

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
CULVER CITY EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE

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

December 13, 2022  
7:00 P.M.

**Call To Order & Roll Call**

Chair Valverde called the special 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  
Michelle Dennis, Member  
Haifaa Moammar, Member  
Rebecca Rona-Tuttle, Member

**Absent:** Raven Bradley, Member  
London McBride, Member  
Jared Morgan, Member

**Staff Present:** Dana Anderson, Human Resources Director  
Helen Chin, Equity Analyst  
Josseline Ponce, Human Resources Technician  
Lisa Vidra, Assistant City Attorney

o0o

**Pledge of Allegiance**

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

o0o

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

Member Dennis discussed guaranteed income experiments for transgender persons in San Francisco and representation of a transgender character on the *L Word* television show.

Member Moammar noted references to the EHRAC during a recent City Council meeting and work expected of the Committee.

Member Rona reported on the success of the Paper Tigers event.

Member Bano expressed regret at missing the Paper Tigers event and she thanked everyone for their prayers noting that she had been attending a family funeral.

Chair Valverde thanked Member Bano for her efforts on the event noting that it was extremely valuable; discussed comments from the Superintendent of Schools; bringing attention to childhood trauma; employees from the School District; he wished that more people had been involved in the event; and noted the importance of strategizing on how to increase attendance of future events.

oOo

**Items from Staff**

Dana Anderson, Human Resources Director, discussed staff work on initiatives coming forward; staffing changes; subcommittee meetings; submission of subcommittee items to Helen Chin by the subcommittee liaison; enhancement requests; and Special Events budget amendments.

Discussion ensued between staff and Committee Members regarding staff attendance of subcommittee meetings; sending topics to staff and to Chair Valverde; transitioning staff out of attending subcommittee meetings; and encouragement to reach out to staff with any questions or concerns.

Helen Chin, Equity Analyst, provided a presentation on Culver City Equity work; discussed the relationship between the EHRAC and the efforts of the City; the Racial Equity Action Plan (REAP) collaboration; coordination; and community engagement.

Discussion ensued between staff and Committee Members regarding a suggestion to create a staff and EHRAC Working Group; City Council driven efforts; speeding up the process rather than waiting for the full Committee meeting; the need for staff to work with the full body; subcommittee recommendations to the full body; clarification that formation of a subcommittee is not on the agenda; and the Equity Subcommittee of the City Council.

Helen Chin, Equity Analyst, discussed the role of EHRAC in efforts moving forward; community engagement; the work plan; Public Safety reform; the Mobile Crisis Intervention Program; equity partnerships; equity projects; City Council priorities; work done by the EHRAC in addition to what is included in the work plan; building EHRAC into projects; inclusion of reimagining Public Safety in the General Plan; the Alternative Crisis Program; and the REAP.

Discussion ensued between staff and Committee Members regarding the importance of the Civil Discourse Guidelines; reimagining police functions; transferring items to mental health professionals; reparations; efforts to provide guidelines and explanations; communication; Brown Act issues; and City Council subcommittees.

o0o

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

Helen Chin, Equity Analyst, reported that no public comment had been received.

o0o

**Receipt of Correspondence (not on the agenda)**

Helen Chin, Equity Analyst, reported that correspondence had been distributed.

o0o

**Order of the Agenda**

No changes were made.

o0o

**Action Items**

Item A-1

**1) Consider the Creation of a Budget Ad Hoc Subcommittee and Determine the Scope of Tasks To be Assigned; 2) (if desired) Form a Budget Ad Hoc Subcommittee and Appoint Members Thereto; and 3) Provide Direction to Staff as Deemed Appropriate**

Member Dennis moved to create a Budget Ad Hoc Subcommittee for the purpose of developing and recommending to City staff a Fiscal Year 2023-2024 proposed budget. Member Rona seconded the motion and the discussion continued.

Discussion ensued between staff and Committee Members regarding the need to create a Budget Ad Hoc Subcommittee; formulating a work plan incorporating recommended programming for 2023-2024 to inform budget discussions; assessment of programming costs by the Budget Ad Hoc Subcommittee; proposed events for 2023-2024; a suggestion that the list of events be presented at the next meeting; the need for input into the budget process; Council comments that the focus be placed more on equity initiatives rather than special events; guidance from staff and the City Council on how to move forward on proposed projects; the need for an ad hoc subcommittee to sort through projects and information and bring a report back to the City Council; clarification that Members Bano, Dennis, and Moammar serve on the Events Ad Hoc Subcommittee; the need for someone to take the lead; creation of an ad hoc subcommittee that is a combination of public events and budget; having the same people serve on two different subcommittees; Brown Act complaints; the specific scope required on ad hoc subcommittees; and clarification of intent.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVSORY COMMITTEE CREATE A BUDGET AD HOC SUBCOMMITTEE FOR THE PURPOSE OF CREATING A COMMITTEE BUDGET REQUEST FOR FISCAL YEAR 2023-2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Additional discussion ensued between staff and Committee Members regarding Members to serve on the Committee; support for having the current or former Chair serve; advocacy for educational programs; and modifications and amendments during full Committee consideration of subcommittee reports.

MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER DENNIS THAT THE EQUITY AND HUMAN RELATIONS ADVSORY COMMITTEE APPOINT CHAIR VALVERDE AND MEMBERS BANO, DENNIS, AND RONA TO SERVE ON THE BUDGET AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

oOo

Item A-2

**1) Consideration of the Expansion of the Nonviolence Workshop Ad Hoc Subcommittee by Adding Additional Committee Members Thereto; 2) (If Desired) Appoint Members Thereto; and 3) Provide Direction to Staff as Deemed Appropriate**

Member Bano indicated that Member McBride had expressed interest in joining herself and Members Bradley and Moammar on the Nonviolence Workshop Ad Hoc Subcommittee.

MOVED BY MEMBER BANO AND SECONDED BY VICE CHAIR DI VINCENTE THAT THE EQUITY AND HUMAN RELATIONS ADVSORY COMMITTEE APPOINT MEMBER MCBRIDE TO THE NONVIOLENCE WORKSHOP AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

oOo

**1) Approval of the Presentation on the Civil Discourse Guidelines from the Civil Discourse Workshop Ad Hoc Subcommittee; 2) (if desired) Appoint and Authorize Liaisons to Make Presentations to Commissions, Boards, and Committees in coordination with the City Clerk's Office; 3) Determine Next Steps; and 4) Provide Direction to Staff as Deemed Appropriate**

Member Dennis discussed City Council approval of Civil Discourse Guidelines; direction to distribute; meetings of the ad hoc subcommittee; talking points created and distributed to Committee Members; the recommendation to communicate the guidelines to Committees, Boards and Commissions (CBCs) by Committee liaisons between December and March; a suggestion that the Committee deliver guidelines to community organizations between April and June; bodies that do not have an assigned liaison; and authorizing Committee Members to speak on behalf of the Committee.

Member Dennis moved to approve the presentation and authorize liaisons to contact CBC Chairs to request time on an upcoming agenda to use talking points to deliver the guidelines. Member Moammar seconded the motion.

Discussion ensued between staff and Committee Members regarding the meeting time conflict between the EHRAC and the Advisory Committee on Housing and Homelessness; the Sister Cities Committee; repopulating liaisons; coordination with the staff liaison for each CBC; consensus to get on an agenda; and whether to speak during public comment, or to make a presentation.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE:

1. APPROVE THE PRESENTATION ON THE CIVIL DISCOURSE GUIDELINES FROM THE CIVIL DISCOURSE WORKSHOPS AD HOC SUBCOMMITTEE; AND,
2. AUTHORIZE LIAISONS TO MAKE PRESENTATIONS TO COMMISSIONS, BOARDS, AND COMMITTEES IN COORDINATION WITH THE CITY CLERK'S OFFICE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

Equity and Human Relations Advisory Committee  
December 13, 2022

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

Additional discussion ensued between staff and Committee Members regarding Member willingness to serve on bodies that do not already have liaisons; involving Member Bradley; the ability of any Member to speak on behalf of the Committee; the objective to make the presentations by the end of March; development of a strategy and format for the presentations; keeping it simple; walking through the talking points; integrating the guidelines into the normal operations of the body; creation of a Powerpoint presentation; providing physical copies of the guidelines to the meeting; the task to provide the guidelines and be available to consult; and allowing the opportunity for the CBCs to consider the guidelines.

THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE MADE THE FOLLOWING LIAISON APPOINTMENTS:

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE - MEMBER DENNIS  
DISABILITY ADVISORY COMMITTEE - MEMBER BANO  
FIESTA LA BALLONA COMMITTEE - VICE CHAIR DI VINCENTE  
LANDLORD TENANT MEDIATION BOARD - MEMBER RONA  
SISTER CITIES COMMITTEE - MEMBER MOAMMAR

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

Further discussion ensued between staff and Committee Members regarding appreciation to those who stepped up to act as liaisons; use of QR Codes; making the guidelines available on the City website; increasing visibility; and staff agreement to post the guidelines on the webpage, create a QR Code, and contact CBCs.

oOo

Item A-4

**1) Approval of a Statement Supporting the Jewish Community and Condemning Recent Antisemitic Attacks; 2) Discuss Recommendations for Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate**

Chair Valverde reported receipt of letters from the community urging the Committee to define antisemitism using a particular definition; he discussed controversy; recent antisemitic events taking place; and he read a draft of a statement he had crafted and revised with Member Rona taking into consideration comments received from members of the public.

Discussion ensued between staff and Committee Members regarding defining antisemitism; whether to use the term; the concept; history; excuses; expressions of antisemitism; making the statement more palatable to the general public; weakening the statement; a suggestion to add "(i.e. antisemitism)" at the end of the first sentence to avoid being caught up in the definitional issue; redundancy; making a statement strongly condemning any act of antisemitism in any form; things that have happened in the City; politically-based definitions; and not limiting the statement to the recent wave of hateful speech and literature.

Chair Valverde moved to approve the draft statement as written and Member Rona seconded the motion.

Member Dennis proposed an amendment to the motion to include the language indicating "(i.e. antisemitism)" at the end of the first sentence and Chair Valverde accepted the amendment.

Further discussion ensued between staff and Committee Members regarding smoothing out language; concern with getting into the debate about what constitutes antisemitism; the importance of setting boundaries; the job to condemn actions, not define antisemitism; holding an educational forum; different points of view on what racism means; politics affecting actions; the unacceptability of hateful speech and acts of violence; and support for a suggestion to add the word "These" to the start of the second sentence.

Chair Valverde amended his motion to approve the original draft with the word "These" added to the beginning of the second sentence.



MOVED BY CHAIR VALVERDE AND SECONDED BY MEMBER RONA THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE THE CONTENT OF THE DRAFT DOCUMENT WITH THE ADDITION OF THE WORD "THESE" AT THE BEGINNING OF THE SECOND SENTENCE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item A-5

**1) Receive a Report from the Community Contributions Ad Hoc Subcommittee Regarding the Community Contributions Awards; 2) Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate**

Member Moammar reported on the recent meeting of the Community Contributions Ad Hoc Subcommittee; discussed the one application received; the January 31, 2023 deadline; outreach done by the Subcommittee; the need for additional outreach and publicity; and estimated costs for the awards themselves.

Discussion ensued between staff and Committee Members regarding the need for an outreach team to promote the awards and other events; extensive outreach efforts by individual Members; City announcements; sending weekly announcements as the deadline approaches; social media; posting on NextDoor; govdelivery; including a link in email notices; QR Codes; outreach during City special events; the City Community Calendar; the City Communications Specialist; submissions to *Culver City Crossroads* and *Culver City Neighbors*; the ability of all Committee Members to do outreach; and next steps.

o0o

**1) Discuss a Report from the Communications Ad Hoc Subcommittee and a Proposal to Purchase a Canva Account; 2) Consider Approval of a Recommendation that Staff Purchase Canva Subscription for EHRAC use; 3) Determine Next Steps; and 4) Provide Direction to Staff as Deemed Appropriate**

Member Rona reported on the recent meeting of the Communications Ad Hoc Subcommittee; discussed the possibility of a City Canva account; other bodies in the City that could benefit from using the program; maximum number of users; the budget; a list of non-profit organizations provided by Jim Clarke; the need to continue discussing other vehicles of communication; articles related to the work of the EHRAC; procedures for communication; use of QR Codes on fliers; and updates on the website.

Discussion ensued between staff and Committee Members regarding the ability to share templates; rolling over accounts as needed; whether subscriptions are generally purchased for Committees; policy issues; authorization; work updating the spreadsheet from Jim Clarke; sharing the information with subcommittees for outreach efforts; email communication; organizations contacted for the Paper Tigers event; staff preparation of fliers in the past; facilitating staff work with the Canva program; staff approval necessary for fliers; reasons that the Committee created their own fliers; the user-friendly nature of Canva; timing; IT (Information Technology) policies for software purchases; use of the free version; who would pay for the purchase; and the dynamics of how the account would be set up.

Member Rona moved that the EHRAC be enabled to have a Canva account available to it at the approximate cost of \$150 per year to be purchased either by the EHRAC or the Human Resources (HR) department. Vice Chair Di Vincente seconded the motion.

Additional discussion ensued between staff and Committee Members regarding making the purchase for use by only the EHRAC; having use of the program regardless of whether it is paid for from the EHRAC budget or the HR budget; allowing EHRAC access to a paid Canva account at a cost of \$150 per year however it is purchased after staff determines the policy; determining who buys the software and how it is used as well as under whose account it would be charged; the

motion to approve EHRAC access to Canva; recommending that staff purchase Canva and allow EHRAC to use it; availability of the software; whether the purchase is even allowed; and a suggestion to recommend that staff look into the possibility of purchasing Canva for the EHRAC and come back with information at the January meeting.

Member Dennis proposed a substitute motion to recommend that staff look into purchasing a Canva account and report back at the January 24, 2023 meeting on whether that is possible and how that would work.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER RONA THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE RECOMMEND THAT STAFF LOOK INTO PURCHASING A CANVA ACCOUNT AND REPORT BACK AT THE JANUARY 24, 2023 MEETING AS TO WHETHER THAT IS POSSIBLE AND HOW THAT WOULD WORK.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item A-7

**1) Receive a Report from the Diversity Awareness Projects Ad Hoc Subcommittee; 2) Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate**

Chair Valverde discussed having a standing subcommittee to look at a list of recommended projects highlighting the diversity of people in the City; including information for the public in the form of a kiosk with a description and a QR Code; the webpage incorporating all information from all of the projects; placement of kiosks in locations relevant to the subject matter; proposed locations and content; financing; and placing the emphasis on the diversity of the City.

Discussion ensued between staff and Committee Members regarding a proposed mural at the Wende Museum; fundraising; a suggestion to interview people knowledgeable about the Tongva with a QR Code on the kiosk linking to a special webpage; creating a network of kiosks pointing to the

diversity of the community over a period of years; the value behind the projects; creating moments for community gathering and dialogue; leaving something behind for generations to create better human relations for the City; ensuring that work is done in conjunction with Cultural Affairs; streamlining ideas into the process; City Council approval; seeing how ideas fit into existing processes; costs; designs; content; and continued work by the Diversity Awareness Projects Ad Hoc Subcommittee.

oOo

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

Chair Valverde invited public comment.

The following members of the public addressed the Committee:

Menelik Tafari expressed concern that there had been no action on reparations though the policy was passed in 2021; discussed the history of the City as a whites only sundown town; apartheid schools; supremacist violence in the City; the statement on antisemitism; unreported instances of white supremacy in the City; the need for engagement in democratic processes; designing solutions to repair violence; hate speech mailers; building upon tools and allowing for community engagement; and he asked the Committee to request establishment of participatory truth commissions.

Chair Valverde reminded everyone that the Committee would not be able to discuss public comment.

Tori Bailey, Martin Luther King Jr. Celebration Committee; recommended all events be done that were discussed in Item A-7; discussed allowing everyone to participate; expressed support for the proposed kiosks; and providing an interactive experience with audio visual kiosks.

Discussion ensued between staff and Committee Members regarding the Historical Context Study for reparations; primary and secondary sources; programming; the timeline; internal processes; and community engagement.

oOo

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

Discussion ensued between staff and Committee Members regarding agendizing a discussion of creating a subcommittee on white supremacy in the City; the task of the Public Events Ad Hoc Subcommittee to propose events; the report from the Public Events Ad Hoc Subcommittee recommending events for 2023-2024; the work of the Budget Ad Hoc Subcommittee; clarification that a report from the Educational Materials Ad Hoc Subcommittee is already agendized for January 2023; agendizing a report from the Non Violence Workshop and the Autism Ad Hoc Subcommittees; ensuring room is left for action in agenda items; an upcoming report on seniors; the follow up discussion on Canva; agendizing a discussion of expanding the list of liaisons to CBCs to be used for other purposes; agendizing a discussion of tasking the Communications Ad Hoc Subcommittee with creating a mechanism where all Members are empowered to advertise events; making specific requests to the Communications Ad Hoc Subcommittee; staff liaisons to CBCs; the need for centralized information; standardizing access to information for all present and future Committee Members; agendizing a report from the Communications Ad Hoc Subcommittee; and a report on incorporating Civil Discourse Guidelines into the Brown Act Review pending coordination with the City Clerk and the City Attorney's office.

MOVED BY MEMBER DENNIS AND SECONDED BY MEMBER MOAMMAR THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE AGENDIZE THE FOLLOWING ITEMS:

1. RECEIVE A REPORT FROM THE COMMUNICATIONS AD HOC SUBCOMMITTEE ABOUT CREATING A PROCESS FOR THE ENTIRE BODY TO USE TO PUBLICIZE OR COMMUNICATE EVENTS AND MEETINGS; AND,
2. RECEIVE A REPORT FROM THE EDUCATIONAL MATERIALS AD HOC SUBCOMMITTEE ABOUT THE CREATION OF AN AUTOMATED RESPONSE SURVEY AFTER A COMPLAINT HAS BEEN FINALIZED BY STAFF; AND,
3. RECEIVE A REPORT FROM THE EDUCATIONAL MATERIALS AD HOC SUBCOMMITTEE ON THE PLAN TO DISTRIBUTE THE BYSTANDER INTERVENTION TRAINING DOCUMENT; AND,
4. RECEIVE A STAFF REPORT ON THE PURCHASE OF A CANVA ACCOUNT; AND,

5. DISUCSS CREATING A SUBCOMMITTEE TO RESEARCH HAVING A PANEL ON WHITE SUPREMACY; AND,

6. RECEIVE A REPORT FROM THE PUBLIC EVENTS AD HOC SUBCOMMITTEE ON PROPOSED EVENTS FOR FISCAL YEAR 2023-2024; AND,

7. RECEIVE A REPORT FROM THE NON-VIOLENCE WORKSHOP AD HOC SUBCOMMITTEE; AND,

8. RECEIVE A REPORT FROM THE COMMUNICATIONS AD HOC SUBCOMMITTEE INCLUDING A PROPOSAL FOR THE CANVA SUBSCRIPTION; AND,

9. RECEIVE A REPORT FROM THE AUTISM EVENT AD HOC SUBCOMMITTEE; AND,

10. RECEIVE A REPORT FROM THE COMMUNICATIONS AD HOC SUBCOMMITTEE ABOUT DEVISING A PROCESS FOR THE EHRAC TO PUBLICIZE EVENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

NOES: NONE

ABSENT: BRADLEY, MCBRIDE, MORGAN

o0o

**Adjournment**

There being no further business, at 10:12 P.M., the Equity and Human Relations Advisory Committee adjourned to a special meeting on Tuesday, January 24, 2023 at 7:00 P.M.

o0o

---

Josseline Ponce  
SECRETARY of the Culver City Equity and Human Relations  
Advisory Committee  
Culver City, California

APPROVED

---

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.

---

Jeremy Bocchino  
CITY CLERK

---

Date