



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL
WELCOMES YOU TO A REGULAR
DIVERSITY COALITION COMMITTEE MEETING
May 13, 2026

The City of Signal Hill appreciates your attendance. Public interest provides the Diversity Coalition Committee with valuable information regarding issues of the community. Meetings are held the second Wednesday of odd-numbered months. Meetings will commence at 5:30 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.

During the meeting, staff presents agenda items for Committee consideration. The public is allowed to address the Committee on all agenda items. City 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 City 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 no later than 3:30 p.m. on Wednesday, May 13, 2026. 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 – 5:30 P.M.**

(2) **ROLL CALL**

Committee Members:
JENNIFER ARZATE
SAMONA MICHELLE CALDWELL
PAM DUTCH HUGHES
MARY GONZALES
HARSHAN JEYAKUMAR
CHARISMA JUSTIS
GEGE LOPEZ
DIANA PHILLIPS
LUPE REYES
LISA WONG

- (3) **PLEDGE OF ALLEGIANCE**
- (4) **PUBLIC BUSINESS FROM THE FLOOR ON ITEMS NOT LISTED ON THIS AGENDA**
- (5) **PRESENTATIONS**
- (6) **STAFF UPDATE**
- (7) **DISCUSSION ITEM(S)**

- a. LOS ANGELES COUNTY DIGITAL EQUITY COMMUNITY CONVERSATIONS PROGRAM

Summary:

Representatives from the Los Angeles County Digital Equity Community Conversations Program will provide an overview of the program.

Recommendation:

The DCC will review, discuss, and identify the target demographic for the Los Angeles County Digital Equity Community Conversations Program.

Attachments:

- A. Community Conversation Partner Overview and FAQs
- b. DISCUSSION AND UPDATES ON THE DIVERSITY COALITION COMMITTEE’S PROGRESS ON SCOPE OF WORK

Summary:

The Diversity Coalition Committee (DCC) will provide an update on the status and progress on their scope of work, which entails providing recommendations for programs, both new and existing, that foster and promote inclusivity, encourage community engagement, and advance the City’s efforts to provide

equitable access to services and resources to the City's diverse population.

Recommendation:

The Diversity Coalition Committee members will discuss updates on the status of their work on programmatic recommendations.

c. DIVERSITY BREAKFAST UPDATE

Summary:

The Diversity Breakfast is scheduled for Tuesday, June 2, 2026. The Diversity Coalition Committee selected Mary Gonzales and Diana Phillips to serve as the points of contact to assist with event coordination with City staff.

Recommendation:

The Diversity Coalition Committee Members, Mary Gonzales and Diana Phillips, will provide an update on the status of the event planning.

(8) 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.

a. APPROVAL OF MEETING MINUTES

Summary:

Review the Regular Meeting minutes of March 11, 2026.

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. March 11, 2026 Minutes

(9) COMMITTEE NEW BUSINESS

(10) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Diversity Coalition Committee to be held on Wednesday, July 8, 2026 at 5:30 p.m., in the Signal Hill Public Library, 1800 E. Hill Street, Signal Hill, CA 90755

PUBLIC 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, Alyssa Christenson, Management Assistant, do hereby certify that the foregoing agenda was posted at City Hall 72 hours in advance of this meeting.



STAFF REPORT

5/13/2026

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

**FROM: YVETTE E. AGUILAR
DEPUTY CITY MANAGER**

SUBJECT: LOS ANGELES COUNTY DIGITAL EQUITY COMMUNITY CONVERSATIONS PROGRAM

Summary:

Representatives from the Los Angeles County Digital Equity Community Conversations Program will provide an overview of the program.

Recommendation:

The DCC will review, discuss, and identify the target demographic for the Los Angeles County Digital Equity Community Conversations Program.

Attachments:

- A. Community Conversation Partner Overview and FAQs

LA County Digital Equity Community Conversations – Community Partners

Overview and FAQs (as of 12/19/2025)

- 1. Why: Community Conversations are being held across the County to collect insights from residents on their digital needs and their recommended solutions.** Insights will be used to help inform LA County’s Digital Equity Roadmap and its programs.

- 2. What: Community Conversations are in-person research events conducted by a moderator and research team contracted by the County to collect feedback and lived experiences from people affected by the digital divide.**
 - Up to 10 people can be seated for a session (target is 5-8 participants)
 - Sessions are scheduled to last up to 90 minutes
 - Ibis (County’s research contractor) provides recruiting, moderation and back-room services
 - Sessions are moderated in English and/or Spanish (see FAQs for other accommodations)

- 3. How: Typical Community Conversation Process**
 - Week prior: Ibis recruiters go on location to recruit potential participants who meet the demographics. They will also direct potential participants to the County’s electronic laptop needs assessment.
 - Day of:
 - i. Ibis team arrives 1 hour early to set up the meeting room (for Community Conversation) and table (outside of room) to check participants in
 - ii. Ibis team sit outside of room, preferably a separate space with a table and chairs, to support Community Conversation data collection
 - iii. The County’s Delete The Divide team provides laptops to qualifying participants after the Community Conversation
 - iv. In addition to the Ibis team, the County will always have one or more representatives throughout the reservation time

- 4. When: Typically held the afternoon/evening on last week of the month (T, W, Th) unless there is a holiday/event.** As an example, an afternoon session may be held from 1:00pm to 2:30pm, with Ibis arriving to set up at noon, and the laptop distribution taking place from 2:30pm to 3:00pm. An evening session may run from 5:30pm to 7:00pm, with setup at 4:30pm and laptop distribution from 7:00pm to 7:30pm.

- 5. What we need from partners (hosting requirements):**
 - Permission to allow Ibis recruiters on location to recruit potential participants

- Willingness to post and allow distribution of flyers on location
- Verbally support recruiters as legitimate and safe (removing anxiety about potential scams)
- Three (3) hours of quiet, reserved space, such as a meeting or conference room
 - i. Space outside the meeting room or near the public entrance, table, and two chairs to set up check-in table
 - ii. Meeting room that fits 10 people, with tables and chairs
 - iii. Space (outside the meeting room) for an Ibis staff member and County staff can sit with their laptops
- Wi-Fi access for duration of 3 hours (Ibis team and attending LA County staff)
- No projector or audio-visual equipment is needed

6. What partners do NOT need to do:

- Partners are NOT expected to recruit
- Partners are NOT expected to create any special programs/events
- Partners are NOT expected to create any materials

FAQs

RECRUITING

1. **What if recruiting on location the week prior does not make sense for partners?** If the partner has a planned event/activity, they can allow Ibis to recruit potential participants at that time. Alternatively, partners can provide a list of potential participants that Ibis can recruit from. To support list-based recruitment, partners should plan to send a message to potential participants that Ibis may be contacting them and why. Ibis will provide the verbiage for this communication.

PARTNER SUBJECT MATTER EXPERTISE

2. **Will partners be allowed to know in advance what is being asked during community conversations?** Yes, if requested, Ibis can share the discussion guide that outlines planned questions and activities.
3. **Can partners make suggestions for discussion topics for community conversations?** Yes, Ibis would welcome partner SME into digital equity needs/solutions to better plan discussion topics and activities at partner locations.

ACCOMMODATING PARTICIPANT NEEDS

4. **What if those served by partners speak a language other than English or Spanish?** If partners or participants have interpreters, Ibis can adjust Community Conversations to support conversations in other languages. Ibis may need partners to assist with translation or review of written materials used in the community conversations (such as questionnaires and activity materials).
5. **What if potential participants need special accommodations?** Partners should let Ibis know in advance to allow time to adjust plans to support needed accommodations. Ibis will ask partners for guidance and support to make certain participant needs are met.

OBSERVING COMMUNITY CONVERSATIONS

6. **Can partners sit in or listen to Community Conversations?** No, partners cannot sit in or listen to Community Conversations as it may impact participant willingness to fully share. Additionally, the County stresses to participants that their responses are confidential and that their feedback will not be shared in a personally identifiable manner.
7. **Can partners track outcomes or follow up with participants?** No. While partners are welcome to make available information on their programs and services to participants as the host organization, this research is not designed to track participant outcomes or to communicate with them after the Community Conversation.
8. **Can we photograph participants?** No, however, we can discuss how you can document your participation, such as photos of the room setup, recruiting materials, and photos with program staff.

COMPENSATION, STIPENDS, AND LAPTOPS

8. **Will the County provide compensation for hosting or recruiting?** No, while the County is appreciative of organizations able to assist us in this digital equity research, we cannot provide any compensation for the use of hosting facilities or for staff time or other expenses in support of hosting, outreach, or recruiting for the Community Conversations.
9. **Will Community Conversations participants be provided with a stipend?** This project does not provide any stipend to participants. However, knowing that many of the participants may be experiencing the digital divide and have financial need that prevents their household from affording a working computing device to access the internet, the County is coordinating with another County program that provides a limited number of new laptop computers to qualified households at no cost based on a needs assessment. The recruiting process includes a voluntary opportunity to complete the County's laptop needs assessment. If qualified, those approved would pick up the laptop after the conclusion of the Community Conversations session. As of December 2025, more than 500 Community

Conversations participants have qualified for and received a laptop from this coordinated program.

10. **How many laptops are available for each Community Conversation?** The number varies but is typically capped at 15 approved applications. This is to ensure that, after accounting for no-shows, the Community Conversations have approximately 5-8 participants. All those who complete the County’s laptop needs assessment and are approved must claim the laptops in person immediately following the conclusion of the Community Conversation. If the Community Conversation reaches capacity, those qualified will still receive a laptop. The distribution is limited to qualified County residents, one per household, and if the recipient is not present during the laptop distribution time period, their opportunity will be forfeited.

ALTERNATIVE PARTNERSHIP OPTIONS

11. **While we may not be able to help the County in hosting a Community Conversation, are there other ways we can help with this initiative?** Absolutely!
- a. Share this partnership opportunity with any other local organizations you think may be interested in helping with this initiative – we appreciate any introductions you can make!
 - b. Share the County’s online [Digital Needs Survey](#), an anonymous, 8–10-minute survey that allows residents to share their experiences, needs, and recommendations. We have included a copy of the survey flyer that we would be grateful if you amplified.
12. **Who can I contact if I have other questions or ideas?** Please contact Eric Sasaki at esasaki@isd.lacounty.gov and Valerie Van Kirk at vvankirk@isd.lacounty.gov.



STAFF REPORT

5/13/2026

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

**FROM: YVETTE E. AGUILAR
DEPUTY CITY MANAGER**

**SUBJECT: DISCUSSION AND UPDATES ON THE DIVERSITY COALITION COMMITTEE'S
PROGRESS ON SCOPE OF WORK**

Summary:

The Diversity Coalition Committee (DCC) will provide an update on the status and progress on their scope of work, which entails providing recommendations for programs, both new and existing, that foster and promote inclusivity, encourage community engagement, and advance the City's efforts to provide equitable access to services and resources to the City's diverse population.

Recommendation:

The Diversity Coalition Committee members will discuss updates on the status of their work on programmatic recommendations.



STAFF REPORT

5/13/2026

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

FROM: YVETTE E. AGUILAR
DEPUTY CITY MANAGER

SUBJECT: **DIVERSITY BREAKFAST UPDATE**

Summary:

The Diversity Breakfast is scheduled for Tuesday, June 2, 2026. The Diversity Coalition Committee selected Mary Gonzales and Diana Phillips to serve as the points of contact to assist with event coordination with City staff.

Recommendation:

The Diversity Coalition Committee Members, Mary Gonzales and Diana Phillips, will provide an update on the status of the event planning.



STAFF REPORT

5/13/2026

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

FROM: YVETEE AGUILAR
DEPUTY CITY MANAGER

SUBJECT: **APPROVAL OF MEETING MINUTES**

Summary:

Review the Regular Meeting minutes of March 11, 2026.

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. March 11, 2026 Minutes

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

March 11, 2026

5:30 P.M.

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person in the Signal Hill Public Library on March 11, 2026.

(1) CALL TO ORDER

The chair called the meeting to order at 6:16 p.m.

(2) ROLL CALL

Lisa Wong arrived at 6:12 p.m.

Present:

JENNIFER ARZATE
MARY GONZALES
SAMONA MICHELLE CALDWELL
DIANA PHILLIPS
LUPE REYES

Absent:

CHARISMA JUSTIS
PAM DUTCH HUGHES
HARSHAN JEYAKUMAR
GEGE LOPEZ

Late Arrival:

LISA WONG

City Representatives:

YVETTE AGUILAR, DEPUTY CITY MANAGER

ALYSSA CHRISTENSON, MANAGEMENT ASSISSTANT

Ther was one member of the public in attendance.

(3) PLEDGE OF ALLEGIANCE

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

None

(5) PRESENTATIONS

5a. OVERVIEW OF UPDATED CITY COUNCIL APPROVED STRUCTURE FOR THE DIVERSITY COALITION COMMITTEE

Lisa Wong arrived at 6:12 p.m.

(6) STAFF UPDATE

6a. A new City communications plan was approved at City Council and will be sent out to the Diversity Coalition Committee.

6b. Biannual Budget Workshop will be held by City Council on Tuesday, May 19, 2026.

6c. Mark the following dates on your calendars:

1. Spring Fest is Saturday, April 4, 2026
2. City Hall Ribbon Cutting taking place on Tuesday, April 16, 2026 at 12:00 p.m.
3. 250th Anniversary of the United States will be celebrated by the City on Saturday, June 27, 2026.
4. Amphitheater will be unveiled on Saturday, November 14, 2026.

(7) DISCUSSION ITEMS

7a. SELECTION OF A CHAIR TO FILL EXISTING VACANCY DUE TO RESIGNATION

Summary:

Former Diversity Coalition Committee (DCC) Chair, Kerry Castillo, resigned in January 2026 from her position as a member and Chair. Her resignation left the Chair seat vacant. Per the City Council Committee Policy, the DCC will elect a new Chair within 30 days of formation to lead the committee through the term ending June 30, 2027. The duties would include, but not limited to running the regular DCC Meeting and communicate with City Staff in advance of regular DCC Meeting.

It was moved by MARY GONZALES and seconded by SAMONA MICHELLE CALDWELL, to approve Jennifer Arzate as the new Diversity Coalition Committee Chair.

The following vote resulted:

AYES: MARY GONZALES
 SAMONA MICHELLE CALDWELL

DIANA PHILLIPS
LUPE REYES
LISA WONG

NOES: NONE

Diana Phillips resigned as Vice Chair at 6:25 p.m.

It was moved by DIANA PHILLIPS and seconded by MARY GONZALES, to approve Lupe Reyes as the new Diversity Coalition Committee Vice Chair.

7b. DIVERSITY BREAKFAST EVENT

Summary:

The City, in partnership with the Diversity Coalition Committee, hosts the Diversity Breakfast event the first Tuesday in June. This year, the event would fall on Tuesday, June 2, 2026. To allow enough time to plan and promote the event, staff request the committee identify up to two members of the committee serve as points of contact for City staff throughout the planning process.

It was moved by DIANA PHILLIPS and seconded by SAMONA MICHELLE CALDWELL, to approve Diana Phillips and Mary Gonzales as the two DCC points of contact for the planning of the Diversity Breakfast Event.

(8) CONSENT CALENDAR

(9) COMMITTEE NEW BUSINESS

Diana Phillips informed the DCC of the forward movement related to the Los Angeles County Digital Equity Community Conversations. The DCC is primed to help the City decide what demographic to focus on for residents.

(10) ADJOURNMENT

Staff adjourned the meeting at 7:01 P.M. to the next regular meeting of the DCC to be held on Wednesday, May 13, 2026, at 5:30 P.M., at the Signal Hill Public Library, Signal Hill.

APPROVED: _____
Deputy City Manager