

**MEETING MINUTES OF THE EL SEGUNDO  
DIVERSITY, EQUITY & INCLUSION COMMITTEE  
WEDNESDAY, JUNE 14, 2023**

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**A. CALL TO ORDER**

Chair Christibelle Villena called to order at 6:18 p.m.

**B. ROLL CALL**

Christibelle Villena	-	Present
Emily Atmore	-	Present
Valerie Green	-	Present
Lewis Hil	-	Present
Genesis Jackson	-	Present
Shad McFadden	-	Present
Avery Smith	-	Present

**C. PUBLIC COMMUNICATIONS**

Deputy City Manager Barbara Voss introduced Recreation, Parks & Library Director Aly Mancini to the DEI Committee.

Director Mancini shared her personal background and expressed interest in supporting the Committee's goals.

**D. UNFINISHED BUSINESS**

1. DEI Planning Workshop

- Committee consensus to schedule a special meeting on Thursday, July 6, 2023 at 5:00pm to discuss and strategize objectives to include in the DEI workplan for 2023 – 2024.
- Chair Villena presented a draft DEI workplan for the special meeting on July 6, 2023.
- Committee discussed proposed workplan priorities and schedule, as well as subcommittee structure.
- Motion by Valerie Green, Second by Emily Atmore to approve the draft workplan. Motion passed by unanimous vote. 7/0

Draft workplan is attached.

2. DEI Member Interview Questions

- Chair Villena presented interview questions for City Council's consideration to ask when interviewing potential DEI candidates.

- Committee provided edits to the proposed questions and suggested additional questions to be included to the list in an effort to help City Council identify qualified DEI members.
- Motion by Avery Smith, Second by Genesis Jackson to approve the recommended interview questions with suggested edits. Motion passed by unanimous vote. 7/0

List of recommended interview questions is attached.

## **E. NEW BUSINESS**

### 1. DEI Workplan Subcommittees

- Each member selected to serve on subcommittees composed of three teams: Data & Resources, City Engagement and Community Relations.
- The following members serve on Data & Resources Team:
  - Genesis Jackson
  - Shad McFadden
  - Emily Atmore
- The following members serve on City Engagement Team:
  - Avery Smith
  - Valerie Green
  - Lewis Hill
- The following members serve on Community Relations Team:
  - Genesis Jackson
  - Avery Smith
  - Valerie Green
  - Lewis Hill
- Motion by Genesis Jackson, Second by Lewis Hill to approve the new subcommittees structure.

## **F. MEMBER COMMENTS**

- Lewis Hill expressed interest in being a DEI liaison to philanthropic clubs in the community.
- Valerie Green volunteered to support with logistical needs for the planning workshop on July 6, 2023.
- Genesis Jackson mentioned she will be a speaker at the upcoming Juneteenth Festival in El Segundo. She also expressed a desire to explore partnership opportunities with El Segundo Police Department to meet with individuals (children) with autism to learn ways to interact effectively with police.
- Chair Villena reminded the community about the Juneteenth Festival at Rec & Park on June 19<sup>th</sup> 12 – 6pm and encouraged people to volunteer and support. In addition, Chair Villena encouraged for the committee to join the Community Police Academy, a nine-week training program to learn more about the department's functions and operations.

- Avery Smith encouraged the committee to attend the Juneteenth Festival. In addition, A. Smith made a request to agendaize the conversation with ESUSD Superintendent or school board for the July 12, 2023 meeting.

**G. ADJOURNMENT**

The meeting adjourned at 8pm

Passed on this 16<sup>th</sup> day of June 2023.

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Cristina Reveles  
Sr. Management Analyst



# CITY OF EL SEGUNDO – DEI COMMITTEE

## Team Structure & Priorities

June 30, 2023

### MISSION & VISION

The DEI Committee is committed to listening and advising with an equity lens to help foster a healthy, just and inclusive El Segundo, instilling a sense of understanding, healing and belonging for all who live, work and play here.

The Committee engages the community, identifies inequities and disparities, and addresses outdated, harmful narratives.

The Committee moves forward with urgency and purpose, allyship and collaboration, to support transparent, deliberate and actionable solutions that will remedy inequities and serve our diverse community.

### BACKGROUND

The City of El Segundo's Diversity, Equity & Inclusion (DEI) Committee was established by City Council in October 2020. Its purpose is to inspire and activate efforts to integrate diversity, equity and inclusion into City of El Segundo decisions, service delivery and policies to improve the well-being of the entire El Segundo community.

### COMMITTEE STRUCTURE & PRIORITIES 2023-2024

This outlines the proposed DEI committee structure and priorities for **August 2023 to end of September 2024**.

There will be **three teams** (subcommittees). All committee members will be encouraged to participate in ESPD Community Police Academy, ESFD ride-alongs and DEI trainings, and promote and support all DEI events/campaigns.

#### DATA & RESOURCES TEAM: [Genesis, Shad, Emily](#)

*Point of contact for public safety, data collection/analysis and DEI trainings/resources.*

1. **Community Briefing.** Partner with Chief Bermudez/ESPD on **one community briefing**. Brainstormed ideas include ALPRs, RIPA or a general overview on the "state of the ESPD."
2. **Online resource library** (ongoing). Build upon the resources offered on the [City website](#) with info on DEI trainings, videos, articles, books, movies, documentaries, websites and other helpful educational resources for the City/community to access and use. This can be "home" to calls for action and resources to point to when making proclamations, addressing DEI in speaking engagements, etc.

#### CITY ENGAGEMENT TEAM: [Avery, Valerie, Lewis](#)

*Point of contact for City (HR, City Council) and local businesses.*

3. **Awareness.** Help to develop process for a **DEI-specific award** as part of the ES Community Service Awards. Key audiences include local businesses and community-at-large.
4. **City events** (ongoing). Explore partnerships, such as with South Bay Community Coalition Against Hate (SBCCAHA) on **DEI events** and support planning of current City events.

#### COMMUNITY RELATIONS TEAM: [Genesis, Avery, Valerie, Lewis](#)

*Point of contact for the community-at-large and community engagement activities.*

5. **Community education.** Partner with an El Segundo-based company/corporation on **one panel discussion** (similar to the Aerospace Corporation panel we hosted a couple years ago) on a DEI topic.
6. **Community liaisons.** Build and maintain **community partnerships and liaisons**, including with ESUSD (at least one student liaison), SBCCAHA, and other local businesses and organizations. These liaisons could help inform and support proclamations and other DEI-related activities.



## CITY OF EL SEGUNDO – DEI COMMITTEE

### DRAFT Committee Interview Questions

June 14, 2023

The DEI Committee is an advisory group established by City Council shortly after the tragic murder of George Floyd in 2020.

The nine-member Committee is committed to listening and advising with an equity lens to help foster a healthy, just and inclusive El Segundo and instill a sense of understanding, healing and belonging for all who live, work and play here.

The DEI Committee will move forward with urgency and purpose, allyship and collaboration, to support transparent, deliberate and actionable solutions that will remedy inequities and serve our diverse community.

The Committee will be comprised of **three teams** (see below) and each team can have up to three (3) members.

1. DATA & RESOURCES TEAM

*Point of contact for public safety, data collection/analysis and DEI trainings/resources.*

2. CITY ENGAGEMENT TEAM

*Point of contact for City (HR, City Council) and local businesses.*

3. COMMUNITY RELATIONS TEAM

*Point of contact for the community-at-large and community engagement activities.*

## DEI-FOCUSED INTERVIEW QUESTIONS

15-minute candidate interview

1. What do you see as the most significant issues regarding DEI in the City of El Segundo, and how have they affected people that you know, including yourself and your family?
2. Intersectionality is a concept used to describe how various marginalized groups experience similar concerns and can gain strength by choosing to be allies for one another. In what area of DEI have you been most engaged?
3. What tools/techniques do you bring for promoting collaboration and providing a voice for underrepresented groups?
4. The larger DEI Committee meets the second Wednesday of every month at 6pm. Each subcommittee meets 1-2 times a month based on committee member availability. All committee members will be encouraged to participate in ESPD Community Police Academy, ESFD ride-alongs and DEI trainings, and promote and support all DEI initiatives. Does your work/travel/personal schedule allow you the time to commit fully as a member of the DEI Committee during your term?
5. Of the teams mentioned, which are the most interesting to you and why?