



City of Culver City

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Council Chambers
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Staff Report

File #: 24-641, **Version:** 1

Item #: A-11.

Review of the Equity and Human Relations Advisory Committee’s Current Ad Hoc Subcommittees and Objectives as of the September 26, 2023 Special Meeting; and (1) Consider Dissolving Existing Ad Hoc Subcommittees Whose Objective Has Been Met; and (2) Discuss, Consider and the Combining of Ad Hoc Subcommittees with Overlapping Objectives, as Deemed Appropriate; and (3) Add Additional EHRAC Members To Existing Ad Hoc Subcommittees, if Deemed Necessary; and (4) Form New Ad Hoc Subcommittees for Projects or Events for FY 2023-24, as Deemed Appropriate; and (5) Appoint Members Thereto.

Meeting Date: January 23, 2024

Contact Person/Dept: Michelle Hamilton/ Human Resources Department

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 (01/17/2024); (E-Mail) Meetings and Agendas- Equity & Human Relations Advisory Committee (01/17/2024); (E-Mail) All City Staff (01/17/2024)

Department Approval: Dana Anderson, Human Resources Director (01/17/2024)

RECOMMENDATION

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC): Review of the Equity and Human Relations Advisory Committee’s Current Ad Hoc Subcommittees as of the September 26, 2023, Special Meeting; and (1) dissolve existing ad hoc subcommittees which have completed their objectives, as deemed appropriate; and (2) discuss the combining of ad hoc subcommittees with overlapping intent, as deemed appropriate; and/or (3) discuss if there is a need to add additional EHRAC Members to existing ad hoc subcommittees; and/or (4) form new ad hoc subcommittees for projects or events for FY 2023-24, as deemed appropriate; and (5) appoint members thereto.

BACKGROUND/DISCUSSION

Per the EHRAC bylaws (see section IV. A), the Committee may form Ad Hoc subcommittees to meet and discuss special activities, events, and topics on an as needed basis. There are important differences between a “standing committee” and an “ad hoc committee” under the Ralph M. Brown Act (Brown Act). Standing committees are required to comply with the provisions of the Brown Act (including public notification and public participation). Standing committees require staffing. Ad hoc subcommittees, on the other hand, are not subject to those requirements. Additionally, as provided in the Brown Act, a standing committee has a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. An “ad hoc” subcommittee serves only a limited or single purpose, and it is dissolved when

the specific task is completed. Ad hoc subcommittees are limited to less than a quorum which for the EHRAC is up to four (4) members. Under the Brown Act and consistent with past practice, once an ad hoc subcommittee's project has been completed, the Committee would make a motion to dissolve such Ad Hoc subcommittee.

FISCAL ANALYSIS

There are no costs associated with discussion of this item.

ATTACHMENTS

1. List of EHRAC Ad Hoc Subcommittees as of September 26, 2023.

MOTION

That the Equity and Human Relations Advisory Committee:

- (1) If so desired, dissolve existing Ad Hoc Subcommittees whose objective has been met.
- (2) If so desired, combine any existing Ad Hoc Subcommittees with similar intent.
- (3) If so desired, add members to existing Ad Hoc Subcommittees.
- (4) If so desired, form any necessary Ad Hoc Subcommittees for projects or Events approved for FY 2023-2024 as deemed appropriate.
- (5) If so desired, appoint members thereto as deemed appropriate.