



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

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MEETING DATE: Wednesday, August 10, 2022  
MEETING TIME: 6:00 p.m.  
MEETING PLACE: 350 Main Street (West Conference Room)  
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  
Christina Vasquez-Fajardo – Member  
Genesis Jackson-Member  
Rebecca Yussman- Member  
Michael Lipsey- Member

Shad McFadden - 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, June 8, 2022 Special DEI Committee Meeting**  
*Recommendation:* Approve meeting minutes.

## E. UNFINISHED BUSINESS

1. **Update on DEI Survey**  
*Recommendation:* Discussion
2. **Vice Chairperson Vote**  
*Recommendation:* Select Vice Chair for a one-year term.

## 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

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**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.



**City of El Segundo**  
**Diversity, Equity, and Inclusion**  
**Meeting Minutes**  
June 8, 2022 6:00 p.m.  
111 W Mariposa Ave, El Segundo CA 90245

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**A. CALL TO ORDER**

The meeting was called to order at 6:02 p.m. by Chairperson Smith and roll call was conducted by Management Analyst Portland Bates.

**B. ROLL CALL**

**Committee Members Present:** Avery Smith, Christina Vazquez-Fajardo, Steven Wood, Genesis Jackson, Rebecca Yussman, Michael Lipsey

**City Staff Present:**

Joaquin Vazquez, Deputy City Attorney  
Amanda Elek-Truman, Human Resources Manager  
Portland Bates, Management Analyst

**C. PUBLIC COMMUNICATIONS**

El Segundo resident John Pickhaver spoke on agenda item number three in favor of a DEI Town Hall meeting. John supports the open forum suggestion for the meeting. John gave the City recognition for their observance of Pride Month and thinks El Segundo may have influenced Manhattan Beach's Pride observance. John believes an open forum Town Hall will have a similar impact and other cities will follow.

Resident Robin Desculze thanked the committee for the work they are doing for DEI in the City. Robin voiced the concerns of El Segundo parents regarding the ESPD incident near the High School. The Town Hall is for the officials to listen to the public and it will bring the community together.

Sweat Equity Alliance member David Holop thanked the members of the committee. David voiced his support for taping the DEI meetings. He doesn't understand why the meetings can't be taped and wanted to voice his support for an open forum Town Hall meeting. David also mentioned the incident that happened near the high school and encouraged the public to look at the City Council meeting and the response from council. There is a general lack of accountability for police officers and the incident in Texas reinforced the need for accountability.

Emailed Public Communication is posted on the City Website.

**D. APPROVAL OF MEETING MINUTES**

Motion: to approve the meeting minutes of Wednesday, May 25, 2022 motion was made by Member Lipsey with a second by Member Vasquez-Fajardo . Motion passed 6-0

**E. UNFINISHED BUSINESS**

**1. El Segundo Town Hall**

Chairperson Smith updated the public and committee members on the Town Hall discussion from the previous meeting. The two options that have come to the surface are an open forum or a curated Town Hall that is seminar style. This format would allow intake for comments and they would be reviewed prior to the meeting.

Member Yussman stated previous Town Hall meeting attempts brought in outsiders that agitated the situation. Publicizing an open forum Town Hall opens this forum up to these types of agitators.

Member Lipsey asked if this would be subject to the Brown Act.

Deputy City Attorney Vazquez confirmed that a forum like this would be subject to the Brown Act even as an open forum.

Member Lipsey agreed that the open forum is the correct way to go but the City has to be sure there aren't incidents with agitators.

Member Jackson agreed the open forum is the way to go and proposed a combination of both options. The information gathered from the open forum can lead into the curated Town Hall.

Member Wood asked for clarification on the number of meetings that were recommended in the Local Economy Report.

Chairperson Smith stated that the discussion was broad and there wasn't a specific number of meetings that were scheduled to be held.

Member Jackson has some best practices available that can help the Town Hall possibly run smoothly.

Member Wood asked if this is going to be marketed throughout the South Bay or would this be specific to El Segundo constituents.

Member Vasquez-Fajardo mentioned that people who work and visit El Segundo and have had experiences here deserve to have their voices heard. Member Vasquez-Fajardo agreed with the combination of options with a curated and open forum. If this is done it should be done right and all of the people that the community serves should be able to address officials.

Member Wood asked if this is strictly to discuss complaints in the City and how far back are we going to go?

Member Vasquez-Fajardo stated that this is an opportunity for people to have their voices heard.

Member Lipsey stated that we have to have the courage to hold the Town Hall meeting. The first step to healing is acknowledgement and this offers that.

Chairperson Smith heard three options hybrid, open forum or curated. Chairperson Smith feels this needs to be highly publicized. This is an amazing opportunity to show who El Segundo is and where we are headed. The residents of El Segundo have had a different experience than people that visit and their voices deserve to be heard. People are coming from a point of trauma and how they feel about the City and what they expect the City to do. Chairperson Smith believes that scripting this will be a form of control. Chairperson Smith asked each member for their suggestion.

Member Lipsey requested an open forum.

Member Yussman requested an open forum.

Member Vasquez-Fajardo requested an open forum with and option to write in.

Member Jackson clarified that she feels the first meeting should be an open forum and the follow up meeting could be curated.

Member Wood stated that he would prefer a curated event or even a hybrid. Where you allow officials to respond to some of these issues and expand the number of specialists on the panel.

Chairperson Smith would prefer an open forum and if we have to do a curated Town Hall his recommendation to the City is to bring in heavy hitters. Next step will be the Community at Large Committee to develop a presentation for City Council. Chairperson Smith recommends holding this event in October.

Member Jackson accepted the proclamations for Pride Month and Juneteenth. How do we advertise Citywide events? How do we celebrate the community in addition to proclamations? Member Jackson wants there to be a City sponsored event.

## **2. Meeting Time Change**

Recommendation: Change meeting time from 5:30 p.m. to 6:00 p.m.

Member Lipsey suggested we get clarification on the meetings being taped before we attempt to change to the time.

The time change in the Bylaws states that there is a 4:30 p.m. start time.

Motion made by Member Jackson to change the meeting time to 6:00 p.m. with Chairperson Smith offering a second to the motion. Motion passed 3-2-1.

## **F. REPORT OF SUBCOMMITTEES**

- a. Local Economy – Report was approved and will be presented to City Council. After the report is given the Local Economy Committee will likely be disbanded.
- b. Community at Large – Wants to get the survey out as soon as possible. The Town Hall meeting was discussed in detail during the agenda item.
- c. Public Safety – Member Wood spoke about the Medal of Valor Awards that he attended with Member McFadden and gave an update on the ceremony.
- d. Citywide Organization – Member Vasquez-Fajardo gave an update on the City giving information on the Employee Survey. She also mentioned the upcoming subcommittee assignments.

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

Member Vasquez- Fajardo shared that the Citywide Organization has partnered with the Art & Cultural Committee. They are looking for a panel to help judge local artists and the commitment is three to four hours broken up into zoom meetings. There will be a total of ten artists that will be selected. The first meeting is tentatively scheduled for the week of July 4<sup>th</sup>.

Member Lipsey commented on the public asking for the committee meetings to be made public by Zoom. The public comments stated that most of the other committees are accessed this way but it is not true. Member Lipsey made a motion to place on the agenda whether or not our meetings will be recorded in the Council chambers. Member Yussman gave a second and the motion passed 6-0.



Chairperson Smith notified the DEI Committee that Member Chancey is resigning from the Committee and submit his letter by the end of the month. Chairperson Smith stated that he is excited that the committee decided to place broadcasting the meeting on the upcoming agenda.

## **H. ADJOURNMENT**

Meeting was adjourned at 7:47 p.m. The DEI Committee will take a summer recess and reconvene the first week of August.