

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

Tuesday, May 23, 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

Michelle Brenhaug
Commissioner

Cathie Chavez-Morris
Commissioner

Eric Chen
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

How to Submit Public Comment:

Members of the Public who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time allotted.

In-Person: Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk prior to the meeting. Speakers shall be limited to three (3) minutes per person per item. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.

Electronic submission of Public Comment is also available via the City's website as noted below. Public Comment submitted electronically will be read into the record. Words that would disrupt the meeting, including profanity, obscenity, and discriminatory language, will not be read. Your comments must be received by 5:00 P.M. on meeting day.

Website: Please submit your comments using the online public comment form at [Public Comment](#).

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

HUMAN EQUITY, ACCESS AND RELATIONS COMMISSION AGENDA
Regular Meeting Agenda
Tuesday, May 23, 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 Chavez-Morris
- **ROLL CALL:** Chair Jennings-Nuñez, Vice Chair Goto, Commissioner Chavez-Morris, Commissioner Brenhaug, Commissioner Chen, 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 April 25, 2023.

Recommended Action: Approval.

4. DISCUSSION ITEMS

A. VIEWING OF TEDX TALK AND TREVOR PROJECT DISCUSSION

The commission will view TEDx Talks- "Why I Started the Trevor Project"- so people can be themselves, presented by James Lecesne. The Chair will lead the discussion and provide additional information on the Trevor Project.

Recommended Action:

Staff recommend the HEAR Commission watch the video and discuss the work of the Trevor Project.

B. REVIEW AND DISCUSSION OF THE APPROVED 2023 ANNUAL WORKPLAN

The commission will review and discuss the 2023 approved annual workplan.

Recommended Action:

Staff recommends that the HEAR Commission review and discuss the workplan.

C. DISCUSSION OF PRIDE MONTH AND SAFE SPACE CAMPAIGN

The Commission will discuss plans for pride month 2023 and develop a safe space campaign for the City of San Gabriel.

Recommended Action:

Staff recommends that the HEAR Commission continue working on the two items/ programs.

D. 2023 MENTAL WELLNESS EXPO PLANNING

Commission members to continue planning the 2023 Mental Wellness Expo, scheduled for Sunday, October 1, 2023.

Recommended Action:

Staff recommends that the HEAR Commission continue working on the 2023 Mental Wellness Expo.

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, June 27, 2023, 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.

English

Translation Services. Upon request, the agenda and any public hearing notice for a project may be translated in either Chinese, Spanish, or Vietnamese. Please direct such a request for translation to the City Clerk Department by emailing cityclerk@sgch.org at least 48 hours before the meeting.

Chinese (Traditional)

翻譯服務。根據要求，項目的議程和任何公開聽證會通知可以翻譯成中文、西班牙文或越南文。請至少在會議開始前 48 小時發送電子郵件至 cityclerk@sgch.org 將此類翻譯請求 發送至市文員部。

Chinese (Simplified)

翻译服务。根据要求，项目的议程和任何公开听证会通知可以翻译成中文、西班牙文或越南文。请至少在会议开始前 48 小时发送电子邮件至 cityclerk@sgch.org 将此类翻译请求 发送至市文员部

Vietnamese

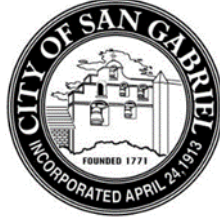
Dịch vụ Dịch thuật. Theo yêu cầu, chương trình nghị sự và bất kỳ thông báo điều trần công khai nào cho một dự án có thể được dịch sang tiếng Trung, tiếng Tây Ban Nha hoặc tiếng Việt. Vui lòng gửi yêu cầu dịch thuật như vậy tới Phòng Thư ký Thành phố bằng cách gửi email tới cityclerk@sgch.org ít nhất 48 giờ trước cuộc họp.

Spanish

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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, APRIL 25, 2023
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 6:39 p.m. on Tuesday, April 25, 2023, 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: Michelle Brenhaug, Cathie Chavez-Morris, Eric Chen, Viki Goto, Jorge Herrera, Chasity Jennings-Núñez and Riaz (Rick) Khan

Commissioners Absent: None.

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

The agenda order was approved.

2. PUBLIC COMMENT

Andrew commented on his excitement about the Youth Ambassador program. He would like to see youth also get involved with the Community Services Commission. He suggested choosing one male and one female ambassador for diversity.

3. ACTION ITEMS

A. APPROVAL OF MINUTES

A motion was made by Commissioner Chen and seconded by Commissioner Khan to approve the amended minutes of the HEAR Commission Regular Meeting for March 28, 2023.

Motion approved as presented by a vote of 7-0-0 as follows:

Ayes: Brenhaug, Chavez-Morris, Chen, Goto, Herrera, Jennings-Nuñez, Khan

Nays: None

Abstain: None

4. DISCUSSION ITEMS

A. INTERVIEWS AND APPOINTMENTS FOR THE YOUTH AMBASSADOR PROGRAM

Presented by Chair Jennings-Nuñez.

The Commission selected Aaron Situ and Kelly Muñoz-Rios to serve as Youth Ambassadors. Dulce Lopez was selected to be an alternate.

Public Comment: None

B. DISCUSSION OF PRIDE MONTH AND SAFE SPACE CAMPAIGN

Presented by Chair Jennings-Nuñez.

Vice Chair Goto, Commissioner Chen and Commissioner Chavez-Morris will work together as a committee for this campaign. The Commission will rename the program to "All are Welcome". Commissioners will join Surf's Up to celebrate Pride Month via the Commission booth. At Surf's Up, residents will have the opportunity to vote on the campaign logo. The Commission will also reach out to the Chamber of Commerce and Economic Development for assistance.

Public Comment: None

C. 2023 MENTAL WELLNESS EXPO PLANNING

Presented by Chair Jennings-Nuñez.

The Commission provided updates on the progress in their respective areas of the event.

Public Comment: None

5. COMMISSION REPORTS

Commissioner Khan attended the Commissioners' Dinner held on April 20th.

Commissioner Herrera attended the Commissioners' Dinner. He participated in an event with Red Cross and So Cal Gas to install smoke alarms in East L.A. He also went to the Egg'straordinary Pancake Breakfast & Spring Celebration; he assisted Kiwanis with serving pancakes. He attended a screening of "La Frontera with Pati Jinich" by PBS So-Cal and KCET. Lastly, he will work with Commissioner Chen with an Gabrielino High School alumni gathering in October.

Vice Chair Goto attended Monterey Park's Cherry Blossom Festival to check out AYC'S Multicultural Pop-Up. She also wanted to acknowledge Armenian Genocide Remembrance Day.

Chair Jennings-Nuñez is a Kiwanis member and was at the Egg'straordinary Pancake Breakfast & Spring Celebration. She attended a play in Pasadena to see a play called "Unrivaled". She works at a hospital in Glendale, and they acknowledged the Armenian Genocide. She mentioned that April is National Minority Health Month which includes Black Maternal Mortality Week. Huntington Hospital had a showing of a documentary called *Toxic*, and she recommended a YouTube video called "Kira Johnson's Story". She also encouraged the community to attend the June 2 Community Budget meeting. Chair Jennings-Nuñez would like to have Jorge Rivera, founder of the Health & Justice Center, as guest speaker for the next meeting.

Commissioner Chen shared that May is AAPI Heritage Month. He attended a meeting with the Assistant Secretary of Homeland Security hosted by FACE- Faith and Community Empowerment. He helped organize a gathering for Monterey Park shooting survivors held at the Monterey Park Service Club Center.

Commissioner Chavez-Morris wanted to acknowledge that April is National Arab American Heritage Month. She was selected as an infrastructure related public sector leader for the Transformative Justice Infrastructure Fellowship out of policylink community first infrastructure alliance and race towards government alliance on race and equity.

Commissioner Brenhaug acknowledged that Earth Day was that past Saturday. She encourages everyone to be more mindful regarding climate care.

6. STAFF COMMENTS

Manager Morales-Stevens shared that Play Day is scheduled for May 20. AYC will host their Multicultural Art Pop-Up at this event.

7. ADJOURNMENT

Chair Jennings-Nuñez adjourned the meeting at 9:12 p.m.

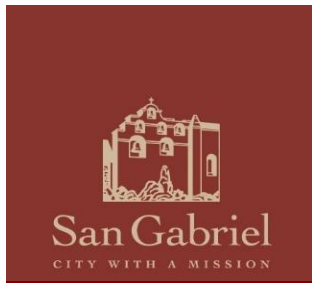
Next regular meeting is scheduled in person for Tuesday, May 23, 2023 at 6:30 p.m.

Respectfully submitted:

Adrienne Franquez, Commission Clerk

Approved this 23 day of May 2023:

Chasity Jennings-Nuñez, Commission Chair



City of San Gabriel

STAFF REPORT

DATE: May 23, 2023

TO: HEAR Commission

FROM: Matthew Morales-Stevens, Community Services Manager

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

SUMMARY

This is the Annual Workplan developed by the Human Equity, Access and Relations Commission and is intended for the 2023 calendar year. The 2023 Annual Workplan was approved by the City Council during the April 18, 2023 Council meeting.

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.

APPROVED 2023 WORKPLAN

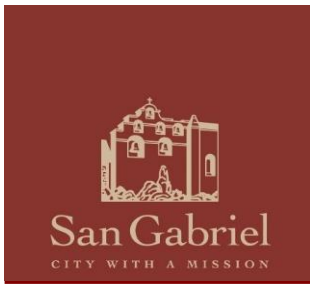
The 2023 Workplan sets forth seven priority areas that the HEAR Commission has identified as key areas of interest in furthering its purpose. The following list of ideas, programs and activities are not intended to be exhaustive or to limit the action items the Commission can explore.

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.

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, continue the SG Mental Wellness Expo and continue further work in support of the indigenous population within San Gabriel
 1. The Commission is requesting that \$2,500 is budgeted for the Mental Wellness Expo in Fiscal Year 2023-2024. This will enable the Commission to continue and expand the event in 2023 without reliance on third-party funding.
 - b. Ensure the City continues to recognize Native American Heritage Month and Black History Month, at a 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.
 - ii. Recommend that the City continues with an annual or bi-annual implicit-bias training.
 - 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. Work with staff to develop a safe zone/space campaign geared toward creating offices, business and public spaces that can be easily identified as safe spaces for minority populations, specifically the LGBTQ+ population.

- f. Create and assign an active community member award from the HEAR Commission.
 - g. Recommend to City Council that the City implement a multicultural event/celebration that could be done in conjunction with the City's birthday celebration.
3. Youth Engagement *(Meets the Goals and Purpose of the Commission for Diversity and Access)*
- a. 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.
 - b. 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. 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, which addresses how people can receive various services from the fewest locations possible thereby allowing for easier access to services.
 - ii. Make resources available to economically-disadvantaged youth.
 - b. Implement a resource page on the City website on various topics relating to the scope of the Commission.
 - c. Implement a fraud/cybersecurity seminar, potentially through the San Gabriel Police Department.
5. Accessibility *(Meets the Goals and Purpose of the Commission for Access)*
- a. Determine various forms of outreach specifically for persons whose primary language is not English to ensure meetings and activities are 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. Gather information and analysis for traffic stops made by the San Gabriel Police Department and calls for suspicious people and vehicles made within 2022.



City of San Gabriel

STAFF REPORT

DATE: May 23, 2023

TO: HEAR Commission

FROM: Matthew Morales-Stevens, Community Services Manager

SUBJECT: **SAFE SPACE CAMPAIGN**

SUMMARY

City Council approved the HEAR Commission's 2023 Annual Workplan at the April 18, 2023 council meeting. Included in the workplan was the development of a safe zone/ space campaign geared toward creating offices, businesses and public spaces that can be easily identified as safe spaces for minority populations, specifically the LGBTQ+ population. A committee consisting of Vice Chair Goto, Commissioner Chavez-Morris and Commissioner Chen have been tasked to work with staff on the campaign.

INTRODUCTION

Staff have worked closely with the HEAR Commission members to create a Citywide safe space campaign. Presented in the report is an outline for how the campaign would be presented to the public and the implementation of the messaging such as a draft symbol.

The vision of the City of San Gabriel is- "San Gabriel will be a premier city in the region. Building on its rich history, San Gabriel will stand out as a vibrant, inclusive and inviting place to live work, shop, and play. San Gabriel will set the standard for excellence and innovation." The vision has been provided as a launching point of discussion and guiding force for the campaign. It also shows that the campaign falls in alignment with the goals of the City.

DRAFT CAMPAIGN VERBIAGE

Who should display the safe zone symbol?

Any business, community organization or individual that wants to show they have created a welcoming environment for any person, regardless of their sexual orientation, gender identity or gender expression. Posting the symbol ensures people can frequent this space without fear of aggression, judgement or hate.

Where to display the safe zone symbol?

Any location that is clearly visible by persons entering your place of work. This may include the front window or door, your personal office space or a communal office or public gathering location.

What are you agreeing to when posting the safe zone symbol in your space?

You and your organization are agreeing to serve as an ally to the LGBTQ+ community and all persons that enter your place of work. You agree to provide a safe space for people to express their authentic selves without concern of repercussions such as aggression, hate or judgement. You agree to be aware of other participants that may wish ill upon others in your space. Your agreement goes beyond tolerance for people that differ from you and your beliefs by providing acceptance and celebrating differences. You are contributing to the City of San Gabriel's vision of standing out as a vibrant, inclusive and inviting place to live, work, shop and play.

What does LGBTQ+ represent?

This is a community of people identifying as lesbian, gay, bi-sexual, transgender, queer, intersex, asexual. The plus represents all other gender identities and sexual orientations.

How can you sign up to become part of the campaign and receive your sticker?

Visit us online at SanGabrielCity.com and complete the online form. A sticker will be mailed to your place of work.

Questions or concerns?

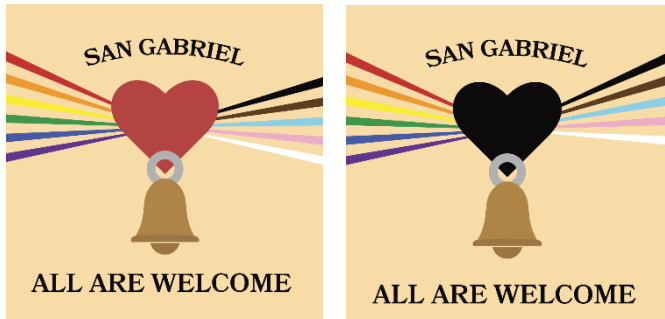
Call the Community Services Office at 626-308-2875 or email commserinfo@sgch.org.

DISUCSSION ITEMS FOR THE COMMISSION

Below are questions staff encourage the commission review and address as part of the development and implementation stages of the campaign.

- Creation of a resource page for LGBTQ+ persons
 - Resources could include 211 LA County, the Trevor Project, The LGBTQ Center Long Beach, Los Angeles LBGT Center, San Gabriel Valley LGBTQ Center
 - Running list of businesses that participate in the program
 - List how they feel they are meeting allyship or are they LGBTQ+ owned.
- Explanation of the logo
- Send to City Council for full adoption/ support/ approval
- Connection with the Chamber of Commerce and the Economic Development Department
- What type of follow-up could happen? Survey to participating individuals?
- Development of official name of the campaign

Draft Logos:



FISCAL IMPACT

Staff recommend the commission utilize existing City resources to implement the campaign.

RECOMMENDATION

Staff recommend the commission finalize the safe space campaign including the guidelines, symbol, resource page and plan for implementation. Additionally, staff recommend the item is submitted to City Council for review and possible adoption.

ATTACHMENTS:

- Exhibit A- Draft Online Symbol Request Form
- Exhibit B- Draft Webpage

Exhibit A- Draft Online Safe Space Campaign Participation Request Form

Home › Forms

Safe Space Campaign Participation Request

City of San Gabriel Safe Space Campaign
Thank you for doing your part to make San Gabriel an even more inclusive community!

By requesting and displaying this symbol, you and/ or your organization are agreeing to serve as an ally to the LGBTQ+ community and all persons that enter your place of work. You agree to provide a safe space for people to express their authentic selves without concern of repercussions such as aggression, hate or judgement. You agree to be aware of other participants that may wish ill upon others in your space. Your agreement goes beyond tolerance for people that differ from you and your beliefs by providing acceptance and celebrating differences. You are contributing to the City of San Gabriel's vision of standing out as a vibrant, inclusive and inviting place to live, work, shop and play.

Company Name (if applicable):

First Name:

Last Name:

Address:

City, State, Zip Code:

Email:

Phone Number:

The symbol will be delivered directly to your place of business. Please allow 2-3 weeks for it to arrive.

Exhibit B- Draft Webpage

[DRAFT] Engagement Survey

Native American Heritage Month Celebration

Guest Speakers

SG Mental Wellness Expo

Land Acknowledgement Statement Advisory Committee

Youth Ambassador Program

[DRAFT] Safe Space Campaign

Add Page

[Home](#) > [Government](#) > [Commissions](#) > [HEAR Commission](#) > [DRAFT] Safe Space Campaign

SAFE SPACE CAMPAIGN

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Click [here](#) to fill out the request form and have a sticker mailed to you for FREE. A sticker will be mailed to your place of work.

Questions or concerns?

Call the Community Services Office at 626-308-2875 or email commsservinfo@sgch.org.

