



City of Culver City

Staff Report

File #: 24-981, Version: 1

Item #: A-3.

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 4th 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 4th 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 4th 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.