



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

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MEETING DATE: Wednesday, June 8, 2022  
MEETING TIME: 6:00 p.m.  
MEETING PLACE: 111 W. Mariposa Ave (Friends of the Library)  
El Segundo, CA 90245

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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](mailto: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.**

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## A. CALL TO ORDER

## B. ROLL CALL

Avery Smith - Chairperson  
Kenneth Chancey - Co-Chairperson  
Genesis Jackson-Member  
Rebecca Yussman- Member  
Michael Lipsey- Member

Shad McFadden - Member  
Christina Vasquez-Fajardo - Member  
Christibelle Villena - Member  
Steven Wood - 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, May 25, 2022 Special DEI Committee Meeting**  
*Recommendation:* Approve meeting minutes.

## E. UNFINISHED BUSINESS

1. **El Segundo Town Hall**  
*Recommendation:* Discussion and approval of next steps.
2. **Meeting Time Change**  
*Recommendation:* Approve meeting time change from 5:30 p.m. to 6:00 p.m.

## F. REPORT OF SUBCOMMITTEES

- a. Local Economy
- b. Community at Large
- c. Public Safety – See Attached Recommendations
- d. Citywide Organization – See Attached Recommendations

## G. COMMITTEE MEMBER COMMUNICATION- Limited to 5 minutes per member

## H. ADJOURNMENT

**Diversity, Equity, and Inclusion  
Committee  
Citywide Organization Report**

**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:
  - Blinding personally identifiable information on job applications
  - Using standardized interview rubric & scoring

**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.

**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.

**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.

POSTED:

DATE: JUNE 2, 2022

BY: PORTLAND BATES

TIME: 5:00 P.M.



**City of El Segundo**  
**Diversity, Equity, and Inclusion**  
**Meeting Minutes**  
May 25, 2022 4:30 p.m.  
339 Sheldon St, El Segundo CA 90245

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**A. CALL TO ORDER**

The meeting was called to order at 4:37p.m. by Chairperson Smith and roll call was conducted by Management Analyst Portland Bates.

**B. ROLL CALL**

**Committee Members Present:** Shad McFadden, Avery Smith, Christina Vazquez-Fajardo, Genesis Jackson, Rebecca Yussman

Assistant City Attorney Elizabeth Calciano gave a presentation on Meeting Best Practices, Decorum and the Brown Act. Attorney Calciano went through Rosenberg's Rules of Order which is what the City follows. The City attorney went through the rules and answered questions from the community and DEI Members. Attorney Calciano also gave information regarding the Brown Act and how those rules apply to the DEI Committee.

**City Staff Present:**

Lance Giroux, City Council  
Darrell George, Interim City Manager  
Barbara Voss, Deputy City Manager  
Elizabeth Calciano, Assistant City Attorney  
Chief Deena Lee, El Segundo Fire Department Chief  
Amanda Elek-Truman, Human Resources Manager  
Portland Bates, Management Analyst

**C. PUBLIC COMMUNICATIONS**

There was no in person public comment.

Steven Wood wrote in to voice his concern over the DEI Community Survey and the legitimacy of the survey.

**D. APPROVAL OF MEETING MINUTES**

Motion: to approve the meeting minutes of Wednesday, April 26, 2022 motion was made by Member McFadden with a second by Member Jackson. Motion passed 5-0

**E. UNFINISHED BUSINESS**

**1. Local Economy Subcommittee Report**

Chairperson Smith went over the Local Economy Subcommittee Report with members and the public and allowed them to ask questions. Councilmember Giroux suggested the committee concentrate on recommendations the City can act on within their power. Actionable items that the Council can act on and not things they hope they can act on. Member McFadden had questions on the recommendations that were being made and how they are set up. Member Jackson suggested separating the next steps for the committee from the recommendations to Council. Member Vazquez-Fajardo suggested using the tables that the Citywide Subcommittee used in their presentation. Deputy City Manager Voss suggested adding next steps section after the reports are done with a summary of recommendations at the end. Chairperson Smith asked if the City could create a video and put it on the diversity page. Member Vazquez-Fajardo suggested changing the language from a "Town Hall" meeting to a focus group or in-house sessions.

Motion to approve report with suggested edits made by Member McFadden with a second from Member Vazquez-Fajardo the motion passed 5-0.

## **2. New DEI Member Subcommittee Assignments**

Member Jackson once again stated that she is open to Community at Large and the Citywide Organization.

Member Yussman stated she is open to serve wherever she is needed. Citywide Organization is her preference also.

Deputy City Manager Voss suggested we come up with a list of committees and members to place on the next agenda.

## **3. El Segundo Town Hall**

Chairperson Smith gave an update regarding a town hall and his discussion with Councilmember Giroux. A seminar style discussion with two panel members on specific topics. Member Jackson felt that the Town Hall should be an open forum without the panel members to start off with. Member McFadden shared his concern with being able to document and follow up with the members of the community following the meeting. Is it going to be an actual discussion and not a confrontation? Chairperson Smith feels that this is a huge opportunity to show those outside of the City the changes in El Segundo. There are possibly other cities that have held town hall meetings that El Segundo can emulate. The committee discussed placing this item on the agenda for the next meeting to vote on.

## **F. ADJOURNMENT**

Meeting was adjourned at 6:06 pm to the next meeting on Wednesday, June 8, 2022 at 6:00pm.