



City of Culver City

Staff Report

File #: 23-524, **Version:** 1

Item #: A-3

1) Receive a Report from the Educational Materials Ad Hoc Subcommittee About a Communications and Distribution Plan for an Educational Document for the Public on Recognizing and Preventing Harassment and Discrimination; 2) Consider Approval of the Plan and Determine Next Steps; and 3) Provide Direction to Staff as Deemed Appropriate.

Meeting Date: January 24, 2023

Contact Person/Dept: Helen Chin/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 (01/19/2023); (E-Mail) Meetings and Agendas- Equity and Human Relations Advisory Committee (01/19/2023); (E-Mail) All City Staff (01/19/2023)

Department Approval: Dana Anderson, Human Resources Director (01/19/2023)

RECOMMENDATION

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC): 1) receive a report from the Educational Materials Ad Hoc Subcommittee about a communications and distribution plan for an educational document for the public about recognizing and preventing harassment and discrimination; 2) consider approval of the plan and determine next steps; and 3) provide direction to staff as deemed appropriate.

BACKGROUND/DISCUSSION

The Equity and Human Relations Advisory Committee's Educational Materials Ad Hoc Subcommittee has developed an educational document to share important and helpful information with the community regarding harassment, discrimination, and hate crimes. Part of the Educational Materials Ad Hoc Subcommittee's work plan and tasks is to develop and create educational materials regarding race and equity issues to share with the community. The educational materials created are meant to be helpful and informative to identify what may be unlawful harassment or discrimination of another person that may even rise to the level of a hate incident or hate crime.

The purpose of the document is to give information on recognizing harassment and discrimination that may be observed in public, and to provide resources for further education. It is important that an individual who is a bystander and witness to harassment or discrimination does not place themselves in a position where they will do more harm than good. Good judgment is essential when faced with harassment and discrimination against

another individual. This item was taken to the Equity and Human Relations Advisory Committee for discussion and approval at the January 25, 2022; however, at that time there were additional suggested revisions to be made to the document. The updated document was reviewed by staff and discussed with the Subcommittee on Monday, October 3, 2022. The Ad Hoc Subcommittee received additional feedback from staff regarding the modifications to the document.

At the October 25, 2022 regular meeting, some members inquired about a plan to share the document and requested that the subcommittee return at the December 13, 2022 meeting with a report on the communications and distribution plan for the document. The item was moved to January 24, 2023 where the subcommittee will provide a report to the committee.

Staff is inquiring internally if the document will need to be approved at the City Council level before it is distributed to the community.

The Education Materials Ad Hoc Subcommittee is comprised of Committee members London McBride, Anissa Di Vincente and Samia Bano.

FISCAL ANALYSIS

There are no costs associated with discussion of this item.

ATTACHMENTS

1. Report from the Educational Materials Ad Hoc Subcommittee about the Communications and Distribution Plan
2. Educational document on Recognizing and Preventing Harassment and Discrimination

MOTION

That the Equity and Human Relations Advisory Committee:

- 1) Receive a report from the Educational Materials Ad Hoc Subcommittee about a communications and distribution plan for an educational document for the public about recognizing and preventing harassment and discrimination document;
- 2) Consider approval of the plan;
- 3) Determine next steps; and
- 4) Provide direction to staff as deemed appropriate.