

Date: May 10, 2024

To: Thomas B. Modica, City Manager



From: Teresa Chandler, Deputy City Manager



For: Mayor and Members of the City Council

Subject: **Equity and Human Relations Commission Recommendations to Decrease Commission Vacancies**

During its March 6, 2024, meeting, the Equity and Human Relations Commission (EHRC) continued discussing the Commission's capacity following the February 7th presentation from the Chair and Vice Chair, which outlined expectations for commissioner attendance and addressing current EHRC vacancies. The EHRC has prepared a series of recommendations for the Mayor and the City Council to request additional efforts be made to fill the EHRC's vacant seats.

Please find the EHRC's recommendations to the Mayor and City Council enclosed.

If you would like any further information regarding this communication, please contact Alanah Grant, Equity Officer, at (562) 570-6656 or Alanah.Grant@longbeach.gov.

ATTACHMENT

CC: DAWN MCINSTOSH, CITY ATTORNEY
DOUGLAS P. HAUBERT, CITY PROSECUTOR
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TERESA CHANDLER, DEPUTY CITY MANAGER
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GRACE YOON, DEPUTY CITY MANAGER
TYLER BONANNO-CURLEY, DEPUTY CITY MANAGER
KEVIN LEE, COMMUNITY INFORMATION OFFICER
MONIQUE DE LA GARZA, CITY CLERK
DEPARTMENT HEADS

EQUITY AND HUMAN RELATIONS COMMISSION

Dr. Eduardo Lara, Chair
Christopher Covington, Vice Chair
Robbie Butler, Commissioner
Alyssa Gutierrez, Commissioner
Dr. Sharifa Batts, Commissioner
Sanghak Kan, Commissioner



M. Lissette Flores, Commissioner
Jessica Gillette, Commissioner
Cheryl Koll, Commissioner
Jon Schultz, Commissioner
Keyona Montgomery,
Commissioner

May 1, 2023

Honorable Mayor Richardson and Members of the City Council
City of Long Beach
411 W. Ocean Blvd, 11th Floor
Long Beach, CA 90802

RE: Recommendations to Decrease the Number of EHRC Vacant Seats

Honorable Mayor Richardson, Members of Long Beach City Council,

On February 7, 2024, the Equity and Human Relations Commission (EHRC) received a presentation from the EHRC's Chair and Vice Chair on expectations for Commissioner attendance and vacancies.

The presentation included EHRC [Bylaws](#) regarding Membership:

- Members. The Commission consists of fifteen (15) regular members.
- Terms. Pursuant to LBMC § 2.18.050, the term of office for members of the Commission is for two (2) years. No member may serve for more than four (4) consecutive terms.
- A majority of members of the Commission constitutes a quorum, and the affirmative vote of at least a majority of members required to take any action. As the Commission has fifteen (15) regular members, there must be eight (8) members present to conduct business. Even if the Commission has a quorum to begin the meeting, it can lose the quorum during the meeting when a member departs. When that occurs, the Commission loses its ability to transact business until and unless a quorum is reestablished.
- In the event of the lack of a quorum at a meeting, the Presiding Officer, must adjourn the meeting to another time, place, and date. Such order of adjournment will serve as sufficient notice thereof to all members not present, the Commission Liaison must employ reasonable means as may be necessary to notify the absent members. The City Clerk or Commission Liaison may adjourn a meeting where no Commissioners are present, provided that if the meeting is adjourned to a time other than the next regular meeting, notice of the meeting must be given as if the meeting were a special meeting.

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- Regular meetings of the Commission are held on the first Wednesday of the month. If the regular meeting dates falls on a City holiday, then the meeting may be rescheduled by the Commission.
- All regular meetings of the Commission will be called to order at 6:00 p.m., unless properly noticed otherwise, canceled, or rescheduled. No Commission meeting may be canceled or rescheduled unless the Commission Liaison first confers with the Chair regarding the rationale for canceling or rescheduling.
- The Commission must strive to adjourn its meetings not later than 8:30 p.m. If necessary, business not completed by 8:30 p.m. will be continued to the next regular or special meeting as determined by the Commission.

At the February 7, 2024 meeting, the Chair and Vice Chair presented three tables to the EHRC. The first table, EHRC Commissioner Terms, details when commissioners' terms started and whether commissioners represent a council district or are members at large. The second table, EHRC Commissioner Vacancies, outlines the four vacant seats and their corresponding council districts. Lastly, Table 3, EHRC Attendance and Quorum, monitors absences during EHRC meetings and identifies any quorum issues.

EQUITY AND HUMAN RELATIONS COMMISSIONER'S TERMS			
Members (15)	Partial	First Term	Second Term
Alyssa Gutierrez (CD2)	1/7/2020 - 6/30/2020	7/1/2020 - 6/30/2022	7/1/2022 - 7/16/2024
Cheryl Koll (CD3)	7/01/2023 - 6/30/2024		
Christopher Covington (CD6)	2/16/2021 - 6/30/2022	7/1/2022 - 7/16/2024	
Dr. Eduardo Lara (At Large)		7/1/2022 - 7/16/2024	
Dr. Sharifa Batts (At Large)		7/1/2022 - 7/16/2024	
Jessica Gillette (At Large)		11/1/2022 - 7/16/2024	
Jon Schultz (CD5)	2/16/2021 - 6/30/2022	7/1/2022 - 7/16/2024	
Keyona Montgomery (At Large)		7/1/2022 - 7/16/2024	
M. Lissette Flores (CD8)		7/1/2020 - 6/30/2022	7/1/2022 - 7/16/2024
Robbie Butler (CD7)		7/1/2022 - 7/16/2024	
Sanghak Kan (At Large)	10/1/2023 - 6/30/2024		

EQUITY AND HUMAN RELATIONS COMMISSION VACANCIES	
Council District	At Large
CD1	
CD4	
CD9	
	1 At Large

EQUITY AND HUMAN RELATIONS COMMISSION ATTENDANCE AND QUORUM			
Meeting Date December	Commissioners Absent	Vacant Seats	Quorum Issues
June 7, 2023	1	2	none
July 26, 2023	3	3	none
September 2, 2023	2	2	none
October 4, 2023	1	3	none
November 1, 2023	2	3	none
December 6, 2023	3	3	Yes, commissioners late
December 8, 2023	3	3	Yes, Commissioners late

During the discussion, commissioners identified challenges with meeting quorum as a result of the increased number of vacancies in membership and making adjustments in commissioners schedules to arrive early to meetings. Ensuring that vacant seats be filled is crucial for conducting business and advancing the work of the EHRC effectively. Commissioners also committed to prioritizing our future commission meetings to avoid quorum challenges.

After a robust conversation Vice Chair Covington motioned to create a letter to the Mayor and City Council requesting support to fill vacancies as early as late Spring or early Summer 2024.

Furthermore, we suggest that the Mayor and City Council take the following steps:

1. Actively promote applications to fill all commission vacancies through all outreach and media opportunities.
2. Work with Council Districts 1, 4 and 9 to fill their district vacancies on the Equity and Human Relations Commission by Summer 2024.

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3. Appoint a member of the Indigenous Community to the at large or one of the open district vacancies on the Equity and Human Relations Commission by Summer 2024.
4. Prioritize the fulfillment of all commission vacancies each quarter and expedite the onboarding for all incoming commission appointments.

By taking these steps, the Equity and Human Relations Commission will be able to conduct its work efficiently.

As stated in Article 8, Section 2 of the Commission's bylaws, the Commission requests staff to transmit their recommendations to the Mayor and City Council with the following statement, and thus, it is also being transmitted.

The Commission kindly requests staff to transmit the written recommendation with the following message to the City Manager:

- I. *A request to the City Manager that the Commission's recommendation to the City Council is transmitted to the City Council for its consideration within thirty (30) days or sooner after the recommendation is adopted and/or finalized; and*
- II. *A request that the original recommendation from the Commission is transmitted to the City Manager unaltered and if staff and/or the City Manager has a recommendation that is different from that of the Commission, the staff and/or City Manager recommendation is presented to the City Council separately for its consideration*