

**AGENDA  
SOCIAL JUSTICE TASK FORCE  
CITY OF WEST HOLLYWOOD  
TUESDAY, JUNE 22, 2021  
6:00PM**

**TELECONFERENCE MEETING\***

**\*IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), THE GOVERNOR OF CALIFORNIA HAS ORDERED ALL CALIFORNIANS TO STAY HOME AND AUTHORIZED PUBLIC MEETINGS TO TAKE PLACE VIA TELECONFERENCE.**

**PUBLIC PARTICIPATION**

**TELECONFERENCE AUDIO MEETING & PROVIDING PUBLIC COMMENT BY TELEPHONE OR VIA THE ZOOM PLATFORM:**

You are strongly encouraged to email Jasmine Duckworth at [jduckworth@weho.org](mailto:jduckworth@weho.org) no later than Monday June 21<sup>st</sup> at 5:00 p.m. to be added to the Public Speaker List for the meeting. Please include your name, the phone number from which you will be calling if applicable, and which item you would like to speak on.

If special assistance to participate in this meeting is required, (e.g., an American Sign Language interpreter for people who are Deaf or hard of hearing), you must call or submit your request in writing to the Office of the City Clerk at (323) 848-6409 at least 48 hours prior to the meeting. The City TTY line is (323) 848-6496.

To provide public comment via the Zoom Platform – When you enter the meeting, please make sure to turn off your video and mute your audio.

- If you wish to make a public comment, please use the ‘raised hand’ feature in the Zoom application. You will be called at the appropriate time. Please turn on your video and audio to make your public comment.
- Meeting ID: 918 2637 9761
- Join Zoom Meeting <https://zoom.us/j/91826379761>

To provide public comment via telephone, please call in and remember to place your phone on mute:

- Dial-in phone number: 1 (669) 900-6833
- Meeting ID: 918 2637 9761 then press #
- Dial-in 10 minutes before the meeting starts.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **SWEARING IN OF NEW TASK FORCE MEMBER**
4. **ROLL CALL**
5. **APPROVAL OF THE MINUTES**

RECOMMENDATION: The Social Justice Task Force will approve the minutes of the May 25, 2021, regular meeting.

6. **PUBLIC COMMENT**

The public is given the opportunity to address the Social Justice Task Force on any item within its responsibility. At the discretion of the Social Justice Task Force, speakers may be limited to two minutes each.

7. **THE TASK FORCE WILL HEAR FROM THE CITY'S GARE TEAM ABOUT RACE AND EQUITY EFFORTS IN THE ORGANIZATION**

Recommendation: Receive Presentation from Staff

8. **OVERVIEW OF CITY STRUCTURE AND OPERATIONS, AND PURVIEW AS A CONTRACT CITY**

Recommendation: Receive Presentation from Staff

9. **REVISIT AND DISCUSS THE DIVERSITY, EQUITY AND INCLUSION (DEI) PRINCIPLES AND EXPLORE WAYS TO HAVE MEANINGFUL IMPACT WITHIN THE SCOPE OF THEIR ROLES AND RESPONSIBILITIES**

Recommendation: The Task Force will revisit and continue the discussion from the May 25<sup>th</sup> meeting with the Aspire Group.

10. **ITEMS FROM STAFF**

This time is set aside for City staff to provide information to the Social Justice Task Force on items of interest to the Task Force.

11. **ADJOURNMENT**

The Social Justice Task Force will adjourn to its next regular meeting on Tuesday, July 27, 2021 at 6:00pm, which will be held via teleconference.

Notice: Written materials distributed to the Social Justice Task Force within 72 hours of this meeting are available online at [www.weho.org](http://www.weho.org)

**MINUTES  
SOCIAL JUSTICE TASK FORCE  
CITY OF WEST HOLLYWOOD  
MEETING  
TUESDAY, MAY 25, 2021  
6:00 PM  
TELECONFERENCE MEETING**

1. **CALL TO ORDER** – Social Justice Task Force Staff Liaison, Jasmine Duckworth called the meeting to order at 6:05pm.
2. **PLEDGE OF ALLEGIANCE** – Jasmine Duckworth led the Pledge of Allegiance.
3. **INSTALLATION OF TASK FORCE MEMBERS**

Councilmember D’Amico swore in Jonathan Wilson as a member of the Social Justice Task Force.

Mayor Pro Tempore Meister swore in Shannon Morton as a member of the Social Justice Task Force.

Councilmember Shyne swore in Dawn Williams, Krupa Desai and Giselle Washington as members of the Social Justice Task Force.

Mayor Horvath swore in Marcus Wilson-Smith, Chela Demuir, Jorge Seperak, and Daniel Zamilpa as members of the Social Justice Task Force.

4. **ROLL CALL**

**PRESENT:** Chela Demuir, Krupa Desai, Shannon Morton, Jorge Seperak, Giselle Washington, Dawn Williams, Jonathan Wilson, Marcus Wilson-Smith, Daniel Zamilpa

**ABSENT:** None

**ALSO PRESENT:** Acting City Clerk Melissa Crowder, Community and Legislative Affairs Manager John Leonard, Community and Legislative Affairs Supervisor Andi Lovano

5. **WELCOME FROM MAYOR LINDSEY HORVATH AND COUNCILMEMBER SEPI SHYNE**

Councilmember Shyne congratulated all of the Social Justice Task Force members and expressed her gratitude to her colleagues on the City Council for

unanimously approving the creation of a Social Justice Task Force.

Mayor Pro Tempore Meister welcomed all of the Social Justice Task Force members and thanked them for agreeing to serve on the Task Force.

Councilmember D'Amico congratulated all of the Social Justice Task Force members and offered his support and assistance to the Task Force.

Mayor Horvath congratulated all of the Social Justice Task Force members, thanked her colleagues for supporting the creation of a Social Justice Task Force, and offered her support and assistance to the Task Force.

## **6. INTRODUCTIONS – TASK FORCE MEMBERS AND CITY STAFF**

The Task Force Members introduced themselves, shared their backgrounds, and articulated their individual visions for the Social Justice Task Force. John Leonard, Community and Legislative Affairs Manager and Andi Lovano, Community and Legislative Affairs Supervisor introduced themselves to the Task Force.

## **7. INTRODUCTION TO THE ASPIRE GROUP (DIANE BURBIE, MANAGING PRINCIPAL AND KRYSTAL TORRESS-COVARRUBIAS, ASSOCIATE)**

Diane Burbie and Krystal Torres-Covarrubias introduced themselves to the Social Justice Task Force members and expressed their gratitude for being chosen to lead the task force in achieving its goals.

## **8. MEETING POLICIES AND BYLAWS (CITY CLERK)**

Acting City Clerk, Melissa Crowder informed the Task Force that the By-Laws for the Task Force are on the June 7<sup>th</sup> City Council agenda for approval.

## **9. PUBLIC COMMENT:**

Michael Levin spoke regarding his work with the City of East Palo Alto and expressed interest in connecting with the City of West Hollywood.

Jordan David spoke regarding implementing change for BIPOC individuals in the City of West Hollywood.

Mito Aviles expressed excitement in working with the Social Justice Task Force as an Arts and Cultural Affairs Commissioner.

Helmi Hisserich spoke regarding a desire to incorporate the Social Justice Task Force's priorities in affordable housing and social justice issues in West Hollywood.

## **10. DISCUSSION OF DIVERSITY, EQUITY AND INCLUSION (DEI) PRINCIPLES (THE ASPIRE GROUP)**

Ms. Burbie and Ms. Torres-Covarrubias led a discussion on DEI principles and asked the task force members to expound on the principles with which they identify.

#### **11. DISCUSSION OF UPCOMING MEETINGS (ALL)**

The Task Force agreed that they would meet on the fourth Tuesday of the month at 6:00 PM via teleconference.

#### **12. ITEMS FROM STAFF**

**This time is set aside for City staff to provide information to the Social Justice Task Force on items of interest to the Task Force.**

Community and Legislative Affairs Manager John Leonard inquired what types of groups, organizations and community partners the Task Force would be interested in inviting to present or speak at future meetings, as well as any City programs that the Task Force would be interested in receiving more information. He noted that for the next few meetings, staff will be coordinating presentations from City staff about City programming and initiatives.

#### **13. ADJOURNMENT**

The Social Justice Task Force adjourned at 7:59 PM to its next regular meeting on Tuesday, June 22, 2021 at 6:00 PM, which will be held via teleconference.

SUBJECT: **INTRODUCTION ON CITY MEMBERSHIP WITH THE GOVERNMENT ALLIANCE ON RACE AND EQUITY (GARE)**

PREPARED BY: **GARE LEADS**  
(David Wilson, Assistant City Manager)  
(Robyn Eason, Manager, Long Range Planning Division)  
(Erin Hamant, Senior Administrative Analyst, Facilities and Field Services Division)

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**STATEMENT ON THE SUBJECT:**

The Social Justice Task Force will receive an introduction to the member benefits received by the City from its membership with the Government Alliance on Race and Equity (GARE) and information on GARE's 2021 Workplan.

**RECOMMENDATIONS:**

Receive and file.

**BACKGROUND / ANALYSIS:**

The Government Alliance on Race and Equity (GARE) is a program by Race Forward, a national nonprofit founded in 1981. Race Forward works to transform institutions and partner with communities to move policy, culture and narrative for racial justice. GARE is a resource for government employees, and its national network is comprised of government agencies working to achieve racial equity and advance opportunities for all. GARE is growing, and currently includes 302 government agency members from 36 states including 155 cities. GARE is a forum to share tools, best practices, accomplishments, and lessons learned and to engage in various member benefits: an online member portal, peer to peer conversations, working groups, employee assessment (Racial Equity Baseline Survey), annual membership meeting, quarterly regional connections, monthly membership connections, and GARE 365 webinars. Unlike other equity initiatives, the GARE framework specifically drives racial equity outcomes, and its primary focus is on institutional and systemic racism. GARE encourages jurisdictions to play an active role in acknowledging, analyzing and assessing government's historical role in perpetuating inequitable outcomes, and learning how to apply a racial equity lens to all facets of government, including hiring, procurement, health, wealth, safety, housing, and social services.

### ***Initial Rollout Strategy***

In July 2020, the City joined GARE as a core member. The City is leveraging the current national momentum to achieve racial equity and advance opportunities for all. With the support of GARE Leads, City staff have been provided information on how to access and use the GARE portal and nine (9) GARE Teams have formed to set goals and to advance racial equity work in West Hollywood. The Teams are comprised of 36 staff members from twelve City Divisions and seven City Departments. This work is progressing in tandem with broader efforts to advance all forms of equity led by the We-R-WeHo Diversity, Equity, & Inclusion (DEI) Subcommittee. Also, the Los Angeles County Sheriff's Department is a GARE core member and included in these efforts as a part of the Public Safety GARE Team.

To date, 21% of staff have initiated a GARE Portal profile and the GARE Teams are learning how to apply a racial equity lens to their work and more broadly to community outcomes. The GARE Teams are tasked with reviewing their departmental budgets, workplans, projects and programs, data collection methods, goal setting and reporting, policies and practices and to assess the role those policies may play in advancing or hindering racial equity. Additionally, the City is undergoing an employee assessment to determine a baseline awareness on staff needs and staff readiness to advance racial equity. The City also created definitions to advance the myriad of efforts directed at this important work.

### ***Definitions***

The City shall use these adopted diversity, equity, and inclusion (DEI) definitions to guide and steer its accomplishment of internal (workforce) and external (community) work.

DIVERSITY: The presence and acknowledgement of differences within a group of people in a given setting that may include race, physical appearance, skin color, hair style, age, gender, gender identity and expression, sexual orientation, disability, mental and physical health status, ethnicity, immigration status, national origin, language, religious identity, parental status, marital status, geography, social class, housing status, or educational status.

EQUITY: The act of developing and advancing fair and just outcomes in systems, procedures, practices, policies, and distribution of resources to minimize harm and create

equitable opportunity and advancement for all people. Equity is distinct from equality, which refers to everyone receiving the same treatment without accounting for differing needs or circumstances. Equity is viewed from three perspectives: individual, institutional, and structural. Equitable outcomes focus on identifying, understanding, and eliminating the root harm, biases, disadvantages, and barriers that prevent the full participation of historically and currently oppressed individuals and groups.

INCLUSION: The act of creating environments in which any individual, group, or community can fully participate in the decision-making processes and be welcomed, respected, supported, and valued. Inclusion is not a natural consequence of diversity. An inclusive climate embraces differences and offers respect and prospects for growth in words, actions, and preparations to meet all people where they are. It is created through progressive and consistent actions to expand, include, and share.

RACIAL EQUITY: When race can no longer be used to predict life outcomes and outcomes for all individuals and groups are improved.

### ***GARE 2021 Workplan***

The City's 2021 GARE Workplan includes the following seven goals:

1. Conduct GARE Team check-in meetings and develop racial equity goals.
2. Use GARE's Theory of Change with findings from the Racial Equity Baseline Survey.
3. Launch data collection GARE meetings.
4. Launch all GARE Teams meetings to foster collaboration across GARE Teams and to facilitate opportunities to learn from colleagues.
5. Draft additional definitions to advance racial equity work.
6. Complete a Racial Equity Baseline Survey.
7. Draft a Racial Equity Statement for City-adoption.

Among many possible initiatives, two primary deliverables drive GARE's overall work: 1) create a Racial Equity Statement for the City, and 2) create a Racial Equity Action Plan. Staff estimates the first to be completed by Q4 2021 while the second is estimated to be completed within the next two years. Both items will include community outreach and are to be conducted in coordination with the Social Justice Task Force.



### ***Other Accomplishments To-Date***

- Applied a racial equity lens to the 2021-2022 City Council Legislative Priorities.
- Sent a staff delegation to attend the virtual 2021 GARE Annual Membership Meeting.
- City Council received one presentation on GARE.
- City staff received three presentations on GARE.
- City staff have been introduced to GARE's national effective practice as a framework to **normalize, organize, operationalize, and visualize** racial equity outcomes for all.

### ***Public Resources***

<https://www.racialequityalliance.org/tools-resources/>

### ***Attachment A***

Presentation - City's Commitment to Advancing Racial Equity