



**SPECIAL MEETING OF THE  
CITY OF EL SEGUNDO  
Diversity, Equity, and Inclusion (DEI) Committee  
AGENDA**

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MEETING DATE: Tuesday, April 26, 2022  
MEETING TIME: 5:30 p.m.  
MEETING PLACE: 145 Richmond St.  
El Segundo, CA 90245

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The Diversity, Equity, and Inclusion Committee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Diversity, Equity, and Inclusion Committee.

Members of the Public may also provide comments electronically by sending an email to the following address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: [pbates@elsegundo.org](mailto:pbates@elsegundo.org) *in the subject line please state the meeting date and item number.* Depending on the volume of communications, the emails will be read to the Committee during public communications.

**NOTE:** Emails and documents submitted will be considered public documents and are subject to disclosure under the Public Records Act. and possibly posted to the City's website.

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Portland Bates, 310-524-2343. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

Avery Smith - Chairperson  
Kenneth Chancey - Co-Chairperson  
Vacant-Member  
Vacant- Member

Shad McFadden - Member  
Christina Vasquez-Fajardo - Member  
Christibelle Villena - Member  
Steven Wood - Member

**C. PUBLIC COMMUNICATION**

Related to city business only and for which the DEI Committee is responsible. At this time, members of the public may speak to any item on the agenda only. Before speaking, you are requested, but not required, to state your name and address for the record. If you represent an organization or a third party, please so state. 5 minutes per person; 30 minutes total

**D. APPROVAL OF MEETING MINUTES**

**1. Minutes from the Wednesday, April 13, 2022 DEI Committee Meeting**

*Recommendation:* Approve meeting minutes.

**E. NEW BUSINESS**

**1. Introduction of new members**

*Recommendation:* Introduction and welcome of new members. Overview of responsibilities.

**F. ADJOURNMENT**



**City of El Segundo**  
**Diversity, Equity, and Inclusion**  
**Meeting Minutes**  
April 13, 2022 5:30 p.m.  
Zoom

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**A. CALL TO ORDER**

The meeting was called to order at 5:35p.m. Chairperson Smith and roll call was conducted by Management Analyst Portland Bates.

**B. ROLL CALL**

**Committee Members Present:** Shad McFadden, Avery Smith, Christibelle Villena, Kenneth Chancey, Christina Vazquez-Fajardo and Steven Wood.

**City Staff Present:**

Barbara Voss, Deputy City Manager  
Fire Chief Deena Lee  
Joaquin Vazquez, Assistant City Attorney  
Portland Bates, Management Analyst

**C. PRESENTATION**

No presentations.

**D. PUBLIC COMMUNICATIONS**

No Public Communications.

**D. APPROVAL OF MEETING MINUTES**

Motion: to approve the meeting minutes of Wednesday, March 9, 2022 meeting, motion was made by Member Chancey and second by Member McFadden. Motion passed 6-0

**E. NEW BUSINESS**

**1. Extension of the Teleconferencing Method of Public Meetings in Accordance with Government Code § 54953(e).**

Motion: to continue teleconferencing until National Emergency is lifted or directed otherwise by City Council made by Member Chancey and a second by Member McFadden. Motion passed 6-0

**2. Bylaws-Meeting Time Change**

Motion: to officially amend the meeting time from 4:30 p.m. to 5:30 p.m. was made by Member Vazquez-Fajardo and second by Member Chancey. Motion passed 6-0

**3. Draft Community DEI Survey**

Barbara Voss presented the Draft DEI Survey.

Member Villena asked for a list of gender identity options. Also, sexual orientation options and a prefer not to state tab, other text box, and make a numbers only field for ranges of years in El Segundo.

Member Vazquez-Fajardo suggested leaving the Let Us Know link in the Thank You portion of the survey. Asked how long do we keep the survey open? Suggested a special meeting to discuss survey best practices.

Member Chancey discussed the frequency of the survey's availability, a possible QR Code for distribution, and duplicate surveys being filled out.

Motion: Approve the survey with the recommended edits. Motion made by Member McFadden with a second by Member Vazquez-Fajardo. Motion passed 6-0

4. **Special DEI Committee Meeting to Introduce Newly Appointed DEI Committee Members.**

Motion to conduct a Special DEI Committee meeting to introduce the newly appointed members that will be announced at the April 19<sup>th</sup> City Council meeting.

Members of the committee held a brief discussion and agreed to April 26, 2022 at 5:30 p.m. for the special in person meeting. Possible location for the in-person meeting is Richmond Street Bar & Grill.

## **F. REPORTS OF SUBCOMMITTEE**

1. **Local Economy**

Working on the report and will try to have it done by the next committee meeting. Asked about the possibility of meeting with EDC. Barba Voss agreed to introduce Avery to the EDC. Local Economy is using the same five areas that were used in the Citywide Sub-Committee reports. Has a list of the five top corporations in El Segundo to determine their commitment to DEI. Member McFadden shared some self-reported data from local businesses.

2. **Community At Large**

Wants to work towards ways to get community feedback. (Townhall Meetings) Identified five City leaders to attend the meeting. Suggested placing a townhall meeting on the agenda. The sub committee is going to prepare for proclamations in May. Suggested putting the calendar on the agenda for the next meeting in May.

3. **Public Safety**

Chief Deena Lee attended the DEI meeting and was introduced by Barbara Voss. Chief Lee stated she would like to be more involved and has scheduled dinners and ride along with DEI Members. Working to get demographics on fire departments to put El Segundo in perspective.

4. **Citywide Organization**

Meeting with HR on a monthly basis.  
Will report more next month.

## **G. COMMITTEE MEMBER COMMUNICATION**

Steven Wood- Looks forward to seeing the results of the survey.

Barbara Voss – Gave a brief overview of the strategic planning sessions and that DEI Goals & Objectives were included.

Shad McFadden- Thanked the team for the DEI Community Survey and complimented the survey.

Christina Vasquez-Fajardo- Attended the living library on March 12<sup>th</sup>. Feels like there could be some DEI opportunities there. It gives you a chance to engage with someone in a meaningful way. Represented the DEI at the Fired Up! Girls Empowerment Camp. Attended the Poet Laurette welcome experience on behalf of the DEI.

Kenneth Chancey- Expressed gratitude to City staff and committee members. Vice Chairman Chancey will be speaking at the Mayors Good Friday Breakfast this week.

Christibelle Villena- Thanked the team for completing the survey and Chief Lee for joining the meeting. Excited to welcome the new members.

Avery Smith- Commented on a comment that was made earlier in the meeting regarding community members trying to skew the results of the survey. It bothered him that it was implied members of the committee would attempt to skew the results. Also expressed gratitude and appreciation for the committee.

## **H. ADJOURNMENT**

Meeting was adjourned at 7:44 pm to the next special meeting Tuesday, April 26, 2022 at 5:30pm.