Agenda

Chair Valverde invited public comment.

The following member of the public addressed the Committee:

Carlene Brown reported speaking at the January 23, 2023 City Council meeting about the recent Martin Luther King, Jr. celebration; she read a quote about white-centering; expressed concern that the only thing on the program to honor

Dr. Martin Luther King, Jr. was a reading by actor, Gerald Rivers; she reported learning that the Martin Luther King (MLK) Jr, Celebration Committee had been disbanded; indicated that she had sent an email to PRCS with many questions about the lack of transparency in the disbanding of the MLK Jr. Committee and requesting that the matter be agendized for discussion at a future City Council meeting; discussed corresponding with Member Tuttle; felt the EHRAC and POC for Change should be involved; and stated that she would forward her response from the PRCS Director to the Committee.

Chair Valverde reminded everyone that the Committee was not allowed to respond to Public Comment for Items Not on the Agenda.

Denise Neal reported that the comments from Carlene Brown had been cut off of the broadcast of the City Council meeting noting a that similar thing had happened to her; she discussed censorship; efforts to restore missing public comment; following up with the MLK item; concern with the status of the reparations item; comments she shared at the meeting regarding the anti-camping ordinance; and she hoped that the Mayor would work with her to come up with better solutions noting that something could not be criminalized and enforced if people have not been given a pathway to compliance.

Helen Chin, Equity Analyst, read public comment and presented a video from Sebastian Hernandez from the Culver City Action Network (CCAN) regarding the experiences of the unhoused in the Culver City area; he expressed concern with the care first approach advocated by the City Council as it pertains to the camping ban; discussed reasons not to trust the City; the actions of the City to enact a camping ban; concern with food not being provided to people staying at the motels; overloaded caseworkers; loss of contact with homeless individuals disrupting a continuum of care; concern with dehumanizing sentiment reflected in comments made the City Manager; and gaining insight into a community that is spoken about but not to.

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Receipt of Correspondence

Helen Chin, Equity Analyst, reported that no correspondence had been received.

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Consent Calendar Items

Item C-1

Approval of Minutes for the Special Meeting of December 13, 2022

Discussion ensued between staff and Committee Members regarding a discussion at the previous meeting about creating subcommittees; staff consultation with the City Attorney; and adding the item into the next the fiscal year workplan.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER DENNIS THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE MINUTES FOR THE SPECIAL MEETING OF DECEMBER 13, 2022.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, RONA, VALVERDE
NOES NONE
ABSENT: BRADLEY, MCBRIDE, MORGAN

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

- 1) Discussion of Draft Written Report to City Council Regarding 2022 Accomplishments and 2023 Proposed Activity/Upcoming Agenda Items for the Next Six Months; and**
- 2) Authorize Transmittal to City Council**

Helen Chin, Equity Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding accomplishments; adding a sentence to the accomplishments to indicate that the Civil Discourse

Guidelines were distributed to CBCs; adding the statement made regarding antisemitism; inclusion of the Civil Discourse Guidelines in June training; transmission of the guidelines to Committee organizations in the City; overall workplans; other plans coming to fruition; ongoing diversity awareness projects; and kiosks.

Member Morgan joined the meeting.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE AUTHORIZE TRANSMITTAL OF THE DRAFT WRITTEN REPORT WITH CHANGES AS DISCUSSED TO THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA,
VALVERDE
NOES NONE
ABSENT: BRADLEY, MCBRIDE

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Item A-2

1) Discussion of the Report from the Public Events Ad Hoc Subcommittee to Plan Public Events for the Fiscal Year 2023-2024 Workplan; (2) Determine Next Steps including Submitting to Council as part of the EHRAC Workplan; and (3) Provide Direction to Staff as Deemed Appropriate

Member Dennis reported on the work of the Public Events Ad Hoc Subcommittee; discussed a recent meeting; the list of recommended events; ongoing programs; budget; and creation of additional ad hoc subcommittees to handle events.

Discussion ensued between staff and Committee Members regarding involvement of the entire EHRAC; the importance of input on programming; requesting that the DAC put on the autism event; having a discussion of gun violence; the gun shop in the City; white supremacy; City Council Equity Subcommittee proposals; reparations; Committee purview; the Paper Tigers event co-hosted with the School District; the seniors event; the intersection between equity and homelessness; issues that relate to equity; generating ideas whether others end up putting on the events; obtaining clarification from the City Clerk regarding communication

between CBCs; a suggestion to agendize a discussion about the scope of the EHRAC; staff liaisons between CBCs; creating value for the residents; educating the public to improve awareness for disenfranchised communities; the advisory nature of the Committee; raising awareness of humane treatment of others; coordination with other CBCs; and balancing events with advising the City Council.

Member Dennis proposed a motion to approve the recommendations of the Ad Hoc Public Events Subcommittee as set forth in the recommended EHRAC events program for 2023-2024.

Additional discussion ensued between staff and Committee Members regarding concern that too many events were being proposed; the need for additional thought put into the events that are recommended; timing for event approval to ensure there is a budget provided; and whether it is possible to hold a special EHRAC meeting in February.

Member Dennis reiterated the motion to approve the 2023-2024 events as set forth in the report from the Public Events Ad Hoc Subcommittee and Member Moammar seconded the motion.

Further discussion ensued between staff and Committee Members regarding suggested event topics.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE THE LIST OF 2023-2024 PUBLIC EVENTS AS SET FORTH IN THE REPORT FROM THE PUBLIC EVENTS AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA, VALVERDE

NOES: NONE

ABSENT: BRADLEY, MCBRIDE

Additional discussion ensued between staff and Committee Members regarding the ability to make changes; next steps; identification of resources; creation of new subcommittees; clarification that an action item regarding creation of new subcommittees had not been agendized; the need to take action before the next meeting; identification of financial resources; making a best guess for the budget before the next EHRAC meeting; frustration with lack of guidance from staff;

concern with being precluded from taking action; the need for guidance beforehand in order to move forward in an expeditious manner; the need to meet as a full body and have discussion; new items that come up in meetings; the complicated nature of timing; creation of a timeline; time lost when there was no meeting called; the upcoming meeting schedule; regular meetings; clarification that the approved report contains proposed events, the awards program, and different projects; confirmation regarding the date the information for the staff report is due from the subcommittee; insurance costs; the difficulty of estimating costs without knowing the particulars of the events; basing estimates on previous events; consultation with Risk Management; the number of external events by the EHRAC; and event planning.

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Item A-3

1) Receive a Report from the Educational Materials Ad Hoc Subcommittee About a Communications and Distribution Plan for an Educational Document for the Public on Recognizing and Preventing Harassment and Discrimination; 2) Consider Approval of the Plan and Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate

Helen Chin, Equity Analyst, discussed consultation with the City Attorney; distribution of materials to the community and other CBCs; City Council approval; consultation with the City Clerk; and following the same protocol as was used with the Civil Discourse Guidelines.

Member Bano reported on the work of the Educational Materials Ad Hoc Subcommittee; discussed the cover letter to communicate with other bodies that the document would be distributed to; identification of organizations to distribute to; and efficiency with the use of a trifold.

Discussion ensued between staff and Committee Members regarding review of the trifold; agendaizing City Council approval; Committee input on adjustments to the materials; providing input on the visuals; considering approval of the distribution plan; Committee direction to staff to work with the City Clerk on agendaizing the matter with the City Council; attachments to staff reports included with the agenda; individual distribution; City Council approval of the

document; and continued work with the City Clerk on distribution.

MOVED BY MEMBER BANO AND SECONDED BY MEMBER MORGAN THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: APPROVE THE TRIFOLD DESIGN SUBJECT TO COORDINATION WITH THE CITY CLERK REGARDING DISTRIBUTION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA,
VALVERDE
NOES: NONE
ABSENT: BRADLEY, MCBRIDE

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Item A-4

1) Receive a Report From Staff About the City's Software Acquisition Policy Regarding EHRAC's Request to Purchase a Canva Subscription For Use; and (2) Discuss the Alternative No-cost Graphics Programs Available for the Committee's use for Flyers and Announcements.

Helen Chin, Equity Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding an observation that the Committee is back to designing their own flyers; Microsoft online templates; free resources available online; making the list of available resources available to current and future EHRAC Members; and appreciation to staff for their work on the matter.

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Item A-5

1) Discuss and Consider Approval of the Recommendations in the Report from the Nonviolence Workshop Ad Hoc Subcommittee About the Upcoming Nonviolence Workshop by Common Peace; 2) Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate

Member Bano reported on work being done by the Nonviolence Workshop Ad Hoc Subcommittee; discussed the focus of the

workshop; understanding the genesis of anger, diffusing it and transforming it into a force for good; the proposed date and time for the event; the location; the presenter; format; the budget; and the draft flyer for the event.

Discussion ensued between staff and Committee Members regarding agenda items to be considered by the EHRAC at the end of the event; items for the February 28, 2023 agenda; working to complete items before the workshop; snacks leftover from the previous event; accessibility issues with the flyer; color contrast; the Common Peace logo; the City logo; internal posting; printed flyers; online posting of the flyer; contact information; and next steps.

MOVED BY MEMBER BANO AND SECONDED BY VICE CHAIR DI VINCINTE THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE THE PLAN FOR THE NONVIOLENCE WORKSHOP INCLUDING THE PROPOSED BUDGET UP TO \$350.00 AND THE FLYER SUBJECT TO FURTHER REFINEMENT BASED ON COMMITTEE FEEDBACK WITH EVENT CONTACT INFORMATION INCLUDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA, VALVERDE
NOES: NONE
ABSENT: BRADLEY, MCBRIDE

Chair Valverde invited public comment.

Helen Chin, Equity Analyst reported that the person who had requested to speak was no longer present in the meeting.

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Item A-6

1) Receive a Report from the Understanding and Responding to Autism Event Ad Hoc Subcommittee; 2) Consider Approval of any Recommendations of the Subcommittee and Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate

Discussion ensued between staff and Committee Members regarding handing the proposed event over to the DAC; equity considerations; including recommendations about actions to take learned from events held by the EHRAC; assuring access

to services on an equal basis; providing accommodations; tightening up guidelines; the discussion of EHRAC purview; focusing on Human Relations; extending an invitation to the City Clerk to attend a meeting; providing clear questions to the City Clerk; information available on the CBC page of the City website; acknowledgment of the letter received; attending other meetings as a member of the public; heeding the guidance of the DAC; collaboration; Brown Act concerns related to directing individuals to coordinated action on behalf of the EHRAC; the ability of one EHRAC Member to attend a meeting and report on the EHRAC discussion; the inability to agendize coordination between the two Committees; EHRAC support for the DAC event in allowable ways; collaboration with former DAC Member Susan Osborne; support for directing Human Resources Director Dana Anderson to write a letter to the Chair of the DAC indicating EHRAC support for the event; the joint meeting of the PRCS Commission and the ACOHH several years ago; the mechanism to bring CBCs together; Robert's Rules; and coordinating across departments.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE RECOMMEND THAT THE DAC TAKE ON THE AUTISM EVENT WITH THE EHRAC TO SUPPORT IN WHATEVER WAYS ARE ALLOWABLE WITH A SUGGESTION THAT SUSAN OSBORNE BE USED AS A RESOURCE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA, VALVERDE
NOES: NONE
ABSENT: BRADLEY, MCBRIDE

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Item A-7

1) Discussion of Information from the Communications Ad Hoc Subcommittee About a Proposed Process for EHRAC to Communicate to the Community About Upcoming Events; 2) Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate

Discussion ensued between staff and Committee Members regarding developing protocol; creation of flyers; the Ad Hoc Communications Subcommittee; actions taken by the City

to promote events; past attendance of events; community interest; creation of a generic marketing plan; types of communication; basic content for communications; creation of a timeline; suggested protocol; Committee access to the spreadsheet created by Member Bano of non-profits and other organizations; naming a person to handle publicity for events; existing relationships with non-profits; and timing for submitting materials to staff.

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Item A-8

Dissolution of Four Ad Hoc Subcommittees of the Equity and Human Relations Advisory Committee that have Completed their Assignments

Discussion ensued between staff and Committee Members regarding adhering to subcommittee guidelines; subcommittees that have fulfilled their purpose; dissolution and re-creation of certain subcommittees; standing subcommittees vs. ad hoc subcommittees; Brown Act rules; the need to agendaize creation of new subcommittees; the ability to dissolve only the four subcommittees agendaized; and other bodies in the City that have a standing agenda item to create and dissolve ad hoc subcommittees to provide flexibility.

MOVED BY MEMBER MOAMMAR AND SECONDED BY MEMBER MORGAN THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: DISSOLVE THE LATINO HERITAGE MONTH EVENT AD HOC SUBCOMMITTEE, THE TRANSGENDER DAY OF REMEMBRANCE AD HOC SUBCOMMITTEE, THE "PAPER TIGERS" DOCUMENTARY SCREENING AND COMMUNITY CONVERSATION AD HOC SUBCOMMITTEE, AND THE PUBLIC EVENTS AD HOC SUBCOMMITTEE FOR FY 2022-2023 GIVEN THE SUCCESSFUL COMPLETION OF THE EVENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA,
VALVERDE
NOES: NONE
ABSENT: BRADLEY, MCBRIDE

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Public Comment - Items NOT On the Agenda

Chair Valverde invited public comment.

Helen Chin, Equity Analyst, reported that no members of the public were present to speak.

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Items from Equity and Human Relations Advisory Committee Members

Discussion ensued between staff and Committee Members regarding items for the February 28, 2023 special meeting and the March 28, 2023 regular meeting; consideration of the proposed Fiscal Year 2023-2024 EHRAC budget; including Civil Discourse Guidelines in the annual training; receipt of update from Members about which liaison CBCs they have shared the guidelines with; the ability to interact with other CBCs; scope of the EHRAC; the fact that the EHRAC has not made any recommendations regarding addressing equity or human relations; receipt of an update on protocol from the Community Contributions Ad Hoc Subcommittee; the resolution against antisemitism; follow up regarding resolutions; creation of a process for reporting Committee recommendations after events to the City Council; whether the reports are to inform the City Council or to take action; whether the reports would be for each event; timeline for the Equity and Human Relations Awards; consideration of award nominees and voting on the recipients; the Diversity Awareness Project Ad Hoc Subcommittee; the senior event; items to be covered in February before the event; budgeting for kiosks; discussion with Cultural Affairs; the value of buy-in; use of public and private property; City Council approval; agendizing a discussion of the kiosks; elimination of art from the kiosks; the importance of following proper approval processes; coordination with different departments; and agendizing a report back from staff on the approval process for kiosks.

MOVED BY MEMBER RONA AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE:

AGENDIZE THE FOLLOWING ITEMS FOR THE FEBRUARY 28, 2023 SPECIAL EHRAC MEETING:

1. RECEIVE A REPORT FROM THE DIVERSITY AWARENESS AD HOC SUBCOMMITTEE; AND,

2. ADD A STANDING ITEM FOR DISSOLVING AND CREATING AD HOC SUBCOMMITTEES; AND,

3. RECEIVE A REPORT FROM THE BUDGET AD HOC SUBCOMMITTEE; AND,

4. RECEIVE AN UPDATE FROM THE EQUITY AND HUMAN RELATIONS AWARDS AD HOC SUBCOMMITTEE; AND,

5. STAFF TO PROVIDE AN APPROVAL PROCESS FOR PROJECTS MOVING FORWARD; AND,

AGENDIZE THE FOLLOWING ITEMS FOR THE MARCH 28, 2023 REGULAR EHRAC MEETING:

1. HAVE STAFF WORK WITH THE CITY CLERK AND CITY ATTORNEY TO INCLUDE THE CIVIL DISCOURSE GUIDELINES INTO CBC TRAINING; AND,

2. RECEIVE AN UPDATE FROM MEMBERS ABOUT THEIR LIAISON ACTIVITY WITH CBCS; AND,

3. DISCUSS SCOPE AND PURVIEW OF EHRAC AND OTHER CBCS WITH A REPORT BACK FROM STAFF ON RECOMMENDATIONS FROM THE CITY CLERK ON HOW BODIES CAN COMMUNICATE; AND,

4. DISCUSS CREATION OF A PROCESS TO FOLLOW UP ON PAST RESOLUTIONS; AND,

5. DISCUSS CREATION OF A PROCESS TO COMMUNCIATE REPORTS AND RESOLUTIONS TO THE CITY COUNCIL; AND,

6. CREATE A TIMELINE FOR THE EQUITY AND HUMAN RELATIONS AWARDS; AND,

7. DISCUSS EQUITY AND HUMAN RELATIONS AWARD NOMINEES AND VOTE ON RECIPIENTS; AND,

8. CONSIDER THE DIVERSITY AWARENESS PROJECT REPORT IF IT IS NOT HEARD IN FEBRUARY; AND,

7. DISCUSS THE SENIOR EVENT; AND,

8. RECEIVE A REPORT FROM THE COMMUNICATIONS AD HOC SUBCOMMITTEE ON PROTOCOL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BANO, DENNIS, DI VINCENTE, MOAMMAR, MORGAN, RONA,
VALVERDE

NOES: NONE

ABSENT: BRADLEY, MCBRIDE

Member Rona recognized Member Bano for her work in preparation for the autism event.

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Adjournment

There being no further business, at 10:45 P.M., the Equity and Human Relations Advisory Committee adjourned to a special meeting to be held on Tuesday, February 28, 2023 at 7:00 P.M.

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Josseline Ponce
SECRETARY of the Culver City Equity and Human Relations
Advisory Committee
Culver City, California

APPROVED

Carlos Valverde
CHAIR of the Culver City Equity and Human Relations
Advisory Committee
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Jeremy Bocchino
CITY CLERK

Date