

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

July 25, 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 7:00 P.M. in the Dan Patacchia Room.

**Members Present:** Carlos Valverde, Chair  
Jezenia Aguirre, Member  
Samia Bano, Member  
Haifaa Moammar, Member  
Ayla Moses, Member  
Ifunanyachukwu Nweke, Member  
Denice Renteria, Member  
Rebecca Rona-Tuttle, Member

\*Member Moammar joined the meeting at 7:17 P.M.  
\*\*Member Nweke exited the meeting at 9:00 P.M.

**Absent:** London McBride, Member

**Staff Present:** Michelle Hamilton, Senior Human Resources and  
Equity Manager  
Janee Prieto, Human Resources Technician  
Jeanine Houchin, Management Analyst  
Lisa Vidra, Assistant City Attorney

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**Pledge of Allegiance**

Chair Valverde led the Pledge of Allegiance.

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**Receipt of Correspondence**

Michelle Hamilton, Senior Human Resources and Equity Manager, indicated that no correspondence had been received.

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**Items from Members/Staff**

Chair Valverde explained meeting procedures and welcomed new Committee Members.

Members Bano and Tuttle extended a welcome to new Committee Members.

Member Nweke expressed interest in the subcommittees.

Member Renteria expressed gratitude that the EHRAC had worked to get information translated into Spanish.

Members Aguirre and Moses expressed appreciation for being appointed to the Committee.

Staff members introduced themselves.

Michelle Hamilton, Senior Human Resources and Equity Manager, welcomed all Committee Members; noted it was the first time there had been a change in membership for the Committee; discussed the request at the previous meeting for a report from Transportation on driver protocol when incidents occur on a bus route; standard protocol; additional information to come from staff when it is received; and she reported a lack of online comments or complaints filed.

Janee Prieto, Human Resources Technician, indicated that the Historical Context Study would be released on social media soon; discussed outreach; and number of responses via govdelivery.

Discussion ensued between staff and Committee Members regarding the Historical Context Study; availability of the

survey in Spanish; providing a simpler handout; distribution at Fiesta La Ballona; follow up; the report from the consultant at the August EHRAC meeting to provide an update; and a reminder for speakers to identify themselves for the transcription and for the newer members.

Member Moammar joined the meeting.

Janee Prieto, Human Resources Technician, provided instructions on a familiarity exercise for Committee Members.

Committee Members participated in a familiarity exercise.

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### **Order of the Agenda**

Chair Valverde provided an opportunity for Items from Members/Staff after Receipt of Correspondence.

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### **Consent Calendar Items**

Item C-1

### **Approval of Minutes for the Regular Meeting of June 27, 2023**

Member Bano pointed out a typographical error on page 2 that staff agreed to correct.

MOVED BY MEMBER RONA AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR MEETING OF JUNE 27, 2023 AS CORRECTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, NWEKE, RENTERIA,  
RONA, VALVERDE  
NOES NONE  
ABSENT: MCBRIDE

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**Action Items**

Item A-1

**(1) Administration of the Oath of Office to Newly Appointed Equity and Human Relations Advisory Committee Member(s); and  
(2) Selection of the Chair and the Vice Chair for the 2023-2024 Term**

Michelle Hamilton, Senior Human Resources and Equity Manager, administered the Oath of Office to Ifunanyachukwu Nweke noting that the other new Members had already been sworn in.

Discussion ensued between staff and Committee Members regarding parameters for Members with regard to changing laws; votes as they relate to the EHRAC rather than with regard to personal preferences; the Oath of Office in regards to discharging duties as an EHRAC Member; and the ability of every Member to vote in their personal life however they choose.

Chair Valverde expressed appreciation for the opportunity to serve.

MOVED BY MEMBER RONA AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPOINT CARLOS VALVERDE TO SERVE AS CHAIR OF THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, NWEKE, RENTERIA,  
RONA, VALVERDE

NOES NONE

ABSENT: MCBRIDE

Michelle Hamilton, Senior Human Resources and Equity Manager, discussed duties of the Vice Chair.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPOINT SAMIA BANO TO SERVE AS VICE CHAIR OF THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, NWEKE, RENTERIA,  
RONA, VALVERDE  
NOES NONE  
ABSENT: MCBRIDE

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Item A-2

**(1) Creation or Amendment of an Equity and Human Relations Advisory Committee Work Plan for Fiscal Year 2023/2024, including Proposed Events and Workshops; (2) Approve the Work Plan for Fiscal Year 2023/2024 for Transmittal to City Council for Approval; (3) (If Desired) Creation of Ad Hoc Subcommittees to Commence Planning the Proposed 2023/2024 Events and Workshops and Appoint Members Thereto; and (4) Discussion and Approval of EHRAC's List of Accomplishments over the Past 6 months for Transmittal to City Council**

Michelle Hamilton, Senior Human Resources and Equity Manager, introduced the item.

Discussion ensued between staff and Committee Members regarding deadlines; the ability to make amendments to the approved document; the draft workplan that captured the discussion at the February meeting; potential collaboration with the Disability Advisory Committee (DAC) for National Disability Employment Awareness Month in October; agreed upon events for the coming year; encouragement for new Members to read agendas and staff reports in advance of meetings; timing and delivery of agendas; accomplishments; adoption of the incorporation Civil Discourse Guidelines into training for Commissions, Boards and Committees (CBCs); the presentation by Member McBride at the June EHRAC meeting; accomplishments vs. ongoing efforts; adding language to indicate that: "The EHRAC has made progress on the following items including the Diversity Awareness Project, Bystander Intervention Training, and the educational document entitled Recognizing and Preventing Harassment and Discrimination"; the EHRAC agreed upon a list of accomplishments with the addition of several items; and agreement to include adoption of Civil Discourse Guidelines in the City Clerk Training Module.

MOVED BY CHAIR VALVERDE AND SECONDED BY VICE CHAIR BANO THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE THE LIST OF ACCOMPLISHMENTS FOR JANUARY - JUNE 2023 AS

DISCUSSED IN THE BIENNIAL REPORT TO BE SENT FOR CITY COUNCIL APPROVAL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, NWEKE, RENTERIA,  
RONA, VALVERDE  
NOES NONE  
ABSENT: MCBRIDE

Additional discussion ensued between staff and Committee Members regarding the bi-annual list; events that occurred during the reporting period; the workplan; tentative dates for events; deletion of the Martin Luther King (MLK) event from the list due to the establishment of an MLK Committee; how to engage the public in events; policy changes and initiatives that give the EHRAC time to develop; the bylaws indicating that the EHRAC is to meet 4 times per year; determining a reasonable number of events within a year; staff flexibility; annual events; consideration of event types; partnerships with outside organizations on events; number of events requested; the need to pass a motion to withdraw any events; a suggestion to eliminate the Indigenous People event and replace it with a statement; helping a tribe get their land back; land acknowledgement; working to advance the rights of the Tongva people; ways to honor Indigenous People; examination of which events have been most successful; bringing attention where there isn't a lot of attention; representation and success of the Ageism event; different perceptions of what makes a successful event; impactful events; speaker budget; items agreed upon at the February 2023 EHRAC meeting; number of attendees; free food; the Latino Heritage event; translation; acknowledging the importance of different groups, cultures, and languages in the City; scaling down events; the Diversity Awareness Project; events the EHRAC wants added that are still in process; kiosks; coordination with a kiosk project in the Economic Development Department; being part of the larger City-wide project; kiosk placement; community outreach; the Courageous Conversations Workshop; the Hate Crime Report; equity initiatives that staff is working on; the Historical Context Study; crime statistics; examination of other community programs; recommendations from the Equity Subcommittee and the City Council; addressing issues of hate; the rise of white supremacy; public events to bring the community together to practice utilizing the Civil Discourse Guidelines; having a facilitator help practice skills that

align with the Guidelines; partnership; choices made after much deliberation on events to hold this year; lead time and work required to accomplish events; staff time required; planning and execution; timing; difficulties with certain times of the year; the importance of creating statements; the theme of Civility agreed upon by the Public Events Subcommittee; alignment of policy; the value and reach of video creation; finding innovative ways to improve communication; reserving events for providing an interactive experience; approval processes; time required to create an event vs. to create materials; communication regarding events vs. dissemination of materials; including the Creating Economic Diversity event within another conversation or event; having a webinar series to allow people to participate from their own homes; and determining a final list of events.

Member Nweke exited the meeting.

Further discussion ensued between staff and Committee Members regarding the difficulty of collaborating with CBCs (Commissions, Boards and Committees); previous collaboration with the School District and the Historical Society; future potential collaboration with the Chamber of Commerce; combining events; problems with Webex; the need for physical events; providing prompts to the participants; breakout groups; using the workshop to get a sense of community interests; willingness to eliminate the Creating Economic Diversity Workshop event; keeping the Indigenous People Day event; lack of a Transgender Awareness event; concern with eliminating items; bringing the Committee to the forefront; scheduling; and combining events with regular meetings.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER RENTERIA THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: ELIMINATE THE MARTIN LUTHER KING JR. CELEBRATON AND THE CREATING ECONOMIC DIVERSITY EVENT FROM THE PROPOSED WORKPLAN FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, RENTERIA, RONA,  
VALVERDE  
NOES NONE  
ABSENT: MCBRIDE, NWEKE

Discussion ensued between staff and Committee Members regarding the budget; EHRAC participation in larger projects; the kiosks; continued research being done as part of the Diversity Awareness Project; content vs. the vehicle to communicate the information; clarification that the subcommittee could continue to meet to do research, but the budgeting would be handled by a different department; goals of the Diversity Awareness Project; the City-wide kiosk project; resistance to moving forward without more information; maintaining the focus on promoting diversity and culture in the City; wider dissemination of information with additional kiosks; locations; the interactive nature of the kiosks and ability to add information; the inability to have a separate kiosk; concern with having to change plans for something the City is not definitely going to do; the RFP (Request for Proposals) released for a City-wide kiosk; EHRAC participation in community outreach; opposition from the community to the kiosks several years ago; City control of information included on the kiosk; looking at alternative ways to disseminate information; keeping an open mind; the demo planned across the street from City Hall; and reframing the Diversity Awareness Project in the Workplan to indicate continued work on the content and concept.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE INCLUSION OF THE FOLLOWING IN THE NEW PROPOSED WORKPLAN FOR FISCAL YEAR 2023-2024, TO BE SENT FOR CITY COUNCIL APPROVAL: LATINO HERTIAGE MONTH, INDIGENOUS PEOPLE DAY, COURAGEOUS CONVERSATIONS WORKSHOP, RACE RELATIONS, CONCEPT AND CONTENT FOR THE DIVERSITY AWANRESS PROJECTS, AND THE ANNUAL EHRAC AWARDS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, RENTERIA, RONA,  
VALVERDE  
NOES NONE  
ABSENT: MCBRIDE, NWEKE

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Item A-4  
(Out of Sequence)

**(1) Discussion of a Latino Heritage Month Event for Fiscal Year 2023-24; and (2) (if desired) Create an Ad Hoc Subcommittee to Work on and Bring an Event Plan to the full Equity and Human Relations Advisory Committee and Appoint Members Thereto; and (3) Provide Direction to Staff as Deemed Appropriate**

Discussion ensued between staff and Committee Members regarding adding Members to accompany Chair Valverde and Member Rona on the Latino Heritage Month Subcommittee.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: APPOINT MEMBERS AGUIRRE AND MOSES TO SERVE ON THE LATINO HERTIAGE MONTH AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, RENTERIA, RONA,  
VALVERDE  
NOES NONE  
ABSENT: MCBRIDE, NWEKE

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Item A-3

**(1) Review of the Equity and Human Relations Advisory Committee's Ad Hoc Subcommittees Remaining as of the June 27, 2023, Regular Meeting; (2) Discussion if There is a Need to Form Future Ad Hoc Subcommittees; and (3) Formation of Ad Hoc Subcommittees for Projects or Events for FY2023-24, as Deemed Appropriate; and Appointment of Members Thereto**

Discussion ensued between staff and Committee Members regarding Members for the Indigenous People Day Ad Hoc Subcommittee; intentions of absent Members; and the ability to add other Members later.

MOVED BY MEMBER RONA AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: APPOINT MEMBERS RONA AND MOAMMAR TO SERVE ON THE INDIGENOUS PEOPLE DAY AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, RENTERIA, RONA,  
VALVERDE  
NOES NONE  
ABSENT: MCBRIDE, NWEKE

Additional discussion ensued between staff and Committee Members regarding Members to serve on the Awards Committee, and the difficulty of obtaining nominations.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: APPOINT MEMBERS AGUIRRE, MOAMMAR, RENTERIA, AND RONA TO SERVE ON THE EQUITY AWARDS AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: AGUIRRE, BANO, MOAMMAR, MOSES, RENTERIA, RONA,  
VALVERDE  
NOES NONE  
ABSENT: MCBRIDE, NWEKE

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Item A-5

**Discussion on Development of Events Logistics, Marketing and Participation Improvement Checklist; (2);(if desired) Create an Ad Hoc Subcommittee to Develop the Checklist, and Appoint Members Thereto; and (3) Provide Direction to Staff as Deemed Appropriate**

Discussion ensued between staff and Committee Members resulting in agreement to defer the item to the next meeting.

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Item A-6

**Discussion regarding Development of a General Statement for Response to Local and/or National Acts of Violence, Hatred, or Injustice**

Discussion ensued between staff and Committee Members regarding formation of a subcommittee to draft a statement; a suggestion from the City Manager that the EHRAC statement be used as a presentation by the City Council; and agreement to continue the item for further discussion.

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Item A-7

**Equity and Human Relations Advisory Committee Debrief and Feedback on the June 17, 2023 Juneteenth Event**

Discussion ensued between staff and Committee Members regarding Member attendance; ensuring that the EHRAC has a table at future events; clarification that staff provided materials for the event; providing materials so that Committee Members do not have to be present at the event; the short length of time to have a physical presence at the event; available materials; the Outreach and Communications Ad Hoc Subcommittee; creation of a media kit for events; and moving forward with getting an EHRAC table cloth

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**Public Comment - Items NOT On the Agenda**

Chair Valverde invited public comment.

Michelle Hamilton, Senior Human Resources and Equity Manager, indicated no requests to speak.

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**Items from Equity and Human Relations Advisory Committee Members**

Member Moammar noted the need to work with the Disability Advisory Committee.

Discussion ensued between staff and Committee Members regarding a future Ageism event; the ongoing subject; bringing back Items A-5 and A-6 to the next meeting; options for online events; training; moving the EHRAC meeting date; subcommittee update on the content of the Diversity Awareness Project; revisiting the budget now that the events have been determined; creation of an ad hoc budget subcommittee; upcoming events; update from the Latino Heritage Ad Hoc Subcommittee; clarification that there had been no funding allocated to the MLK event; and clarification that no budget enhancements had been approved and that no other CBC has a budget.

Chair Valverde requested that the meeting be adjourned in memory of Howard Zager who worked at the High School for 39 years.

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**Adjournment**

There being no further business, at 8:01 P.M., the Equity and Human Relations Advisory Committee adjourned in memory of Howard Zager to a meeting on August 22, 2023.

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Janee Prieto  
SECRETARY of the Culver City Equity and  
Human Relations Advisory Committee  
Culver City, California

APPROVED

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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.

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Jeremy Bocchino  
CITY CLERK

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Date