



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
March 11, 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, March 11, 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**

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

Summary:

City staff will provide the Diversity Coalition Committee Members with an overview of the updated City Council approved structure for the Diversity Coalition Committee.

(6) **STAFF UPDATE**

(7) **DISCUSSION ITEM(S)**

- a. 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 to lead the committee through the term ending June 30, 2027.

Recommendation:

Staff recommend the DCC nominate and elect a new committee member to serve in the role of Chair through June 30, 2027.

- b. 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.

Recommendation:

Staff recommend the DCC select up to two members of the DCC to serve as points of contact for the planning of the Diversity Breakfast event scheduled for Tuesday, June 2, 2026.

(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.

(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, May 13, 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.



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STAFF REPORT

3/11/2026

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

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

SUBJECT: OVERVIEW OF UPDATED CITY COUNCIL APPROVED STRUCTURE FOR THE DIVERSITY COALITION COMMITTEE

Summary:

City staff will provide the Diversity Coalition Committee Members with an overview of the updated City Council approved structure for the Diversity Coalition Committee.



STAFF REPORT

3/11/2026

AGENDA ITEM

TO:
DIVERSITY COALITION COMMITTEE

FROM:
YVETTE E. AGUILAR
DEPUTY CITY MANAGER

SUBJECT:
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 to lead the committee through the term ending June 30, 2027.

Recommendation:

Staff recommend the DCC nominate and elect a new committee member to serve in the role of Chair through June 30, 2027.

DATE: December 9, 2025

City of Signal Hill Policy

City Council Committees

REVISION NO.: _____ **1** _____

APPROVED: _____

DEPARTMENT: ADMINISTRATION

I. PURPOSE

To provide a consistent and transparent framework for the formation, operation, and dissolution of City Council-created committees. This City Council Committee Policy ensures that committees operate with a clear focus, deliver measurable outcomes, and use staff and City resources efficiently. Approved per minute order of the City Council on December 9, 2025.

A. COMMITTEE STRUCTURE

- Committees formed by the City Council are generally envisioned as ad hoc in nature, created to explore specific topics or initiatives within a defined timeframe that fall outside the subject matter jurisdiction of the Planning Commission, Parks and Recreation Commission, and Civil Service Commission.
- While standing committees are not prohibited, the City Council will identify a compelling and ongoing need to establish standing committees. Any proposed standing committee must include a defined scope of work, justification and identify any anticipated need for City resources.

B. COMMITTEE FORMATION PROCEDURE

When the City Council expresses interest in forming a committee, the following process will be followed:

1. Initial Direction:

The City Council identifies the policy issue or need at a public meeting.

2. Staff Action:

Staff returns with a report that includes:

- Committee purpose and focus
- Estimated number of meetings and term
- Expected level of staff support and estimated cost
- Proposed membership structure

- Anticipated deliverables and timeline

3. City Council Action:

The City Council may approve committee formation via resolution establishing its scope, term, and appointments

II. TERMS AND SUNSET PROVISIONS

- Committees will be formed with a maximum one-year term, unless otherwise determined by the City Council during the establishment of the committee.
- Reauthorization may occur by formal City Council action for an additional term.
- Committees not reauthorized by the end of their term shall sunset automatically.

III. WORK PLAN AND ORGANIZATIONAL STRUCTURE

- Within 30 days of formation and upon filling all seats, each committee shall:
 - Select a Chair and Vice-Chair
 - Develop a work plan identifying 1–2 focused goals or issues, outline meeting dates, key milestones, and expected deliverables.

IV. COMMITTEE DELIVERABLES

- At the end of the committee's term, a summary report/presentation shall be provided to the City Council.
- The report shall include:
 - Summary of accomplishments
 - Findings or recommendations
 - Suggestions for future efforts (if any)

V. STAFF SUPPORT AND RESOURCES

- Staff support must be scoped and approved at the time of formation.
- Estimated staff hours and program costs will be reviewed by the City Council during the formation process.
- Continued staff support is tied to the approved term and scope.

VI. MEMBERSHIP AND APPOINTMENTS

- Membership shall be defined at formation and may include:
 - City Council Members
 - Community stakeholders
 - Commissioners or subject matter experts
- Appointments shall be made by the City Council, and will occur through an application process. Appointments will be made by a majority vote of the City Council.
- Each committee shall select its Chair and Vice-Chair within 30 days of formation

VII. OPERATIONS GUIDELINES

- All Committees will comply with the same procedural and transparency rules that apply to other governing bodies of the City (City Council and Commissions).

VIII. OVERSIGHT AND TRANSPARENCY

- The City Clerk will maintain a list of active committees.
- The City Manager will use their discretion and may assign a staff/department liaison, as appropriate.
- The City Manager will use their discretion to schedule periodic updates to the City Council summarizing committee activities and upcoming term expirations.



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FROM:
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