



City of San Gabriel

STAFF REPORT

DATE: March 22, 2022

TO: HEAR Commission

FROM: Matthew Morales-Stevens, Recreation Supervisor

SUBJECT: **HEAR Commission 2022 Approved Annual Workplan**

SUMMARY

This is the Annual Workplan developed by the Human Equity, Access and Relations Commission and is intended for the 2022 calendar year. The 2022 Annual Workplan was approved by the City Council during the March 15, 2022 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 2022. It includes proposed programs and projects that will be implemented and completed throughout the year, some of which may extend beyond 2022. Some of the items have carried over from the 2021 workplan.

APPROVED 2022 WORKPLAN

The 2022 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