

## **Equity and Human Relations Advisory Committee Work Plan (DRAFT II)**

### **OVERVIEW**

#### **What is the Culver City Equity and Human Relations Advisory Committee (EHRAC)?**

The EHRAC is a citizen group, made up of nine City Council appointees, that at the direction of the City Council or City Manager, recommend programs, policies and activities that promote positive human relations and equitable outcomes and greater opportunities for all community individuals.

### **PURPOSE**

The purposes of the Equity and Human Relations Advisory Committee (EHRAC) are to

- recommend programs, policies and activities designed to promote the full acceptance of all people in all aspects of community life without regard to race, religion, gender, gender identity, sex, sexual orientation, age, disability, immigration status, citizenship, color ethnicity, or national origin, ancestry, gender expression, socio-economic status, income or other protected categories or personal characteristics.
- recommend programs, policies and activities designed to reduce discrimination, increase cultural competency, improve intergroup relations, promote civil and human rights, and justice and equity for all.
- track and publicly report on existing and emerging related issues stemming from complaints from individuals and visitors concerning interactions with City employees, elected and appointed officials, City contractors and City volunteers.
- hold public meetings on community-wide problems arising in the City which may result in intergroup tensions or discrimination because of actual or perceived biases based on race, religion, gender, gender identity, sex, sexual orientation, age, disability, immigration status, citizenship, color ethnicity, or national origin, ancestry, gender expression, socio-economic status, income or other protected categories or personal characteristics.
- prepare and disseminate educational and informational material relating to stereotypes, prejudice, discrimination, implicit bias, microaggressions, and inequity, and ways and means of addressing such issues.
- prepare and submit to the City Council an annual report on the EHRAC's progress in accomplishing the approved work plan.

## **The Work Plan Prioritized Action Steps:**

The EHRAC Work Plan priority action steps include activities suggested by members of the public during the EHRAC July 2020 and September 2020 meetings, the EHRAC September 2020 community survey, activities recommended by members of the EHRAC and the EHRAC Ad Hoc Work Plan Subcommittee, as well as activities outlined in the EHRAC bylaws. The first draft was refined through input from the community and members of the EHRAC at the October 2020 meeting. The final draft was approved at the December 2020 meeting.

It is recognized that this Work Plan is a living document which may need to be amended from time to time. It is also understood that the implementation of Work Plan activities must be balanced with available staff resources.

## **Equity and Human Relations Work Plan**

### **Partnerships, Education and Public Events**

**Objective:** Addressing discrimination by building and cultivating relationships among different demographic groups.

**Task:** Establish an Ad Hoc Subcommittee(s) and/or liaison(s) to partner with Culver City Unified School District, City commissions, committees, and specialty groups related to LGBTQ, ableism, disablism, anti-racism, trans issues, gender and sexuality, homelessness, conflict resolution, etc.

**Task:** Create and/or implement community workshops, symposiums, dialogues, lectures, community conversations, presentations, etc. that address issues and topics of equity and good human relations.

**Task:** Develop public events that promote and educate the public about equity and cultural diversity.

### **Review City Policies and Procedures**

**Objective:** Improving community relations by evaluating and reviewing City policies and practices; ensuring that human relations and equity principles are followed.

**Task:** To participate in the working group with the City's *Racial Equity Consultant* to further develop and implement the City's Racial and Equity Action Plan.

**Task:** At the direction of the City Council Policy Subcommittee, review City Council policies through an equity lens and recommend changes. At the direction of the City Manager, review City Administrative policies through an equity lens and recommend changes.

**Task:** During the annual City budget review process, make recommendations to City Council for equity-related concerns.

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**Task:** Establish a liaison between the EHRAC and Civil Service Commission to examine hiring practices and procedures outlined in the Civil Service Rules that promote inclusivity and representation of diverse populations.

**Outreach & Communication**

**Objective:** Improving community relations by developing and improving methods of communication, public input, events, and community data, designed to reduce discrimination, increase cultural competency, improve intergroup relations, and promote civil and human rights for all.

**Task:** Develop materials, surveys, informational brochures, educational material, and other forms of mass communication.

**Task:** Review the city's complaint form and make recommendations to the EHRAC and City staff regarding ways to improve it.

**Task:** Develop means by which members of the public who perceive they have been discriminated against can communicate with the EHRAC and feel safe and heard.

**Locating and Identifying Resources/Grants/Sponsors**

**Objective:** Improving community relations by identifying financial sources that will support the EHRAC's prioritized action steps and activities.

**Task:** Establish an Ad Hoc Subcommittee to research potential grant opportunities and other resources in support of EHRAC's goals and objectives

**Task:** Work with community groups, businesses, and corporations to find alternative sources of funding that supports the overall vision and tasks of the EHRAC work plan.

**Recognize Community Contributions to Human Relations and Equity**

**Objective:** Improving community relations and equity outcomes by recognizing individuals, organizations and events that promote the full acceptance of all people in all aspects of community life.

**Task:** Prepare a recognition speech, letter, card, certificate, acknowledgement, etc., from the EHRAC to recognize the accomplishment(s) of identified community members and other individuals whose work contributes to the positive human relations and equitable outcomes throughout the community.

**Task:** Develop a means by which organizations and individuals could be nominated by the public to be recognized by the EHRAC.