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CULVER CITY EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE

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

September 27, 2022  
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 Patacchia Conference Room at City Hall.

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

\*Member McBride arrived at 7:15 P.M.

\*\*Member Morgan arrived at 8:30 P.M.

**Staff Present:** Stephanie Condran, Human Resources Analyst  
Lisa Vidra, Assistant City Attorney  
Helen Chin, Equity Analyst  
Josseline Ponce, Human Resources Technician

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**Pledge of Allegiance**

Member Bano led the Pledge of Allegiance.

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

Member Moammar reported receipt of one application for the Equity and Human Relations Award; discussed changes on the website; asked people to spread the word that applications would be accepted until December; and she noted that people should not self-apply.

Chair Rona discussed celebration of Rosh Hashanah and Yom Kippur, and the practice of taking account of any wrongs and making apologies.

Member Dennis discussed a book called *Gender Queer* by Maia Kobabe, and she indicated that she would provide links to world class fashion houses that are using gender non-binary models in designs, noting the expanding legitimacy and credibility of gender non-binary people.

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**Items from Staff**

Stephanie Condran, Human Resources Analyst, reported that several components of the minutes were not included as portions of the recording were missing and she reiterated the importance of identifying who was speaking; she indicated that the statistical report had not been updated, so staff had no new complaints to bring forward, but the process would be discussed as an Action Item; she indicated that there was no change or update to the budget to report; and she introduced Equity Analyst, Helen Chin.

Helen Chin, Equity Analyst, provided background on herself noting that she serves on the Los Angeles County Human Relations Commission and is a Member of the Government Alliance on Race and Equity (GARE) Steering Committee.

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

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

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**Receipt of Correspondence**

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

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**Consent Calendar Items**

Item C-1

**Approval of Minutes for the Regular Meeting of August 23, 2022**

MOVED BY VICE CHAIR DI VINCENTE AND SECONDED BY MEMBER BANO THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR MEETING OF AUGUST 23, 2022 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

NOES: NONE

ABSENT: MCBRIDE, MORGAN

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**Order of the Agenda**

Action Item A-5 was considered before Action Item A-1.

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**Action Items**

Item A-5  
(Out of Sequence)

**(1) Consideration of the Creation of a Communications Ad Hoc Subcommittee; (2) (if desired) Form a Communications Ad Hoc Subcommittee and Appoint Members Thereto; (3) Provide Direction to Staff as Deemed Appropriate**

Member Rona proposed that a Communications Ad Hoc Subcommittee be formed to create flyers and handle social media outreach to promote EHRAC programs and events.

Member McBride joined the meeting.

Member Rona discussed providing a point person to communicate about the EHRAC; lack of awareness of the Committee; development of a plan to gain local press; she reported writing an article for *Culver City Neighbors*; and she reported being contacted for information by *Culver City Crossroads*.

Discussion ensued between staff and Committee Members regarding promotion of EHRAC approved events by the Communications Subcommittee; responsibility of the Communications Subcommittee to communicate to the community and local organizations as well as sharing information back from the community to the EHRAC; the task of the Communications Subcommittee to encourage the community to communicate with the EHRAC; Brown Act issues; submission of information through staff; Communications Subcommittee use of public information; subcommittee work on events right up until the time of the event; staff approval of flyers for distribution; the ability of individuals on the EHRAC to post to their own social media accounts; City policy regarding posts to City social media accounts; subcommittees that do not have the expertise to design flyers; City creation of flyers for events in a specific format; concern with two Subcommittees working on the same event; standing vs. ad hoc subcommittees; a suggestion that the Communications Subcommittee create staff-approved templates for the other subcommittees to use; development of a mailing list; encouraging residents to subscribe to the email list; sharing templates in a regular EHRAC meeting; and sharing City posts on social media.

MOVED BY MEMBER RONA AND SECONDED BY MEMBER BANO THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: ESTABLISH A COMMUNICATIONS AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

MOVED BY MEMBER MOAMMAR AND SECONDED BY MEMBER BANO THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: APPOINT VICE CHAIR DI VINCENTE AND MEMBERS BANO, RONA, AND BRADLEY TO SERVE ON THE COMMUNICATIONS AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-1

**(1) Creation of an Equity and Human Relations Advisory Committee Work Plan for Fiscal Year 2022-23, including Proposed Events and Workshops; (2) Discussion of the Creation of Any New Needed Subcommittees; (3) (If Desired) Create Subcommittees as Needed and Appoint Members to Such Subcommittees; (4) Approve the Work Plan for Fiscal Year 2022-23 for Transmittal to City Council**

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record and discussed procedure.

Discussion ensued between staff and Committee Members regarding distribution of last year's work plan to Committee Members; level of detail required; the proposed events; reports provided by the subcommittees; the process; a suggestion to approve the report in the agenda packet as the workplan; providing updates to the current work plan rather than rewriting the entire plan; unanticipated amounts of work required to produce programs; holding over the Stories by Formerly Unhoused People event scheduled for January 31, 2023; development of the City's Racial and Equity Action Plan (REAP); alignment of the work of the EHRAC with the REAP; establishing a guiding document to serve as a foundation for work going on in the City; the RFP (Request for Proposals) for the consultant; EHRAC work with the consultant; stakeholder and community engagement; clarification that Juneteenth has become more of a City function; ensuring communication with the City on a Juneteenth event; staff recommendation to hold a June EHRAC meeting to focus on the workplan; Public Events Ad Hoc Subcommittee events; consecutively proposed events and the need for regular

meetings between events; allowing sufficient time for staff to prepare for events; adding in special meetings; a suggestion to move events around to allow time for the subcommittees a chance to communicate with the EHRAC; scheduling; holding events every other month; cancelling events or moving them to the next year; event length; and a suggestion to hold a short meeting as part of the Non-Violence Workshop to coordinate for the next event.

Additional discussion ensued between staff and Committee Members regarding formulation of the 2023-2024 Workplan in June 2023; creation of a draft workplan to identify costs and determine whether an increase to the budget is necessary; the need for a draft workplan early enough to include a potential increase in the City's budget process; establishing a new Public Events Subcommittee to finalize events and allow a Budget Subcommittee to work on the item; funding for critical events; approval of a draft workplan with budget estimates by the January meeting; agreement to cancel or postpone the Stories of Formerly Unhoused People event due to overlap with the Advisory Committee on Housing and Homelessness; the budget timeline; having the City handle certain events recommended by the EHRAC; annual events; concern with using up the budget trying to do everything; the advisory nature of the EHRAC; working to advise the City Council to hold certain events; Latino Heritage Month; EHRAC participation in City events; City events vs. Council Member events; co-sponsorship of events; communication with the City Clerk about agendizing items for City Council consideration; a suggestion to propose one or two events so as not to overwhelm the City Council; and allowing the Public Events Subcommittee to determine events for the next fiscal year to recommend to the EHRAC and to the City Council.

Further discussion ensued between staff and Committee Members regarding agreement to combine the Non-Violence event with a short meeting to work on the Understanding and Responding to Autism event in March, working on the Honoring Seniors event at the regular April meeting, and adding a meeting in June to discuss the workplan.

MOVED BY MEMBER MOAMMAR AND SECONDED BY MEMBER RONA THAT THE EQUITY AND HUMAN RELATIONS ADVSORY COMMITTEE APPROVE THE WORK PLAN AS AMENDED INCLUDING REMOVING THE UNHOUSED EVENT AND HOLDING AN EHRAC MEETING ON FEBRUARY 28 TO DISCUSS THE MARCH 28 AUTISM EVENT, HOLDING AN EHRAC MEETING ON APRIL 25 TO DISCUSS THE EVENT HONORING SENIORS, AND HOLDING A REGULAR

EHRAC MEETING IN JUNE TO DISCUSS THE WORK PLAN FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Member Dennis indicated that she had abstained as she had difficulty hearing all of the changes.

Discussion ensued between staff and Committee Members regarding solicitation of volunteers for Transgender Day of Remembrance; the need for the item to be agendaized in order to discuss it; the existing Ad Hoc Subcommittee for the Transgender Day of Remembrance; formal dissolution vs. dissolution once the event has passed; ad hoc vs. standing subcommittees; making a new Public Events Ad Hoc Subcommittee for the new fiscal year; timing of the next regular meeting and the planned the Transgender Day of Remembrance in November.

Member Morgan joined the meeting.

Further discussion ensued between staff and Committee Members regarding Committee consensus to add an agenda item to consider formation of a Subcommittee for Transgender Day of Remembrance to the special meeting for Latino Heritage month.

Additional discussion ensued between staff and Committee Members regarding including the events in the workplan under Partnerships, Education, and Public Events; consideration of each event; different categories for different events; overlap; events that fulfill multiple parts of the workplan; changing wording under Community Contributions to indicate "continuing" vs. "developing" since the program has been established; providing a mechanism for the EHRAC to review City policies and procedures; collaboration with the consultant; plan development; using a results-based accountability framework; measurable outcomes; creating a living document; clarification that creation of a new survey is listed under outreach; and wording for the motion.

MOVED BY VICE CHAIR DI VINCENTE, SECONDED BY MEMBER BANO AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVSORY COMMITTEE ADOPT THE NEW WORKPLAN FOR THE FISCAL YEAR AS REVISED PER THE DISCUSSION AND INCORPROATE THE PUBLIC EVENTS DISCUSSED.

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Item A-2

**(1) Discussion of the Approved Civil Discourse Guidelines and Implementation Plan and Determine Next Steps; and (2) Provide Direction to Staff if Deemed Appropriate**

Member Dennis reported that the City Council had approved the Civil Discourse Guidelines recommended by the EHRAC and directed that they be distributed; discussed creation of a mechanism for delivery of the guidelines within City government; and providing short online presentations to explain the guidelines to the Chairs of Boards, Committees, and Commissions and discuss ways to implement them.

Discussion ensued between staff and Committee Members regarding Council Member inquiry about enforcement of the guidelines; the intent of the guidelines to be a recommendation; ways to respond to those not adhering to the guidelines; attaching the guidelines to the meeting agenda; effective distribution of the guidelines; appointment of members to provide presentations; creation of a video; providing a verbal presentation and distributing the guidelines; having liaisons put on a short presentation item; coordination with the City Clerk's office; presentations by Subcommittee Members; communication and delivery of the guidelines; providing a plan for the Committee to provide the guidelines to community organizations; collaboration with staff to include the guidelines as part of the annual Brown Act review; and coordination with the City Attorney and City Clerk offices.

MOVED BY MEMBER DENNIS, SECONDED BY MEMBER MOAMMAR AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: AUTHORIZE MEMBERS OF THE SUBCOMMITTEE TO CREATE A STANDARD BRIEF PRESENTATION ON THE GUIDELINES AND PROVIDE THE PRESENTATION AND GUIDELINES TO EACH CITY COMMISSION, BOARD, AND COMMITTEE OVER THE PERIOD OF NOVEMBER 2022 THROUGH APRIL 2023.



MOVED BY MEMBER DENNIS, SECONDED BY MEMBER MORGAN AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE: DIRECT THE SUBCOMMITTEE TO PREPARE A PLAN FOR DISTRIBUTING THE GUIDELINES TO ORGANIZATIONS AND THE PUBLIC.

Further discussion ensued between staff and Committee Members regarding the timeline; next steps; and consensus to agendize a discussion of incorporating the guidelines into the annual Brown Act review at the January 24, 2023 EHRAC meeting.

MOVED BY MEMBER DENNIS, SECONDED BY MEMBER RONA AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE AGENDIZE A DISCUSSION OF INCORPORATING THE GUIDELINES INTO THE ANNUAL BROWN ACT REVIEW AT THE JANUARY 24, 2023 EHRAC MEETING.

Member Rona expressed hope that all Committee Members would be involved in the presentations to the various Committees, Boards, and Commissions.

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Item A-3

**(1) Discussion of the Report from the "Paper Tigers" Documentary Screening and Community Conversation Ad Hoc Subcommittee on the Event Plan, (2) Consider Approval of the Report's Recommendations and Determine Next Steps; and (3) Provide Direction to Staff if Deemed Appropriate**

Member Bano provided a report on the work of the "Paper Tigers" Documentary Screening and Community Conversation Ad Hoc Subcommittee; discussed coordination with the School District; panelists; work with staff to finalize a venue; an upcoming meeting with the School District in the first week of October; and communication with School Board Members and the Assistant Superintendent.

Discussion ensued between staff and Committee Members regarding the event title; elimination of the word trauma; the recommendation for Member Morgan's wife to be on the panel; the number of panelists; and encouragement to contact Adrian Madrid if student volunteers are needed.

MOVED BY MEMBER BANO, SECONDED BY MEMBER MOAMMAR AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE RECOMMENDATIONS IN THE "PAPER TIGERS" DOCUMENTARY SCREENING AND COMMUNITY CONVERSATION AD HOC SUBCOMMITTEE REPORT.

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Item A-4

**(1) Discussion of the Report from the Latino Heritage Month Ad Hoc Subcommittee on the Latino Heritage Month Event Plan, (2) Consider Approval of the Report's Recommendations and Determine Next Steps; and (3) Provide Direction to Staff if Deemed Appropriate**

Chair Valverde reported that the Latino Heritage Month event would take place on October 11 with food provided to the first 100 participants; he discussed scheduled events; entertainment; art; poetry readings; participants in the storytelling session; the discussion facilitator; he indicated that he would be delivering the historical piece; discussed donations and sponsorships; handouts; the location; the need for help from the entire Committee to set up for the event; logistics; the meeting call to order; consideration of the agenda item before the event; and he reported that the program would start at about 6:30 P.M.

Discussion ensued between staff and Committee Members regarding the food donations; the quorum required for the special meeting; appreciation to Rebecca Rona and the rest of the ad hoc subcommittee for the work done; outreach done by Chair Valverde; encouragement to Committee Members to arrive at 5:15 P.M. to help set up; student volunteers; help with specific functions of the event; the food line; other refreshments; the activity table for children; job assignments; Members availability; clarification that the hybrid meeting option would not be available; set up time necessary for the food; coordination with the Senior Center; the inability to stream the event; staff review of flyers and availability for distribution; the general information included on the flyer vs. more specific information in the email blast; distribution of flyers around the City; number of copies requested; and the process for the School District to review the flyers.

Chair Valverde invited public comment.

The following member of the public addressed the Committee:

Gary Silbiger discussed the City's Martin Luther King Jr. Celebration; inclusion of important Latino issues; immigration; examining what Culver City is doing as a Sanctuary City; ensuring that immigrants are not turned over to the Police or ICE; the Chicano Moratorium; the opportunity to educate the community on issues; and he offered to provide contacts and information noting that he is an immigration attorney.

MOVED BY CHAIR VALVERDE, SECONDED BY MEMBER MORGAN AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE THE REPORT FROM THE LATINO HERITAGE MONTH AD HOC SUBCOMMITTEE.

Additional discussion ensued between staff and Committee Members regarding the budget; event costs; interpreters for the event; insurance; honorariums; the taco truck; and costs associated with the "Paper Tigers" event.

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Item A-6

**(1) Discussion of the Equity and Human Relations Advisory Committee's Online Complaint Portal Process Regarding Discrimination, Retaliation, or Harassment**

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record noting that most complaints have not pertained to EHRAC; she discussed distribution of complaints to appropriate department heads; direct resolution of the matter with the complainant; and updates to the statistical report.

Discussion ensued between staff and Committee Members regarding whether the complainant feels heard; follow through; staff agreement to provide information regarding whether any anonymous complaints were received; types of complaints; breaking down data within legally allowable parameters; defining a process to determine whether the person making the complaint is satisfied with steps taken by the City concerning the complaint made; addressing issues of equity and good human relations; creation of a follow-up survey to determine level of satisfaction; outcome vs. the

way an issue was handled; customer satisfaction; civil discourse; and agendaing an action item for the next meeting to task the Educational Materials Subcommittee to develop a survey.

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

Chair Valverde invited public comment.

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

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

Discussion ensued between staff and Committee Members regarding items that got pushed to a later meeting; items to agendaize for the regular October 25 meeting and the special meeting of October 11; and the Civil Discourse Guidelines.

MOVED BY MEMBER DENNIS, SECONDED BY MEMBER MOAMMAR AND UNANIMOUSLY CARRIED, THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE AGENDIZE THE FOLLOWING ITEMS FOR THE OCTOBER 25, 2022 EHRAC MEETING:

1. AN ACTION ITEM TO DIRECT THE EDUCATIONAL MATERIALS AD HOC SUBCOMMITTEE TO DEVISE AN AFTER SURVEY FOR COMPLAINT FORMS; AND,
2. A REPORT FROM THE COMMUNICATIONS AD HOC SUBCOMMITTEE; AND,
3. A DISCUSSION ON WAYS THAT RESIDENTS CAN BE HEARD BY THE CITY; AND,
4. A REPORT FROM THE DIVERSITY AWARENESS PROJECT; AND,
5. A DISCUSSION ON THE PAPER TIGERS EVENT; AND,
6. A DISCUSSION ON THE BYSTANDER EVENT; AND,
7. A REPORT FROM THE TRANSGENDER DAY OF REMEMBRANCE AD HOC SBCOMMITTEE; AND,

8. ADDING A DISCUSSION ON CREATION OF A TRANSGENDER DAY OF REMEMBRANCE AD HOC SUBCOMMITTEE ON THE AGENDA FOR THE SPECIAL MEETING OF OCTOBER 11, 2022.

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**Adjournment**

There being no further business, at 10:07 P.M., the Equity and Human Relations Advisory Committee adjourned to a special meeting on Tuesday, October 11, 2022 at 6:00 P.M.

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Stephanie Condran  
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