

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

March 22, 2022  
7:00 P.M.

**Call To Order & Roll Call**

Chair Rona called the regular meeting of the Culver City Equity and Human Relations Advisory Committee to order at 7:00 P.M. via WebEx.

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

\*\*Member Dennis joined the meeting at 7:05 P.M.

**Absent:** London McBride, Member

**Staff Present:** Stephanie Condran, Human Resources Analyst

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**Pledge of Allegiance**

The Equity and Human Relations Advisory Committee recited the Pledge of Allegiance.

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**Items from Committee Members**

Member Moammar thanked everyone for their compassion and support at the previous meeting regarding her mother.

Chair Rona discussed Cesar Chavez Day; the continued work of the United Farmworkers; and Passover.

Member Dennis joined the meeting.

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This item was considered out of sequence.

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

Chair Rona discussed procedures for making public comment.

The following member of the public addressed the Committee:

Jim Clarke indicated that he wanted to speak on Item A-3.

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**Items from Staff**

Stephanie Condran, Human Resources Analyst, discussed City Council direction regarding returning to in-person meetings in April; staff efforts to find a location for meetings; mask requirements; social distancing; clarification that vaccinations are not required; staff collaboration with the Chair; multi-factor authentication; remaining Committee budget; and money previously spent by the Committee.

Discussion ensued between staff and Committee Members regarding staff agreement to provide a breakdown of money spent by the Committee to date; confirmation of the agreed upon starting amount; and rollover funds from the prior year.

Responding to inquiry from Chair Rona, Stephanie Condran, Human Resources Analyst, agreed to provide Committee Members with a copy of the report of Committee achievements as well as a list of meeting dates for Committees, Boards and Commissions (CBCs).

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**Receipt of Correspondence**

Stephanie Condran, Human Resources Analyst, reported distributing email correspondence to Committee Members.

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**Consent Calendar Items**

Item C-1

**Approval of Minutes for the Regular Meeting of February 22, 2022**

Member Dennis felt that the motion on page 6 of the minutes was unclear.

Discussion ensued between staff and Committee Members regarding revised wording for the motion and staff agreed to change the motion on page 6 of the minutes to read:

"MOVED BY MEMBER DENNIS, SECONDED BY MEMBER MCBRIDE AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE (EHRAC):

1. APPROVE THE FINAL REPORT OF THE COMMITTEE'S ACHIEVEMENTS AS DRAFTED BY STAFF AND REVISED BY THE COMMITTEE; AND,
2. AUTHORIZE TRANSMITTAL TO THE CITY COUNCIL."

Additional discussion ensued between staff and Committee Members regarding comments from Member Di Vincente on page 2 of the minutes and staff agreed to change "Paper Tigers event" to read: "Childhood Equity and Trauma Movie Screening and Discussion".

MOVED BY MEMBER DENNIS AND SECONDED BY VICE CHAIR VALVERDE THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR MEETING OF FEBRUARY 22, 2022 AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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## Order of the Agenda

Public Comment - Items NOT On The Agenda was heard before  
Items from Staff.

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## Action Items

Item A-1

**(1) Discussion of the Report from the Asian American  
Storytelling Ad Hoc Subcommittee for the Event Program; (2)  
Consider Approval of the Report's Recommendations and  
Determine Next Steps; and (3) Provide Direction to Staff if  
Deemed Appropriate**

Member Bano discussed work of the Ad Hoc Subcommittee on the Asian American Storytelling event; appreciation of Asian Americans through storytelling; speakers; the panel discussion; investigation of a location for the in-person event; and use of street banners to promote the event.

Discussion ensued between staff and Committee Members regarding the number of speakers for the event; continued work to find a location for the event; the importance of formulating a plan to publicize the event; suggestions were made to spread the word and raise awareness of the event; staff agreement to print event fliers supplied by the Committee; a suggestion to have music and provide light refreshments at the start of the event; adherence to COVID protocol; creation of a display for Asian American art at the event; funding; banner costs; reusable banners; and items for the Ad Hoc Subcommittee and staff to work out.

MOVED BY MEMBER MOAMMAR AND SECONDED BY MEMBER BANO THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE (EHRAC): ACCEPT THE REPORT FROM THE ASIAN AMERICAN STORYTELLING AD HOC SUBCOMMITTEE FOR THE EVENT PROGRAM.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Chair Rona expressed appreciation to the Subcommittee for their efforts.

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Item A-2

**(1) Discussion of the Report from the Community Contributions Ad Hoc Subcommittee Regarding the Community Contributions Award and Medallion, and Determine Next Steps (2) Provide Direction to Staff if Deemed Appropriate**

Chair Rona noted that the agenda item should indicate the Equity and Human Relations Award rather than the Community Contributions Award.

Member Di Vincente provided a report from the Community Contributions Ad Hoc Subcommittee; discussed application review; the scoring rubric; scoring; minimum score required for consideration; the process; creation of the medallion; the presentation of top selections for Committee consideration at the April meeting; applications received; and she indicated that only individual and non-profit awards would be given this year.

Discussion ensued between staff and Committee Members regarding support for giving a business award; lack of evidence to support the application; notification; and timing for the City Council presentation.

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Item A-3

**(1) Discussion of the Report from the Civil Discourse Workshop Ad Hoc Subcommittee Regarding the Draft Recommended Civil Discourse Guidelines and Determine Next Steps; (2) Provide Direction to Staff if Deemed Appropriate**

Chair Rona invited public comment and read a comment submitted by former Mayor Andrew Weissman.

Jim Clarke provided background on Culver City becoming a City of Kindness and creation of City Council priorities.

Member Dennis provided background on the item; discussed the Civil Discourse Workshop held on December 4, 2021; the City

of Kindness Facebook page; the National Conference on Civility; providing guidelines; the importance of changing attitudes; the evolving process; and the importance of being a welcoming City for all.

Freddy Puza discussed the value of coming together to create Civil Discourse Guidelines; accountability; being mindful before, during, and after a meeting; honesty about power dynamics in public spaces and meetings; and the importance of understanding existing inequities.

Member Dennis discussed the Civil Discourse Workshop; data from the survey from the National League of Cities indicating increased harassment, abuse, and violence experienced by government officials and staff; increases during the pandemic; public participation; transparency; concern that tolerating incivility undermines government; the implications of not taking action; state and local government staff leaving their positions; real and perceived threats; creating a safe space for everyone; creating codes of conduct; addressing equity issues; creation of draft civil discourse guidelines; submission of a final draft to staff; hosting a public conversation on the draft recommended guidelines for further input; creation of a recommended implementation plan; getting guidelines out to the public and all CBCs; and providing opportunity for discussion by community leaders.

Discussion ensued between staff and Committee Members regarding scheduling; next steps; and the implementation plan.

Member Dennis read the draft Civil Discourse Guidelines; noted that the guidelines had not been finalized; and discussed the need for input from the Committee, staff, CBCs, and the public.

Additional discussion ensued between staff and Committee Members regarding a suggestion to read the guidelines before meetings and evaluate the meeting at the end; instructions given before flying; allowing people to have an equal say; taking the time to be fair and listen; acknowledging feelings and being respectful of what people are going through; encouragement to seek clarification if unsure what is said rather than making assumptions; appreciation for the structure of the guidelines and the process; encouragement for patience; making guidelines stronger by providing

concrete examples; avoiding defensiveness; red flags; comments that are interpreted as personal rather than as central to issues being discussed; additional subcommittee consideration and refinements to be made; ensuring that a civil tone is being used; taking care not to use hurtful language; not defending your intent; get curious about your impact; listening all the way through without interrupting; unconditional apology; including opportunity for staff and CBCs to work through the guidelines; how much to include in the guidelines vs. what to include in training; addressing animosity; listening patiently; emotionally charged situations; Committee consensus was achieved that the Subcommittee bring the item back at the next meeting after incorporating the substantive comments for further consideration with a public hearing scheduled after that; and clarification that Members Dennis, Di Vincente and Chair Rona serve on the subcommittee.

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Item A-4

**(1) Discuss the Creation of a Juneteenth Ad Hoc Subcommittee to Plan a Juneteenth Program in June 2022; (2) (if desired) Form an Juneteenth Ad Hoc Subcommittee and Appoint Members Thereto; and (3) Provide Direction to Staff if Deemed Appropriate**

Discussion ensued between staff and Committee Members regarding scheduling; Father's Day; Member availability; appreciation and recognition to last year's Subcommittee for their hard work; holding an in-person event this year; social distancing; support for allowing a substantial amount of time for participant discussion; including a celebration; the process for proclamations; last year's proclamation; adding information about Juneteenth on the City website; the Non-Violence Workshop; and Members Moammar, Bano and Chair Rona indicated interest in working on a Juneteenth event.

MOVED BY MEMBER MOAMMAR AND SECONDED BY MEMBER DI VINCENTE THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: HOLD A JUNETEENTH EVENT PROGRAM IN JUNE 2022.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

NOES: NONE  
ABSENT: MCBRIDE

Additional discussion ensued between staff and Committee Members regarding the ability for Member McBride to join the Juneteenth Subcommittee at the next meeting if he is interested in serving.

MOVED BY CHAIR RONA AND SECONDED BY MEMBER DENNIS THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: APPOINT MEMBERS BANO, MOAMMAR AND CHAIR RONA TO THE JUNETEENTH AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-5

**(1) Continued Discussion on Recommending an Amendment to the Bylaws to Change the Labor Representative Seat from a One-Year Term to a Two-Year Term; (2) Determine Next Steps; and (3) Provide Direction to Staff if Deemed Appropriate**

Discussion ensued between staff and Committee Members regarding concern that extending the term could discourage people from serving; a suggestion that the term be one year with the option to renew up to three or four years; making the term comparable to that of the other Members while allowing for flexibility; the feeling that one year is just getting started; providing the right of refusal; other Labor seats that could apply; allowing the opportunity to opt out; creation of proposed wording for review by the City Attorney's office with a final vote to be taken at the next meeting; and timing.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MORGAN THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: REQUEST STAFF REVIEW OF THE PROPOSED BYLAW CHANGE FOR THE LABOR REPRESENTATIVE SEAT SUCH THAT THE TERM IS ONE YEAR WITH THE OPTION FOR THE INCUMBENT TO REMAIN ON THE COMMITTEE FOR NO



MORE THAN THREE YEARS WITH THE OPTION TO OPT OUT AT ONE YEAR OR TWO YEARS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-6

**(1) Discussion of the Draft "Helpful Tips to Prevent Harassment and Discrimination" Bystander Intervention Document from the Educational Materials Ad Hoc Subcommittee; (2) Consider Approval of the Document and Determine Next Steps; and (3) Provide Direction to Staff if Deemed Appropriate**

Chair Rona noted that some elements relate to the Civil Discourse Guidelines.

Member Bano reported on the last meeting of the Subcommittee; discussed feedback; the previous focus of the document on hate crimes; application of bystander intervention in a broader context; types of situations and behavior where intervention could be helpful; the continuum of bystander opportunities; exercising good judgement to utilize the most effective response; examples of situations along the continuum and safe actions to take; education; and proactive and preventive measures.

Discussion ensued between staff and Committee Members regarding availability of the document to the public; obtaining donations to create a brochure; creating a teaser; support for wide distribution of the document; creation of a series of documents addressing a range of issues; creating educational documents for events held; providing a legacy for each event; distribution at Fiesta La Ballona; creating a smaller version of the document; staff time; videos available of virtual events; ideas shared by psychologist Leah Pressman; bystander intervention documents created by other organizations; e-formats vs. printed documents; production costs; clarification that Members Bano, Di Vincente and McBride serve on the Education Subcommittee; and Chair Rona indicated wanting to edit the document.

Additional discussion ensued between staff and Committee Members regarding the need for staff review if additional edits to the document are made.

Technical difficulties were experienced with Webex from 9:25 P.M. to 9:28 P.M.

Further discussion ensued between staff and Committee Members regarding Ad Hoc Subcommittee consideration of revisions submitted by Chair Rona; typographical errors; final approval of the document by the Committee after revisions have been made; review by legal counsel; staff agreement to research whether the cost of printing would come out of the Committee budget; and clarification on Fiesta La Ballona 2022.

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

Chair Rona invited public comment.

Stephanie Condran, Human Resources Analyst, reported that no public comment had been received.

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

Member Dennis felt that the Committee had achieved a level of importance in terms of implications to the City and expressed pride at being part of the Committee.

Members Bano and Moammar noted that Ramadan would begin at the start of April and discussed elements of the celebration.

Discussion ensued between staff and Committee Members in which consensus was achieved to place the following items on the April agenda:

- Receive a report from the Listen and Learn Ad Hoc Subcommittee regarding the Spanish community survey
- Receive a report from the Diversity Awareness Ad Hoc Subcommittee
- Continue discussion of the Civil Discourse Guidelines from the Civil Discourse Ad Hoc Subcommittee

- Receive a report from the Community Contributions Ad Hoc Subcommittee
- Discuss the Fiscal Year 2022-2023 Workplan
- Discuss establishing a Public Events Ad Hoc Subcommittee for Fiscal Year 2022-2023 including postponed events
- Receive report from the Asian American Storytelling Ad Hoc Subcommittee
- Continued consideration of the Bystander document for final approval from the Educational Materials Ad Hoc Subcommittee.

Stephanie Condran, Human Resources Analyst, indicated that she would email the subcommittees with deadlines for their reports and she encouraged Members who wanted to meet with staff to email within the next couple of weeks.

Discussion ensued between staff and Committee Members regarding location of the next meeting; encouragement for Committee Members to check their City email; the ability to project reports or pictures at the next meeting; and Committee consensus was achieved to add a report on the Juneteenth event to the April agenda.

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**Adjournment**

There being no further business, at 9:57 P.M., the Equity and Human Relations Advisory Committee adjourned to Tuesday, April 26, 2022.

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Steven V. Pham  
SECRETARY of the Culver City Equity and Human Relations  
Advisory Committee  
Culver City, California

APPROVED

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Rebecca Rona  
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 Green  
CITY CLERK

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Date