



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 08, 2023**

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 second and fourth Wednesdays 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 listen to the meeting live at 6:00 p.m.:

- Call (408) 638-0968 (audio only) and enter meeting ID 894-0688-1228, press # when prompted to provide participant ID, and enter passcode: 738079. If you would like to make a public comment, please notify the meeting host by pressing *9 on the telephone keypad.

To view and participate live at 6:00 p.m.:

- In-person Participation: Council Chambers of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- Remote Participation: Visit <https://zoom.us/> on your desktop computer or laptop, click on "Join a Meeting", and enter meeting ID 894-0688-1228 and passcode: 738079.
- If you are using a smart phone, download the app from the app store and enter meeting ID 894-0688-1228 and passcode: 738079.

- Please note that you will be placed in a “listen only” mode and your video feed will not be shared with the Committee or public. If you would like to make a public comment, please notify the meeting host by raising your virtual hand (see hand icon at bottom of screen) and you will be invited to speak when the Committee is taking public comments. Please do not simultaneously use a microphone through Zoom and a cellphone/telephone. That combination results in audio problems for all participants.
- 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 5:00 p.m. on Wednesday, March 8, 2023 and your comment will be read into the record.
- Please note that remote participation is offered as a public service and the City is not responsible for meeting disruptions or technical difficulties; however, if you are disconnected, please repeat the steps above. Submission of written comments or in-person participation will ensure that your comments are received.

Diversity Coalition Committee Members receive no compensation.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

Committee Members:
SAMONA MICHELLE CALDWELL
PAM DUTCH HUGHES
MARY GONZALES
HARSHAN JEYAKUMAR
REGGIE MILLER
DIANA PHILLIPS
LUPE REYES
TODD SAHARA
JON-STEPHEN C. SCOTT
RONALD SMITH
KENYETTA SUGGARS
ALI TIMAJI
CHRISTOPHER WILSON
LISA WONG

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **DISCUSSION ITEM(S)**

- a. SPEAKER SERIES, FLAG RAISING EVENTS, AND CULTURAL FESTIVAL PLANNING

Summary:

The Committee will discuss the development of a plan for the speaker series, flag raising events, and cultural festival.

Recommendation:

Discuss and develop a strategy.

b. ANNUAL CALENDAR AND MARKETING PLAN

Summary:

The Committee will discuss the development of an annual calendar and marketing plan for events.

Recommendation:

Discuss and develop a strategy.

c. REVIEW COMMUNICATION PLAN

Summary:

The Committee will review the updated communication plan.

Recommendation:

Review and discuss communication plan.

d. COMMITTEE FUTURE STRUCTURE AND COMMUNICATION PLAN FOR CITY COUNCIL

Summary:

The Committee will discuss the Committee's future structure and communication plan for reporting progress to City Council.

Recommendation:

Discuss and develop a strategy.

e. SIGNAL HILL POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

Summary:

The Committee will review and discuss the Police Department's policy and procedure manual and discuss opportunities for improvement.

Recommendation:

Discuss and develop a strategy.

(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:

Regular Meetings of February 8, 2023 and February 22, 2023.

Recommendation:

Approve the meeting 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 Wednesday, March 22, 2023 at 6:00 p.m. (hybrid meeting format, including in-person, and video and teleconference participation options). Instructions to participate in the meeting will be provided on the meeting agenda.

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, Sarah Tsao, Management Assistant for the Administration Department, 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

3/8/2023

AGENDA ITEM

TO:
DIVERSITY COALITION COMMITTEE

FROM:
FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR

SUBJECT:
SPEAKER SERIES, FLAG RAISING EVENTS, AND CULTURAL FESTIVAL PLANNING

Summary:

The Committee will discuss the development of a plan for the speaker series, flag raising events, and cultural festival.

Recommendation:

Discuss and develop a strategy.



CITY OF SIGNAL HILL
STAFF REPORT

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3/8/2023

AGENDA ITEM

TO:

DIVERSITY COALITION COMMITTEE

FROM:

**FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR**

SUBJECT:

ANNUAL CALENDAR AND MARKETING PLAN

Summary:

The Committee will discuss the development of an annual calendar and marketing plan for events.

Recommendation:

Discuss and develop a strategy.



CITY OF SIGNAL HILL
STAFF REPORT

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3/8/2023

AGENDA ITEM

TO:

DIVERSITY COALITION COMMITTEE

FROM:

**FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR**

SUBJECT:

REVIEW COMMUNICATION PLAN

Summary:

The Committee will review the updated communication plan.

Recommendation:

Review and discuss communication plan.



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STAFF REPORT

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3/8/2023

AGENDA ITEM

TO:
DIVERSITY COALITION COMMITTEE

FROM:
FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR

SUBJECT:
COMMITTEE FUTURE STRUCTURE AND COMMUNICATION PLAN FOR CITY COUNCIL

Summary:

The Committee will discuss the Committee's future structure and communication plan for reporting progress to City Council.

Recommendation:

Discuss and develop a strategy.



CITY OF SIGNAL HILL
STAFF REPORT

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3/8/2023

AGENDA ITEM

TO:

DIVERSITY COALITION COMMITTEE

FROM:

**FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR**

SUBJECT:

SIGNAL HILL POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

Summary:

The Committee will review and discuss the Police Department's policy and procedure manual and discuss opportunities for improvement.

Recommendation:

Discuss and develop a strategy.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
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3/8/2023

AGENDA ITEM

TO:

DIVERSITY COALITION COMMITTEE

FROM:

**FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR**

SUBJECT:

APPROVAL OF MEETING MINUTES

Summary:

Regular Meetings of February 8, 2023 and February 22, 2023.

Recommendation:

Approve the meeting minutes.

**A REGULAR MEETING OF THE CITY OF SIGNAL HILL
DIVERSITY COALITION COMMITTEE
FEBRUARY 8, 2023
6:00 P.M.**

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person and via video/teleconference on February 8, 2023, pursuant to the provisions of Government Code Section 54953 (as amended by AB 361).

CALL TO ORDER

Facilitator Abdelnour called the meeting to order at 6:08 p.m.

ROLL CALL

Present: SAMONA MICHELLE CALDWELL
PAM DUTCH HUGHES
VERONICA ESCOBAR
MARY GONZALES
HARSHAN JEYAKUMAR
DIANA PHILLIPS
LUPE REYES
TODD SAHARA
JON-STEPHEN C. SCOTT
ALI TIMAJI
LISA WONG

Not Present: JIM GREEN
REGGIE MILLER
RONALD SMITH
KENYETTA SUGGARS
CHRISTOPHER WILSON

Facilitator: Fred Abdelnour

There was 1 member of the public in attendance.

PLEDGE OF ALLEGIANCE

PUBLIC BUSINESS FROM THE FLOOR

There was no public business from the floor.

DISCUSSION ITEMS

a. Speaker Series, Flag Raising Events, and Cultural Festival Planning

A DCC Member shared that the Black History Month flag raising event went very well. It also provided a good model going forward.

A DCC Member shared that they were disappointed that there were two Council Members absent.

A DCC Member asked about the communication plan and how the event was publicized. It would be great to get the flyer earlier and send out utilizing more avenues of communication.

The Facilitator shared the schedule for all flag raising events and also requested volunteers to participate. For the upcoming Women's History Month flag raising, schedule for March 2, 2023, the DCC will be responsible for the agenda.

A DCC Member suggested that the DCC Members take a more active role in communication of these events.

b. Annual Calendar and Marketing Plan

A DCC Member suggested that the DCC set up a table at a different park every month to go to where the people are and talk with them. The first community outreach event will be Saturday, February 18 at Hilltop Park from 10:00 a.m. to 2:00 p.m.

The Facilitator coordinated the following schedule for the DCC community outreach:

- March 18, 2023 at Signal Hill Park
- April 20, 2023 at Reservoir Park
- May 15, 2023 at Las Brisas
- June 17, 2023 at Discovery Well Park

A DCC Member suggested developing a flyer for the events in addition to an information flyer about the DCC. These events will also require badges for DCC Members, table cloth, giveaways, and information on upcoming events.

A DCC Member shared that they will prepare flyers and details for events.

DCC Member Jeyakumar left the meeting at 7:06 p.m.

A DCC Member shared that it would also be important to begin coordinating the volunteers and speakers for all flag raising events.

The Facilitator shared the dates of the flag raising events and accepted volunteers for the events. A spreadsheet will be prepared and shared with DCC Members.

c. Committee Future Structure and Communication Plan for City Council

A DCC Member shared that there are current DCC Members that are somewhat inactive. We need to revisit the rules for DCC Members and see if they want to stay involved. Otherwise, we are approaching the outreach opportunity for new members.

The Facilitator will be speaking with the City Manager next week. The City Council had asked the DCC to present at the City Council Meeting on February 28, 2023.

Two members of the DCC volunteered to present to City Council.

DCC Member Sahara left meeting at 7:20 p.m.

d. Signal Hill Police Department Policy and Procedure Manual

A DCC Member shared an unfortunate personal experience with the Signal Hill Police Department.

A DCC Member shared that the procedures manual and training review may be necessary.

The Facilitator shared that the Signal Hill Police Department is currently in the process of hiring a new Chief of Police. Currently, there is no Chief or Captain within the department. There appears to be a plan to hire an interim Chief again.

A DCC Member shared that it's so important to establish trust in the community.

e. Demographics of Signal Hill

No discussion.

CONSENT CALENDAR

a. Approval of Meeting Minutes

Regular Meeting of January 25, 2023

It was moved by DCC Member Caldwell and seconded by DCC Member Dutch Hughes to approve the Consent Calendar.

The motion carried 9/0.

COMMITTEE NEW BUSINESS

The Facilitator shared that MIG will present information relating to updating the Environmental Resources Element and preparing an entirely new Environmental Justice Element as part of the Signal Hill General Plan.

A DCC Member shared that the Signal Hill Library is hosting several events celebrating Black History Month.

A DCC Member asked if we could add the DCC's communication plan to the agenda for the next meeting.

A DCC Member asked if it would be possible to have a display of cultural effects at the Signal Hill Library. The display would change based on the current month of celebrations.

ADJOURNMENT

It was moved by DCC Member Phillips and seconded by DCC Member Scott to adjourn the meeting.

The Facilitator adjourned the meeting at 8:58 p.m. to the next regular meeting of the DCC to be held on Wednesday, February 22, 2023 at 6:00 p.m. (hybrid meeting format, including in-person, and video and teleconference participation options). Instructions to participate in the meeting will be provided on the meeting agenda.

Facilitator

**A REGULAR MEETING OF THE CITY OF SIGNAL HILL
DIVERSITY COALITION COMMITTEE
FEBRUARY 22, 2023
6:00 P.M.**

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person and via video/teleconference on February 22, 2023, pursuant to the provisions of Government Code Section 54953 (as amended by AB 361).

CALL TO ORDER

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

ROLL CALL

Present: SAMONA MICHELLE CALDWELL
PAM DUTCH HUGHES
MARY GONZALES
HARSHAN JEYAKUMAR
DIANA PHILLIPS
LUPE REYES
JON-STEPHEN C. SCOTT
ALI TIMAJI
CHRISTOPHER WILSON
LISA WONG

Not Present: REGGIE MILLER
TODD SAHARA
RONALD SMITH
KENYETTA SUGGARS

Facilitator: Fred Abdelnour

Staff: Colleen Doan, Community Development Director
Carlos Luis, Planning Manager

Consultant: Jose M. Rodriguez, MIG

There was 1 member of the public in attendance.

PLEDGE OF ALLEGIANCE

PUBLIC BUSINESS FROM THE FLOOR

There was no public business from the floor.

DISCUSSION ITEMS

a. Environmental Resources Element and Environmental Justice Element Presentation

The DCC received a presentation from Jose M. Rodriguez with MIG regarding the Environmental Resources Element and the preparation of an entirely new Environmental Justice Element as part of the Signal Hill General Plan.

DCC Member Suggars joined the meeting at 6:20 p.m.

A DCC Member wanted to commend the City Council for approving the development of this plan and implementing this review process.

Jose M. Rodriguez, Colleen Doan, and Carlos Luis left the meeting at 7:05 p.m.

b. Speaker Series, Flag Raising Events, and Cultural Festival Planning

A DCC Member shared that the DCC's "meet the community" event this past Saturday was great. There were several residents that were introduced to the DCC and what the committee is doing. A resident that formerly worked for Signal Hill Petroleum and was the first Black supervisor with the organization shared his knowledge of Ron Settles.

The Facilitator shared that the next event is scheduled for Saturday, March 18, 2023 at Signal Hill Park.

A DCC Member shared that she was so happy to see the support from the City of Signal Hill and the permit that was provided reserving space for the DCC.

The Facilitator shared that Signal Hill Community Service team was instrumental in making the event successful. They helped with the flyer, the permits, and the tablecloth.

A DCC Member shared that pictures and information from the event this past Saturday was sent to the media person at the City of Signal Hill.

The Facilitator shared that the Women's History Month Breakfast is only a few weeks away on March 2 at 9:00 a.m. The City Manager was asked if there were any staff members that would be interested in being a speaker at the event. The City Manager is in full support and will let us know if there are any staff members interested.

The Facilitator shared that the Cultural Festival planning is moving forward. The current obstacle is food. If the event has food vendors that set up tables, they will need health department permits for the day. If the event has food trucks there is

a cost threshold that needs to be met along with health department and business permits necessary. That process is still ongoing.

DCC Member Jeyakumar left the meeting at 7:28 p.m.

A DCC Member suggested that information relating to the health permit and business permit should be available and provided during the process.

DCC Member Wilson left the meeting at 7:30 p.m.

c. Annual Calendar and Marketing Plan

The Facilitator shared that the flyer used at the meet the community event last week has dates for upcoming events, meet the community locations, flag raising events, and DCC meeting dates.

d. Review Communication Plan

A DCC Member created a communication plan for review by the DCC Members. The information was provided to every committee member.

A DCC Member shared that information on our events has been shared on several social media platforms. The DCC needs to continue elevating communication of the great things going on.

A DCC Member suggested that the DCC review the communication plan and update the information at a future meeting.

e. Committee Future Structure and Communication Plan for City Council

The Facilitator shared that he has spoken with the City Manager, Carlo Tomaino, and he is excited about the future of the City and the DCC. The previously scheduled presentation to City Council will be confirmed soon.

f. Signal Hill Police Department Policy and Procedure Manual

A DCC Member shared that the City Views newsletter has information relating to the Signal Hill Police Department and there was a QR code that connects to the Police Department Report. It is very well done and looks great. It would be great to get a tour of the police station to develop a better understanding of everyone's roles at the department.

A DCC Member asked if there is any status on the hiring of the new Chief of Police.

The Facilitator shared that the search for a new Chief of Police continues. There will be an interim Chief joining the department soon.

A DCC Member shared that a link to the report, compliments, and complaints should be easier to follow. The suggestions will be noted and sent to the facilitator to share with the City Manager.

DCC Member Caldwell left the meeting at 7:45 p.m.

Resident “Erin” expressed concern regarding a policing issue in her neighborhood.

The Facilitator shared that this type of complaint is outside of the role of the DCC.

A DCC Member requested that the resident be allowed to be heard and also that the resident provide information to the facilitator for communication to the City Manager.

DCC Member Reyes left the meeting at 8:00 p.m.

CONSENT CALENDAR

a. Approval of Meeting Minutes

Regular Meeting of February 8, 2023

Minutes will be approved at the March 8, 2023 meeting due to a lack of quorum.

COMMITTEE NEW BUSINESS

The Facilitator shared the DCC Member Escobar and DCC Member Green have resigned from the DCC.

ADJOURNMENT

The Facilitator adjourned the meeting at 8:15 p.m. to the next regular meeting of the DCC to be held on Wednesday, March 8, 2023 at 6:00 p.m. (hybrid meeting format, including in-person, and video and teleconference participation options). Instructions to participate in the meeting will be provided on the meeting agenda.

Facilitator