



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
January 06, 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, the public is allowed to address the Committee on all agenda items. The agenda items may be taken out of order; an announcement will be made 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, January 6, 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
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. SELECTION OF A CHAIR

Summary:

DCC members will conduct the selection of a Chair for the Diversity Coalition Committee. The role of the Chair for the Diversity Coalition Committee includes the following:

Chair

- 1. Leadership and Facilitation:** The Chair leads the committee by facilitating meetings, ensuring that discussions are productive, and guiding the group toward consensus and decision-making.
- 2. Agenda Setting:** The Chair, in collaboration with the City representative(s), helps set the agenda for meetings, ensuring that important topics are covered.
- 3. Representation:** The Chair represents the committee to the broader organization or community, acting as a spokesperson and advocating for the committee's initiatives and goals.
- 4. Sub-Committee Coordination:** The Chair coordinates the work of any sub-committees, ensuring that tasks are assigned, and deadlines are met, and may delegate responsibilities to other members.
- 5. Reporting:** The Chair may be responsible for reporting the committee's

progress to higher authorities or the community, summarizing actions taken and plans for the future.

- 6. Conflict Resolution:** The Chair helps mediate conflicts within the committee and ensures that all voices are heard and respected.

The Chair role is crucial in ensuring that the Diversity Coalition Committee operates effectively, maintains focus on its goals, and upholds the values of diversity, equity, and inclusion.

Recommendation:

Discuss, nominate, and select a committee member for the roles of Chair.

- b. CITY UPDATES, 2025 COMMEMORATIVE FLAG DISPLAY SCHEDULE AND COMMUNITY OUTREACH OPPORTUNITIES

Summary:

The Committee will receive an update from City staff, including the City Council's newly adopted 2025 Commemorative Flag Display Schedule, and information about upcoming outreach opportunities. The Committee will discuss interest in hosting flag raising ceremonies, and participation interest and volunteer assignments in other outreach opportunities.

Recommendation:

Discuss and determine the committee's interest in hosting flag raising ceremonies, and coverage for outreach events.
Attachment A 2025 Commemorative Flag Schedule

- c. DCC STRATEGIC FRAMEWORK - SURVEY RESULTS FOR THE FORMATION OF SUBCOMMITTEES AND WORKPLAN DISCUSSIONS

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 process of selecting a goal-related subcommittee revealed some challenges, as there appeared to be significant overlap and a mix of activity levels assigned to the three primary goals. Recognizing this, steps were taken to revise the subcommittee assignments, refine the existing framework, aiming for greater specificity and action-oriented language. The revised assignments for

the subcommittees are as follows:

Educate & Celebrate- Committee Members:

1. Jennifer Arzate
2. Charisma Justice
3. Gege Lopez

Reach out to Marginalized Groups- Committee Members:

1. Kerry Castillo
2. Diana Phillips
3. Lupe Reyes

Advise City Council and Staff on Opportunities for Continuous Improvement- Committee Members:

1. Mary Gonzales
2. Richard Harris
3. Harshan Jeyakumar
4. Lisa Wong

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 committees 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.) Discuss, review, and adopt the DCC Subcommittees.
- 2.) Discuss next steps for the Work Plan Implementation.

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 November 4, 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. November 4, 2024 Minutes

(7) **COMMITTEE NEW BUSINESS**

a. 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.

b. 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

c. 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.

(8) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Diversity Coalition Committee to be held on Monday, February 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.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

1/6/2025

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

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

SUBJECT: SELECTION OF A CHAIR

Summary:

DCC members will conduct the selection of a Chair for the Diversity Coalition Committee. The role of the Chair for the Diversity Coalition Committee includes the following:

Chair

- 1. Leadership and Facilitation:** The Chair leads the committee by facilitating meetings, ensuring that discussions are productive, and guiding the group toward consensus and decision-making.
- 2. Agenda Setting:** The Chair, in collaboration with the City representative(s), helps set the agenda for meetings, ensuring that important topics are covered.
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- 5. Reporting:** The Chair may be responsible for reporting the committee's progress to higher authorities or the community, summarizing actions taken and plans for the future.
- 6. Conflict Resolution:** The Chair helps mediate conflicts within the committee and ensures that all voices are heard and respected.

1/6/2025

The Chair role is crucial in ensuring that the Diversity Coalition Committee operates effectively, maintains focus on its goals, and upholds the values of diversity, equity, and inclusion.

Recommendation:

Discuss, nominate, and select a committee member for the roles of Chair.



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1/6/2025

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

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

SUBJECT: CITY UPDATES, 2025 COMMEMORATIVE FLAG DISPLAY SCHEDULE AND COMMUNITY OUTREACH OPPORTUNITIES

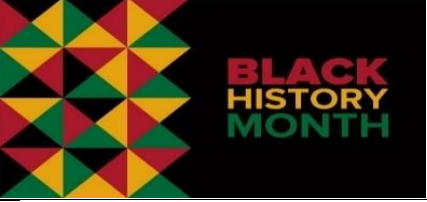



Summary:

The Committee will receive an update from City staff, including the City Council's newly adopted 2025 Commemorative Flag Display Schedule, and information about upcoming outreach opportunities. The Committee will discuss interest in hosting flag raising ceremonies, and participation interest and volunteer assignments in other outreach opportunities.


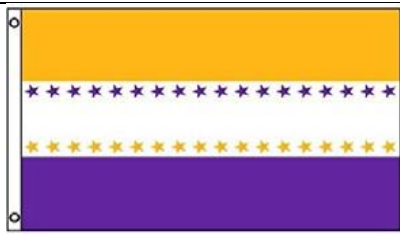


Recommendation:

Discuss and determine the committee's interest in hosting flag raising ceremonies, and coverage for outreach events.
Attachment A 2025 Commemorative Flag Schedule

2025 Commemorative Flag Display Schedule

Proposed Flag Raising Day	Time Period	Flag Image	Commemorating	DCC Members – Assigned to Speak/Find Speakers
Monday, February 3	February 1-28		Commemorating Black History Month	
Monday, March 3	March 1-31		Commemorating Women's History Month	
Thursday, May 1	May 1		Commemorating National Day of Prayer – May 1	
Tuesday, May 1	May 6 – May 22		Commemorating Older Americans Month	

2025 Commemorative Flag Display Schedule

Thursday, May 22	May 22 – July 1		<p>Commemorating LGBTQ Pride month and LGBTQ social movements (per Resolution No. 2019-05-6319) 2019-056319).</p>	
Friday, August 1	August 1-31		<p>Commemorating Women's Equality Day</p>	
Monday, September 15	September 15 – October 15		<p>Commemorating National Hispanic Heritage Month</p>	
Monday, November 3	November 3 – November 20		<p>Commemorating International Men's Day</p>	

2025 Commemorative Flag Display Schedule

Monday, November 24	November 24 – December 31		Commemorating Interfaith Month of Gratitude	
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1/6/2025

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

FROM: YVETTE AGUILAR/ DEPUTY CITY MANAGER
DIRECTOR OF PARKS, RECREATION AND LIBRARY SERVICES

ALFA LOPEZ
ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER

SUBJECT: **DCC STRATEGIC FRAMEWORK - SURVEY RESULTS FOR THE FORMATION OF SUBCOMMITTEES AND WORKPLAN DISCUSSIONS**

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 process of selecting a goal-related subcommittee revealed some challenges, as there appeared to be significant overlap and a mix of activity levels assigned to the three primary goals. Recognizing this, steps were taken to revise the subcommittee assignments, refine the existing framework, aiming for greater specificity and action-oriented language. The revised assignments for the subcommittees are as follows:

Educate & Celebrate- Committee Members:

1. Jennifer Arzate
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1. Kerry Castillo
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Advise City Council and Staff on Opportunities for Continuous Improvement- Committee Members:

1. Mary Gonzales

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4. Lisa Wong

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 committees 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.) Discuss, review, and adopt the DCC Subcommittees.
- 2.) Discuss next steps for the Work Plan Implementation.

Attachments:

- A. Final Work Plan

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 key proposed changes are highlighted in the attached outline. 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 "To Educate and Celebrate," emphasizing both learning and recognition. The goal of "Facilitate" has been updated to "To Reach Out to Marginalized Groups," focusing on outreach and inclusion. Lastly, "Continuous Improvement" has been redefined as "To Advise Council and Staff on Opportunities for Continuous Improvement," aligning the goal with actionable advisory roles.

The proposed goals of the DCC are focused on three specific areas: Educate and Celebrate, Reach out to Marginalized Groups, and Advise City Council and Staff on Opportunities for Continuous Improvement.

1. Advise City Council and Staff on Opportunities for Continuous Improvement
2. Reach out to Marginalized Groups
3. Educate and Celebrate

2024-2025 Work Plan

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
1. ADVISE CITY COUNCIL AND STAFF ON OPPORTUNITIES FOR CONTINUOUS IMPROVEMENT					
Advise City Council and Staff on Opportunities for 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.	Advise City Council and Staff on Opportunities for Continuous Improvement Sub-Committee & Staff	Annually	
Advise City Council and Staff on Opportunities for 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. 	Advise City Council and Staff on Opportunities for Continuous Improvement Sub-Committee & Staff		
Advise City Council and Staff on Opportunities for Continuous Improvement	Encourage excellence and foster a culture of appreciation: Action Item: Develop recognition programs	<ol style="list-style-type: none"> 1. Establish a program identifying businesses and individuals that are promoting diversity. 	Advise City Council and Staff on Opportunities for Continuous Improvement		

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
		2. Establish criteria for a “Diversity Champion” award to recognize annual at the Diversity Breakfast.	Improvement Sub-Committee & Staff		
Advise City Council and Staff on Opportunities for Continuous Improvement	Promote open dialogue and mutual understanding: Action Item: Plan for opportunities that facilitate discussions, and sharing of similar experiences around diversity and create a safe space	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.	Advise City Council and Staff on Opportunities for Continuous Improvement Sub-Committee & Staff		
Advise City Council and Staff on Opportunities for Continuous Improvement	Enhance transparency: Action Item: Review SHPD policies and procedures to make sure they are compliant.	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.	Advise City Council and Staff on Opportunities for Continuous Improvement Sub-Committee & Staff		Make this an internal DCC training topic.
2. REACH OUT TO MARGINALIZED GROUPS					
Reach out to Marginalized Groups	Increase community engagement and participation. Action Item: Work with City liaisons to acquire information about upcoming events, programs, and activities to help promote and expand participation.	<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.			
Reach out to Marginalized Groups	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.	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.			
Reach out to Marginalized Groups	Enhance Community Relations and increase public awareness. Action Item: Host community listening session to continue police engagement with the community.	1. Listening sessions can be with PD to help reestablish trust.			
Reach out to Marginalized Groups	Enhance representation and communication. Action Item: Identify a DCC member, to	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
	attend public meetings hosted by the City to bring report back on current projects and priorities.				
3.EDUCATE AND CELEBRATE					
Educate and Celebrate	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.			
Educate and Celebrate	Foster Collaboration:	1. Identify the groups that DCC would like to coordinate with, and specific topics.	Sub-Committee		

Strategic Plan Goal	Strategic Plan Objective/Action	Activity Description	Assigned to:	Expected Completion Date	Status of Progress
	Action Item: Engage with other diversity groups/coalitions/city governments and brainstorm, discuss current matters, share information and practices across other communities.	<ol style="list-style-type: none"> 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.) 			
Educate and Celebrate	Promote awareness and dialogue around diversity issues. Action Item: Develop a Speaker Series for 2024-2025.	Identify topics for Speaker Series, and frequency.			
Educate and Celebrate	Enhance community engagement and information dissemination Action Item: Improve communication with citizens via various communication channels to ensure timely and effective outreach to all residents.	<ol style="list-style-type: none"> 1. Community photo collage showing diversity of SH 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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1/6/2025

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 November 4, 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. November 4, 2024 Minutes

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

November 4, 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 November 4, 2024.

(1) CALL TO ORDER

Staff called the meeting to order at 6:07 p.m.

(2) ROLL CALL

Present:

JENNIFER ARZATE
KERRY CASTILLO
MARY GONZALES
CHARISMA JUSTIS
GEGE LOPEZ
PAM DUTCH HUGHES
SAMONA MICHELLE CALDWELL
DIANA PHILLIPS
LUPE REYES
KENYETTA SUGGARS
LISA WONG

Absent:

RICHARD HARRIS
HARSHAN JEYAKUMAR
LUPE REYES
TODD SAHARA

City Representatives:

VICE MAYOR ED WILSON

YVETTE AGUILAR, DEPUTY CITY MANAGER

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

There was one member of the public in attendance, Vice Mayor Ed Wilson. Vice Mayor Wilson commented on the DCC's framework and thanked the group for their time,

dedication and commitment to the community, and invited the members to attend his upcoming reception on Friday, November 8, 2024.

(3) PLEDGE OF ALLEGIANCE

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

DCC Member Wong discussed an idea to bring a new DEI item for a future agenda under New Business.

(5) DISCUSSION ITEMS

5a. ESTABLISHING PROCEDURES FOR AGENDA ITEM PLACEMENT

Summary:

Staff provided an overview of the draft procedures for agenda item placement. Discussion took place, and the DCC approved the procedures.

Recommendation:

Approve.

5b. COMMUNITY OUTREACH OPPORTUNITIES

Summary:

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

Staff presented the 2024 Flag Raising Scheduled and opened the floor for the discussion of any potential new flags. There are no new flags suggested or being considered.

Recommendation:

Discuss and determine coverage for upcoming events.

(6) CONSENT CALENDAR

6a. DCC STRATEGIC FRAMEWORK - WORK PLAN ADOPTION AND FORMATION OF SUBCOMMITTEES

Summary:

Reviewed and approved sending a survey to DCC members for sub-committee sign-ups. DCC members discussed the approved Work Plan.

Recommendation:

Approved for staff to send a survey to DCC members for the sub-committee sign-ups.

6b. APPROVAL OF MEETING MINUTES

Regular Meeting of September 9, 2024.

Recommendation: Approved

(7) COMMITTEE NEW BUSINESS

7a. None.

DCC members voted to include a new item for the next agenda. Member Caldwell motioned: Explore opportunities where the DCC can explore and research DEI towards other committees. Motion passed.

DCC Vice Chair Castillo suggested to review and update the DCC flyer that can be shared with the public.

(8) ADJOURNMENT

Staff adjourned the meeting at 8:05 p.m. to the next regular meeting of the DCC to be held on Monday, December 2, 2024, at 6:00 p.m., at the Signal Hill Public Library, Signal Hill.

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



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AGENDA ITEM

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

**SUBJECT: 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.



STAFF REPORT

1/6/2025

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

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

SUBJECT: **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

DIVERSITY COALITION COMMITTEE (DCC) RULES
MEMBER PARTICIPATION GUIDELINES
Revised December, 2024

1. All DCC members terms shall be ongoing.
2. The DCC shall observe the historic practice of “universal participation”, meaning that each member attends all meetings, and all members present at a meeting are able to vote.
3. A quorum is a simple majority of the current total number of members. (50% of total current members +1)
4. Public attending DCC meetings may participate in discussions, based on protocol, but shall not vote on agenda items.
5. Annually, by January 31st, all current DCC members shall submit the Commitment Letter, provided in December of the preceding calendar year, expressing interest in remaining on the DCC or resigning from the DCC, to allow time to recruit new members as necessary, prior to the July meeting. Failure to respond by January 31st will constitute official resignation from the DCC.
6. DCC Members may resign at any time, with written notice.
7. The DCC shall consist of a minimum of 7 members and a maximum of 15 members. When membership drops below 15:
 - a. The DCC members shall recruit members to reach the minimum.
8. Recruitment for vacant community member positions shall include posting on City website and standard City outreach protocol.
9. The application process will include the standard application form approved by the City, and submission to City staff.
10. Interview process will include:
 - a. Review of application by staff and DCC – Recruitment Working Group
 - b. Short interview with staff and DCC – Recruitment Working Group
11. Excused and unexcused absences.
 - Excused absence - If a member knows in advance they will miss a meeting, they shall contact the Staff to ensure the absence is reported to all DCC Members.
 - Members that advise staff of a planned, potential, or inadvertent absence, for any reason, any time before a meeting or within 24 hours of a scheduled meeting, shall receive an excused absence.
 - Members that request extended excused absences shall remain members for a maximum of 90 days from the date of the request.
 - Unexcused absence - Members that do not contact the staff before a meeting or within 24 hours of a scheduled meeting, shall receive an unexcused absence.
 - Any member recording three (3) unexcused absences within a 12-month period, shall be deemed resigned from the DCC without further action of the Committee. Staff shall record unexcused absence aside the roll call within the DCC minutes.

*For the purpose of the DCC Rules a Meeting is defined as: Regular Meetings requiring a quorum, as well as Scheduled Meetings, not requiring a quorum, specifically for the purpose of the DCC sub-committees to develop and advance work plans. Both types of meetings will be agendized.

12. Staff shall act as secretary and official Scribe to the committee.



Diversity Coalition Committee

Commitment Letter 2025

I, _____, commit to serve as a voting member of the Diversity Coalition Committee (DCC) for 2025.

During my term as a DCC Member, I agree to:

1. Protect and steward the mission of the DCC;
2. Attend all meetings, as scheduled and called, unless excused by the Chair or Vice Chair;
3. Have no more than three unexcused absences in the 2025 calendar year for any scheduled Regularly Scheduled meetings or Subcommittee meetings.
4. Serve on at least one (1) subcommittee along with my fellow DCC members to execute the Work Plan;
5. Attend at least 3 DCC special events/outreach opportunities each year.

While I am committed to fulfilling my voluntary obligations to the City of Signal Hill, I also agree to give appropriate notice of resignation to the Chair and Vice Chair should circumstances prevent me from fulfilling my duties.

Name _____

Signature _____

Date _____

DCC Chair Signature _____

Date _____

DCC Vice Chair Signature _____

Date _____



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

STAFF REPORT

1/6/2025

AGENDA ITEM

TO: DIVERSITY COALITION COMMITTEE

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

SUBJECT: 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.