



**Special Meeting of the City of El Segundo
Diversity, Equity, and Inclusion (DEI) Committee
AGENDA**

MEETING DATE: Wednesday, January 18, 2023
MEETING TIME: 6:00 p.m.
MEETING PLACE: 350 Main Street (Executive Conference Room)
El Segundo, CA 90245

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.

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: pbates@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.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Portland Bates, 310-524-2343. 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

Christina Vazquez–Fajardo - Chair
Christibelle Villena – Vice-Chair
Emily Atmore – Member
Lewis Hill - Member

Genesis Jackson - Member
Michael Lipsey - Member
Shad McFadden - Member
Avery Smith – Member
Vacant – Member

C. PUBLIC COMMUNICATION

At this time, members of the public may speak to any item on the agenda. 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, and if you have received value of \$50 or more to communicate to the DEI Committee on behalf of another, or if you are an employee speaking on behalf of your employer, you must so identify yourself prior to addressing the DEI Committee pursuant to ESMC 1-8-4. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow the DEI Committee to take action on any item not on the agenda.

D. APPROVAL OF MEETING MINUTES

1. Minutes from the Wednesday, January 11, 2023 DEI Committee Meeting

Recommendation: Approve meeting minutes.

E. UNFINISHED BUSINESS

1. DEI Farmers Market Booth

Recommendation: Discuss a strategy to host a DEI Committee booth at the City's Farmers Market.

F. NEW BUSINESS

1. Amended DEI Bylaws

Recommendation: Approve amended bylaws.

2. DEI Member Subcommittee Assignments

Recommendation: Approve subcommittee assignments.

G. REPORT OF SUBCOMMITTEES

- Community at Large – Discuss the Subcommittee Report for presentation to the City Council at its January 17th, February 7th, or February 21st meeting.
- Public Safety – See Attached Recommendations

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

I. ADJOURNMENT

Diversity, Equity, and Inclusion Committee
Citywide Organization Report (combined with Local Economy)

Recommendations Diversity & Representation Recommendation

1. Internally evaluate diversity among leadership roles to ensure different perspectives are considered in top down decision making.

Recruiting Talent Recommendations

1. Work with the City's Human Resources Department to explore and recommend DEI competencies for leadership and other roles. Develop relevant DEI-related interview questions accordingly.
2. Evaluate industry best practices for equitable hiring, such as:
 - a. Blinding personally identifiable information on job applications
 - b. Using standardized interview rubric & scoring
3. Create a diversity tab on www.elsegundo.org with a video with council members, city manager, and other key stakeholders with a theme of valuing diversity.

Employee DEI Training Recommendations

1. Survey City employees to gain an understanding of areas of interest/concern related to DEI topics. From there, evaluate offering additional short, digestible DEI-related training that would be relevant for ES employees, e.g. "Unconscious Bias."
2. Use the City's GARE resource portal to gain access to equity tools and ideas from GARE and other cities.
3. Given the increasing number of seniors in the workforce, work with the City of El Segundo to explore training opportunities regarding multi-generational teams, possibly in partnership with the Age-Friendly City designation effort that is currently underway.
4. Add links between HR to DEI Committee page(s) on the City's website.

Workplace Culture Recommendations

1. Start gathering insights via an employee survey to gauge overall employee sentiment on topics such as: culture, belonging, wellbeing and equity within the City organization.
2. Based on survey results, identify areas of strength and areas that need improvement in order to take actions that foster a sense of belonging within the City organization.
3. Based on survey results, consider popular DEI-boosting initiatives like Employee Resource Groups (ERGs) or an internal mentorship program.

Employee Retention Recommendations

1. Retention and belonging are interrelated, and the subcommittee recommends that the City evaluate and develop retention and attrition metrics (e.g. an annual employee survey can shed light on retention and attrition).

2. Consider implementing formal exit interviews which may help the City better understand larger trends and why employees leave.

Corporate Culture/Community Outreach

1. Review with Citywide Organization the viability of a City of El Segundo employee in-house session(s)/focus group(s).

Opportunities to Partner and Promote Local Business Leaders

1. City of El Segundo set a goal to host one panel discussion and/or presentations on DEI topics in the workplace which would feature businesses large and small that embrace DEI.

Diversity, Equity, and Inclusion Committee Public Safety Subcommittee Report

Recruitment & Training Recommendations

1. Evaluate the diversity of those in management/leadership positions within ESPD and ESFD to ensure different perspectives are considered in top down decision-making.
2. Work with Citywide Organization Subcommittee to explore and recommend DEI competencies for leadership and other roles.
3. Review industry best practices for equitable hiring, such as blinding personally identifiable information on job applications, and using standardized interview rubric and scoring.

Police Department Policy Review Recommendations

1. ESPD has committed to work with the Subcommittee to further monitor and evaluate practices, demographics and data around use of force, stats on stops and arrests as they relate to DEI.
2. Evaluate further the demographics of use of force and arrests, especially as compared to the greater LA County population.
3. Work with Community-at-Large Subcommittee to host regularly-scheduled opportunities for dialogue and information-sharing between ESPD and the community. This may include a "Chief's Corner" in the El Segundo Herald.
4. Select 2-3 areas, such as ALPRs, Use of Force and RIPA, to dive deeper into an analysis report and presentation to the City/community. This can be through panel discussions, Q&A with the Chief and so forth.
5. Once 2021 metrics are available, review with ESPD and analyze, as needed for further recommendations.

Culture & Community Recommendations

1. Continue to build relationships with ESPD, specifically with Police Chief Jaime Bermudez.
2. Partner with the other subcommittees to survey the community for resident perspectives on ESPD and DEI public safety-related priorities. Schedule a meeting with the City's survey contractor to launch the first survey in 2022.
3. Work with the City, schools and other community partners to promote the [Let Us Know! online form](#). Our online form was launched on the website in August 2021 and this has been used by one community member.
4. As pandemic restrictions loosen, sit down with the Community Lead Officers to explore opportunities for collaboration. For example, together ESPD and DEI could host a community version of the briefings ESPD officers receive to discuss high-profile incidents.

El Segundo Fire Department Status Update

1. Collect ESFD data on policies, procedures, training, protocols, demographics, etc. for review and analysis.
2. Schedule ESFD ride-alongs and other opportunities (similar to the Community Police Academy) for the Public Safety Subcommittee to attend.
3. Continue to build relationships with ESFD, specifically with Fire Chief Deena Lee.