

**A REGULAR MEETING OF THE CITY OF SIGNAL HILL  
DIVERSITY COALITION COMMITTEE  
February 3, 2025  
6:00 P.M.**

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person in the Signal Hill Public Library on January 6, 2025.

**(1) CALL TO ORDER**

The chair called the meeting to order at 6:00 p.m.

**(2) ROLL CALL**

Present:

JENNIFER ARZATE  
SAMONA MICHELLE CALDWELL  
KERRY CASTILLO  
MARY GONZALES  
RICHARD HARRIS  
PAM DUTCH HUGHES  
HARSHAN JEYAKUMAR  
DIANA PHILLIPS  
LUPE REYES  
LISA WONG

Absent:

CHARISMA JUSTIS  
GEGE LOPEZ  
TODD SAHARA

City Representatives:

YVETTE AGUILAR, DEPUTY CITY MANAGER

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

There were no members of the public in attendance.

**(3) PLEDGE OF ALLEGIANCE**

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

Member Dutch Hughes introduced the idea of sharing books and other information about Ruby Bridges to commemorate Black History Month and confirming a future speaker about the topic.

Motioned - add discussion item about presenters at the next meeting. Passed

Member Gonzales introduced a discussion for a land proclamation and requested the item be added to the next agenda.

Motioned- add discussion item to discuss a land proclamation. Passed.

#### **(5) DISCUSSION ITEMS**

##### 5a. 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 the meeting hard-stop at 7:45 p.m.

DCC Members vote results:

Diana - Motion  
Lupe – Second  
All in favor

## 5b. DCC STRATEGIC FRAMEWORK AND WORK PLAN DISCUSSIONS

### Summary:

With the newly formed subcommittees 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.

### Recommendations:

- 1.) Determine final subcommittee assignments and revised work plan language.
  - a. Education Goal was revised to: Educate and Celebrate
  - b. Facilitate was revised to: Outreach to Underserved and Underrepresented Communities.
  - c. Continuous Improvement was revised to: Advise the City Council and Staff on Opportunities for Continuous Improvement
- 2.) Discuss, review, and adopt the DCC subcommittees.
  - a. Subcommittee meeting are open to all members, with a lead from the subcommittee.
  - b. The Subcommittee assignments are as follows:
    - Educate and Celebrate
      1. Jennifer Arzate
      2. Charisma Justis
      3. Gege Lopez
      4. Lisa Wong
    - Outreach to Underserved and Unrepresented Groups
      1. Kerry Castillo
      2. Mary Gonzales
      3. Diana Phillips
      4. Lisa Wong
    - Advise City Council and Staff on Opportunities for Continuous Improvement
      1. Samona Caldwell
      2. Pam Dutch Hughes
      3. Mary Gonzales
      4. Richard Harris
      5. Harshan Jeyakumar
      6. Lupe Reyes
- 3.) Discuss next steps for the work plan Implementation. DCC members approved the newly formed subcommittees, and the new descriptions for the DCC work plan.

Goals.

5c. 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:

1. Add language for a record keeping process to record interest in the DCC.
2. Separate the Member Rules and Member Participation Guidelines into two documents.
3. Members approved the Commitment Letter
  - a. Approved (6)
  - b. Abstained (1)

5d. 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.

Recommendations:

1. Add a new item for DEI news articles
2. Lisa Wong to prepare a draft DEI proposal for the subcommittee's review.

**(6) CONSENT CALENDAR**

6a. APPROVAL OF MEETING MINUTES

Review the Regular Meeting minutes of November 4, 2024, and January 6, 2025.

Recommendation: Approved

**(7) COMMITTEE NEW BUSINESS**

7a. **SPEAKER SERIES DISCUSSION**

Summary:

During the January 6, 2025 Diversity Coalition Committee meeting, the committee voted to include a New Business item to discuss a plan for future speaker series.

Recommendations:

1. Speaker suggested: Victoria Christopher Murray, 1990 Harlem, zoom meeting interviewing the author on March 25, 2025 at 4 P.M.
  - a) Staff to reserve room and promote listening party.
2. Member Castillo to prepare a database of speakers for future needs.
3. Member Perkins suggested we distribute certificates of appreciation for the Black History Month speakers and performers.

7b. **LAND PROCLAMATION DISCUSSION**

Summary:

During the January 6, 2025 Diversity Committee meeting, the committee voted to include a New Business item to discuss a land proclamation idea.

Recommendation:

1. This item will be presented through the subcommittee first; subcommittee to research what other cities have done,

**(8) ADJOURNMENT**

Staff adjourned the meeting at 7:46 P.M. to the next regular meeting of the DCC to be held on Monday, March 3, 2025, at 6:00 P.M., at the Signal Hill Public Library, Signal Hill.

APPROVED: \_\_\_\_\_

Assistant to the City Manager/Economic Development Manager