

CITY OF SAN GABRIEL
HUMAN EQUITY, ACCESS, AND RELATIONS (HEAR) COMMISSION
REGULAR MEETING AGENDA

Tuesday, January 24, 2023- 6:30 P.M.

City Hall Council Chamber
425 South Mission Drive
San Gabriel, California 91776

Chasity Jennings-Nuñez
Chair

Viki Goto
Vice Chair

Jacqueline Borja
Commissioner

Michelle Brenhaug
Commissioner

Susan Fitzsimmons
Commissioner

Jorge Herrera
Commissioner

Riaz (Rick) Khan
Commissioner

Mark Lazzaretto
City Manager

Keith Lemieux
City Attorney

Julie Nguyen
City Clerk

Kevin B. Sawkins
City Treasurer



In addition to providing public comment in person at the meeting, the following opportunity has been established:

Public Comments

Please email all public comments to HEARCommission@sgch.org and include the following on the subject line of your email: the section (Public Comment, New Business, Staff Items) and Item Number you are commenting on. Staff will read public comments into the record for up to the three-minute limit. Words that would disrupt the meeting, including profanity, obscenity, and discriminatory language, will not be read. All public comments shall be emailed by 5:00 P.M. on meeting day.

Watch the Meeting Online

Live broadcasts of the meetings are available using the following link:

<https://www.youtube.com/CityofSanGabriel>

Spectrum cable: Live streaming on Channel 3, Public Access Channel.

HUMAN EQUITY, ACCESS AND RELATIONS COMMISSION AGENDA
Regular Meeting Agenda
Tuesday, January 24, 2023

Purpose of the Commission: The purpose of the HEAR Commission is to advance and advocate for equity, access, diversity, social justice, safety, mutual appreciation, increased cultural competency, positive inter-group relations and respect for all members of the San Gabriel community (the "Purpose").

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Commissioner Brenhaug
- **ROLL CALL:** Chair Jennings-Nuñez, Vice Chair Goto, Commissioner Borja, Commissioner Brenhaug, Commissioner Fitzsimmons, Commissioner Herrera and Commissioner Khan

1. APPROVAL OF AGENDA ORDER

2. PUBLIC COMMENT

3. ACTION ITEMS

A. APPROVAL OF MINUTES

The minutes are a record of the official actions taken at the HEAR Commission meeting.

1. Minutes of the HEAR Commission Regular Meeting on November 22, 2022.

Recommended Action: Approval.

4. DISCUSSION ITEMS

A. RECOGNITION OF OUTGOING COMMISSIONERS

Commission and City Staff to recognize outgoing commissioners Borja and Fitzsimmons.

Recommended Action:

Staff recommends that the HEAR Commission receive and file this discussion item.

B. DISCUSSION OF APPROVED 2022 ANNUAL WORKPLAN

Commission members to continue working on the approved 2022 Annual Workplan.

Recommended Action:

Staff recommends that the HEAR Commission continue working on the 2022 Annual Workplan.

C. 2023 MENTAL WELLNESS EXPO PLANNING

Staff to present a proposed outline and date for the 2023 Mental Wellness Expo. Commission members to begin planning the event including the scope and budget needed.

Recommended Action:

Staff recommends that the HEAR Commission approve a plan, budget and date for the 2023 Mental Wellness Expo.

D. FINALIZE AND APPROVE 2023 ANNUAL WORKPLAN

Commission members to develop a 2023 Annual Workplan to guide the commission's work throughout 2023.

Recommended Action:

Staff recommends that the HEAR Commission finalize and approve the 2023 annual workplan.

5. COMMISSION REPORTS

Each Commissioner may address the HEAR Commission and public on matters of general information and/or concern. This is also the time for Commissioners to report on conferences and/or meetings they have attended.

6. STAFF COMMENTS

Staff members have the opportunity to address the Commission and public on matters of general information and/or concern.

7. ADJOURNMENT

The next regular HEAR Commission meeting will be held on Tuesday, February 28, 2022, at 6:30 P.M. Information regarding matters to be considered at each meeting will be available on the Friday before the HEAR Commission Meeting on the City's website at www.sangabrielcity.com.

Materials Available for Inspection. You may view agenda items online at www.sangabrielcity.com/agendacenter. Materials related to an item on this Agenda, submitted

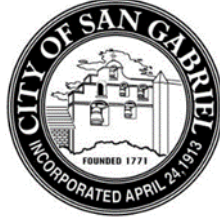
to the HEAR Commission after distribution of the Agenda packet, will be posted on the City website.

Persons with Disabilities. Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

Persons requesting a Translator. Any person requesting translation for the meeting must notify the City Clerk's Department at cityclerk@sgch.org at least 48 hours before the meeting.

Questions about this Agenda? Should any person have a question concerning any of the above Agenda items prior to the meeting, please contact the City Clerk at cityclerk@sgch.org during regular office hours.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such a request to the City Clerk Department by emailing cityclerk@sgch.org at least 48 hours before the meeting, if possible.



**MINUTES OF TUESDAY, NOVEMBER 22, 2022
MEETING OF THE SAN GABRIEL
HUMAN EQUITY, ACCESS, AND RELATIONS (HEAR) COMMISSION**

CALL TO ORDER

Chair Jennings-Núñez called the regular meeting of the HEAR Commission to order at 6:57 p.m. on Tuesday, November 22, 2022, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Herrera.

ROLL CALL

Commissioners Present: Jacqueline Borja, Susan Fitzsimmons, Viki Goto Jorge Herrera, Chasity Jennings-Núñez and Riaz (Rick) Khan

Commissioners Absent: Michelle Brenhaug

ANNOUNCEMENTS

Matthew Morales-Stevens, Community Services Manager, provided information for the public on how to submit comments, and how to request meeting agendas. If you wish to address the HEAR Commission, e-mail all public comments to HEARCommission@sgch.org.

1. APPROVAL OF AGENDA ORDER

Chair Jennings-Núñez hearing no objections, the Agenda Order was approved.

2. PUBLIC COMMENT

None

3. ACTION ITEMS

A. APPROVAL OF MINUTES

Vice Chair Goto made some minor corrections for the October meeting minutes.

A motion was made by Commissioner Goto and seconded by Commissioner Fitzsimmons to approve the updated minutes of the HEAR Commission Regular Meeting for October 25, 2022.

Motion approved as presented by a vote of 6-0-0-1 as follows:

Ayes: Borja, Fitzsimmons, Goto, Herrera, Jennings-Nuñez, Khan

Nays: None

Abstain: None

Absent: Brenhaug

4. DISCUSSION ITEMS

A. REVIEW OF THE DRAFT NATIVE AMERICAN HERITAGE MONTH VIDEO

Chair Jennings-Nuñez and Manager Morales Stevens presented the item.

The Commission thanked staff for putting the video together. Commissioners enjoyed the video; they said it was emotional and showed the Chiefs' passion. They discussed ways that this history can be shared with the community, such as a live museum with QR codes on city landmarks to provide information. The Commission thinks it would be great to have students gather the data and work with the tribal leaders for accurateness.

B. DISCUSSION OF APPROVED 2022 ANNUAL WORKPLAN

Chair Jennings-Nuñez presented the item.

The Commission recapped this year's accomplishments:

- Implicit Bias Training for city employees
- Mental Wellness Expo
- Native American Heritage Video
- Guest Speakers from various groups
- Working towards Youth Ambassador program
- Engagement Survey
- Development of Land Acknowledgment Statement Advisory Committee

Public Comment: None

C. DEVELOPMENT OF 2023 ANNUAL WORKPLAN

Chair Jennings-Nuñez presented the item

The Commission suggests referring to survey results for suggestions from the community, responses included a multicultural event, playgrounds that are accessible for all children and LGBTQIA+ community support.

The Commission would like to put together a Community Service project so that community members can collaborate and get to know each other.

The Commission wants to dive deeper into Native American Heritage.

The Commission wants to include an emphasis on senior protection and host a seminar educating senior citizens on fraud and scammers.

The Commission wants to continue the Implicit Bias training for employees and continue partnership with Community Services Commission and Historic Preservation Commission and complete Land Acknowledgement Statement. They would like to follow up on the data collection from the city's police department. They also requested to have more information on the city website that provides information on the Commission and what they do.

Commissioners discussed ways to involve the youth in the Commission meetings.

Public Comment: None

5. COMMISSION REPORTS

Commissioner Herrera attended the city's Turkey Trot event.

Vice Chair Goto attended the San Gabriel Valley Roundtable on Anti-Asian Hate co-hosted by Assemblymember Mike Fong and Attorney General Rob Banta. She shared that Asian Americans Advancing Justice Organization will host a one-hour virtual bystander training on December 14. She also mentioned that the Chinatown Service Center called out the need for cultural competency for law enforcement. She shared that the Japanese American National Museum is offering a free program on Saturday, January 21 called Bringing an American Vocabulary Words to Action into the Classroom. In honor of Native American Heritage Month, she invites everyone to join a live stream celebration hosted by Lakota People Law's Project Virtual Wopila Gathering on November 29th.

Chair Jennings-Nuñez participated in the city's Turkey Trot. She wanted to acknowledge the Public Works Department for the lighting in the Mission District.

She shared there will be the first Los Angeles Pow Wow event at Grand Park in Los Angeles organized by United American Indian Involvement, Inc. and Hilda L. Solis' office on December 3. She invited the community to attend the upcoming Holiday Tree Lighting. For the new year, she encourages everyone to gain personal connections with people that may be different from you.

6. STAFF COMMENTS

No staff comments.

7. ADJOURNMENT

Chair Jennings-Nuñez adjourned the meeting at 8:12 p.m.

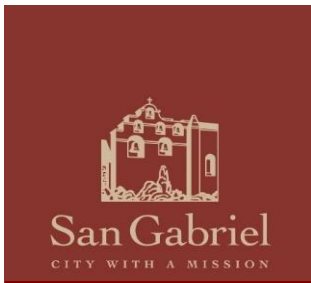
Next regular meeting is scheduled in person for Tuesday, January 24, 2023 at 6:30 p.m.

Respectfully submitted:

Adrienne Franquez, Administrative Assistant II

Approved this 24 day of January 2023:

Chasity Jennings-Nuñez, Commission Chair



City of San Gabriel
MEMORANDUM

DATE: May 24, 2022
 TO: HEAR Commission
 FROM: Matthew Morales-Stevens, Recreation Supervisor
 SUBJECT: **HEAR Commission Action Plan 2022**

SUMMARY

Below is the updated Workplan Action Plan for the HEAR Commission to review and discuss. This will continue to help guide the commission as they work to complete the tasks on the Annual Workplan.

TASKS	COMMISSIONER(S)
<p>1. Equity Training and Inequities in City Policies <i>(Meets the Goals and Purpose of the Commission for Equity)</i></p> <ul style="list-style-type: none"> a. Recommend that all city staff members be required to participate in implicit bias training. <ul style="list-style-type: none"> i. The HEAR Commission is available to assist with the development of this training requirement. 	<ul style="list-style-type: none"> • Lead: Chair Jennings-Nuñez • Commissioner Brenhaug • Commissioner Khan
<p>2. Community Engagement <i>(Meets the Goals and Purpose of the Commission for Diversity, Mutual Appreciation and Increased Cultural Competency)</i></p> <ul style="list-style-type: none"> a. Develop and implement programs and events, possibly in partnership with the Community Services Commission and Department, that engage and educate the community to promote the goals of the HEAR Commission <ul style="list-style-type: none"> i. Examples include: a culturally-diverse movie night, an event to celebrate Native American Heritage Month, a mental health forum/ panel discussion including the San Gabriel Mental Evaluation Team, and development of a social services fair with a concentration on mental health 	<ul style="list-style-type: none"> • All Commissioners will play a role in developing this item • Lead for Mental Health Forum: Brenhaug; additional commissioners to assist: Khan and Borja

<ul style="list-style-type: none"> b. Ensure the City continues to recognize Native American Heritage Month and Black History Month, at minimum by proclamation with the hopes of expansion c. Guest speaker(s)/ educational program(s) - during the regular Commission meetings (one per month)- which relate to the scope of the Commission <ul style="list-style-type: none"> i. Examples include: Bystander Training, anti-bias training, cultural diversity, mental health awareness, low income housing, homelessness and other relevant topics d. Develop and implement programs and activities that make sustainable practices accessible to everyone to reduce impacts of climate change on low and moderate income communities e. Develop a job fair 	
<p>3. Youth Engagement <i>(Meets the Goals and Purpose of the Commission for Diversity and Access)</i></p> <ul style="list-style-type: none"> a. Collect data about the needs of youth in the community utilizing existing City platforms b. Add two youth liaisons to the current HEAR Commission to enable the youth voice to be heard within the community. Each representative would be chosen through an application process and selected by the Commission c. Promote and/ or develop youth internships opportunities, including but not limited to a Social Media internship 	<ul style="list-style-type: none"> • Lead: Commissioner Borja
<p>4. Community Information <i>(Meets the Goals and Purpose of the Commission for Access)</i></p> <ul style="list-style-type: none"> a. Events page on website- to include events outside of those organized by the City, but which have a community benefit and are consistent with the purpose of the HEAR Commission b. Identify ways in which the City can provide additional social services to the community and determine/ specify what those services would be 	<ul style="list-style-type: none"> • Lead: Commissioner Goto • All Commissioners will play a role in developing this item

<ul style="list-style-type: none"> i. Connect people with resources on a more local level- care coordination ii. Make resources available to economically disadvantaged youth c. Implement a resource page on the City website on various topics relating to the scope of the Commission 	
<p>5. Accessibility <i>(Meets the Goals and Purpose of the Commission for Access)</i></p> <ul style="list-style-type: none"> a. Recommend to City Council that two grants are developed utilizing American Rescue Plan Act (ARPA) funds to assist businesses in making their business more accessible 	<ul style="list-style-type: none"> • Lead: Commissioner Herrera
<p>6. Partnerships <i>(Meets the Goals and Purpose of the Commission for Increased cultural competence and positive inter-group relations)</i></p> <ul style="list-style-type: none"> a. Seek partnerships with various agencies to address the purpose of the Commission <ul style="list-style-type: none"> i. Examples include: <ol style="list-style-type: none"> 1. Partner with local museums and historical sites to develop an exhibit celebrating the cultural diversity located within the community, past and present 2. Partner with local agencies to facilitate the Commission’s programs including the Community Services and Historic Preservation & Cultural Resource Commissions, San Gabriel Police Department and the San Gabriel Unified School District 	<ul style="list-style-type: none"> • Lead: Commissioner Fitzsimmons • Commissioner Khan

<p>7. Data Collection (<i>Meets the Goals and Purpose of the Commission for Equity and Diversity</i>)</p> <ul style="list-style-type: none">a. Survey the community through various City marketing channels to determine what barriers to engagement exist. Possible questions include the following:<ul style="list-style-type: none">i. Are there cultural events you want to see implemented? Is what the City is currently offering meeting your cultural standards?ii. Are the activities and services that the City offers meeting the needs of the community?iii. Are there other services that the community feels the City should be offering?iv. How are you discovering information about what events, programs and services the City is offering?v. Do you feel informed about cultural events within the City?b. Gather information and analysis for traffic stops made by the San Gabriel Police Department and calls for suspicious people and vehicles made within the first six months of 2022 and receive the information from the Police Department by August 31, 2022c. Gather information on the demographics of the City employees and Commissions compared to the demographics of the City residentsd. Gather information on the number of people clicking on the translated agendas for the HEAR Commission and the City Council meetings	<ul style="list-style-type: none">• Lead: Commissioner Brenhaug• Commissioner Goto
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*City of San Gabriel
HEAR Commission Presents*



San Gabriel
CITY WITH A MISSION

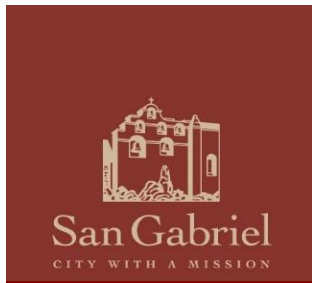
San Gabriel Mental Wellness Expo



Sunday, September 18
12:00pm - 4:00pm
Grapevine Arbor
324 S. Mission Drive
San Gabriel, CA 91776

More Information: 626-308-2875
or SanGabrielCity.com

- *Workshops in English, Mandarin and Spanish*
- *Resources and informational Booths*
- *Activities for kids and adults*
- *Giveaways*



City of San Gabriel

STAFF REPORT

DATE: January 24, 2023

TO: HEAR Commission

FROM: Matthew Morales-Stevens, Community Services Manager

SUBJECT: **HEAR Commission 2023 Draft Annual Workplan**

SUMMARY

This is the draft Annual Workplan developed by the Human Equity, Access and Relations Commission and is intended for the 2023 calendar year.

Purpose of the Commission

The purpose of the HEAR Commission is to advance and advocate for equity, access, diversity, social justice, safety, mutual appreciation, increased cultural competency, positive inter-group relations and respect for all members of the San Gabriel community.

Scope of the Commission

The HEAR Commission serves as an advisory body to the City Council and reports directly to the City Council to assess and recommend policies, procedures and activities in the City government to advance the Commission's purpose. It is not intended for the HEAR Commission to be a quasi-judicial body, an oversight board, nor a body whose primary function is to receive or investigate individual incidents or complaints. The HEAR Commission may request and obtain information with respect to individual incidents or complaints, but only to the extent necessary to make policy, procedure or activity recommendations to the City Council.

Purpose of the Annual Workplan

The Annual Workplan is intended to guide the work of the HEAR Commission and outline the areas of focus for the remainder of 2023. It includes proposed programs and projects that will be implemented and completed throughout the year, some of which may extend beyond 2023. Some of the items have carried over from the 2022 workplan.

DRAFT 2023 WORKPLAN

The 2023 Workplan sets forth seven priority areas that the HEAR Commission has identified as key areas of interest in furtherance of its purpose. The following list of ideas,

programs and activities are not intended to be exhaustive or to limit the action items the Commission can explore.

1. Equity Training and Inequities in City Policies (*Meets the Goals and Purpose of the Commission for Equity*)
 - a. Recommend that all city staff members be required to participate in implicit bias training
 - i. The HEAR Commission is available to assist with the development of this training requirement
2. Community Engagement (*Meets the Goals and Purpose of the Commission for Diversity, Mutual Appreciation and Increased Cultural Competency*)
 - a. Develop and implement programs and events, possibly in partnership with the Community Services Commission and Department, that engage and educate the community to promote the goals of the HEAR Commission
 - i. Examples include: a culturally-diverse movie night, an event to celebrate Native American Heritage Month, a mental health forum/panel discussion including the San Gabriel Mental Evaluation Team, and development of a social services fair with a concentration on mental health
 - b. Ensure the City continues to recognize Native American Heritage Month and Black History Month, at minimum by proclamation with the hopes of expansion
 - c. Guest speaker(s)/ educational program(s) - during the regular Commission meetings (one per month)- which relate to the scope of the Commission
 - i. Examples include: Bystander Training, anti-bias training, cultural diversity, mental health awareness, low income housing, homelessness and other relevant topics
 - d. Develop and implement programs and activities that make sustainable practices accessible to everyone to reduce impacts of climate change on low and moderate income communities
 - e. Develop a job fair
3. Youth Engagement (*Meets the Goals and Purpose of the Commission for Diversity and Access*)
 - a. Collect data about the needs of youth in the community utilizing existing City platforms
 - b. Add two youth liaisons to the current HEAR Commission to enable the youth voice to be heard within the community. Each representative would be chosen through an application process and selected by the Commission

- c. Promote and/ or develop youth internships opportunities, including but not limited to a Social Media internship
4. Community Information *(Meets the Goals and Purpose of the Commission for Access)*
- a. Events page on website- to include events outside of those organized by the City, but which have a community benefit and are consistent with the purpose of the HEAR Commission
 - b. Identify ways in which the City can provide additional social services to the community and determine/ specify what those services would be
 - i. Connect people with resources on a more local level- care coordination
 - ii. Make resources available to economically disadvantaged youth
 - c. Implement a resource page on the City website on various topics relating to the scope of the Commission
5. Accessibility *(Meets the Goals and Purpose of the Commission for Access)*
- a. Recommend to City Council that two grants are developed utilizing American Rescue Plan Act (ARPA) funds to assist businesses in making their business more accessible
6. Partnerships *(Meets the Goals and Purpose of the Commission for Increased cultural competence and positive inter-group relations)*
- a. Seek partnerships with various agencies to address the purpose of the Commission
 - i. Examples include:
 - 1. Partner with local museums and historical sites to develop an exhibit celebrating the cultural diversity located within the community, past and present
 - 2. Partner with local agencies to facilitate the Commission's programs including the Community Services and Historic Preservation & Cultural Resource Commissions, San Gabriel Police Department and the San Gabriel Unified School District
7. Data Collection *(Meets the Goals and Purpose of the Commission for Equity and Diversity)*
- a. Survey the community through various City marketing channels to determine what barriers to engagement exist. Possible questions include the following:

- i. Are there cultural events you want to see implemented? Is what the City is currently offering meeting your cultural standards?
 - ii. Are the activities and services that the City offers meeting the needs of the community?
 - iii. Are there other services that the community feels the City should be offering?
 - iv. How are you discovering information about what events, programs and services the City is offering?
 - v. Do you feel informed about cultural events within the City?
- b. Gather information and analysis for traffic stops made by the San Gabriel Police Department and calls for suspicious people and vehicles made within the first six months of 2022 and receive the information from the Police Department by August 31, 2022
 - c. Gather information on the demographics of the City employees and Commissions compared to the demographics of the City residents
 - d. Gather information on the number of people clicking on the translated agendas for the HEAR Commission and the City Council meetings

Recommendations/ Notes from the November 2022 Meeting for Consideration:

1. Areas of convergence from the Community Engagement Survey:
 - a. Recognition of the indigenous population
 - b. LGBTQ+ community support
 - c. Consider developing a multicultural celebration
 - d. Disability awareness/ accessibility
2. United Against Hate week- potentially partner with another organization to mark the occasion
3. Development of a community service project
4. Further work to support the indigenous population in San Gabriel
5. Make recommendation to the City Council that the Implicit Bias training takes place for City employees every year or every other year.
6. Make recommendation to the City Council that the City develops and budgets for a multicultural event- perhaps in conjunction with the City's birthday celebration?
7. Make recommendation that the City develop a cybersecurity seminar/ resource
8. Update website with additional information on guest speakers and other items the commission is working on
9. Accessibility- Recommendation to City Council to make playgrounds more accessible- The commission may want to include specifics.
10. Youth Ambassador program- Provide deadline to staff for rollout of program
11. PD provide presentation with information on the process for traffic stops including information collected at the time of the stop and pulling the data collected.