



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 22, 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 22, 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
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. 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.

e. MEETING SCHEDULE

Summary:

The Committee will review the current meeting schedule and discuss a possible change to one meeting per month.

Recommendation:

Provide Facilitator with direction on meeting schedule.

(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 Meeting of March 8, 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, April 12, 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

3/22/2023

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

2175 Cherry Avenue • Signal
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3/22/2023

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

2175 Cherry Avenue • Signal
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3/22/2023

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.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
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3/22/2023

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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3/22/2023

AGENDA ITEM

TO:

DIVERSITY COALITION COMMITTEE

FROM:

**FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR**

SUBJECT:

MEETING SCHEDULE

Summary:

The Committee will review the current meeting schedule and discuss a possible change to one meeting per month.

Recommendation:

Provide Facilitator with direction on meeting schedule.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
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3/22/2023

AGENDA ITEM

TO:

DIVERSITY COALITION COMMITTEE

FROM:

**FRED ABDELNOUR
DIVERSITY COALITION COMMITTEE FACILITATOR**

SUBJECT:

APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of March 8, 2023.

Recommendation:

Approve the meeting minutes.

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

A Regular Meeting of the Diversity Coalition Committee (DCC) was held in-person in the Council Chambers and via video/teleconference on March 8, 2023.

CALL TO ORDER

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

ROLL CALL

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

Not Present: HARSHAN JEYAKUMAR
REGGIE MILLER
TODD SAHARA
RONALD SMITH
LISA WONG

Facilitator: Fred Abdelnour

There was 0 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

The Facilitator shared that the next event is scheduled for Saturday, March 18, 2023, at Signal Hill Park. The Facilitator will bring the necessary items and meet the DCC Members at the park.

A DCC Member suggested that the flyer be updated with new items and remove past events and correct the time.

A DCC Member suggested that we continue outreach and communicate the event in a broader way.

The Facilitator shared that the Women's History Month Breakfast went very well and positive feedback was received.

DCC Member Wong joined the meeting at 6:18 p.m.

A DCC Member shared the starting time of the flag raising may be an issue in getting residents to attend. The event starts at 9:00 a.m. and many people are working. Would it be possible to do it in the late afternoon, similar to the tree lighting event? It may attract more people.

A DCC Member asked if we would be able to change the time to the afternoon. With daylight savings time approaching, we may be able to do it when folks are picking up their children from the youth program.

The Facilitator shared that we must consider that the event must end, cleanup completed, and everyone finished by 5:00 p.m. as to not incur overtime for staff.

A DCC Member suggested conducting outreach to the Signal Hill Chamber of Commerce and ask that they share the events with the business community.

The Facilitator shared that the next celebration is on Monday, April 3 at 9:00 a.m. for Thai and Cambodian New Year.

A DCC Member shared that we need to include others in the presentations at the flag raising ceremonies.

The Facilitator shared that opportunities to participate as a speaker has been shared throughout the city staff and the staff will conduct outreach to community leaders.

A DCC Member suggested that a roster of churches, businesses, and other community gathering spots to help with outreach.

A DCC Member suggested that the DCC be more visible at events with a shirt or some other official designation. There are times when the public avoids random

people, but wearing something that shows who you are would allow more interaction.

A DCC Member suggested that we have name tags or something else since shirts will be limited in use and is not sustainable for the environment.

It was moved by DCC Member Suggars and seconded by DCC Member Caldwell to approve the purchase of one polo shirt for each DCC Member that would like one, utilizing the events budget for the DCC.

The motion carried 8/0 with two members abstaining from the vote (DCC Members Wong and Phillips).

b. Annual Calendar and Marketing Plan

No discussion.

c. Review Communication Plan

A DCC Member shared that the communication plan is being updated and prepared for the presentation to City Council.

The Facilitator shared that the plan will be shared with DCC Members when it becomes available.

d. Committee Future Structure and Communication Plan for City Council

The Facilitator shared that the DCC is scheduled to present an update of activities at the March 28 City Council meeting. Volunteers will be needed.

e. Signal Hill Police Department Policy and Procedure Manual

A DCC Member shared that there should be an opportunity to have a visual of the police station. Would it be possible to have a meeting at the police station and learn about their processes and procedures in person?

A DCC Member shared that the Police Department website doesn't provide access to concerns in a visible fashion. It provides a link to compliments but doesn't list how to submit complaints. It's important to hear constructive feedback to make sure this is an excellent department.

CONSENT CALENDAR

a. Approval of Meeting Minutes

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

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

The motion carried 10/0.

COMMITTEE NEW BUSINESS

A DCC Member shared that she participated in cultural events and provided details.

A DCC Member shared that she met with a small new minority owned business and would be great to help build awareness. It would be great to have something like a generalized business card with information on the DCC and contact information for the City.

A DCC Member asked about the status of the citizens comments from the last meeting.

The Facilitator shared that all of the information has been provided to the City Manager for further handling.

ADJOURNMENT

The Facilitator adjourned the meeting at 7:59 p.m. to the next regular meeting of the DCC 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.

Facilitator