

**A REGULAR MEETING OF THE CITY OF SIGNAL HILL
DIVERSITY COALITION COMMITTEE**

August 4, 2025

6:00 P.M.

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person in the Signal Hill Public Library on August 4, 2025.

(1) CALL TO ORDER

The chair called the meeting to order at 6:00 p.m.

(2) ROLL CALL

Present:

JENNIFER ARZATE
SAMONA MICHELLE CALDWELL
MARY GONZALES
HARSHAN JEYAKUMAR
DIANA PHILLIPS
LUPE REYES
LISA WONG

Absent:

KERRY CASTILLO
CHARISMA JUSTIS
GEGE LOPEZ
TODD SAHARA

City Representatives:

YVETTE AGUILAR, DEPUTY CITY MANAGER

ALFA LOPEZ, ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT
MANAGER

There was one member of the public in attendance.

(3) PLEDGE OF ALLEGIANCE

(4) PUBLIC BUSINESS FROM THE FLOOR NOT LISTED ON THE AGENDA

Staff noted that the member Todd Sahara has been absent for more than 12 consecutive meetings. In accordance with the DCC Administrative Rules, this extended absence may be interpreted as a voluntary resignation from the position.

Members voted to accept the resignation from Todd Sahara.

Samona - Motion
Diana – Second
All in favor

(5) DISCUSSION ITEMS

5a. CONSIDERATION TO CHANGE DCC MEETING DAY, TIME AND FREQUENCY

Summary:

The Diversity Coalition Committee (DCC) currently meets on the first Monday of each month at 6:00 PM. Committee members have expressed interest in evaluating alternative meeting days and times. Additionally, members have shown a desire to meet remotely; however, at this point in time, regular committee meetings must be held in person under current regulations in accordance with standard practice and is consistent with all other City committees, commissions, and City Council.

Staff reviewed the Citywide meeting schedule for standing committees, commissions, and City Council, and took into consideration days that would encounter the least amount of scheduling conflicts due to other City programs, services, and activities throughout the year. The DCC is encouraged to consider potential adjustments to the regular meeting schedule as follows:

- The second Wednesday of the month.
- The fourth Wednesday of the month.
- Another Monday within the month.

If the Committee determines that Wednesday is a better meeting day for the majority of the committee members, staff ask that the Committee also consider altering the start time of the meeting to 5:30 p.m., as the Signal Hill Public Library hours are 10:00 a.m. to 5:00 p.m.

The DCC Committee may also consider adjusting the meeting frequency from monthly to bi-monthly. While regular meetings must be held in person, shifting to a bi-monthly schedule would allow members to meet in the off months in any format, including remotely, offering more flexibility for ongoing work and alleviate the burden of meeting a

quorum to make progress on the workplan. If the Committee determines an earlier start time, staff recommends maintaining the current meeting time limit of 1.75 hours max.

Recommendation:

Approved:

1. DCC Members voted to meet on the 2nd Wednesday, on a bi-monthly meeting schedule.
2. DCC Members approved a new start time of 5:30 p.m.
3. The first meeting under the new schedule will be September 10, 2025.

DCC Members vote results:

Diana - Motion
Mary – Second
All in favor

5b. DCC STRATEGIC FRAMEWORK AND WORK PLAN DISCUSSIONS

Summary:

With the newly formed subcommittees and revised work plan, the DCC will continue discussion of the work plan items. One of the priorities for the DCC is to begin creating a priority list of work items through June 30, 2026.

Recommendations:

- a. Subcommittees provided updates on their progress.

Educate and Celebrate

1. Jennifer Arzate
2. Gege Lopez
3. Charisma Justis
4. Lisa Wong

Outreach to Underserved and Unrepresented Groups

1. Kerry Castillo
2. Diana Phillips
3. Mary Gonzales
4. Lisa Wong

Advise City Council and Staff on Opportunities for Continuous Improvement

1. Mary Gonzales
2. Harshan Jeyakumar
3. Pam Dutch Hughes
4. Lupe Reyes
5. Samona Caldwell

2.) Discuss next steps for the work plan Implementation.

3.) Discuss a proposed date to present the DCC's progress on the work plan to the City Council.

(6) CONSENT CALENDAR

6a. APPROVAL OF MEETING MINUTES

Review the Regular Meeting minutes of April 7, 2025.

Approved.

Harshan - Motion
Diana – Second
All in favor

(7) COMMITTEE NEW BUSINESS

(8) ADJOURNMENT

Staff adjourned the meeting at 7:46 P.M. to the next regular meeting of the DCC to be held on Wednesday, August 4, 2025, at 5:30 P.M., at the Signal Hill Public Library, Signal Hill.

APPROVED: _____
Assistant to the City Manager/Economic Development Manager