



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

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MEETING DATE: Wednesday, April 14, 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: 953 3813 4741  
PASSCODE: 519415

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***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

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.

<https://zoom.us/j/95338134741?pwd=aXdwUUxMZm5lc3ZlWFV0eXgxaUw5QT09>

Join by phone: +1 669 900 9128 Enter Meeting ID: 953 3813 4741 Passcode: 519415

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](mailto: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.**

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## **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. 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

## **D. PRESENTATION**

- 1. DEI Concept Review: “Othering” - Jimmy Pete**

## **E. APPROVAL OF MEETING MINUTES**

- 1. Regular Meeting Wednesday, March 10, 2021**  
*Recommendation:* Approval

## **F. NEW BUSINESS**

- 1. Special DEI Meeting to Discuss the Committee’s Mission and Vision Statement**  
*Recommendation:* Approve scheduling a special DEI meeting.
- 2. DEI Business Panel - Sabrina Steele, The Aerospace Corporation**  
Partner with L.A. Air Force Base and The Aerospace Corporation to host a DEI business panel discussion.  
*Recommendation:* Approve.
- 3. Joint DEI Initiatives with the Arts and Culture Committee (ACC)**  
Partner with the ACC on “IDEA” an after-school arts program, and a multi-cultural holiday event.  
*Recommendation:* Approve.
- 4. Review Draft City Council Staff Report**  
*Recommendation:* Approve draft staff report or recommend changes.
- 5. System for Community Feedback**  
Discussion of method for DEI Committee to receive feedback from the community.

## **G. PARKING LOT**

### **1. DEI Calendar**

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

## **H. ADJOURNMENT**



# City of El Segundo

## Diversity, Equity, and Inclusion

### Meeting Minutes

March 10, 2021 4:00 p.m.

350 Main Street

El Segundo, CA 90245

*This meeting was conducted virtually via Zoom conferencing*

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#### A. CALL TO ORDER

The meeting was called to order at 4:02 p.m. and roll call was conducted by Monse Palacios.

#### B. ROLL CALL

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

**Absent:** Kenneth Chancey

#### **City Staff Present:**

Jimmy Pete, City of El Segundo DEI Consultant

Barbara Voss, Deputy City Manager

David King, Assistant City Attorney

Arecia Hester, Recreation Superintendent and DEI Committee Liaison

Lauren Daniels, Human Resources Manager

Monse Palacios, Senior Administrative Analyst

#### C. PUBLIC COMMUNICATIONS

The committee heard from John Pickhaver, Dave Holop and Keith Puckett.

#### D. APPROVAL OF MEETING MINUTES

Motion: to approve the Wednesday, February 10, 2021 meeting minutes was made by Member Chittick and Seconded by Member Villena. Motion carried 8-0

Chairperson McFadden suggested the committee begin with item F and continue to item E. Committee was in consensus.

#### F. REPORTS OF SUBCOMMITTEES

##### a. Public Safety-

- Continue with data collection.
- Subcommittee will attend the Community Academy session scheduled to begin in the month of April for 10 weeks.
- Reach out to other Police Departments to see what is working, what is not and what might apply in ES.
- Review the budget.

b. Citywide Organization-

- Continue with data collection.
- Meet with Human Resources Manager, Lauren Daniels
- Neighboring Communities DEI practices outreach. Future meetings with City of Beverly Hills and Santa Monica.
- Shared the importance of Government Alliance on Race & Equity (GARE)
- Possibly meet with City of Culver City in regard to GARE
- Outline Subcommittee goals

c. Local Economy-

- Continue with data collection.
- Learning what local businesses DEI best practices
- Recreation Superintendent, Arcia Hester and Mayor, Drew Boyles represented El Segundo DEI at the Young Presidents Organization on March 4, 2021.
- Meet with Aerospace Corporation on March 3, 2021. They formed subcommittees lead by different executives. Aerospace has received employee feedback regarding racial profiling by ESPD.

d. Community At Large-

Member Chittick expressed the need to take action. She would like to move forward with a few ideas and show the community the progress the committee has made.

The subcommittee discussed the following.

- Continue with data collection.
- Increase visibility for people to be heard.
- Would like to create a panel of community leaders and experts.
- Communicate with the local high school and have committee members speak to students.
- Implement an anonymous hotline or email box shared by the Police Department and DEI committee.
- Possibly create a form on the city website where people can have an open forum, collect data and communicate with the committee.
- Create a community survey.

Member Chittick asked for clarification on the process to take an item to City Council for approval. Recreation Superintendent, Arcia Hester informed the committee that it must be an actionable item and a staff report needs to be completed. She recommended the committee be detailed in their requests.

Assistant City Attorney, David King explained an actionable item are items which include expenditure of money, staff resources and controversial items. In order to move forward on such specific items, the committee must have City Council approval. Could be done by creating a formal proposal to City Council.

Regarding the anonymous email or hot line, David King stated if the emails are discussed as a committee it will be public record. If it is discussed in a subcommittee it will not be public record.

Deputy City Manager, Barbara Voss informed the committee of the cancelation of the April City Council meeting.

In the effort to move along the committee progress and next steps Deputy City Manager, Barbara Voss suggested City Council be invited to the next DEI meeting in which the committee can present items and possibly have City Council approval. Barbara will try and schedule their attendance for the next DEI meeting.

Committee would like to add to the agenda discussion of the vision mission statement to the next regular scheduled meeting.

Member Christina will email staff examples of vision and mission statements and staff will communicate with the committee.

## **I. ADJOURNMENT**

Meeting was adjourned at 6:35pm



**Special Joint City Council and  
Diversity, Equity, and Inclusion Committee**  
**DRAFT Agenda Statement**  
**Meeting Date:** May 18, 2021  
**Agenda Heading:** DEI Committee Report

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**TITLE:**

Update and Recommendations from the Diversity, Equity, and Inclusion Committee

**RECOMMENDATION:**

1. Receive and file update; and,
2. Authorize the Diversity, Equity, and Inclusion Committee to ....

**FISCAL IMPACT:**

TBD

**BACKGROUND:**

In response to the tragic death of George Floyd while in the custody of a Minneapolis police officer on May 25, 2020, thousands of protests took place across the United States, including several protests in El Segundo. El Segundo residents shared their concerns about local racial diversity issues, inclusion, treatment by police, experiences at local schools, and other matters during several community rallies. Residents also spoke on these topics at the June 3, 2020 City Council meeting. City Council then discussed these issues during a June 11, 2020 closed session meeting. At its June 16, 2020 meeting, City Council directed staff to establish a new Diversity, Equity, and Inclusion (DEI) Committee to ensure that these issues are properly identified, discussed, vetted, and ultimately addressed by City Council.

City Council recommended the following study topics:

1. Public Safety (including a review of Police Department policies, practices, training, diversity, and future direction)
2. Citywide Organization (including a review of City government policies, practices, training, diversity, 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.)

**DISCUSSION:**

The DEI Committee held its first meeting on October 29, 2020 and has established a monthly meeting schedule on the second Wednesday of each month, with occasional special meetings, as needed. The DEI Committee has met on the following dates:

	Meeting Date	Key Topics
1.	Thursday, October 29, 2020	Welcome, Introductions, Selection of Chair and Vice Chair, DEI Training
2.	Thursday, November 12, 2020	Support of United Against Hate Week, City Manager Overview of City Organization, DEI Training
3.	Thursday, December 10, 2020	Discussion of Subcommittees, Review of proposed DEI Bylaws, DEI Training
4.	Wednesday, January 13, 2021	Presentation - Overview and Future Goals of the El Segundo Police Department
5.	Wednesday, January 27, 2021	Selection of Subcommittee Members, Approval of Bylaws, DEI Training
6.	Wednesday, February 10, 2021	Reports of Subcommittees
7.	Wednesday, March 10, 2021	Reports of Subcommittees, Recommended Actions
8.	Wednesday, April 14, 2021	Review of Updates and Recommendations to City Council, Business Panel Discussion, Partner with ACC on events.

At its January 27 meeting, the DEI Committee approved the establishment of four subcommittees to address the topics recommended by City Council.

Reports of Subcommittees and Recommended Actions:

Each subcommittee would provide input here.

Public Safety

Action Item: Community Police Academy.

Citywide Organization

The Citywide Organization Committee met on March 24<sup>th</sup>.

1. Training
2. DEI Policy
3. Recruitment Efforts – Hiring and Retention Policies/Practices
4. Internships (Future)
5. Begin the process of possibly becoming a GARE member
6. Employee Culture Building – E.g. Establish Employee Resource Groups



Local Economy

**Goals & Deliverables of the Local Economy Subcommittee:**

1. Overview/report to city council on local private sector DEI policies, practices, training etc.
  - a. What is working
    - i. Based on feedback from local company leaders and employees
  - b. What can be improved and how
  - c. How can ES support local economy with DEI
  - d. Best Practices & our recommendation
2. Local Economy + DEI panel discussion to learn from local best practices and provide an opportunity for local businesses to learn from each other
  - a. Opportunity to partner with the El Segundo Chamber of Commerce
3. Assess and provide recommendations on the City supporting a mentorship/internship program connecting diverse youth with local professionals.
4. Partner with the Communitywide Subcommittee on a way for people who work in El Segundo to flag issues/topics pertaining to DEI.
5. Assess and provide a recommendation on the option to flag businesses as minority-owned in the El Segundo Business Directory.

Community at Large

Create a panel of community leaders and experts (needs clarification)

Community Events – E.G. Diversity Topics/Monthly Calendar, Q&A with City Council, Culturally Immersive Food Events

Community Survey

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Enhance Customer Service, Engagement, and Communication; Embrace Diversity, Equity, and Inclusion

Objective A: El Segundo provides unparalleled service to internal and external customers.

**PREPARED BY:** The Members of the DEI Committee

**REVIEWED BY:** Lauren Daniels, Human Resources Manager

**APPROVED BY:** Barbara Voss, Deputy City Manager