



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
DIVERSITY COALITION COMMITTEE MEETING  
February 03, 2025

The City of Signal Hill appreciates your attendance. Citizen interest provides the Diversity Coalition Committee with valuable information regarding issues of the community. Meetings are held the First Monday of each month. Meetings will commence at 6:00 p.m. There is a public comment period at the beginning of the regular meeting, as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall and is available at each meeting. The agenda and related reports are available for review online at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

During the meeting, the public is allowed to address the Committee on all agenda items. The Staff may take agenda items out of order and will announce when the period for public comment is open on each agenda item. The public may speak to the Committee on items that are not listed on the agenda. This public comment period will be held at the beginning of the public portion of the meeting. Please direct your comments or questions to the Staff.

### To participate.:

- In-person Participation: Signal Hill Public Library, 1800 E. Hill Street, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to [cityclerk@cityofsignalhill.org](mailto:cityclerk@cityofsignalhill.org) no later than 4:00 p.m. on Monday, February 3, 2025. Written comments will be provided electronically to the Diversity Coalition Committee and attached to the meeting minutes. Written comments will not be read into the record.

Diversity Coalition Committee Members receive no compensation.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

Committee Members:  
Charsima Justis  
Diana Phillips  
Gege Lopez  
Harshan Jeyakumar  
Jennifer Arzate  
Kerry Castillo  
Lisa Wong  
Lupe Reyes  
Mary Gonzales  
Pam Dutch-Hughes  
Richard Harris  
Samona Caldwell  
Todd Sahara

**(3) PLEDGE OF ALLEGIANCE**

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

**(5) DISCUSSION ITEM(S)**

DIVERSITY COALITION COMMITTEE MEETINGS: MEETING END TIME POLICY ADHERING TO THE SIGNAL HILL PUBLIC LIBRARY HOURS

Summary:

The Signal Hill Public Library regular operating hours for Mondays are 12:00 P.M. to 8:00 P.M. Staff recommend the Diversity Coalition Committee meetings adhere to a meeting end time policy to conclude meetings no later than 8:00 P.M. for efficiency and to align with the closing of the Library. This allows the library staff adequate time to shut down operations, secure the building, and allow the DCC to plan meetings in accordance with the two-hour window.

The DCC's cooperation is greatly appreciated to ensure that we support the Signal Hill Public Library staff in their end-of-day responsibilities. This adjustment will help maintain smooth operations and ensure compliance with the established closing procedures, as well as create an efficient use of meeting time.

Recommendation:

Approve.

DCC STRATEGIC FRAMEWORK AND WORK PLAN DISCUSSIONS

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Summary:

In August 2020, the City opened a recruitment for Diversity Coalition Committee (DCC) Members. The central focus of the DCC was outlined as having three primary tasks: (1) Education; (2) Facilitation; and (3) Continuous Improvement.

The DCC approved the Work Plan on October 7, 2024 (Attachment A). The key proposed changes are highlighted in the attached. Notably, the abbreviated mission statement has been refined, and adjustments have been made to the goals. The former goal of "Education" has been revised to "Educate and Celebrate," emphasizing both learning and recognition. The goal of "Facilitate" has been updated to "Reach Out to Marginalized Groups," focusing on outreach and inclusion. Lastly, "Continuous Improvement" has been redefined as "Advise City Council and Staff on Opportunities for Continuous Improvement," aligning the goal with actionable advisory roles.

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, 2024.

Recommendation:

Staff recommends the DCC:

- 1.) Determine final subcommittee assignments and revised work plan language.
- 2.) Discuss, review, and adopt the DCC subcommittees.
- 3.) Discuss next steps for the work plan Implementation.

Attachments:

A. Final Work Plan

REVISED DIVERSITY COALITION COMMITTEE (DCC) MEMBER PARTICIPATION GUIDELINES

Summary:

In 2021, the Diversity Coalition Committee (DCC) approved the Rules and Member Participation Guidelines. The Committee will review and consider edits to the DCC Member Participation Guidelines as proposed. Additionally, the Committee will review the introduction of a Commitment Letter for members to submit, affirming their dedication to the Committee's mission and goals.

Recommendation:

Discuss and recommend edits.

Attachment A: DCC Member Participation Guidelines  
Attachment B: DCC Commitment Letter

EXPLORE OPPORTUNITIES FOR THE DCC TO RESEARCH AND INTEGRATE DEI PRINCIPLES

Summary:

During the November 4, 2024 DCC meeting, the committee voted to include a New Business item to explore Diversity Equity and Inclusion (DEI) topics and identify the potential to integrate additional action items into the approved DCC Work Plan items.

Recommendation:

Discuss.

**(6) CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. Items will be acted upon by the Committee at one time without discussion. Any item may be removed by a Committee or member of the audience for discussion.

APPROVAL OF MEETING MINUTES

Summary:

Review the Regular Meeting minutes of November 4, 2024, and January 6, 2025.

Strategic Plan Goal(s):

Goal No. 5. High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Approve the meeting minutes.

Attachments:

- A. November 4, 2024 Minutes
- B. January 6, 2025 Minutes

**(7) COMMITTEE NEW BUSINESS**

SPEAKER SERIES DISCUSSION

Summary:

During the January 6, 2025 Diversity Coalition Committee meeting, the committee voted to include a New Business item to discuss a plan for future speaker series.

Recommendation:

Discuss.

LAND PROCLAMATION DISCUSSION

Summary:

During the January 6, 2025 Diversity Coalition Committee meeting, the committee voted to include a New Business item to discuss a land proclamation idea.

Recommendation:

Discuss.

**COMMITTEE COMMENTS**

**(8) ADJOURNMENT**

Tonight’s meeting will be adjourned to the next regular meeting of the Diversity Coalition Committee to be held on Monday, March 3, 2025 at 6:00 p.m., in the Signal Hill Public Library, 1800 E. Hill Street, Signal Hill, CA 90755.

**CITIZEN PARTICIPATION**

If you need special assistance beyond what is normally provided to participate in meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk’s office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs to determine if accommodation is feasible.

**AFFIDAVIT OF POSTING**

I, Alfa Lopez, Assistant to the City Manager/Economic Development Manager, do hereby certify that the foregoing agenda was posted at City Hall, at the Library, at Discovery Well Park, and at Reservoir Park 72 hours in advance of this meeting.