



# City of Culver City

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## Staff Report

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**EHRAC - ACTION ITEM: (1) Discuss the Equity and Human Relations Advisory Committee (EHRAC) Meeting Needs For The Remainder Of Fiscal Year 2023-2024; and (2) If So Desired, Determine and Approve Meeting Dates for the Remainder of Fiscal Year 2023-2024.**

**Meeting Date:** April 23, 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 (04/17/2024); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (04/17/2024); (E-Mail) All City Staff (04/17/2024)

**Department Approval:** Dana Anderson, Human Resources Director (04/17/2024)

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### **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 Fiscal Year 2023-2024; and (2) if so desired, determine and approve meeting dates for the remainder of Fiscal Year 2023-2024.

### **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.

### **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 April 23, 2024, meeting, will be to discuss and determine the following, if so desired:

1. May 2024 Special Meeting Date
2. June 2024 Special Meeting Date

### **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 Special Meeting dates for the remainder of the Fiscal Year 2023-2024.