

Culver City Equity and Human Relations Advisory Committee  
Report from Equity and Human Relations Awards Ad Hoc Subcommittee  
June 25, 2024

Members of this ad hoc subcommittee are Jezenia Aguirre, Haifaa Moammar, Denice Renteria and Rebecca Rona-Tuttle.

The awards will be presented at the [date] City Council meeting.

Prices of medallions and related items have risen. The total cost will be [amount.]

Ad hoc committee members and staff are exploring the language and design of duplicate awards that will be printed on letter-size paper and handed to recipients in a folder. The recipients may want to frame them.

Following the committee May meeting, when the Awards recipients were selected, the ad hoc subcommittee met again to discuss and recommend refinements to the Awards nomination and selection processes.

Recommendations:

1. On the nominations-related webpages and flyers, revise “four outstanding individuals” to read “a student, an individual, a business, a nonprofit.”
2. Revise the sentence “An award will be presented to no more than one individual in each category.” Instead write “No more than one award will be presented in each category.”
3. Similarly, substitute the language:
  - a) “A Culver City business” for “A Culver City business owner”
  - b) “A non-profit organization serving the Culver City Area” for “A president or executive director of a non-profit organization serving the Culver City Area”
4. Reposition “Award Nomination Guidelines” so that the guidelines appear on the first webpage. The nominators will be able to read the guidelines before beginning to nominate.
5. Add to the explanation that a rubric will be used to evaluate the nominees
6. Add to the rules “Committee members may not nominate.”
7. Revise the explanation “A student attending any CCUSD school or West Los Angeles College” to “A student attending any CCUSD school, private school located in Culver City, or West Los Angeles College.”

We recommend this revision in an effort to be more inclusive.

8. Revise the explanation “Additional information would be helpful. Please check any of the boxes below that apply to your nominee, and provide a brief explanation for each” to read “Additional information would be helpful. Please check all the boxes below that apply to your nominee, and provide a brief explanation for each.”

We recommend this revision because when we use the rubric and more information has been provided, nominees tend to score better than with less information.

9. Timeline:

- a) First meeting of EHR Ad Hoc Subcommittee: early January
- b) First phase of marketing done by January 31st
- c) Nominations close March 31<sup>st</sup>
- d) Ad hoc subcommittee begins meeting April 1<sup>st</sup> to evaluate nominations
- e) Ad hoc subcommittee present its report in early May
- f) Committee votes at May meeting.
- g) Awards are presented in June or July.

This is the timeline we followed in 2024. The value of this timeline, compared to the earlier timeline, is that potential nominators are not distracted by most holidays.