



**AGENDA**  
**CITY OF EL SEGUNDO**  
**DIVERSITY, EQUITY, AND INCLUSION**  
**COMMITTEE**  
**6:00 PM**  
**CITY HALL - EXECUTIVE CONFERENCE ROOM**  
**350 MAIN STREET**  
**EL SEGUNDO, CA 90245**  
**NOVEMBER 13, 2024**

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**MEMBERS OF DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

Christibelle Villena, Chairperson  
Emily Atmore, Vice Chairperson  
Steve Gebhart  
Valerie Green  
Lewis Hill  
Marisa Janicek  
Shad McFadden  
Sean O'Brien  
Vacant (1)

The Diversity, Equity, and Inclusion Committee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of the Diversity, Equity and Inclusion Committee, regarding any matter on this agenda, that the City received after issuing the agenda packet are available for public inspection at the Checkout Building in Recreation Park, during normal business hours. Such documents may be posted on the City's website at [www.elsegundo.org](http://www.elsegundo.org) and additional copies will be available at the meeting.

Unless otherwise noted in the agenda, the public can only comment on city-related business that is within the jurisdiction of the Diversity, Equity, and Inclusion Committee and/or items listed on the agenda during the Public Communications portion of the Meeting. The time limit for comments is five (5) minutes per person. Before speaking to the Diversity, Equity, and, Inclusion Committee, please state: your name, residence, and organization/group you represent, if desired. Please respect the time limits.

***REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.***

## CALL TO ORDER/ROLL CALL

**PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)** *Individuals who have received value of \$50 or more to communicate to the **Diversity, Equity, and Inclusion Committee** on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the **Diversity, Equity, and Inclusion Committee**. 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 action on any item not on the agenda.*

### A. CONSENT

1. **Diversity, Equity, and Inclusion (DEI) Meeting Minutes - October 9, 2024**

Recommendation -

1. Approve Regular Committee meeting minutes of October 9, 2024.
2. Alternatively, discuss and take other action related to this item.

### B. UNFINISHED BUSINESS

2. **Committee Discussion Regarding the DEI Annual Workplan**

Recommendation -

1. Discuss 2025 Work Plan.
2. Alternatively, discuss and take other action related to this item.

### C. NEW BUSINESS

3. **Establishing Chair and Vice Chair of the DEI Committee.**

Recommendation -

1. Appoint two members of the DEI to serve as Chair and Vice Chair of the Diversity, Equity, and Inclusion Committee.
2. Alternatively, discuss and take other action related to this item.

4. **2025 Subcommittees**

Recommendation -

1. Appointment members of the DEI to the various DEI Subcommittees for 2025.
2. Define the scope for each of the subcommittees for 2025.

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3. Alternatively, discuss and take other action related to this item.

**D. REPORTS - RECREATION, PARKS AND LIBRARY DIRECTOR**

**E. REPORTS - COMMITTEE MEMBERS**

**ADJOURNMENT**

POSTED:

DATE: 11/8/2024

TIME: 12:00 pm

BY: Chelsea Shafer

REGULAR MEETING MINUTES OF THE EL SEGUNDO DIVERSITY, EQUITY, AND  
INCLUSION (DEI) COMMITTEE  
WEDNESDAY, OCTOBER 9, 2024

CALL TO ORDER – Chairperson Villena called the meeting to order at 6:04 pm.

ROLL CALL

Chairperson Villena	-	Present
Vice Chairperson Atmore	-	Present
Member O'brien	-	Present
Member Green	-	Absent
Member Hill	-	Present
Member McFadden	-	Present
Member Steven Gebhart	-	Absent
Member Janicek	-	Absent

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)

None

A. CONSENT

1. MOTION by Member McFadden, SECONDED by Vice Chairperson Atmore, approving the Regular Committee meeting minutes of August 14, 2024. MOTION PASSED. 5/0
2. MOTION by Member McFadden, SECONDED by Vice Chairperson Atmore, approving the Regular Committee meeting minutes of September 11, 2024. MOTION PASSED. 5/0

B. UNFINISHED BUSINESS

3. Committee Discussion Regarding United Against Hate Week

Chairperson Villena spoke about the event, thanked staff for participation, and commented on various groups that attended. Chairperson Villena also spoke about the logistical complications of the event to consider for next year including scheduling conflicts, location, parking, vendors, and artwork.

C. NEW BUSINESS

4. Committee Discussion Regarding DEI Annual Workplan

The Committee discussed the quorum requirements needed for meeting after members term out of their seats. The committee also discussed needing to appoint a new chair and vice chair after elections take place. Work plan, Chair, and Vice Chair appointments to be agendized for the November meeting.

5. Committee Discussion Regarding Proclamation Procedure

Director Aly Mancini discussed the proclamation process with the committee and advised the committee to provide a calendar template and sample language for the proclamations they would like to see agendized. Director Aly Mancini also introduced other ways that the committee can recognize days including social media posts.

D. REPORTS – DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Vice Chair Atmore discussed needing to schedule a meeting with the Police Chief to discuss datapoints.

Member O'Brien requested subcommittee roster, appointment, and scope be agendized for a later meeting and requested to include collaboration efforts with the Arts and Culture Advisory Committee in 2025.

F. DIRECTORS REPORT

Director Aly Mancini proposed a booth sponsored by the DEI committee for the Joy Around the World holiday event hosted by the city in December.

G. COMMITTEE MEMBER COMMENTS

Member Hill stated that he can fill the vacancy of his term to reach quorum for the committee if needed.

Member McFadden discussed his term with the DEI.

Vice Chairperson Atmore informed the committee that she reapplied for the DEI committee seat, thanked members Lewis and McFadden for their service to the Committee and spoke about the candlelight vigil during the United Against Hate Week event.

Chairperson Villena thanked the entire committee for their service to the Committee and spoke about Phillepino Heritage Month.

Member O'Brien thanked members McFadden and Hill for their service to the committee and discussed engagement opportunities for 2025.

Adjourned at 7:16 PM

*Chelsea Shafer*

Chelsea Shafer, Senior Administrative Specialist



## CITY OF EL SEGUNDO – DEI COMMITTEE

### Team Structure & Priorities

#### 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 **November 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

Lead: [Genesis Jackson](#)

Members: Emily Atmore, Shad McFadden

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

1. **Community Briefing – Q1 2024.** 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 Resources & Data – Q4 2023 and ongoing.** Continue to promote the DEI survey and 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 is DEI’s online “home” to calls for action and resources to point to when making proclamations, addressing DEI in speaking engagements, etc.

## CITY ENGAGEMENT TEAM

Lead: [Valerie Green](#)

Members: Lewis Hill

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

3. **DEI Award – Q1/Q2 2024.** 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.** Continue to build partnerships with City departments and others, such as South Bay Community Coalition Against Hate (SBCCAH), staying available for discussion of any city policies, practices, and activities as they relate to DEI. Continue to participate in current City events such as United Against Hate Week and Festival of Holidays.

## COMMUNITY RELATIONS TEAM

Lead: [TBD](#)

Members: Genesis Jackson, Lewis Hill, Valerie Green

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

5. **Community Panel Discussion – Q2 2024.** Partner with an El Segundo-based group/company/corporation (such as EDC) on **one panel discussion** on a DEI topic (similar to the Aerospace Corporation panel we hosted a couple years ago).
6. **Community Liaisons – Q1 2024 and ongoing.** Build and maintain **community partnerships and liaisons**, including with ESUSD and other local businesses and organizations. Community liaisons could help inform DEI initiatives and support proclamations and other DEI-related activities.