



**AGENDA**  
**CITY OF EL SEGUNDO**  
**DIVERSITY, EQUITY, AND INCLUSION**  
**COMMITTEE (SPECIAL)**  
**6:00 PM**  
**CITY HALL - EXECUTIVE CONFERENCE ROOM**  
**350 MAIN STREET**  
**EL SEGUNDO, CA 90245**  
**FEBRUARY 11, 2025**

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**MEMBERS OF DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

Christibelle Villena, Chairperson  
Sean O'Brien, Vice Chairperson  
Emily Atmore  
Steve Gebhart  
Valerie Green  
Marisa Janicek  
Vacant (3)

The Diversity, Equity, and Inclusion Committee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of the Diversity, Equity and Inclusion Committee, regarding any matter on this agenda, that the City received after issuing the agenda packet are available for public inspection at the Checkout Building in Recreation Park, during normal business hours. Such documents may be posted on the City's website at [www.elsegundo.org](http://www.elsegundo.org) and additional copies will be available at the meeting.

Unless otherwise noted in the agenda, the public can only comment on city-related business that is within the jurisdiction of the Diversity, Equity, and Inclusion Committee and/or items listed on the agenda during the Public Communications portion of the Meeting. The time limit for comments is five (5) minutes per person. Before speaking to the Diversity, Equity, and, Inclusion Committee, please state: your name, residence, and organization/group you represent, if desired. Please respect the time limits.

***REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.***

## CALL TO ORDER/ROLL CALL

**PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)** *Individuals who have received value of \$50 or more to communicate to the **Diversity, Equity, and Inclusion Committee** on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the **Diversity, Equity, and Inclusion Committee**. 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 action on any item not on the agenda.*

### A. CONSENT

1. **Diversity, Equity, and Inclusion (DEI) Meeting Minutes - December 11, 2024, and January 8, 2025.**

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Recommendation -

1. Approve DEI Regular Committee meeting minutes of December 11, 2024, and January 8, 2025.
2. Alternatively, discuss and take other action related to this item.

### B. UNFINISHED BUSINESS

2. **Arts & Culture Committee Joint Meeting Proposal**

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Recommendation -

1. Determine and approve potential dates to present to the ACC for a joint meeting.
2. Discuss and approve events to present to the ACC as collaborative events.
3. Alternatively, discuss and take other action related to this item.

### C. NEW BUSINESS

3. **Work Plan & Subcommittee Updates**

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Recommendation -

1. Receive and File the Work Plan & Subcommittee Update
2. Alternatively, discuss and take other action related to this item.

4. **Bylaws Update**

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Recommendation -

1. Receive and File the Bylaws Update.

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2. Alternatively, discuss and take other action related to this item.

5. **Membership Recruitment Plan**

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Recommendation -

1. Discuss and possibly approve the Membership Recruitment Plan.

2. Alternatively, take other action related to this item.

**D. REPORTS - RECREATIONS, PARKS AND LIBRARY DIRECTOR**

**E. REPORTS - COMMITTEE MEMBERS**

**ADJOURNMENT**

POSTED:

DATE: 02/06/2025

TIME: 5:00 pm

BY: Acting Senior Admin. Analyst, Chelsea Shafer

REGULAR MEETING MINUTES OF THE EL SEGUNDO DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE  
WEDNESDAY, DECEMBER 11, 2024

CALL TO ORDER – Chairperson Villena called the meeting to order at 6:09 pm.

ROLL CALL

Chairperson Villena	-	Present
Vice Chairperson Atmore	-	Present
Member O'brien	-	Present
Member Green	-	Present
Member Hill	-	Absent
Member McFadden	-	Present
Member Steven Gebhart	-	Absent
Member Janicek	-	Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)

Chairperson Villena read public comment received from Richard Arabian on their behalf.

A. CONSENT

1. MOTION by Member Green, SECONDED by Member McFadden, approving the Regular Committee meeting minutes of November 13, 2024. MOTION PASSED. 4/0/1

B. UNFINISHED BUSINESS

2. Committee Discussion Regarding the DEI Annual Workplan. Cultural Arts Coordinator, Randy Niessen discussed interest from the Arts and Culture Committee (ACC) to collaborate during various events throughout the upcoming year.

Chairperson Villena discussed the due dates for the 2025 Work Plan and staff report to be presented to City Council in February 2025. Members of the committee asked questions regarding the presentation, the swearing in process for incoming members, rebranding the DEI slogan and events. Cultural Arts Coordinator, Randy Niessen, and Acting Senior Admin. Analyst Chelsea Shafer provided additional feedback.

Chairperson Villena requested that staff agendaize discussing potential joint meeting dates to present to the ACC during the next regular DEI meeting.

3. 2025 Subcommittee Scope, Assignments, and Strategy

Chairperson Villena discussed the need for subcommittees to have regularly scheduled meetings outside of the DEI meetings and requested that selection of Chairperson and Vice Chairperson be agendaized for the next regular DEI meeting.

C. NEW BUSINESS

4. December Event Debrief – Joy Around the World / Festival of Holidays

Acting Senior Admin. Analyst Chelsea Shafer discussed the event and the DEI Booth. Members of the committee discussed booth logistics for 2025, more involvement opportunities, and promoting the committee's mission.

5. DEI Vacancy

*Moved up the agenda to be presented after C3 at the request of Chairperson Villena*

Chairperson Villena discussed the three interviews and approvals for vacancies on the committee, the El Segundo Unified School District Pilot Program, and outreach opportunities to promote vacancies.

Members of the committee asked questions regarding application requirements. City Attorney provided additional information.

Chairperson Villena requested staff to determine when the next round of DEI applications will be received.

D. REPORTS – RECREATION, PARKS, AND LIBRARY DIRECTOR

Cultural Arts Coordinator Randy Niessen spoke on the behalf of Director Aly Mancini regarding potential joint meetings with the ACC.

F. COMMITTEE MEMBER COMMENTS

Vice Chairperson Atmore thanked staff and volunteers for the holiday events.

Member Green commented on the volunteer nature of the DEI and its members and commented on the city engagement subcommittee for DEI.

Member O'Brien commented on the volunteer nature of the DEI, focus points for the city engagement subcommittee, and DEI-related art.

Member Janicek commented on the continued relationship between the City, the school district, and the DEI committee.

Chairperson Villena expressed the importance of DEI, wished everyone happy holidays and new year, and requested the following be agendized for the upcoming regular meeting:

- Scope of workplan discussion.
- Selecting Chairperson and Vice Chairperson for 2025.
- The Plunge RFQ.

Adjourned at 7:35 PM

*Chelsea Shafer*

Chelsea Shafer, Acting Senior Admin. Analyst

REGULAR MEETING MINUTES OF THE EL SEGUNDO DIVERSITY, EQUITY, AND  
INCLUSION (DEI) COMMITTEE  
WEDNESDAY, JANUARY 8, 2025

CALL TO ORDER – Chairperson Villena called the meeting to order at 6:03 pm

ROLL CALL

Chairperson Villena	-	Present
Vice Chairperson Atmore	-	Present
Member Gebhart	-	Absent
Member Green	-	Present
Member Hill	-	Absent
Member Janicek	-	Present
Member McFadden	-	Absent
Member O'Brien	-	Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)

None

A. CONSENT CALENDAR:

None

B. UNFINISHED BUSINESS

1. Scope of Workplan Discussion

Members of the Committee discussed the upcoming City Council presentation for the February 4<sup>th</sup>, 2025 meeting. Committee members asked regarding language for quorum and quarterly events for the committee.

MOTION by Member O'Brien, SECONDED by Member Janicek to approve the proposed 2025 Team Structure and priorities with revisions to present to the City Council. 5/0

C. NEW BUSINESS

2. Select the Chairperson and Vice Chairperson for the DEI Committee

Member Sean O'Brien was nominated for Vice Chairperson and Christibelle Villena was nominated for Chairperson.

3. Plunge RFQ Update (Item C3 moved up the agenda to after B1 at the request of Director Aly Mancini)

Art Coordinator Randy Niessen discussed the Plunge RFQ with the committee. Members asked questions related to youth involvement, subject of the art, deadlines, and additional language to include DEI language. Randy provided additional information.

4. Determine potential Joint Session dates to propose to the Arts and Culture Advisory Committee (ACC)

Chairperson Villena to meet with Aly to determine the functionality of joint sessions, subcommittees, and committee restructuring.

D. REPORTS – RECREATIONS, PARKS, AND LIBRARY DIRECTOR

None

E. REPORTS – COMMITTEE MEMBERS

None

Adjourned at 7:15 PM

*Chelsea Shafer*

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Chelsea Shafer, Acting Senior Admin. Analyst