



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 23-211, **Version:** 1

Item #: A-1

(1) Creation of an Equity and Human Relations Advisory Committee Work Plan for Fiscal Year 2022-23, including Proposed Events and Workshops; (2) Discussion of the Creation of Any New Needed Subcommittees; (3) (If Desired) Create Subcommittees as Needed and Appoint Members to Such Subcommittees; (4) Approve the Work Plan for Fiscal year 2022-23 for Transmittal to City Council.

Meeting Date: September 27, 2022

Contact Person/Dept: Stephanie Condran / Human Resources Department

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 (09/22/2022); (Email) All City Staff (09/22/2022); (Email) Meetings and Agendas - City Council (09/22/2022)

Department Approval: Dana Anderson, Director of Human Resources (09/22/2022)

RECOMMENDATION

Staff recommends that the Equity and Human Relations Advisory Committee (EHRAC) (1) create a work plan for fiscal year 2022-23, including proposed events and workshops; (2) discuss the creation of any new Ad Hoc Subcommittees; (3) (If desired) create Ad Hoc Subcommittees as needed and appoint members to such Subcommittees; and (4) approve the new work plan for fiscal year 2022-23 for transmittal to City Council.

BACKGROUND/DISCUSSION

Work Plan

A Work Plan defines the objectives and outlines the tasks that the EHRAC will pursue for the fiscal year. 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

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 EHRAC's Public Events Ad Hoc Subcommittee has submitted proposed community conversations and/or events for fiscal year 2022-23 (Attachment 1); however, staff is reviewing the proposals and making recommendations to change some of the proposed dates. A few of the proposed community conversations and/or events are tentatively scheduled during a regular meeting month and it is not recommended to hold both meetings in the same month. Additionally, other proposed community conversations and/or events are tentatively scheduled over several consecutive months, without a regular meeting in between the special events, which is highly recommended by staff.

The EHRAC and staff will discuss the proposed list of community conversations and/or events for fiscal year 2022-23 during the September 27, 2022 regular meeting so that the proposed work plan and the proposed events may be presented to the City Council for direction and approval. Upon approval, the work plan will be reviewed and updated periodically, as needed. Note, several of the events on the Public Events Ad Hoc Subcommittee's list were approved by City Council at the September 19, 2022 City Council meeting.

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 standing subcommittee must follow Brown Act protocols, with a published agenda and public meetings. Whether a standing or an ad hoc subcommittee, 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

1. Report from the Public Events Ad Hoc Subcommittee

MOTION

That the Equity and Human Relations Advisory Committee (EHRAC):

1. Create a new work plan for fiscal year 2022-23;
2. Discuss subcommittee scope of work and assignments;

3. (If desired) create subcommittees;
4. (If desired) appoint members to such subcommittees; and
5. (If desired) approve the work plan for fiscal year 2022-23 for transmittal to City Council.