

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

June 25, 2024  
6:00 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 6:10 P.M. in Rooms B45 and B47 at the Culver City Senior Center.

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

**Members Absent:** London McBride, Member  
Haifaa Moammar, Member  
Ayla Moses, Member

**Staff Present:** Michelle Hamilton, Senior Human Resources and  
Equity Manager  
Jeannine Houchen, Human Resources Equity  
Analyst  
Monica Kilaita, Deputy City Attorney  
Janee Prieto, Human Resources Technician

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**Pledge of Allegiance**

Chair Valverde led the Pledge of Allegiance.

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**Order of the Agenda**

Items from Member/Staff was heard after the second opportunity for Public Comment - Items NOT on the Agenda.

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**Presentations**

Item P-1

**Bystander Intervention Training for Public Spaces**

Michelle Hamilton, Senior Human Resources and Equity Manager, introduced the item; provided background on Right to Be, the organization providing the presentation; and she introduced presenter, Amelia Prochaska.

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**Recess/Reconvene**

Chair Valverde recessed the meeting from 6:15 P.M. to 7:54 P.M. for the Bystander Intervention Training for Public Spaces presentation noting that the Committee was considering Item A-1.

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**Regular Session**

Chair Valverde called the meeting of the Equity and Human Relations Advisory Board back to order at 7:54 P.M. with six Members present (absent Members McBride, Moammar, and Moses) noting that Item P-1 had been considered rather than Item A-1 as he had indicated earlier.

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**Items from Members/Staff**

This item was deferred to the end of the meeting.

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

Chair Valverde invited public comment.

The following member of the public addressed the Committee:

Dr. Nicole Yates, Keen Independent Research, provided background on the organization; discussed development of the Racial Equity Action Plan (REAP) for Culver City; leveraging Committee expertise in an advisory capacity; she indicated that she would be attending the July 23, 2024, Committee meeting to provide information, discuss Committee involvement and gather input; and she expressed eagerness to partner with the Committee.

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**Receipt of Correspondence**

None.

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**Consent Calendar Items**

Item C-1

**Approval of Minutes for the Special Meeting Held on May 28, 2024**

Member Rona complimented the minutes for their quality and detail noting that on page 13 it was mentioned that elections for EHRAC Members would be held in July, when in fact, EHRAC officers would be elected in July.

MOVED BY MEMBER RONA AND SECONDED BY MEMBER NWEKE THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE APPROVE MINUTES FOR THE SPECIAL MEETING HELD ON MAY 25, 2024, WITH THE AMENDMENT SUGGESTED BY MEMBER RONA.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Member Rona asked to provide her comments for Items from Members/Staff, and Chair Valverde indicated that those comments would be heard at the end of the meeting.

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### Action Items

#### Item A-1

**(1) REVIEW, DISCUSSION and APPROVAL of the July 2024 Draft Biannual Report Including January Through June 2024 Accomplishments and Proposed Activities/Agenda Items For the Next 6 Months; and (2) Authorize Transmittal of the Biannual Report to City Council**

Discussion ensued between staff and Committee Members regarding a suggestion to include that the title of the Community Conversation on March 19, 2024, was the Courageous Conversation Workshop in capital letters; clarification that the discussion on bathrooms was included in the report; adding creation of materials to share information about the EHRAC by the Outreach and Communications Ad Hoc Subcommittee to upcoming items; clarification that ad hoc subcommittees should be narrowly tasked and dissolved once that task is completed; discussion regarding the Indigenous Peoples' Day event missing from the biannual workplan; discussion ensued regarding Latino Heritage Month which will be reflected by a speaker versus previous Latino Heritage events; clarification that creation of an ad hoc subcommittee and work plan for events and activities focused on the advocacy for inclusion of women and girls was added by staff to the work plan; a suggestion to add creation of materials promoting resources related to counteracting hate, discrimination, and bystander intervention by the Educational Materials Ad Hoc Subcommittee; scope of the ad hoc subcommittee; ensuring a narrow scope with goals that are reachable; the inability of the subcommittee to meet recently; identification of specific resources to build educational materials around; value of the workshop for helping generate ideas; the defined goal; evolution of ad hoc subcommittees; changing plans and goals of ad hoc subcommittees; making the purpose more defined with an end in sight; ensuring that goals are codified; including activities; defined scope of work as assigned to each ad hoc subcommittee; creation of ad hoc subcommittees as projects evolve and things are added; language indicating that ad hoc

subcommittees are subject to change as things are developed; the Events Committee; clarification that indigenous day celebration was not included in the public events and budget ad hoc April subcommittee report as a scheduled event therefor not included in the workplan- however it could be discussed at the July meeting; the Ad Hoc Subcommittee on Soccer Prohibition Signage that has not been clearly defined yet; providing a standing document to refer back to; and agreement to add impacts of soccer signage to the bullet regarding items for continued review and research for making recommendations to the City Council.

MOVED BY MEMBER RENTERIA AND SECONDED BY MEMBER AGUIRRE THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE:

1. APPROVE THE JULY 2024, DRAFT BIENNIAL REPORT INCLUDING JANUARY THROUGH JUNE 2024 ACCOMPLISHMENTS AND PROPOSED ACTIVITY/AGENDA ITEMS FOR THE NEXT 6 MONTHS WITH CHANGES AS DISCUSSED; AND,

2. AUTHORIZE TRANSMITTAL OF THE BIENNIAL REPORT TO CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2

**(1) Receive a Report from the Race Relations Ad Hoc Subcommittee; (2) If So Desired, Discuss and Consider Approval of the Report's Recommendations; and (3) Determine Next Steps as Deemed Necessary**

Vice Chair Bano discussed the budget for the event; consideration of bringing in a dialogue facilitator; changing the vision and format of the event in order to incorporate a facilitator; the decision to stay with the original vision to center the voices of youth; the aim to have three (3) to four (4) young speakers; high school and college students; openness to use of an adult with extensive experience working with students; modification of an older flyer to use for the event;

identification of speakers; use of the budget for snacks, drinks, and honorariums to the speakers; agreement to hold the workshop on September 17 from 6:00 P.M. to 8:30 P.M.; and potential event locations.

Discussion ensued between staff and Committee Members regarding the proposed honorarium; the Committee vote on how the budget is to be spent; the payment process; concern with setting a dangerous precedent; gift cards; clarification that no snacks are allowed in Council Chambers; the aim to increase civic engagement; staff agreement to investigate locations at Vets; and clarification that one of the students proposed for the event had attended the Bystander Intervention Training.

MOVED BY MEMBER AGUIRRE AND SECONDED BY MEMBER RENTERIA THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE RECEIVE AND FILE THE REPORT FROM THE RACE RELATIONS AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

**(1) Receive a Report from the Equity and Human Relations Awards Ad Hoc Subcommittee; (2) If So Desired, Discuss and Consider Approval of the Report's Recommendations; and (3) Determine Next Steps as Deemed Necessary**

Member Rona indicated that the Equity and Human Relations Awards Ad Hoc Subcommittee was comprised of herself and Members Aguirre, Moammar, and Renteria; indicated that the City Council would present the awards on August 12, 2024; discussed costs associated with the awards; work being done on the language and design of the awards; she read recommended refinements to the awards nomination and selection processes; noted the clarification that the focus be placed on the non-profit rather than the leader of the non-profit being considered; discussed repositioning of the award guidelines to the first webpage; explaining that there is a rubric used; clarification that Committee Members may not make nominations; increased inclusivity; encouragement to provide additional information on nominees to improve

chances of being awarded; and changes to the recommended timeline to take holidays into consideration.

Discussion ensued between staff and Committee Members regarding including charter schools and home schooled children in the student section; ensuring openness to all youth; changing language to include any student who lives in Culver City; permit students; those attending West Los Angeles College; whether one has to be a resident; those who work or attend school in Culver City; the general individual category; defining youth in the awards application; adding language to indicate "including home school programs"; concern with pitting a kindergartener vs. an 11<sup>th</sup> grader; "mom and pop" businesses vs. large corporations; the rubric; instituting an age limit and being consistent with individual qualifications; indicating any youth attending Culver City schools in the age range of 5-18; the requirement that the youth be a student; making the youth version of the individual category; a suggestion to provide a list of past recipients; cost for display cases; a suggestion to eliminate the paper awards to allow the awards to stay under budget; Member Rona agreed to fund the cost for the paper awards; donations; outlining and tracking actual costs; the ability of the Committee to appeal for additional monies to cover costs; the event recap with costs for line items and funding sources in the report; encouragement for all Committee Members to attend the awards; clarification regarding Brown Act Rules and Committee quorum at an open and publicized meeting of the local agency or another body with a reminder to not discuss potential agenda items; the importance of avoiding public perception of discussion; and a recommendation not to sit together.

Additional discussion ensued between staff and Committee Members regarding agreed upon items including cost adjustments, adding the date for the awards presentation as August 12, 2024, clarification that any youth between the ages of 5-18 residing in or attending a school in Culver City can be nominated, adding a list of past recipients to the website, and agreement to extend the budget ten dollars to cover the overage.

MOVED BY VICE CHAIR BANO AND SECONDED BY MEMBER AGUIRRE THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE RECEIVE AND FILE THE REPORT FROM THE EQUITY AND HUMAN RELATIONS

AWARDS AD HOC SUBCOMMITTEE WITH THE RECOMMENDED CHANGES AND  
ADD TEN DOLLARS TO COVER THE BUDGET OVERAGE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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**Public Comment - Items NOT On the Agenda (Continued)**

Chair Valverde invited public comment.

No requests to speak were received.

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

Discussion ensued between staff and Committee Members regarding items for the next meeting including election of officers, appointment of subcommittee members, a report on the Diversity Awareness Project, a report from the Soccer Signage Ad Hoc Subcommittee, creation of the Latino Heritage Speaker Ad Hoc Subcommittee, creation of the Transgender Day of Remembrance Ad Hoc Subcommittee, agenda consideration of creating and populating an Indigenous People's Day Subcommittee, receive a report from the Race Relations Event, receive a brief report on the Land Acknowledgement; adding a general agenda item to review and create new ad hoc subcommittees; ensuring clearly defined purposes and goals for each ad hoc subcommittee; and agreement to add the scope of work to the list of all ad hoc subcommittees.

Chair Valverde noted that the previous meeting was the last one for Ayla Moses; he stated for record that it was an honor to work with former Member Moses; and he thanked her for her service.

Members expressed appreciation for the work of Ayla Moses; discussed her efforts to encourage student participation; her active role on subcommittees; and acknowledgement of the amount of work she did in a short period of time.



Michelle Hamilton, Senior Human Resources and Equity Manager, reported that the item for Women and Girls had started out as a request for a separate committee, but staff was advised that it was determined to fall under the work of the EHRAC in terms of equity and inclusion; discussed the need for clarity regarding scope; discussed an idea of highlighting the participation of women in roles that are not generally expected to have a female presence; illustrating that there is a space for everyone in Culver City; and more information to come.

Discussion ensued between staff and Committee Members regarding participation of the EHRAC on the item for Women and Girls; a report from Nicole Yates on the REAP planned for the July meeting; activities that have moved forward; EHRAC involvement in community engagement; and later aspects of Phase 1 in preparation for Phase 2.

Member Rona read a statement written by her husband about the life and legacy of civil rights icon, Reverend James Lawson and asked that the meeting be adjourned in his memory.

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MOVED BY MEMBER RENTERIA AND SECONDED BY MEMBER RONA THAT THE EQUITY AND HUMAN RELATIONS ADVISORY COMMITTEE ADJOURN IN MEMORY OF REVEREND JAMES LAWSON.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

**Adjournment**

There being no further business, at 9:20 P.M., the Equity and Human Relations Advisory Committee adjourned in memory of Reverend James Lawson to July 23, 2024.

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Dana Anderson  
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

23 SEP 2024

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Date