



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
November 04, 2024

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.

During the meeting, the Facilitator presents agenda items for Committee consideration. The public is allowed to address the Committee on all agenda items. The Facilitator 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 Facilitator.

To participate.:

- In-person Participation: Signal Hill Public Library, 1800 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 4:00 p.m. on Monday, November 4, 2024. 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:

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

(3) PLEDGE OF ALLEGIANCE

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

(5) DISCUSSION ITEM(S)

a. ESTABLISHING PROCEDURES FOR AGENDA ITEM PLACEMENT

Summary:

This item will outline the process for placing topics on the Diversity Coalition Committee (DCC) agenda. The discussion aims to establish a standardized procedure for members to submit discussion items, ensuring transparency, inclusivity, and alignment with DCC established framework and goals. Clear guidelines will streamline agenda preparation, prioritize relevant topics, and facilitate efficient meeting management.

Recommendation:

Review, discuss and approve.

b. COMMUNITY OUTREACH OPPORTUNITIES

Summary:

The Committee will receive an update on upcoming outreach opportunities and discuss participation interest and volunteer sign-ups for each.

Recommendation:

Discuss and determine coverage for outreach events.

(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.

- a. DCC STRATEGIC FRAMEWORK - WORK PLAN ADOPTION AND FORMATION OF SUBCOMMITTEES

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.

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

Background & Analysis:

At the August 2024 meeting, the DCC discussed the framework and amended language that was more reflective of the current DCC’s role and updated focus.

At the September 2024 meeting, staff facilitated a workshop and DCC members outlined specific actions items for each focal point within the framework. The objective of this activity was to ensure all committee members have a shared understanding of the strategic framework's priorities, goals and action items as they align their efforts with the committee's overall mission, and develop a work plan to help guide and move forward DCC efforts.

The DCC adopted the work plan on October 7, 2024.

Recommendations:

Discuss and review progress on the work plan

Reviewed by:

Yvette E. Aguilar

Attachments:

A. Approved DCC Strategic Framework and Work Plan

b. APPROVAL OF MEETING MINUTES

Summary:

Review the Regular Meeting minutes of October 7, 2024.

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. October 7, 2024 Minutes

(7) **COMMITTEE NEW BUSINESS**

(8) **ADJOURNMENT**

Tonight’s meeting will be adjourned to the next regular meeting of the Diversity Coalition Committee to be held on Monday, December 2, 2024 at 6:00 p.m., in the Signal Hill Public Library, 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.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

11/4/2024

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

FROM: ALFA LOPEZ
ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER

SUBJECT: **ESTABLISHING PROCEDURES FOR AGENDA ITEM PLACEMENT**

Summary:

This item will outline the process for placing topics on the Diversity Coalition Committee (DCC) agenda. The discussion aims to establish a standardized procedure for members to submit discussion items, ensuring transparency, inclusivity, and alignment with DCC established framework and goals. Clear guidelines will streamline agenda preparation, prioritize relevant topics, and facilitate efficient meeting management.

Recommendation:

Review, discuss and approve.

Proposed Procedures for Placing Items on the DCC Agenda

The following outlines the steps and guidelines for DCC members to propose new agenda items effectively:

When proposing new items for the DCC agenda, each item should be relevant to the local context and committee members must ensure the proposed agenda items align with the committee's three primary goals:

1. Education
2. Facilitation
3. Continuous improvement.

Any member of the Diversity Coalition Committee may place any item on a future agenda by complying with the following process:

1. During the “New Business” portion of the agenda, provide a brief explanation of the item and request support for the item to be placed on a future agenda. If a member is unable to attend the meeting, they may submit their request to the Chair and/or Vice Chair via email or phone at least one week before the meeting. This ensures all members have an opportunity to suggest topics for discussion and contribute to the agenda-setting process.
2. If a majority of the Committee members deem the item to fall within one of the committee’s three primary goals and voice support to place the item on a future agenda, it will be listed under “New Business” at the next meeting. At that subsequent meeting, the DCC will have the opportunity to discuss the merits of the item and any recommended actions.
3. If a majority vote does not support to place the item on a future agenda, the request will not be considered further.

In conclusion, the process for placing new items on the DCC agenda ensures that all members have the opportunity to contribute to the committee’s work effectively. By following these steps, members can bring forward relevant issues that align with the committee's goals of education, facilitation, and continuous improvement. This structured approach fosters collaboration and ensures that the DCC remains focused on addressing key issues of race and equity within the community.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

11/4/2024

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

FROM: ALFA LOPEZ
ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER

SUBJECT: **COMMUNITY OUTREACH OPPORTUNITIES**

Summary:

The Committee will receive an update on upcoming outreach opportunities and discuss participation interest and volunteer sign-ups for each.

Recommendation:

Discuss and determine coverage for outreach events.



STAFF REPORT

11/4/2024

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

**FROM: ALFA LOPEZ
ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER**

SUBJECT: DCC STRATEGIC FRAMEWORK - WORK PLAN ADOPTION AND FORMATION OF SUBCOMMITTEES

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.

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

Background & Analysis:

At the August 2024 meeting, the DCC discussed the framework and amended language that was more reflective of the current DCC's role and updated focus.

At the September 2024 meeting, staff facilitated a workshop and DCC members outlined specific actions items for each focal point within the framework. The objective of this activity was to ensure all committee members have a shared understanding of the strategic framework's priorities, goals and action items as they align their efforts with the committee's overall mission, and develop a work plan to help guide and move forward DCC efforts.

The DCC adopted the work plan on October 7, 2024.

Recommendations:

Discuss and review progress on the work plan

Reviewed by:

11/4/2024

Yvette E. Aguilar

Attachments:

A. Approved DCC Strategic Framework and Work Plan

Diversity Coalition Committee



SEPTEMBER 2024



Strategic Framework

The established goals of the DCC are focused on three specific areas:

1. Education
2. Facilitation
3. Continuous Improvement





EDUCATION

FACILITATION

CONTINUOUS IMPROVEMENT



Education

Goal #1:

Serve as a resource for City government and the community by providing information, education, and communication that facilitates a better understanding and celebrates our differences.

Action Item

- Work with City Departments to assist with events and activities.



Facilitation

Goal #2:

Assist the City in supporting and working with all areas of government and the community to eliminate and prevent discrimination, hate, and bias.

Action Items

- Expand community participation and engagement.
- Host community listening sessions.



Continuous Improvement

Goal #1:

Provide recommendations and information to the City Council at least every six (6) months that identify opportunities to address issues of diversity, promote diversity programs and/or provide guidance to create a more equitable, accessible, safe welcoming and inclusive government and community.

Action Item

- Make recommendations to the City Council on new events and activities that are appropriate and relevant for the Signal Hill community.



City of Signal Hill

2175 Cherry Avenue, Signal Hill

🌐 www.cityofsignalhill.org

✉ DCC@cityofsignalhill.org

☎ 562.989.7300



Work Plan 2024-2025

Diversity Coalition Committee

DCC Overview

The Diversity Coalition Committee (DCC) is excited to present a collective work plan for fiscal year 2024-2025 that focuses on fostering inclusivity, engagement, and education within our community. This comprehensive plan outlines strategic objectives designed to enhance our outreach efforts, strengthen collaboration with other diversity groups, and increase awareness of diversity-related issues. Key initiatives will include hosting a Speaker Series featuring influential voices in the realm of diversity, conducting training workshops to equip our members with essential knowledge and skills, and organizing community listening sessions to gather valuable feedback. By actively engaging with citizens through various communication channels, the DCC aims to create a more inclusive environment where all voices are heard and valued. This collective effort will not only promote cultural understanding but also empower our members to be effective resources in the community, paving the way for meaningful change and connection throughout the year.

The proposed goals of the DCC are focused on three specific areas: education, facilitation, and continuous improvement.

1. Continuous Improvement
2. Facilitation
3. Education

2024-2025 Work Plan

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
1. CONTINUOUS IMPROVEMENT					
Continuous Improvement	Enhance Community Relations and increase public awareness. Action Item: Host an annual Police Department Open House	Coordinate an Open House at SHPD to welcome and educate the public about general police operations.	Continuous Improvement Sub-Committee & Staff	Annually	
Continuous Improvement	Foster inclusivity and cultural understanding. Action Item: Plan DCC Specific Special Events	<ol style="list-style-type: none"> 1. Host events that help promote DEI efforts, such as the Diversity Breakfast, Cultural Festival and/or Juneteenth event. 2. Host an event, such as a mixer, that focuses on attracting business interest. 3. Identify existing opportunities for the DCC to host a booth at Parks, Recreation, and Library Services Department events. 4. Facilitate a college fair. 5. Develop a Disability Awareness Event. 	Continuous Improvement Sub-Committee & Staff		
Continuous Improvement	Encourage excellence and foster a culture of appreciation:	<ol style="list-style-type: none"> 1. Establish a program identifying businesses and 	Continuous Improvement Sub-Committee & Staff		

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
	Action Item: Develop recognition programs	<p>individuals that are promoting diversity.</p> <p>2. Establish criteria for a “Diversity Champion” award to recognize annual at the Diversity Breakfast.</p>			
Continuous Improvement	<p>Promote open dialogue and mutual understanding:</p> <p>Action Item: Plan for opportunities that facilitate discussions, and sharing of similar experiences around diversity and create a safe space</p>	Internally, discuss top 3 priorities in DEI efforts, and work to secure speakers with that background to lead those “table talks” that will be open to the public.	Continuous Improvement Sub-Committee & Staff		
Continuous Improvement	<p>Enhance transparency:</p> <p>Action Item: Review SHPD policies and procedures to make sure they are compliant.</p>	Bring in SHPD representative to explain policies and procedures, statutory regulations, and discuss how SHPD is held accountable for compliancy through local, state, and federal mandates.	Continuous Improvement Sub-Committee & Staff		Make this an internal DCC training topic.
Facilitation	<p>Increase community engagement and participation.</p> <p>Action Item: Work with City liaisons to acquire information about upcoming events, programs, and activities to help promote and expand participation.</p>	<ol style="list-style-type: none"> 1. Promote Signal Hill Leadership Program. 2. Promote upcoming events and activities. 3. Work with City liaison to help make programs and activities more inclusive and include DCC outreach. 			

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
		4. Promote scholarship and internship opportunities in the City and provide information to populations that may not have ready access to information and resources.			
Facilitation	Enhance community outreach and visibility. Action Item: Create stand-alone outreach opportunities and a marketing/communication plan, for the DCC to engage with the community/public.	<ol style="list-style-type: none"> 1. Reimagined park pop-ups to get more community feedback. 2. Develop a survey that allows feedback from the community to be submitted (include a QR code). 3. Develop regular communication via social media channels. 			
Facilitation	Enhance Community Relations and increase public awareness. Action Item: Host community listening session to continue police engagement with the community.	<ol style="list-style-type: none"> 1. Listening sessions can be with PD to help reestablish trust. 			
Facilitation	Enhance representation and communication. Action Item: Identify a DCC member, to attend public meetings hosted by	Discuss ways that the DCC may be able to collaboratively work with the City liaisons to move forward new ideas for outreach.			

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
	the City to bring report back on current projects and priorities.				
Education	Enhance training and educational opportunities: Action Item: Identify topics for internal DCC training to help members become a resource in the community.	1. Collaborate with local organizations and institutions to provide training programs and workshops that enhance members' understanding of community resources.			
Education	Foster Collaboration: Action Item: Engage with other diversity groups/coalitions/city governments and brainstorm, discuss current matters, share information and practices across other communities.	1. Identify the groups that DCC would like to coordinate with, and specific topics. 2. Work with schools to provide DEI resources. 3. Provide educational workshops for the community to help educate them about available resources (paying bills, affordable housing, etc.)	Sub-Committee		
Education	Promote awareness and dialogue around diversity issues. Action Item: Develop a Speaker Series for 2024-2025.	Identify topics for Speaker Series, and frequency.			
Education	Enhance community engagement and information dissemination	1. Community photo collage showing diversity of SH			

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
	Action Item: Improve communication with citizens via various communication channels to ensure timely and effective outreach to all residents.	through and “I am Signal Hill” message (library corridors, Cherry Ave.) 2. Update information on the City’s DCC webpage.			



CITY OF SIGNAL HILL
STAFF REPORT

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11/4/2024

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

**FROM: ALFA LOPEZ
ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER**

SUBJECT: APPROVAL OF MEETING MINUTES

Summary:

Review the Regular Meeting minutes of October 7, 2024.

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. October 7, 2024 Minutes

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

October 7, 2024

6:00 P.M.

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person in the Signal Hill Public Library on September 9, 2024.

(1) CALL TO ORDER

Staff called the meeting to order at 6:13 p.m.

(2) ROLL CALL

Present:

JENNIFER ARZATE
KERRY CASTILLO
MARY GONZALES
HARSHAN JEYAKUMAR
CHARISMA JUSTIS
GEGE LOPEZ
RICHARD HARRIS
PAM DUTCH HUGHES
DIANA PHILLIPS
LUPE REYES
KENYETTA SUGGARS
LISA WONG

Absent:

SAMONA MICHELLE CALDWELL
TODD SAHARA

Facilitator: CITY STAFF

City Representatives:

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

ALYSSA CHRISTENSON, MANAGEMENT ASSISTANT

There were no members of the public in attendance.

(3) PLEDGE OF ALLEGIANCE

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

DCC Members Diana Phillips and Mary Gonzales presented a sugar skull idea for the upcoming Halloween Carnival.

Members discussed circulating thank you cards to former DCC members and social media communications. Discussion occurred about ideas surrounding a poem or cultural significance for future flag raising.

(5) DISCUSSION ITEMS

5a. COMMUNITY OUTREACH OPPORTUNITIES

Summary:

The Committee will receive an update on upcoming outreach opportunities and discuss participation interest and volunteer sign-ups for each.

Recommendation:

Discuss and determine coverage for upcoming events.

5b. DCC STRATEGIC FRAMEWORK - WORK PLAN ADOPTION AND FORMATION OF SUBCOMMITTEES

Summary:

Reviewed and approved the Work Plan.

Recommendation:

Approved.

(6) CONSENT CALENDAR

6a. APPROVAL OF MEETING MINUTES

Regular Meeting of September 9, 2024.

Recommendation: Approved

(7) COMMITTEE NEW BUSINESS

7a. Committee Members discussed various recognition ideas for Vice Mayor Wilson,

circulating thank you cards and attendance expectations. Members discussed agenda setting procedures.

Committee Chair Kenyetta Suggars announced her resignation due to work demands.

(8) ADJOURNMENT

Staff adjourned the meeting at 8:03 p.m. to the next regular meeting of the DCC to be held on Monday, November 4, 2024, at 6:00 p.m., at the Signal Hill Public Library, Signal Hill.

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

DRAFT