

**CLAREMONT COMMITTEE ON HUMAN RELATIONS  
SPECIAL MEETING AGENDA**

*"We are a vibrant, livable, and inclusive community dedicated to quality services, safety, financial strength, sustainability, preservation, and progress with equal representation for our community."*

Alexander Hughes Community Center  
Santa Fe Room  
1700 Danbury Road  
Claremont, CA 91711



Monday,  
February 24, 2025  
7:00 PM

**COMMITTEE MEMBERS**

CYNTHIA BARNES-SLATER

STEPHANIE ANDREWS

CATHLEEN CRAYTON

NATASHA HUTSON KOHLS

KATRINA MASON

DAVID MYERS

ANDREA ROBERTS

Meetings are open to the public for in-person attendance.

**OPTIONS FOR PUBLIC COMMENT:**

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

**IN-PERSON LIVE COMMENTS**

When the item you wish to speak to is announced, please proceed to the speaker's podium one by one.

**E-MAIL/MAIL**

Written comments sent to the Alexander Hughes Community Center will be distributed to the Committee on Human Relations and imaged and made available in the record of the meeting in the document archive, which can be found on the City website: [www.claremontca.gov](http://www.claremontca.gov) Email: [mcastillo@claremontca.gov](mailto:mcastillo@claremontca.gov). Mail: 1700 Danbury Road, Claremont, CA 91711.

**For assistance, comments, or more information please contact Michelle Castillo:  
(909) 399-5356.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

## **CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS**

### **PUBLIC COMMENT**

The Committee has set aside this time for persons who wish to comment on items that are not listed on the agenda but are within the jurisdiction of the Committee on Human Relations. Members of the public will have the opportunity to address the Committee on Human Relations regarding all items on the agenda at the time the Committee considers those items.

General public comment will be taken for 30 minutes and will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time limit.

The Brown Act prohibits The Committee on Human Relations from taking action on oral requests relating to items that are not on the agenda. The Committee may engage in a brief discussion, refer the matter to staff, and/or schedule requests for consideration at a subsequent meeting.

### **CONSENT CALENDAR**

All matters listed on the Consent Calendar are considered routine. The Committee on Human Relations may act on these items by one motion following public comment. Only Committee Members may pull an item from the Consent Calendar for discussion.

1. COMMITTEE ON HUMAN RELATIONS MEETING MINUTES OF MAY 20, 2024

Recommendation: Staff recommends the Committee on Human Relations approve the meeting minutes of May 20, 2024.

### **ADMINISTRATIVE ITEMS**

2. REVIEW POLICIES AND PROCEDURES AND MEETING SCHEDULE

Recommendation: Staff recommends the Committee on Human Relations review and approve the Committee's Policies and Procedures and the upcoming meeting schedule.

3. DISCUSS FUTURE COMMITTEE PRIORITY PROJECTS AND EVENTS

Recommendation: Staff recommends the Committee on Human Relations receive an oral report from staff future Committee priority projects and events.

### **CONTINUED PUBLIC COMMENT**

This time is reserved for those persons who were unable to speak earlier in the agenda because of the 30-minute time restriction.

### **REPORTS**

*Staff*

***Committee***

***Commission Liaison***

**ADJOURNMENT**

THE NEXT REGULAR MEETING OF THE CLAREMONT COMMITTEE ON HUMAN RELATIONS WILL BE HELD ON MONDAY, MAY 19, 2025, AT 7:00 PM IN THE SANTA FE ROOM AT THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, MICHELLE CASTILLO, MANAGEMENT ANALYST OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE AND THE ALEXANDER HUGHES COMMUNITY CENTER, 1700 DANBURY ROAD, ON, THURSDAY, FEBRUARY 20, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54956.

POST THROUGH: February 25, 2025

**Claremont Committee on Human Relations  
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS  
FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST  
DATE: FEBRUARY 24, 2025  
SUBJECT: COMMITTEE ON HUMAN RELATIONS MEETING MINUTES OF  
MAY 20, 2024

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**RECOMMENDATION**

Staff recommends the Committee on Human Relations approve the meeting minutes of May 20, 2024.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Michelle Castillo  
Management Analyst

**Attachment:**

Committee on Human Relations Meeting Minutes of May 20, 2024

**COMMITTEE ON HUMAN RELATIONS  
MEETING MINUTES**

Monday, May 20, 2024 – 7:00 PM  
Alexander Hughes Community Center, Santa Fe Room  
1700 Danbury Road, Claremont, California

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**CALL TO ORDER**

Chair Barnes-Slater called the meeting to order at 7:00 PM.

**PLEDGE OF ALLEGIANCE**

Committee Member Mason led the Pledge of Allegiance.

**ROLL CALL**

**PRESENT**

COMMITTEE MEMBERS: BARNES-SLATER, BARTMAN,  
MASON, MYERS, WILLS

**ABSENT**

COMMITTEE MEMBER: BUCHHOLZ, CRAYTON,  
OFSTEDAHL

**ALSO PRESENT**

Melissa Vollaro, Director of Recreation and Human Services  
Michelle Castillo, Management Analyst

**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS**

The Committee recognized outgoing Member Wills.

**PUBLIC COMMENT**

Chair Barnes-Slater invited public comment.

There were no requests to speak.

**CONSENT CALENDAR**

Chair Barnes-Slater invited public comment on the Consent Calendar.

There were no requests to speak.

1. Committee on Human Relations Special Meeting Minutes of February 26, 2024  
Approved and filed the Committee on Human Relations special meeting minutes  
of February 26, 2024.

***Committee Member Wills moved to approve the Consent Calendar, seconded  
by Committee Member Mason, and carried on a roll call vote as follows:***

**AYES:**        **Committee Member – Barnes-Slater, Bartman, Mason, Myers, Wills**

**NOES:**        **Committee Member – None**

**ABSENT:**     **Committee Member – Buchholz, Crayton, Ofstedahl, Rea**

## **ADMINISTRATIVE ITEMS**

### 2.    Ad Hoc Report on Civil Discourse Event

Member Mason shared that she thought the event was great, but only 14 people attended the event. She shared that the event used the Circle of Friends format, which invited all in attendance to speak for short periods of time.

Chair Barnes-Slater shared that all event questions centered around current issues in Claremont, which help engage all in attendance. In the future, attendees suggested publishing the discussion questions in advance. Chair Barnes-Slater shared that similar discussion events held at Pitzer College that use the Circle of Friends discussion method draw between 40-50 people.

Chair Barnes-Slater shared that those in attendance appreciated the event, and numerous people mentioned that these discussions would continue even after the workshop ended. She collected feedback cards which she will be sharing with the group. She suggested that while attendance was low at this event it will take time to build a group focused on civil discourse.

Chair Barnes-Slater invited public comment.

There were no requests to speak.

***The report was received and filed.***

### 3.    United Against Hate Week

Michelle Castillo, Management Analyst, stated that the ad hoc group, comprised of Members Bartman, Mason, Myers and Ofstedahl, met to discuss involvement in United Against Hate Week, to take place September 21-27, 2024. She stated the ad hoc liked the idea of doing an acts of kindness week, where Committee Members would encourage individuals and groups to perform acts of kindness on their own and share with the community.

Members liked this idea, and the ad hoc agreed to meet to determine additional details with the Committee kicking off the movement in August.

Chair Barnes-Slater invited public comment.

There were no requests to speak.

***The report was received and filed.***

## **REPORTS**

### ***Staff***

Michelle Castillo, Management Analyst, stated that City's Memorial Day event will be held on Monday, May 27, 2024, at 11:00 AM at Oak Park Cemetery. The City's Summer Camp begins on June 24, 2024, and the Fourth of July 1K/5K will be held on Saturday, June 29, 2024, followed by the parade, festival and firework show on Thursday, July 4, 2024.

Director Vollaro shared that Concerts in the Park and Movies in the Park both begin the week of July 8, 2024.

### ***Committee***

Chair Barnes-Slater commented that there is a lot happening this summer in Claremont and expressed how pleased she was with the new layout in the City's brochure.

## **ADJOURNMENT**

Chair Barnes Slater adjourned the meeting at 7:35 PM. The next meeting of the Committee on Human Relations will be on Monday, September 16, 2024, at 7:00 PM at the Alexander Hughes Community Center.

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Cynthia Barnes-Slater  
Chair

ATTEST:

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Michelle Castillo  
Recording Secretary

**Claremont Committee on Human Relations  
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS  
FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST  
DATE: FEBRUARY 24, 2025  
SUBJECT: **REVIEW POLICIES AND PROCEDURES AND MEETING  
SCHEDULE**

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**SUMMARY**

Due to terms ending and resignations the Committee on Human Relations had five vacancies in August 2024. Between September 2024 – January 2025 there were three new applicants. All three were interviewed and selected and then appointed at the February 5, 2025 Community & Human Services Commission Meeting, bringing the total to seven members.

**RECOMMENDATION**

Staff recommends the Committee on Human Relations review the Committee on Human Relations Policies and Procedures to reduce the number of members to seven to make it easier to meet quorum, in addition to removing the Police Commission liaison. Additional changes also include updating the Recreation and Human Services' department name change and removing the reference to term limits for City appointed positions.

Also, members are asked to confirm availability for upcoming regularly scheduled meeting dates and times:

- Monday, May 19, 2025
- Monday, September 15, 2025
- Monday, November 17, 2025
- Monday, February 16, 2026 (Cancel meeting due to federal holiday)
- Monday, February 23, 2026 (Special meeting)
- Monday, May 18, 2026

All meetings are currently scheduled to begin at 7:00 PM.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.



Submitted by:

Michelle Castillo  
Management Analyst

Attachment:

Committee on Human Relations Policies and Procedures



## POLICIES AND PROCEDURES CLAREMONT COMMITTEE ON HUMAN RELATIONS

A Standing Committee of the  
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

### A. MISSION STATEMENT

The Mission of the Committee on Human Relations is to advocate and promote diversity, equity and inclusion, and act as an advisory body to the Community and Human Services Commission. The Committee will make recommendations on methods of inspiring mutual respect and understanding among people, to discourage prejudice and discrimination, and work towards cultural awareness and unity. The Committee may also make recommendations as to special events which will further its purpose.

### B. VISION

To advance inclusion and transparency from aspiration to reality, among our diverse communities, through engagement and collaboration.

### C. FUNCTION

The functions of the Committee on Human Relations shall include but not be limited to the following:

1. Advise the Community and Human Services Commission in areas of human services and human relations.
2. Facilitate learning experiences and conversations that help community members understand the need for justice, adopt attitudes of mutual acceptance, promote respect, respond to conflict in society, and bring awareness to implicit and structural bias.
3. Stay informed of the development of local, county, state, and national programs that could advance the goals of the Committee on Human Relations.
4. Work cooperatively with staff in developing an annual work plan.
5. Work in consultation with, and guidance from, the Los Angeles Commission on Human Relations, to establish best practices pertaining to programing, community engagement, and mediation.
6. Receive information on hate crimes and hate incidents as they occur in Claremont from the Police Department.

### D. MEMBERSHIP

1. The committee shall consist of 7 members who reflect the diversity of the community and reside, attend school or have their primary employment in the city of Claremont.

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2. Members of the same household may not serve on the same committee.
3. Committee member terms shall be four years beginning September 1st of the year appointed. Terms shall be staggered to maintain continuity. Terms shall expire on August 31st of the year established upon appointment.
4. Prior to May each year City Staff shall contact eligible committee members whose terms are expiring and determine if there is interest in being considered to serve an additional term.
5. Committee members are appointed by the Community and Human Services Commission. Prior to July each year, the Chair of the Community and Human Services Commission may appoint a Community and Human Services ad hoc committee to review applications, and if necessary, conduct interviews to make recommendations to the full Commission on the appointment of new members.
6. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
7. Should a vacancy occur prior to the end of the member's scheduled term, the Community and Human Services Commission shall recommend a replacement for the non-expired term.
8. Members shall attend meetings and participate in the activities of the committee.
9. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
10. The Commission liaison shall receive information about all meetings related to the committee such as ad hoc committee meetings and shall report to the Commission all pertinent information about committee activities.
11. The committee shall include at least one staff representative from the Recreation and Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
12. The Staff liaison(s) will update the Community and Human Services Commission on current members annually.

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Committee members may serve a total of eight years and may reapply to serve following a one-year break in service. ¶

**Deleted:** <#>The committee shall include at least one member from the Police Commission to serve as a liaison to the committee. Liaison is a non-voting position. ¶

## E. OFFICERS

1. The committee shall nominate and select a chairperson and vice chairperson from its membership in September. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31. 3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31st.

#### **F. AD HOC COMMITTEES**

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

#### **G. MEETINGS**

1. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.
2. The committee shall meet at least four times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the third Monday of September, November, February and May at 7:00 p.m.
3. Meeting minutes, prepared by City Staff, must be distributed with the agenda prior to the meeting.
4. Committee meetings must adhere to the requirements of the State of California Brown Act.

#### **H. STANDING RULES**

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.

3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

Originally Adopted 03/10/1997  
Revised and Adopted 02/03/2021

**Claremont Committee on Human Relations  
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS  
FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST  
DATE: FEBRUARY 24, 2025  
**SUBJECT: COMMITTEE PRIORITY PROJECTS AND EVENTS**

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**RECOMMENDATION**

Staff recommends the Committee on Human Relations receive an oral report from staff regarding future priority projects and events.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the Recreation and Human Services Department.

Submitted by:

Michelle Castillo  
Management Analyst