



**SPECIAL MEETING OF THE
CITY OF EL SEGUNDO
Diversity, Equity, and Inclusion (DEI) Committee
AGENDA
Virtual Meeting via Zoom Teleconferencing**

MEETING DATE: Wednesday, January 27, 2021
MEETING TIME: 4:00 p.m.

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED
PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.
TELECONFERENCE VIA ZOOM MEETING
MEETING ID: 998 1701 2989
PASSCODE: 600127

How Can Members of the Public Observe and Provide Public Comments?

Join via Zoom from a PC, Mac, iPad, iPhone, or Android device, or by phone.

Join via Zoom: Please use this URL

<https://zoom.us/j/99817012989?pwd=K2RLYVN0OURMQjBzd09PNHhjNk8zUT09>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous.

Join by phone: +1 669 900 9128 Enter Meeting ID: 998 1701 2989 Passcode: 600127

Your phone number is captured by the zoom software and is subject to the Public Records Act unless you first dial "67" before dialing the number as shown above to remain anonymous.

The time limit for comments is five (5) minutes per person. Before speaking to the Committee, please state your name and residence or the organization you represent. Please respect the time limits.

Members of the Public may also provide comments electronically by sending an email to the following address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: mpalacios@elsegundo.org **in the subject line please state the meeting date and item number.** Depending on the volume of communications, the emails will be read to the Committee during public communications.

NOTE: Emails and documents submitted will be considered public documents and are subject to disclosure under the Public Records Act. and possibly posted to the City's website.

NOTE: Public Meetings can be recorded and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

Additional Information:

The Diversity, Equity, and Inclusion Committee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Diversity, Equity, and Inclusion Committee.

PLEASE NOTE: Public Meetings are recorded.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Monse Palacios, 310-524-2882. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CALL TO ORDER

B. ROLL CALL –

Shad McFadden- Chairperson
Kenneth Chancey- Co-Chairperson
Lauren Abercrombie- Member
Kelsey Chittick- Member
Natacha Lee- Member

Avery Smith- Member
Christina Vasquez- Fajardo- Member
Christibelle Villena- Member
Steven Wood- Member

C. PRESENTATION

D. PUBLIC COMMUNICATION

Related to city business only and for which the DEI Committee is responsible. At this time, members of the public may speak to any item on the agenda only. Before speaking, you are requested, but not required, to state your name and address for the record. If you represent an organization or a third party, please so state. 5 minutes per person; 30 minutes total

E. APPROVAL OF MEETING MINUTES

a. Regular Meeting Wednesday, January 13, 2021

Recommendation: Approval

F. UNFINISHED BUSINESS

1. Subcommittees

Discussion and possible action to select members of the DEI Committee to serve on the following subcommittees.

Recommendation: Select members of the DEI Subcommittees

- a. Public Safety
- b. Rules Committee
- c. Citywide Organization
- d. Local Economy
- e. Community At Laws

2. Regular Meeting Date and Time

Discussion and possible action regarding setting consistent future meeting date and time for the DEI Committee.

Recommendation: Select dates for regular monthly DEI meetings

3. DEI Proposed Bylaws

Review discuss, and either recommend changes or approve the proposed DEI bylaws.

Recommendation: Approve DEI bylaws

G. NEW BUSINESS

1. Consultant Training

Informative session focused on DEI topics which serve to better prepare committee members for DEI work. Unless otherwise listed on the agenda, the Committee may discuss but may not take action on matters raised in the informative session. Committee members may vote to place an item on a future agenda for discussion and possible action.

- a. Unconscious Bias Workshop
- b. Cultural Competence vs. Cultural Inclusion
- c. Sensitive Local Issues and Strategic Responses

H. PARKING LOT

1. Youth Sports

Involve youth sports in the City's DEI efforts, recognizing it as a powerful gathering forum for much of El Segundo.

2. DEI Calendar

Build a calendar that documents and informs upcoming events, engagements and special days/campaigns calling for DEI review or involvement.

I. ADJOURNMENT



City of El Segundo

Diversity, Equity, and Inclusion

Meeting Minutes

January 13, 2021 4:00 p.m.

350 Main Street

El Segundo, CA 90245

This meeting was conducted virtually via Zoom conferencing

A. CALL TO ORDER

The meeting was called to order at 4:06 p.m. and roll call was conducted by Shad McFadden.

B. ROLL CALL

Committee Members Present: Lauren Abercrombie, Kenneth Chancey, Natacha Lee, Shad McFadden, Avery Smith, Christina Vazquez-Fajardo, Christibelle Villena, Steven Wood.

Absent: Kelsey Chittick

City Staff Present:

Jimmy Pete, City of El Segundo DEI Consultant

Scott Mitnick, City Manager

Barbara Voss, Deputy City Manager

Bill Whalen, Chief of Police,

David King, Assistant City Attorney

Arecia Hester, Recreation Superintendent and DEI Committee Liaison

Monse Palacios, Senior Administrative Analyst

C. PUBLIC COMMUNICATIONS

None

D. APPROVAL OF MEETING MINUTES

Motion: to approve the Wednesday, December 10, 2020 meeting minutes was made by Member Chancey and Seconded by Member Abercrombie. Motion carried 7-0

E. PRESENTATION

Chief Whalen and members of the ESPD leadership team presented an overview of the El Segundo Police Department.

The committee agreed to submit questions to Barbara Boss, Deputy City Manager and Arecia Hester, Recreation Superintendent. Questions will be given to Chief Whalen to be answered at the regularly scheduled meeting in February.

F. NEW BUSINESS

Special Meeting

Motion: to have a special meeting on Wednesday, January 27, 2021 4:00pm-6:00pm was made by Member Vasquez . Motion was second by member Villena. Motion carried 7-0

G. ADJOURNMENT

Meeting was adjourned at 6:44pm

Diversity, Equity, and Inclusion Committee

City of El Segundo

Bylaws

Passed and Adopted by the DEI Committee on XXX

Approved by the City Council on XXX

ARTICLE I

Name

The name of this organization shall be the Diversity, Equity, and Inclusion Committee otherwise known as DEI Committee.

ARTICLE II

Purpose

The purpose of the DEI Committee is to advise the City Council on issues of diversity, equity and inclusion. This work will include examination of four key City competencies to produce a clear picture of the current practices as well as the El Segundo community sentiments towards these practices. Upon finding areas for improvement, the DEI Committee shall make recommendations to City Council intended to address any marginalized or underrepresented segments of our community. As our community becomes more diverse we need to ensure that we are able to serve the entire community in accordance with our existing City Strategic Plan. The Committee is a standing advisory committee that serves at the behest of the City Council.

ARTICLE III

Qualifications

Members of the DEI Committee shall be representatives of the community including both residents and non-residents who actively live, work or attend high school within the City of El Segundo.

ARTICLE IV

Membership

The DEI Committee shall be composed of a minimum of five (5) voting members and a maximum of nine (9) voting members. Candidates for the membership are reviewed and recommended by DEI Committee and then approved and appointed by the City Council. DEI Committee membership is not limited to only the residents of El Segundo. Non-residents who would like to join the DEI committee should meet one or more of the following criteria: student of a public or private high school in El Segundo, employed by a business located in El Segundo, or a property owner in El Segundo.

The purpose of DEI Committee is to investigate 4 key areas, paying special attention to issues of diversity in each of these areas. These areas are as follows:

- 1) Public Safety (including a review of Police Department policies, practices, training, and future direction).
- 2) Citywide Organization (including a review of City government policies, practices, training, etc.)
- 3) Community at-large (including a review of City demographic data, history, trends, etc.)
- 4) Local Economy (including a review of private sector diversity policies practices, training, etc.)

Section I- Selection of Members

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the Chair, Vice-Chair and one (1) other member of DEI Committee shall review the applications with the sole purpose of selecting candidates for interview. The Chair, Vice-Chair and selected DEI Committee member will then recommend candidates to the Mayor and City Council via a memo from the Executive Assistant to the City Council. The City Council will have the final approval and appoint the candidates. A candidate may not serve on the Committee without City Council final approval.

Section II- Term of Office

The term for DEI Committee members is 3 years.

Section III- Compensation

DEI Committee members are not compensated.

Section IV- Removal

Members are expected to attend all meetings. When a member has three or more absences in a 12-month period, the DEI Committee shall forward this information to the City Council for review and possible removal of the member.

ARTICLE V

Meetings

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I- Regular Meetings

Regular Meetings of the committee shall be monthly on the 2nd Wednesday of the month at 4:00pm.

Section II- Special Meetings

Special Meetings of the Board may be held at any time upon the call of the Chair or by the majority of the voting members or the City Council following at least 48-hours' notice to each member. The Chairman or a majority of the DEI Committee shall determine the time and place of the Special Meeting.

Section III- Study Sessions/Workshops/Seminars

The DEI Committee may be convened as a whole or as a committee as a whole in the same manner as prescribed for requesting a special meeting for the purpose of holding a workshop, study session or attending a seminar. No official action can be taken and a quorum is not required.

Section IV- General Meeting

At its regular meeting in November of each year, DEI Committee members will elect chair and vice-chair as well as discuss any other long-term initiatives for the year.

Section V- Quorum

A majority of the DEI Committee shall constitute a quorum. A quorum is necessary for action by the DEI Committee.

Section VI- Voting

Each member shall have one vote.

Section VII- Meeting Procedures

Except as otherwise provided by these Bylaws or City Council Resolutions the DEI Committee will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

ARTICLE VI

Officers

Officers of the DEI Committee shall be a Chair and a Vice Chair. Term of Chair and Vice Chair shall be for 1 year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order unless otherwise stated.

Section I- Chair

The chairperson shall preside over the meetings of the DEI Committee.

Section II- Vice Chair

During the absence, disability or disqualification of the Chair, the Vice Chair shall perform all of the duties and be subject to all of the responsibilities of the Chair. The Vice Chair shall succeed the Chair if he/she vacates the office before the term expires. A new Vice Chair shall be elected at the next regular meeting.

Section III- Duties of the Diversity, Equity, and Inclusion Committee

It is intended that the DEI Committee shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

ARTICLE VII

Official Documents

Section I- Minutes

Minutes of all meetings should be prepared and maintained with the DEI Committee records. Copies shall be distributed to each DEI Committee member, City Council Member and City Clerk.

Section II- Distribution of Documents

Preparation and distribution of DEI Committee documents to the members, City Council and City Clerk shall be the responsibility of the designated employee as identified by the City Manager.

ARTICLE VIII

Conduct of Members

Section I- Representing the DEI Committee

DEI Committee members shall make no personal commitment to speak on behalf of the DEI Committee, nor make any statements or take actions representing the DEI Committee, without majority approval.

Section II- Conflict of Interest

Members of DEI Committee shall abstain from participating in any matter to come before the DEI Committee in which he or she has any direct or indirect economic interest. Should conflict of interest exist, the DEI Committee member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement shall be filed with the City Clerk.

ARTICLE IX

Assistance of Staff

The City Manager of the City of El Segundo shall provide the DEI Committee with such information and staff assistance as the DEI Committee may from time to time have requests; subject to the limitations imposed by City Council. The staff member designated by the City Manager shall attend meetings of the DEI Committee and submit reports as needed.

ARTICLE X

By-Law Amendments

These Bylaws as well as any operating procedures may be amended by simple majority of those voting at any legal meeting of the Diversity, Equity, and Inclusion Committee. Such amendments must be approved by the City Council.