



**REGULAR MEETING OF THE
CITY OF EL SEGUNDO
Diversity, Equity, and Inclusion (DEI) Committee
AGENDA**

MEETING DATE: Wednesday, March 9, 2022
MEETING TIME: 4:30 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: 818 3263 7524
PASSCODE: 456105

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://us06web.zoom.us/j/81832637524?pwd=MFNWNIRGTmtJM0xIVU8raUZCc2p2QT09>

Join by phone: +1 669 900 9128 Enter Meeting ID: 818 3263 7524 Passcode: 456105

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.

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

Avery Smith - Chairperson

Kenneth Chancey - Co-Chairperson

Lauren Abercrombie - Member

Vacant- Member

Vacant - Member

Shad McFadden - Member

Christina Vasquez-Fajardo - Member

Christibelle Villena - Member

Steven Wood - Member

C. PRESENTATION

Darrell George, Interim City Manager Introduction

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

1. Minutes from the Wednesday, February 9, 2022 DEI Committee Meeting

Recommendation: Approve meeting minutes.

F. UNFINISHED BUSINESS

1. Community Survey

Recommendation: Discussion

2. Bylaws- Meeting Time Change

Recommendation: Approval

3. Vacancy Update

4. Extension of the Teleconferencing Method of Public Meetings in

Accordance with Government Code § 54953(e). (Commission Action Required)

Recommendation: (1) Declaration that local officials continue to impose or recommend measures to promote social distancing and (2) Approval

G. REPORT OF SUBCOMMITTEES

- a. Local Economy
- b. Community At Large
- c. Public Safety
- d. Citywide Organization

H. COMMITTEE MEMBER COMMUNICATION- Limited to 5 minutes per member

I. ADJOURNMENT



City of El Segundo
Diversity, Equity, and Inclusion
Meeting Minutes
February 9, 2022 4:30 p.m.
Zoom

A. CALL TO ORDER

The meeting was called to order at 4:33p.m. Chairperson Smith and roll call was conducted by Senior Administrative Analyst Monse Palacios.

B. ROLL CALL

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

Absent: Steven Wood

City Staff Present:

Barbara Voss, Deputy City Manager
Joaquin Vazquez, Assistant City Attorney
Joe Lillio, Interim City Manager
Monse Palacios, Senior Administrative Analyst
Christina Reveles, Economic Development Coordinator
Portland Bates, Management Analyst

C. PUBLIC COMMUNICATIONS

Ben Watkins member of the Sweat Equity Alliance thanked the committee for their time and hard work in this committee and for the report presented to city council. He voiced his concerns regarding the Public Safety report statistics and the way they were presented. Big mistake not to include community feedback as it is the most important thing in a report such as the Public Safety.

John Pickhaver member of Sweat Equity Alliance supports what Ben Watkins stated. Would like to be a resource for the committee to work towards making El Segundo a better place.

Dave Holop member of Sweat Equity Alliance thanked the committee and echoed what Ben Watkins and John Pickhaver stated.

D. APPROVAL OF MEETING MINUTES

Motion: to approve the meeting minutes of Thursday, January 27, 2022 meeting was made by Member McFadden and second by Member Villena. Motion passed 6-0

E. NEW BUSINESS

1. Recap of Public Safety Report and Next Steps

Committee discussed the presentation.

Committee would like to move forward with the survey as well as a town hall meeting or panel. Member Smith and Member Villena will discuss and report back.

2. **Citywide Organization Report and Next Steps**
Committee discussed the report in detail.
3. **Diversity Calendar Update**
Committee will add events to the current working document. Committee will reach out to Julie Todd and Sam Lee from the Library in hopes of combining/assisting with events.
4. **Extension of the Teleconferencing Method of Public Meetings in Accordance with Government Code 54953(e)(3).**
Motion to continue teleconferencing method of public meeting was made by Vice- Chair Chancey and second by member. Motion passed 6-0

F. REPORTS OF SUBCOMMITTEE

1. **Local Economy**
Will work with Aerospace Corp. in hopes of use them as a resource in regard to recruiting and ways to improve employee culture. Working on scheduling a meeting with EDAC. Member Abercrombie will wrap up her research pertaining to the DEI positioning of the top 20 companies in El Segundo and how they are positioning DEI.
2. **Community At Large**
Having the right community feedback is important including the start of the survey.
3. **Public Safety**
4. **Citywide Organization**
Follow up with HR to begin implementation made from CC.

G. COMMITTEE MEMBER COMMUNICATION

Lauren Abercrombie- This will be her last month in the DEI committee. She will no longer be an EL Segundo resident. She will help wrap up the Local Economy report before she goes.

Christina Vasquez-Fajardo- In need of a full committee to help share the workload.

Christibelle Villena- Agrees with Christina and is hopeful to have a full committee as soon as possible.

Kenneth Chancey- Agrees that it is vital to have a full committee as soon as possible. Homeless count is at the end of the month, hopes to have an accurate count for accurate resources.

Avery Smith- Agrees that it vital to have a full committee as soon as possible. Extended his time or service to assist the staff to bring this subject to city council.

Lectured at LMU regarding DEI and the DEI committee.

Meeting with David Oyelowo and Glens Singleton next Thursday 2/17 5:30pm at the Museum of Tolerance. Extended an invitation to the committee.

He is personally working on obtaining 300 signatures for the Statement of Conscious.

H. ADJOURNMENT

Meeting was adjourned at 6:23pm pm to the next regular scheduled meeting Wednesday, March 9 2022 at 4:30pm.

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE BYLAWS

ARTICLE I - NAME

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

ARTICLE II – PURPOSE

The DEI Committee advises the City Council on issues of diversity, equity, and inclusion. This work includes examination of four key City areas to produce a clear picture of the current practices, as well as the El Segundo community’s 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. The Committee is a standing advisory committee that serves at the behest of the City Council.

The four initial study topics 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.)

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.

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 4:30pm.

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 – BYLAW 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.