



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 24-981      **Version:** 1      **Name:** Meeting Schedule for the Remainder of 2024  
**Type:** Minute Order      **Status:** Agenda Ready  
**File created:** 4/24/2024      **In control:** EQUITY & HUMAN RELATIONS ADVISORY COMMITTEE  
**On agenda:** 5/28/2024      **Final action:**  
**Title:** EHRAC - ACTION ITEM: (1) Discuss the Equity and Human Relations Advisory Committee (EHRAC) Meeting Needs For The Remainder Of 2024; and (2) If So Desired, Determine and Approve Meeting Dates and Times for the Remainder of 2024.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2024-04-23\_ATT1\_Resolution Amending the EHRAC Bylaws 5.23.2022, 2. 2024-04-23\_ATT2\_EHRAC Posting Schedule

Date	Ver.	Action By	Action	Result
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**EHRAC - ACTION ITEM: (1) Discuss the Equity and Human Relations Advisory Committee (EHRAC) Meeting Needs For The Remainder Of 2024; and (2) If So Desired, Determine and Approve Meeting Dates and Times for the Remainder of 2024.**

**Meeting Date:** May 28, 2024

**Contact Person/Dept:** Michelle Hamilton/Human Resources

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/22/2024); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (05/22/2024); (E-Mail) All City Staff (05/22/2024)

**Department Approval:** Dana Anderson, Human Resources Director (05/22/2024)

### RECOMMENDATION

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC) (1) discuss the Equity and Human Relations Advisory Committee (EHRAC) meeting schedule for the remainder of 2024; and (2) if so desired, determine and approve meeting dates and times for the remainder of

2024.

## **BACKGROUND**

The Equity and Human Relations Advisory Committee (EHRAC) By-Laws (Attachment 1) contain the following information regarding Regular Meetings, Cancellations, and Special Meetings:

### **Regular Meetings**

The Committee shall meet on a quarterly basis, or as needed, on the 4<sup>th</sup> Tuesday of the months of July, October, January and April at a time and place to be decided by the Committee.

### **Cancellation of a scheduled meeting/event:**

Regular meetings may be cancelled by the Staff Liaison, in consultation with the Chair.

### **Special Meetings**

Special meetings may be called at any time by the Chair or a quorum of the Committee.

At the April 23, 2024, Regular Meeting EHRAC achieved consensus to hold special meetings on the following dates and times:

- May 28, 2024, at 6:30pm
- June 25, 2024, at 6:30pm

## **DISCUSSION**

In deference to staff and member work and project schedules, Staff recommends that EHRAC meetings, special meetings, and/or events are to be limited to one (1) meeting, special meeting, or event, total, per month. EHRAC may form and/or maintain Ad Hoc Subcommittees to meet and discuss special activities, projects, and events on an as-needed basis.

In accordance with the above, the item for EHRAC's consideration at the May 28, 2024, special meeting, will be to discuss and determine the following, if so desired:

1. June 25, 2024, Special Meeting Time (per EHRAC's discussion at the April 23, 2024, meeting to reconsider the voted upon time of 6:30pm at a future meeting)
2. July 23, 2024, Meeting Time (Date - if a date other than the By-Laws 4<sup>th</sup> Tuesday of the Month is desired)
3. August 2024 Special Meeting Date and Time
4. September Special Meeting Date and Time
5. October 22, 2024, Meeting Time (Date - if a date other than the By-Laws 4<sup>th</sup> Tuesday of the Month is desired)
6. November 2024, Special Meeting Date and Time

## **FISCAL ANALYSIS**

None.

## **ATTACHMENTS**

1. 2024-04-23\_ATT1\_Resolution Amending the EHRAC Bylaws 5.23.2022
2. 2024-04-23\_ATT2\_EHRAC Posting Schedule 4.23.2024

## **MOTION**

That the Equity and Human Relations Advisory Committee:

1. If so desired, determine and approve meeting dates and times for the remainder of 2024.