



**Special Meeting of the City of El Segundo
Diversity, Equity, and Inclusion (DEI) Committee
AGENDA**

MEETING DATE: Wednesday, January 18, 2023
MEETING TIME: 6:00 p.m.
MEETING PLACE: 350 Main Street (Executive Conference Room)
El Segundo, CA 90245

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 *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.

A. CALL TO ORDER

B. ROLL CALL

Christina Vazquez–Fajardo - Chair
Christibelle Villena – Vice-Chair
Emily Atmore – Member
Lewis Hill - Member

Genesis Jackson - Member
Michael Lipsey - Member
Shad McFadden - Member
Avery Smith – Member
Vacant – Member

C. PUBLIC COMMUNICATION

At this time, members of the public may speak to any item on the agenda. 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, and if you have received value of \$50 or more to communicate to the DEI Committee on behalf of another, or if you are an employee speaking on behalf of your employer, you must so identify yourself prior to addressing the DEI Committee pursuant to ESMC 1-8-4. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow the DEI Committee to take action on any item not on the agenda.

D. APPROVAL OF MEETING MINUTES

1. Minutes from the Wednesday, January 11, 2023 DEI Committee Meeting

Recommendation: Approve meeting minutes.

E. UNFINISHED BUSINESS

1. DEI Farmers Market Booth

Recommendation: Discuss a strategy to host a DEI Committee booth at the City's Farmers Market.

F. NEW BUSINESS

1. Amended DEI Bylaws

Recommendation: Approve amended bylaws.

2. DEI Member Subcommittee Assignments

Recommendation: Approve subcommittee assignments.

G. REPORT OF SUBCOMMITTEES

- Community at Large – Discuss the Subcommittee Report for presentation to the City Council at its January 17th, February 7th, or February 21st meeting.
- Public Safety – See Attached Recommendations

H. COMMITTEE MEMBER COMMUNICATION- Limited to 5 minutes per member

I. ADJOURNMENT

**Diversity, Equity, and Inclusion Committee
Citywide Organization Report (combined with Local Economy)**

Recommendations Diversity & Representation Recommendation

1. Internally evaluate diversity among leadership roles to ensure different perspectives are considered in top down decision making.

Recruiting Talent Recommendations

1. Work with the City's Human Resources Department to explore and recommend DEI competencies for leadership and other roles. Develop relevant DEI-related interview questions accordingly.
2. Evaluate industry best practices for equitable hiring, such as:
 - a. Blinding personally identifiable information on job applications
 - b. Using standardized interview rubric & scoring
3. Create a diversity tab on www.elsegundo.org with a video with council members, city manager, and other key stakeholders with a theme of valuing diversity.

Employee DEI Training Recommendations

1. Survey City employees to gain an understanding of areas of interest/concern related to DEI topics. From there, evaluate offering additional short, digestible DEI-related training that would be relevant for ES employees, e.g. "Unconscious Bias."
2. Use the City's GARE resource portal to gain access to equity tools and ideas from GARE and other cities.
3. Given the increasing number of seniors in the workforce, work with the City of El Segundo to explore training opportunities regarding multi-generational teams, possibly in partnership with the Age-Friendly City designation effort that is currently underway.
4. Add links between HR to DEI Committee page(s) on the City's website.

Workplace Culture Recommendations

1. Start gathering insights via an employee survey to gauge overall employee sentiment on topics such as: culture, belonging, wellbeing and equity within the City organization.
2. Based on survey results, identify areas of strength and areas that need improvement in order to take actions that foster a sense of belonging within the City organization.
3. Based on survey results, consider popular DEI-boosting initiatives like Employee Resource Groups (ERGs) or an internal mentorship program.

Employee Retention Recommendations

1. Retention and belonging are interrelated, and the subcommittee recommends that the City evaluate and develop retention and attrition metrics (e.g. an annual employee survey can shed light on retention and attrition).

2. Consider implementing formal exit interviews which may help the City better understand larger trends and why employees leave.

Corporate Culture/Community Outreach

1. Review with Citywide Organization the viability of a City of El Segundo employee in-house session(s)/focus group(s).

Opportunities to Partner and Promote Local Business Leaders

1. City of El Segundo set a goal to host one panel discussion and/or presentations on DEI topics in the workplace which would feature businesses large and small that embrace DEI.

Diversity, Equity, and Inclusion Committee Public Safety Subcommittee Report

Recruitment & Training Recommendations

1. Evaluate the diversity of those in management/leadership positions within ESPD and ESFD to ensure different perspectives are considered in top down decision-making.
2. Work with Citywide Organization Subcommittee to explore and recommend DEI competencies for leadership and other roles.
3. Review industry best practices for equitable hiring, such as blinding personally identifiable information on job applications, and using standardized interview rubric and scoring.

Police Department Policy Review Recommendations

1. ESPD has committed to work with the Subcommittee to further monitor and evaluate practices, demographics and data around use of force, stats on stops and arrests as they relate to DEI.
2. Evaluate further the demographics of use of force and arrests, especially as compared to the greater LA County population.
3. Work with Community-at-Large Subcommittee to host regularly-scheduled opportunities for dialogue and information-sharing between ESPD and the community. This may include a "Chief's Corner" in the El Segundo Herald.
4. Select 2-3 areas, such as ALPRs, Use of Force and RIPA, to dive deeper into an analysis report and presentation to the City/community. This can be through panel discussions, Q&A with the Chief and so forth.
5. Once 2021 metrics are available, review with ESPD and analyze, as needed for further recommendations.

Culture & Community Recommendations

1. Continue to build relationships with ESPD, specifically with Police Chief Jaime Bermudez.
2. Partner with the other subcommittees to survey the community for resident perspectives on ESPD and DEI public safety-related priorities. Schedule a meeting with the City's survey contractor to launch the first survey in 2022.
3. Work with the City, schools and other community partners to promote the [Let Us Know! online form](#). Our online form was launched on the website in August 2021 and this has been used by one community member.
4. As pandemic restrictions loosen, sit down with the Community Lead Officers to explore opportunities for collaboration. For example, together ESPD and DEI could host a community version of the briefings ESPD officers receive to discuss high-profile incidents.

El Segundo Fire Department Status Update

1. Collect ESFD data on policies, procedures, training, protocols, demographics, etc. for review and analysis.
2. Schedule ESFD ride-alongs and other opportunities (similar to the Community Police Academy) for the Public Safety Subcommittee to attend.
3. Continue to build relationships with ESFD, specifically with Fire Chief Deena Lee.



**City of El Segundo
Diversity, Equity, and Inclusion
Meeting Minutes**

**January 11, 2023 6:00 p.m.
350 Main Street, El Segundo CA 90245**

A. CALL TO ORDER

B. ROLL CALL

Committee Members Present: Shad McFadden, Avery Smith, Genesis Jackson, Lewis Hill, Emily Atmore.

With the absence of the DEI Chair & Vice Chair the committee voted for an interim chair for the January 11, 2023 meeting.

Member Jackson made a motion to elect Member Smith as the Chair for the 1/11/23 meeting with a second by Member McFadden the motion passed 5-0.

City Staff Present:

Joaquin Vazquez, Deputy City Attorney (Zoom)
Portland Bates, Management Analyst
Amanda Elek-Truman, Human Resources Manager

C. PUBLIC COMMUNICATIONS

No public comment.

D. APPROVAL OF MEETING MINUTES

Motion made by Member Jackson to approve meeting minutes with a second by Member McFadden the motion passed 5-0.

Interim Chairperson Smith made a motion to table items E, F, G with a second by Member McFadden the motion passed 5-0.

E. SPECIAL PRESENTATIONS

Tabled

F. UNFINISHED BUSINESS

Tabled

G. REPORT OF SUBCOMMITTEES

Tabled

- a. Local Economy/Citywide Organization – See Attached Recommendations
- b. Community at Large –
- c. Public Safety – See Attached Recommendations
- d. Citywide Organization – See Attached Recommendations

H. COMMITTEE MEMBER COMMUNICATION – Limited to 5 minutes per member

Member Atmore introduced herself to the committee and gave her background and excitement to be involved with the DEI Committee. Member Atmore is an HR Professional that grew up in El Segundo and moved back recently. Currently, Member Atmore is in a master's program at Colorado State University.

Member Hill introduced himself to the committee and gave his background and motivation to participate on the DEI Committee. Member Hill has been involved with the youth in the community for over a decade as a track coach, church groups, and as a youth mentor in probation programs.

I. ADJOURNMENT

Meeting was adjourned by Interim Chairperson Smith at 6:20 p.m. with a special meeting set for Wednesday, January 18, 2023.



BYLAWS OF THE DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Amended December 6, 2022

ARTICLE I - NAME

The name of this organization shall be the Diversity, Equity, and Inclusion Committee otherwise known as the DEI Committee.

ARTICLE II – PURPOSE

The DEI Committee advises the City Council on issues of diversity, equity, and inclusion. This work includes examination of four key City areas to produce a clear picture of the current practices, as well as the El Segundo community's sentiments towards these practices. Upon finding areas for improvement, the DEI Committee shall make recommendations to City Council intended to address any marginalized or underrepresented segments of our community. The Committee is a standing advisory committee that serves at the behest of the City Council.

The four initial study topics are as follows:

- 1) Public Safety (including a review of Police Department policies, practices, training, and future direction)
- 2) Citywide Organization (including a review of City government policies, practices, training, etc.)
- 3) Community At-large (including a review of City demographic data, history, trends, etc.)
- 4) Local Economy (including a review of private sector diversity policies practices, training, etc.)

ARTICLE III - QUALIFICATIONS

Members of the DEI Committee shall be of representatives of the community who live, work or attend high school within the City of El Segundo.

ARTICLE IV - MEMBERSHIP

The DEI Committee shall be composed of nine (9) voting members who live, work or attend high school in the City of El Segundo.

Section I - Selection of Members

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the chair and vice-chair shall review the applications shall review the applications and recommend candidates to the City Council for interview. The City Council may interview candidates and will make all appointments pursuant to Government Code § 40605. A candidate may not serve on the committee without City Council final approval.

Section II- Interviews

The City of El Segundo City Council may hold interviews twice a year.

Section III- Term of Office

The term for DEI Committee members is three (3) years without term limits.

Section IV - Compensation

DEI Committee members are not compensated.

Section V – Removing a Member

Members of the DEI Committee shall serve at the pleasure of the City Council and may be removed at any time, without cause, by a majority vote of the City Council.

Section VI– Removing a Member Due to Absences

When any member has three (3) or more absences; within a 12-month period, the committee may recommend removal of the subject member, and the member’s seat would be deemed vacant upon City Council member removal.

Section VII – Removing a Member Due to Conduct

The DEI Committee Chair may make a recommendation to City Council to remove a member based on conduct, and that member may be removed by a majority vote of City Council.

Section VIII – El Segundo City Employee Eligibility

City Employees are not eligible for CCB membership.

ARTICLE V - MEETINGS

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I - Regular Meetings

Regular Meetings of the DEI Committee shall be monthly on the 2nd Wednesday of the month at 6:00 p.m.

Section II - Special Meetings

Special meetings of the committee may be held at any time upon the call of the chair or a majority of the voting members. The chair or a majority of the DEI Committee shall determine the time and place of the special meeting. Special meetings must be noticed 24 hours in advance of the meeting.

Section III- General Meeting

At its regular meeting in November of each year, DEI Committee members will elect chair and vice-chair as well as discuss any other long-term initiatives for the year.

Section IV- Joint Meeting with City Council

The DEI Committee will participate in an annual joint meeting with the City Council and representatives from each of the City’s commissions, committees and boards.

Section V- Workplan Update at a City Council Meeting

A member of the DEI Committee will present an update at a City Council Meeting on the committee’s work plan and progress.

Section VI - Quorum

A majority of the DEI Committee (five members) shall constitute a quorum. A quorum is necessary for action by the DEI Committee.

Section VI - Voting

Each member shall have one vote.

Section VII - Meeting Procedures

Except as otherwise provided by these bylaws or City Council Resolutions the DEI Committee will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

ARTICLE VI - OFFICERS

Officers of the DEI Committee shall be a chair and a vice-chair. Term of chair and vice-chair shall be for one (1) year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order or similar rules of parliamentary procedure, e.g. Rosenberg's Rules of Order. These bylaws' terms will supersede any conflicting parliamentary procedural rule. Failure to strictly follow parliamentary guidelines will not itself invalidate any committee action.

Section I - Chair

The chairperson shall preside over the meetings of the DEI Committee.

Section II - Vice Chair

During the absence, disability or disqualification of the chair, the vice-chair shall perform all the duties and be subject to all the responsibilities of the chair. The vice-chair shall succeed the chair if he/she vacates the office before the term expires. A new vice-chair shall be elected at the next regular meeting.

Section III - Duties of the DEI Committee

It is intended that the DEI Committee shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

ARTICLE VII - OFFICIAL DOCUMENTS

Section I- Minutes

Minutes of all meetings should be prepared and maintained with the DEI Committee records. Copies shall be distributed to the DEI Committee, City Council and City Clerk. Minutes shall be posted on the City's website following DEI Committee approval.

Section II- Distribution of Documents

Preparation and distribution of DEI Committee documents to the City Council, City Clerk, DEI Committee members and via email to members of the public who requested to receive DEI Committee meeting notifications shall be the responsibility of the designated employee as identified by the City Manager.

ARTICLE VIII – CONDUCT OF MEMBERS

Section I - Representing the DEI Committee

DEI Committee members shall make no personal commitment to speak on behalf of the DEI Committee, nor make any statements or take actions representing the DEI Committee, without majority approval.

Section II - Conflict of Interest

Members of DEI Committee shall abstain from participating in any matter to come before the DEI Committee in which he or she has any direct or indirect economic interest. Should conflict of interest exist, the DEI Committee member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement (Form 700) shall be filed with the City Clerk.

Section III – Conduct at Meetings

Meetings will be conducted based upon the latest edition of Robert’s Rules of Order (or similar rules of parliamentary procedure, e.g. Rosenberg’s Rules of Order). Where there is a conflict between the parliamentary guidelines and these bylaws, the bylaws should have precedence. Failure to strictly follow parliamentary guidelines shall not invalidate an action of the committee.

ARTICLE IX – ASSISTANCE OF STAFF

The City Manager of the City of El Segundo shall provide the DEI Committee with such information and staff assistance as the DEI Committee may reasonably request from time to time; subject to the limitations imposed by City Council. The staff member designated by the City Manager shall confer with the department head to determine if a request for research by the Committee requires extra dedication and staff time that may not be available.

ARTICLE X – BYLAW AMENDMENTS

These bylaws may be amended by simple majority of those voting at any legal meeting of the DEI Committee. Such amendments must be approved by the City Council.

ARTICLE XI – CCB RECESS

The DEI Committee may be placed on a short or extended recess by a majority vote of the City Council. City Council may determine if a recess is necessary based on the DEI Committee’s workload and progress towards accomplishing assigned City Council objectives.

ARTICLE XII – DISSOLUTION

The DEI Committee may be dissolved by a majority vote of the City Council.