



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 21-80      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 7/21/2020      **In control:** EQUITY & HUMAN RELATIONS ADVISORY COMMITTEE  
**On agenda:** 7/28/2020      **Final action:**  
**Title:** (1) Discussion of Work Plan; (2) Discussion of the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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(1) Discussion of Work Plan; (2) Discussion of the Creation of Subcommittees; (3) (If Desired) Creation of Subcommittees; and (4) (If Desired) Appointment of Members to Such Subcommittees

**Meeting Date:** July 28, 2020

**Contact Person/Dept:** Mily C. Huntley/Administrative Services

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

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

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

**Public Notification:** (Email) Meetings and Agendas - Equity & Human Relations Advisory Committee (7/24/20); (Email) All City Staff (7/24/20); (Email) Meetings and Agendas - City Council (7/24/20)

**Department Approval:** Serena Wright, Assistant City Manager

### RECOMMENDATION

Staff recommends that the Equity & Human Relations Advisory Committee (EHRAC) (1) discuss a Work Plan; (2) discuss the creation of Subcommittees; (3) (if desired) create subcommittees; and (4) (if desired) appoint members to such subcommittees.

### BACKGROUND/DISCUSSION

### Work Plan

A Work Plan defines the objectives and outlines the tasks that the EHRAC will pursue. A Work Plan should:

1. Clearly outline objectives and tasks and describe how they will be accomplished.
2. Effectively allocate resources and time.
3. Include goals that are reasonable and achievable.
4. Prioritize activities to focus resources in priority areas.

### Possible Work Plan Activities

Below is a list of possible goals EHRAC may establish for 2020/2021.

1. Evaluate current, policies, programs and activities that promote positive human relations, cultural competency, and intergroup relations and reduce discrimination. Develop recommendations to improve such policies, programs and activities.
2. Sponsor/organize roundtable discussions and/or community dialogue with the purpose to develop positive and productive community relations.
3. Attend events held or sponsored by Human Relations committees from other jurisdictions.

The draft work plan will be presented to the City Council for direction and approval. Upon approval, the work plan will be reviewed and updated periodically, as needed.

### Subcommittees

In some instances, Commissions Boards, and Committees form Subcommittees, either standing, to develop and work in-depth on specific issues, or Ad Hoc, to address a single issue over a defined period of time. A subcommittee must consist of less than a quorum of members of the body. The EHRAC may consider whether any subcommittees would aid in the implementation of the work plan at this time, and if so, create such subcommittees and appoint members to those subcommittees.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with this Agenda item.

## **ATTACHMENTS**

None.

## **MOTION**

That the Equity & Human Relations Advisory Committee:

1. Discuss a Work Plan;
2. Discuss Subcommittee Scope of Work and Assignments;
3. (If desired) create subcommittees; and
4. (4) (if desired) appoint members to such subcommittees.