



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
August 04, 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.

During the meeting, staff presents agenda items for Committee consideration. The public is allowed to address the Committee on all agenda items. 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 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 4:00 p.m. on Monday, August 4, 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:

Jennifer Arzate
Samona Caldwell
Kerry Castillo
Pam Dutch-Hughes
Mary Gonzalez
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. 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:

Staff recommends the DCC:

- 1.) DCC members vote on meeting day of the week and time.
- 2.) DCC members vote on meeting frequency.
- 3.) Discuss a proposed date to present the DCC's progress on the work plan to the City Council.

Attachments: none

b. DCC STRATEGIC WORK PLAN DISCUSSIONS

Summary:

The DCC approved the initial work plan on October 7, 2024 (Attachment A). The DCC established the following three as priority areas of focus: (1) Advise the City Council and Staff on Opportunities for Continuous Improvement.; (2) Engage with Underserved and Underrepresented Communities; and (3) Educate and Celebrate.

The DCC subcommittees will continue discussion of the work plan items and provide an update on the progress of the outlined activities. One of the goals for the DCC is to begin creating a priority list of work items and to discuss a date to present the progress status of the Work Plan to City Council in Fall 2025.

Recommendation:

Staff recommends the DCC:

- 1.) Subcommittees provide updates on their progress.
- 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.

Attachments:

A. Final Work Plan

(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. APPROVAL OF MEETING MINUTES**Summary:**

Review the Regular Meeting minutes of April 7, 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. April 7, 2025 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, September 1, 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.