



## COMMISSION ON HUMAN RELATIONS

### COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

*"Enriching lives through effective and caring service"*

March 1, 2011

### MEMORANDUM TO THE COMMISSIONERS

FROM: Dr. Sandra Thomas, President

SUBJECT: Commission Meeting of *Monday, March 7, 2011*

Our Commission will meet on **Monday, March 7, 2011**, from **12:30-2:30 p.m.**, at 3175 W. Sixth Street, Third Floor, Room 304 (Team Room) Los Angeles, California.

Enclosed is the Agenda and Draft Minutes of February 7, 2011 meeting for your review and approval.

If you are unable to attend the meeting, please call Grace Löwenberg at (213) 738-2792 no later than 9:00 a.m., Monday, March 7<sup>th</sup>.

*Please ensure you have your Photo ID to enter the premises or you will need to sign in the reception area/security guard. Thanks.*

See you **MONDAY!**

*(Parking is available on 523 Shatto Street, 4<sup>th</sup> and Shatto. Park on Level 3 and above.)*

Racialized Gang Violence Prevention Initiative Committee is scheduled to meet prior to Commission meeting at 11:00 am., 3<sup>rd</sup> Floor, **Teamwork** Rm. 304. Members: Eleanor Montaña, Chair, Sergio Paz, Co-Chair, Vito Cannella. Staff: Anthony Massengale, Cherylynn Hoff.

Youth Committee will meet prior to Commission meeting at 11:30 am., 3<sup>rd</sup> Floor, **Vision** Rm. 304. Members: Lea Ann King, Chair, William Lambert, Vice Chair, Mario Ceballos, Susanne Cumming. Staff: Gustavo Guerra Vasquez, Juan Carlos Martinez.

JAF Committee is scheduled to meet at 12:15 pm. in **Vision** Rm. 304. Members: Susanne Cumming Chair, Lea Ann King, Co-Chair. Staff: Elena Halpert-Schilt, Riku Matsuda.

#### Board of Supervisors

Gloria Molina  
First District

Mark Ridley-Thomas  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

William T Fujioka  
Chief Executive Officer

#### Human Relations Commission

Dr. Sandra Thomas

President

Kathay Feng, Esq.

Vice President/Secretary

Tong Suk Chun

Vice President

William Lambert

Vice President

Eleanor Montaña

Vice President

Donna Bojarsky

Rev. Zedar E. Broadous

Vito Cannella

Mario Ceballos

Michael Gi-Hao Cheung

Susanne Cumming, Esq.

Adrian Dove

Lea Ann King

Sergio Paz

#### Honorary Members

Ray W. Bartlett (1917-2008)

John Anson Ford (1883-1983)

Morris Kight (1920-2003)

Catherine G. Stern

Philip R. Valera

Rabbi Alfred Wolf (1915-2004)

Robin S. Toma, Esq.

Executive Director

Elena Halpert-Schilt

Assistant Executive Director

#### Intergroup Relations Specialists

Gustavo Guerra

Cherylynn Hoff

Sikivu Hutchinson

Juan Carlos Martinez

RiKu Matsuda

Josh Parr

Emily Pacheco

Ray Regalado

Fidel Rodriguez

Anthony Massengale, Sr.

Marshall Wong

#### Administrative Staff

Grace Löwenberg

Sharon Williams

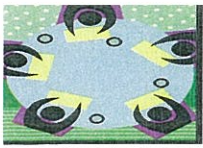
#### Community and Senior Services

Cynthia Banks

Director

Otto Solorzano

Chief Deputy Director



Los Angeles County Commission on Human Relations  
3175 W. Sixth Street, Ste. 400, Los Angeles, CA 90020  
(213) 738-2788

**A G E N D A**  
**MEETING OF THE COMMISSION/EXECUTIVE COMMITTEE**  
**Monday, March 7, 2011**  
**12:30 p.m.**  
**3<sup>rd</sup> Floor Teamwork Room – Ray Bartlett Conference Room**  
**Community and Senior Services Building**  
**3175 W. Sixth Street, Suite 400**  
**Los Angeles, CA 90020**

1. **Call to Order/Flag Salute and Moment of Silence (12:30)**
2. **Approval of Minutes of previous meetings\* (12:32)**
3. **Public Comment (12:40)**
4. **Executive Director's Report (12:45)**
  - 4.1. Calendar of meetings of Commission and Committees
  - 4.2. Re-Entry Summit on February 16th
  - 4.3. Strategic Plan Implementation
  - 4.4. Corporate Advisory Committee meeting for May
5. **For Discussion/Action (1:00)**
  - 5.1. Form for JAF Trust Fund guidelines (Cumming)
  - 5.2. Fact Sheet on L.A. County Human Relations Commission\*
6. **Committee Reports\*\* (1:10) (3 minutes per item, except where noted)**
  - 6.1. Ad Hoc Leadership Committee (Paz) (20 mins.)
  - 6.2. Homeless Committee (Cheung)
  - 6.3. Youth Committee (King)
  - 6.4. Racialized Gang Violence Prevention Committee (Montaño/Paz)
  - 6.5. Crisis Response Committee (Feng)
  - 6.6. JAF Human Relations Awards Committee (Cumming)
7. **Commissioner's Comments/Announcements (1:50) (2 minutes per item)**
8. **Adjournment (2:00)**

Note: President Sandra Thomas will be participating by conference telephone communication from the following location: 3544 Canon, Altadena, California.

*Para mas información en español, favor de comunicarse al (213) 738-2788.*

\* Denotes that this or previous agenda packets include written material regarding this agenda item.

\*\* All committee reports are to be submitted in writing in advance for the agenda packet. Meetings are held in English. If interpretation in other languages or accommodations for persons with disabilities are needed, please contact the Commission at (213) 738-2788 at least 72 hours before the meeting. The meetings of the Human Relations Commission are accessible to persons with disabilities. Access to the facility is via the Sixth Street entrance.

ST:RST



# Los Angeles County Commission on Human Relations

3175 W. Sixth Street, 4<sup>th</sup> Floor  
Los Angeles, California, 90020

(213) 738-2788  
<http://www.lahumanrelations.org>

[DRAFT] MINUTES  
HUMAN RELATIONS COMMISSION  
Commission Meeting of February 7, 2011  
The California Endowment Conference Center - Sequoia Room  
1000 N. Alameda Street  
Los Angeles, California

PRESENT:	Michael Gi-Hao Cheung Rev. Zedar E. Broadous Susanne Cumming Lea Ann King Sandra E. Thomas	Kathay Feng Eleanor Montañó Sergio Paz Mario Ceballos
ABSENT:	Donna Bojarsky William Lambert Vito Cannella	Grandmaster Tong Suk Chun Adrian Dove
STAFF:	Robin S. Toma Summer Brown	Grace Löwenberg

- 1. Call to Order/Flag Salute and Moment of Silence:** The executive commission meeting was called to order by President Thomas at 12:55 p.m. The flag salute and moment of silence were led by Commissioner King.
- 2. Approval of Minutes:** It was moved by Commissioner Thomas, and seconded by Commissioner King, to approve the minutes of the January 3, 2011 meeting. The motion carried unanimously.
- 3. Public Comment:** None
- 4. President's Report:** President Thomas presented the following report:
  - 4.1 Mission Statement of the HRC:** President Thomas asked that Commissioner Paz read aloud the Mission Statement, as a reminder of the Commission's charge. President Thomas then stated that she will ask a different Commissioner each month to read the Mission Statement.
  - 4.2 CAHRO Conference:** President Thomas inquired whether commissioners were enjoying the conference of the California Association of Human Relations Organizations (CAHRO) so far, and urged them to apply the things they have learned to the Commissions' own efforts.
  - 4.3 Meeting with Urban Progressives on Diversity in Episodic Television:** After attending several meetings on this topic, President Thomas expressed her view that the Commission

cannot commit to these efforts unless it directly aligns with the Commission's current goals and strategies, but we will help whenever possible. Commissioner Broadous asked for more information about the organization, which Toma agreed to share what he has. President Thomas noted that when the Urban Progressives has clarity as to the focus of its proposal, it can inform her to discuss opportunities for collaboration.

- 4.4 Upcoming Countywide Summit on Re-Entry, February 16<sup>th</sup>:** President Thomas announced the upcoming the 6<sup>th</sup> summit, and thanked the HRC and CSS staff for working so tirelessly to put the event together. The summit is expected to draw around 600 guests. She encourages all commissioners to attend if their schedules permit. Commissioners Paz, Montano, Cumming, and Broadous indicated they would be attending.
- 4.5 Commissioner Attendance:** President Thomas informed the group that she received a request from Supervisor Antonovich inquiring what can be done to improve commissioner attendance among all Commissions. This examination process is also part of the Commission's sunset review. President Thomas asked what we can do to improve our attendance within our own commission. Current attendance rates are at 57%, and the countywide standard is 60%. She stated that commissioners who do not attend on a regular basis hurt the commission, as well as having vacant seats. She then made a call to commissioners on improving the situation. Some of the suggestions are as follows: 1) keep appointing supervisors abreast of the situation when commissioners do not attend meetings on a regular basis; 2) have monthly vs. bi-monthly meetings; and 3) give commissioners the ability to call into meetings via conference call. Commissioner Broadous suggested that the group re-visit the proposed solutions to the issue. Commissioner Paz announced that he would bring these issues to the ad hoc leadership committee meeting and they can make an analysis of the proposed solutions. A report will be ready to read aloud to the group at the next March meeting.
- 5. Executive Director's Report:** Executive Director Toma thanked all members present for attending CAHRO conference, and encouraged them to make connections with other professionals to share common challenges, issues, and ideas for solutions, in order to protect their role in government. He then presented the following report:
  - 5.1 Calendar of Meetings of Commission and Committees:** Executive Director Toma informed that Assistant Director Halpert-Schilt who was out sick, would provide it after her return to work.
  - 5.2 "No Haters Here!" Week Kick-Off at Washington Prep High:** Executive Director Toma thanked all commissioners who attended any of the "No Haters Here" events. Commissioner King stated that she will later give a detailed report to the group towards the end of the meeting when committee updates are given. On a separate note, Commissioner Ceballos stated that we need to meet with the new superintendent of LAUSD to establish a relationship with him.
  - 5.3 Strategic Plan Implementation:** The document accompanying this item was to be brought by Assistant Director Halpert-Schilt, who was out ill.
  - 5.4 Corporate Advisory Committee (CAC) event in May:** Executive Director Toma talked about the CAC's current efforts; they are co-sponsoring an event geared towards corporate America, and their lack of inclusion and sensitivity towards people

of color, women, who are in positions of leadership. CAC will partner with author and speaker Dr. Freada Kapor Klein, of the Level Playing Field Institute, this event will be a public forum, targeting corporate diversity. Attendees can expect to hear current arguments around this issue, as well as vignettes and stories of those affected.

## 6. For Discussion/Action

- 6.1 Request to use John Anson Ford (JAF) Trust Funds for Homeless Leadership Council:** Commissioner Cheung presented on this continuing item since he was to meet with the Homeless Committee to consider this item for recommendation to the full commission meeting. Although they were unable to convene the committee, Commissioner Cheung as the chair recommends approval of the motion to request the usage of JAF funds not to exceed \$1,460 to be used to sponsor the Homeless Leadership Council. Commissioner King further added that if other sources of funding became available to sponsor this request that the original funds be returned to the JAF Trust Fund for future use. The motion was made by Cheung, seconded by Commissioner Cumming, and approved unanimously, without abstentions. There is an understanding that if funds are obtained from other sources, whether the departmental budget or private sponsors, the funds will not be drawn from, or if already drawn, then reimbursed to the JAF Trust Fund.
- 6.2 Fact Sheet on L.A. County Human Relations Commission:** Executive Director Toma presented the revised Human Relations Commission fact sheet for discussion and feedback. He described in detail, several changes to the document since the last meeting. He closed by inviting commissioners to give him additional feedback on the FAQ portion, as only one commissioner sent comments/changes in response to the request for feedback at the last meeting. Submissions may be sent directly to him so that they may be revised and presented at a future meeting.
- 6.3 JAF Trust Fund Guidelines:** Commissioner Cumming presented a draft "Criteria for use of JAF funds". This document will serve as a template for members to submit when they want to request funds. Commissioner Cumming requested input on the draft document, so it could be later voted on at the next meeting.

## 7. Committee Reports

- 7.1 Ad Hoc Leadership Committee:** Commissioner Paz reported his committee met via conference call on January 18, 2011. Based on the recommendations set forth at the retreat, the committee is working on a draft code of conduct and workplan for the Commission. They will be having a face-to-face meeting February 24, 2011 to discuss their progress.
- 7.2 Homeless Committee:** Commissioner Cheung reported that the donor had not decided which date to present his donation to the homeless on the occasion of the Lunar New Year at the Mission in downtown LA.
- 7.3 Youth Committee:** Commissioner King gave a report on "No Haters Here" week that was celebrated at "Washington Involving Neighborhood" (WIN) schools, including Washington Prep High, Harte and Clay Middle Schools, in January 2011. She then

passed out pictures that captured many of the special events that went on that week at the different schools. President Thomas asked for a round of applause for all the staff and commissioners that supported those events. Commissioner Feng stated that as a Commission, we should devise a standardized method to capture the good work of the Commission (e.g., pictures, visuals, and other communicative tools).

**7.4 Racialized Gang Violence Prevention Committee:** Commissioner Paz did not report out since his meeting was cancelled due to the fact that it was previously scheduled the same day of the CAHRO conference and the Commission meeting.

**7.5 Crisis Response Committee:** No report was presented.

**7.6 JAF Human Relations Awards Committee:** Commissioner Cumming reported that she would like to have the JAF awards at the same place and time as it was last year on October 11, 2011. She then informed the group that nominations will be sent in April to the committee. She noted that October 11, 2011 coincides with a regularly scheduled Commission meeting.

**8. Commissioner's Comments/Announcements:** Commissioner King distributed "No Haters Here" pens and calendars from Washington Prep high to meeting attendees.

Commissioner Feng announced that it was the lunar New Year, and that there would be a big lantern festival event on March 5, 2011. The event is one of the most important celebrations in several Asian cultures, and will be celebrated for the entire month of March.

President Thomas closed by mentioning that it was National Scholars month.

**9. Adjournment:** Executive Director Toma requested that the meeting be adjourned in memory of Frank S. Emi, a former World War II U.S. internment camp prisoner who led a group called the Heart Mountain Fair Play Committee, whose members refused to be drafted into the U.S. military until Japanese Americans' human and constitutional rights were respected. He endured much criticism, even within his own community, and served 3 years in a federal prison, for which he was later pardoned by President Truman. Commissioner Broadous asked adjournment also in memory of Jack Popejoy, a KNX news reporter. It was moved by President Thomas and seconded by Commissioner Broadous, and approved unanimously to adjourn the meeting in their memory at 2:05 p.m.

Respectfully submitted,

Kathay Feng, Esq.  
Vice-President/Secretary

## HUMAN RELATIONS COMMISSION PROJECT OR PROGRAM PROPOSAL

COMMISSIONER NAME:

DATE:

Please complete the following items. Use additional paper if necessary.

1. Name of proposed project or program:
2. Objectives of proposed project or program:
3. Proposed date of project or program:
4. Description of proposed project or program:
5. Estimated cost of proposed project or program listed by major items:
  - Office supplies
  - Food
  - Printing
  - Graphic design
  - Transportation
  - Consultants
  - Other costs (list)
6. Resources (including staff time) required for proposed project or program:
7. Potential project or program partners:
8. Please refer to the Commission's Strategic Plan and list the Strategic Objective that this Proposal supports? Briefly describe how it supports that objective?



REQUEST FOR APPROVAL OF JOHN ANSON FORD FUNDS

Purpose

The purpose for use of John Anson Ford Funds is to promote and support the mission of the Los Angeles County Human Relations Commission. The mission is to foster harmonious and equitable intergroup relations, to empower communities and institutions to engage in non-violent conflict resolution, and to promote an informed and inclusive multicultural society.

Only projects and programs already approved for action, and staff support, will be considered for funding. Please see Human Relations Commission Project or Program Proposal Form to submit a project or program for approval for action.

Request for Funds

COMMISSIONER/STAFF NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT /PROGRAM/STAFF SUPPORT: \_\_\_\_\_

1) For what will the JAF Funds be used? \_\_\_\_\_

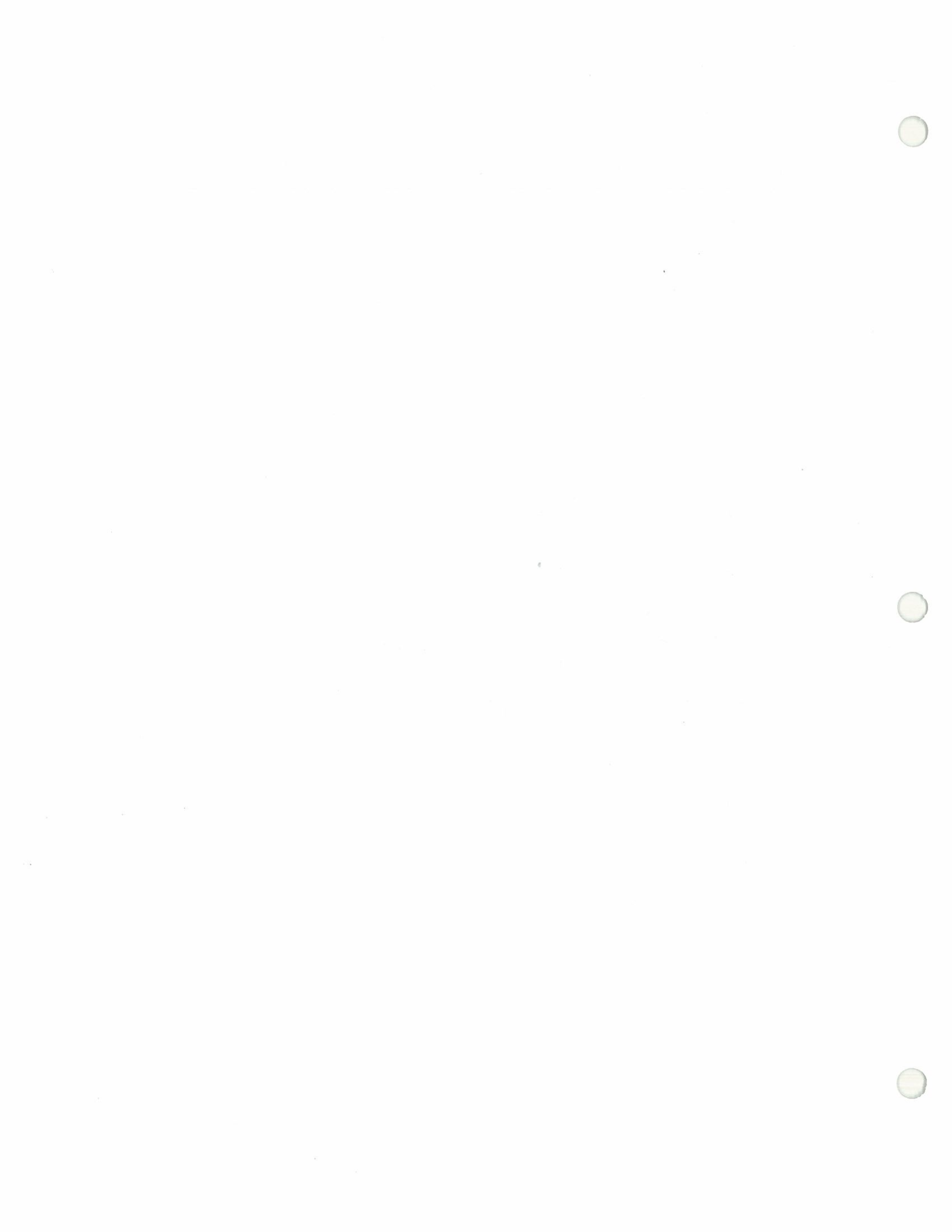
2) When are the JAF Funds required? Date: \_\_\_\_\_

3) Amount of JAF Funds requested: \_\_\_\_\_

4) Potential for and/or method of reimbursement of JAF Funds: \_\_\_\_\_

Requestor's Post-funding Evaluation

*(attach extra page if necessary)*





## Los Angeles County Community and Senior Services

### COMMISSION ON HUMAN RELATIONS

#### FACT SHEET

#### Overview

The County of Los Angeles Commission on Human Relations (HRC) is part of Los Angeles County Government with its members appointed by the Board of Supervisors. Each supervisor appoints three commissioners who serve multiple-year terms. The 15-member Commission is a policy advisory body that meets once a month, working with the approximately 20 professional and support staff that execute the Commission's programmatic work.

#### Mission

Our mission is to foster harmonious and equitable intergroup relations, to empower communities and institutions to engage in non-violent conflict resolution, and to promote an informed and inclusive multicultural society.

#### Strategic Priorities:

1. **Focus on Youth:** Empower youth with knowledge and skills to become change agents to improve intergroup relations in multi-cultural society.
2. **Crisis Response (Public Safety):** Ensure that vulnerable groups in LA County are safe regardless of their actual or perceived race, ethnicity, ancestry, national origin, gender, gender identity, sexual orientation, language, religious beliefs, disability, homeless status, or any other protected or arbitrary characteristics.
3. **Homeless Initiative:** Reduce prejudice and crimes against the homeless.
4. **Racialized Gang Violence Prevention:** Strengthen the Commission's role in racialized gang violence prevention and community engagement, including through the County's gang violence reduction initiative.
5. **Operational Effectiveness:** Maximize the effectiveness of the Human Relations Commission's processes, structure and operations to support timely and high quality delivery of community-oriented and efficient public services.

#### Current Programs & Projects:

- *Zerohour:* No Haters Here! Youth Initiative
- Project One: The Bricks human relations youth band
- Hate Crime Victim Assistance Advocacy Initiative
- Network Against Hate Crime
- Racialized Gang Violence Prevention Initiative
- John Anson Ford Human Relations Awards
- Violence Against the Homeless Prevention Initiative
- Annual Los Angeles County Hate Crime Report

Commission on Human Relations  
Community and Senior Services  
County of Los Angeles  
3175 West Sixth Street, Suite 401  
Los Angeles, CA 90020  
(213) 738-2788  
[www.lahumanrelations.org](http://www.lahumanrelations.org)

**Budget:** \$3.2 million annually (sources include county general funds, grant-making foundations, federal government)

## FREQUENTLY ASKED QUESTIONS

### I've never heard of the County Human Relations Commission. What does the Commission do?

We're dedicated to promoting positive human relations in one of the most culturally diverse populations in the world, and to address the causes and harmful effects of discrimination bigotry and prejudice. We do this through a variety of strategies. With our current strategic plan, we focus on youth and schools, tracking and preventing hate crimes and racialized gang violence, and crisis response.

### Is this a new agency? When did the Commission get started?

The commission on Human Relations has a legacy that dates back more than 50 years to 1943 when the "Zoot Suit" riots posed a human relations crisis for the county. This incident, during which 1,000 white sailors attacked Latino youth for three days in the streets of Los Angeles, served as a wake-up call to county residents. Following national recognition for its effective work to improve intergroup relations, the Committee became an official agency of County government in 1958 and was renamed the Los Angeles County Commission on Human Relations. The Commission is among the oldest and largest of its kind in the United States. The Commission joined Community and Senior Services in June of 2010.

### So what kind of society does the Commission want for LA County?

The Commission's vision is that of an informed multicultural and diverse community linked by interaction, compassion and understanding, and one that is committed to justice, equity, opportunity, accountability, respect and dignity.

### Sounds great! How can I help?

There are several ways. First, you can work in your own neighborhood, workplace, and community to be a leader in promoting good human relations. That means educating yourself about how best to deal with hate talk, stereotypes, both conscious and unconscious prejudice in yourself and those around you. We have lots of useful publications on our website, [www.lahumanrelations.org](http://www.lahumanrelations.org).

Next, consider supporting one of the programs or projects of the L.A. County Commission on H.R. For example, youth who are struggling with issues of bias and discrimination in their campuses can use your help. Check out our youth website, [Zerohour.com](http://Zerohour.com). Or, our [Network Against Hate Crime](#) brings together a variety of stakeholders to discuss prevention and education around hate crimes. These are just a few of our programs. Please check out our website pages on these and other [programs](#)! If you would like to receive information on volunteer opportunities, please consult our [Job Openings & Internships](#) page.

Finally, if you would like to send a tax-deductible donation to fund the work of the Commission, please send a check made payable to the John Anson Ford Trust Fund, L.A. County Human Relations Commission.



# Los Angeles County Commission on Human Relations

3175 West Sixth Street  
Los Angeles, California, 90020

(213) 974-7611  
<http://www.lahumanrelations.org>

## MINUTES

### MEETING OF THE AD HOC LEADERSHIP COMMITTEE

January 24, 2010 – 1:00-3:00 p.m.

Community and Senior Services (CSS) Building  
3<sup>rd</sup> Floor Executive Conference Room  
3175 West Sixth Street, Los Angeles, CA 90020

PRESENT: Sergio Paz, William Lambert, Adrian Dove  
NOT PRESENT: Kathy Feng  
STAFF: Cynthia Banks, CSS Director

- 1. Call to Order:** The meeting of the ad-hoc Leadership Committee was called to order by Commissioner Paz, Chair, at 1:34 p.m.
- 2. Draft Work Plan – Review and Discussion:** Committee Chair, Commissioner Paz presented the draft work plan for review and input by the committee. The draft was reviewed with minor correction ensuring the word “Commissioner was capitalized in all areas and approved for submittal and review and consequent approval by the full Commission.
- 3. Draft Proposed Code of Conduct – Review and Discussion:** Committee Chair, Commissioner Paz presented the draft Code of Conduct for review and input by the committee. Committee members were given the opportunity to review the document for one month prior to the meeting, after discussion committee members were given one extra week to provide input. Thereafter the draft document will be submitted to the full commission for review and adoption with signature page.
- 4. Commissioner Attendance – Discussion:** Commissioner Paz informed the committee that based on Commissioner attendance concerns shared by the CAO office in a letter to the Commission shared at the last Commission's regular meeting. Paz had recommended that the matter of attendance be referred to the Leadership committee. Commissioners and Commission President Thomas agreed that the Leadership look into the matter to provide possible solutions. After some discussion the committee agrees that it officially cannot eliminate Commissioners however that it could use the bylaws to inform Commissioners of their responsibilities in adhering to the attendance per bylaws and their violation thereof and forwarding a copy of the letter to their respective Supervisors informing of the absences. Commissioner Paz shared that in looking to make the Commission more effective it can seriously consider reducing Commissioner numbers from 15 to 10. In effect the commission will not fill any vacant seats, look to reduce any expired terms, eliminate due to excessive attendance problems. Any Commissioner whose term has expired will be grandfathered in, however the BOS may at any time reserve the right not to extend an appointment due to attendance or other declaration. Reminding that the Commissioners “serve at the pleasure of the Board”. The group agrees to bring the suggestion to the full commission.
- 5. Adjournment:** The meeting was adjourned at 3:00 p.m.

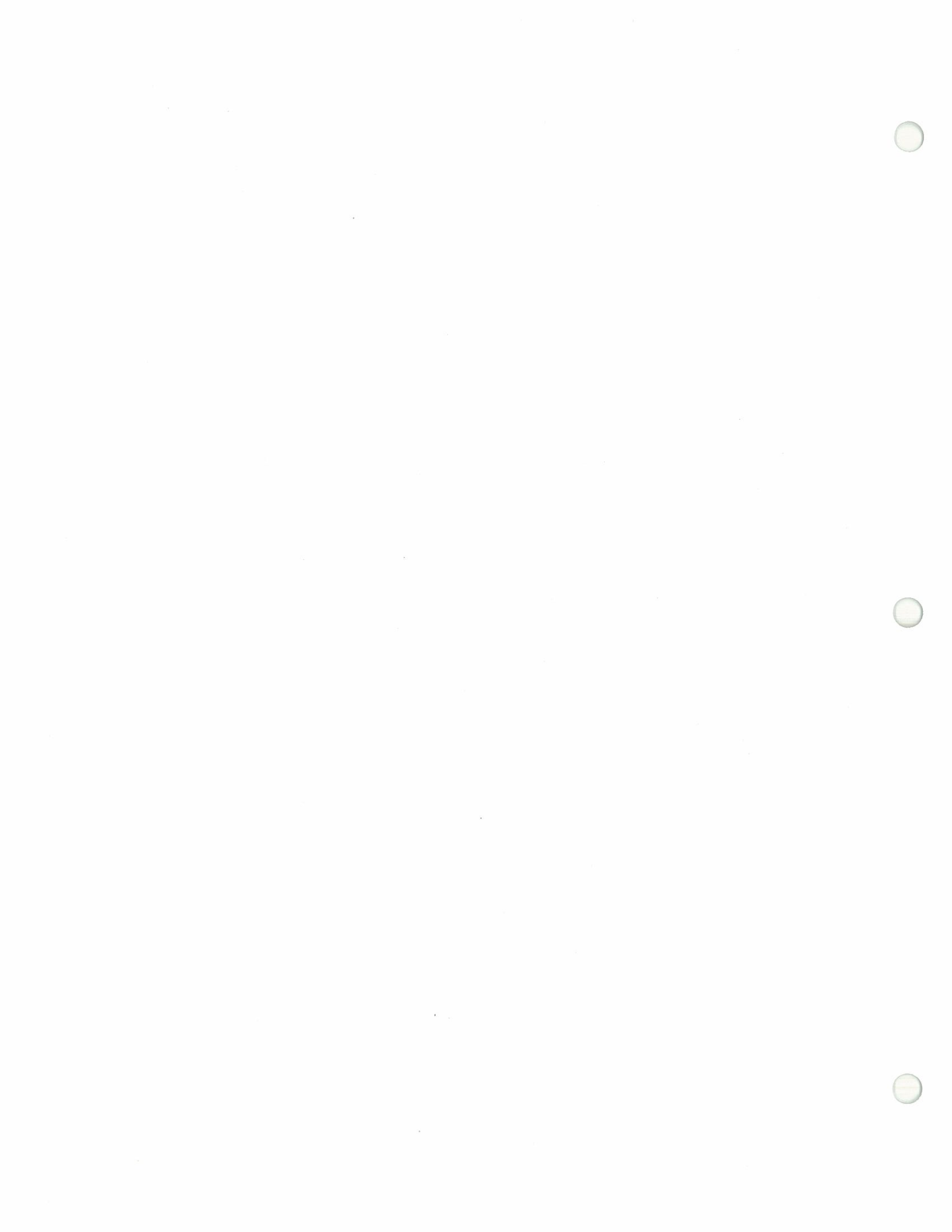
Respectfully submitted,  
Sergio Paz, Commissioner



**TIMELINE / WORK PLAN**  
**for**  
**HUMAN RELATIONS COMMISSION BEHAVIORS**

**1-18-11**

<b>Task</b>	<b>Begin</b>	<b>Complete</b>
1. Develop internal and external communications protocols.	Mar 2011	May 2011
2. Approve code of conduct for Commission and signed by all Commissioners.	Feb 2011	Mar 2011
3. Clarify community roles and responsibilities of Commissioners.  Confirm and vet roles and responsibilities stated in the Retreat summary.	Apr 2011	Jun 2011
4. Develop, in conjunction with staff, new Commissioner orientation.	Jun 2011	Oct 2011
5. Membership development including team and leadership development, capacity strengthening and development, and officer nominations.	Ongoing	Ongoing



# **Code of Conduct for Human Relations Commissioners**

*The Los Angeles County Commission on Human Relations is committed to fostering harmonious and equitable inter-group relations, empowering communities and institutions, and promoting an informed and inclusive multicultural society. Therefore, and in keeping with the purpose of the Human Relations Commission, Commissioners will commit to seeking out the causes of tension and conflict, discrimination and intolerance, and attempting to eliminate those causes in interactions with each other.*

These principles are derived from general societal values and recognized principles of professional responsibility. As societal values compete, so may ethical principles. The need for full public disclosure may compete with the need to respect confidential information, for example. The ethical Commissioner must carefully balance various public and private interests based on the facts and context of each situation guided by the commitment to serve the public interest. Individual Commissioners should be knowledgeable, honest and forthright in their dealings with other Commissioners, local elected officials and staff, as well as the general public. Although not elected by the public, Commissioners are accountable for their actions in the communities they serve.

This Code of Conduct comprises guidelines for ethical conduct organized under three main categories:

*Responsibility to the Community  
Responsibility to the Profession  
Standards of Professional Conduct*

The Commissioners have established and adopted a set of values that include:

*Trust, Respect, Honesty, Transparency, Accountability  
Appreciation of each other and each other's contributions, and the  
Acceptance of political realities that may influence Commission decisions*

Community and Senior Services (CSS) and the Human Relations Commission (HRC) endorse this Code as the ethical benchmark to which all its Commissioners should aspire. The adherence to a code of ethics is a matter of personal responsibility. Each suggested rule applies to the individual commissioner.

Commissioners Personal Commitment:

*“I commit to work together with other members of the Commission in an honorable, respectful and nonjudgmental way to conduct the business of the commission.”*

## **Responsibility to the Community**

*All commissioners should remember that it is their duty, as public servants, to advance the greater good of the community. Commissioners should:*

1. Advocate for the community, striving to protect their integrity while recognizing the rights of citizens, individually and collectively.
2. Promote public awareness, appreciation, access and support for human relations resources.
3. Develop standards and guidelines that are appropriate and ensure the highest standard for the quality of life for all.
4. Respect the diversity of communities with varying cultures and modes of operation.
5. Respect the public's right to know by providing full, clear and accurate information and observing both the letter and spirit of open meetings and open records laws.
6. Provide opportunities for meaningful public participation in the work of the commission.
7. Make timely, fair, informed and impartial decisions that guarantee community representation.
8. Be sensitive to the interrelatedness of their decisions and the long-term implications for human relations and the community.
9. Seek compromises or search for alternatives where necessary to achieve overall goals.
10. Continually evaluate and update their plans, standards, guidelines and procedures to ensure they meet the community's current and future needs.
11. Always strive to make decisions that are in the best interest of the community.

## **Responsibility to the Profession**

*Commissioners are drawn from many disciplines and backgrounds. The common thread that joins them is their interest and commitment to encourage positive human relations in their communities. Commissioners have an obligation to advance the best interests of this profession in the context of their commission work.*

Commissioners should:

1. Be mindful that they are representatives of the greater local, state, and national human relations community and conduct themselves in a way that brings credit to their commission and the profession.
2. Share their knowledge and experience and contribute to the development of other colleagues, particularly newly appointed commissioners, students, and interns.
3. Actively promote human relations and strive to increase the involvement of underrepresented groups.
4. Work collaboratively with related professionals and professional organizations whose actions also affect human relations.
5. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions.
6. Render all practicable assistance to colleagues, staff and organizations involved in improving human relations.

7. Acquire a depth of knowledge that will enable them to explain to others the role of human relations in a complex, modern world.
8. Recognize that the field of human relations is constantly evolving and actively pursue continuing interpersonal educational opportunities in order to maintain, refine and enhance their capabilities as practitioners.

## **Standards of Professional Conduct**

*As public servants, commissioners are expected to conduct themselves in accordance with the law. These standards set forth both a baseline for such legal conduct as well as aspirational goals for ethical behavior that may require a conscientious effort to attain.*

Commissioners should:

1. Treat each other and all citizens fairly, impartially and with respect, and refrain from discrimination or harassment of any kind.
2. Set the example and be on time and attend Commission meetings while providing support and advising staff as appropriate and needed.
3. Not disclose confidential information obtained in the course of their duties, except as required by the law, or use confidential information to further a personal interest.
4. Not abuse their office by advancing an agenda that is not in the best interest of the community or human relations.
5. Seek the advice of colleagues or other professionals on matters that fall outside their expert knowledge or competence.
6. Not participate in deliberations or decisions without adequate preparation and knowledge of the matter before them.
7. Not participate in and refrain from participating in divisive cliques and camps to further an agenda item.
8. Avoid dishonesty, never misrepresenting facts or distorting information to achieve a desired outcome.
9. Should be sensitive to ethical issues and ensure they are raised, critically analyzed, and addressed by the commission and other appropriate authorities.
10. Be positive, look ahead and move forward. Work collaboratively with one another to assure a safe comfortable environment for all.

# Code of Conduct for Human Relations Commissioners

## Signature Page

1<sup>st</sup> District

Mario Ceballos

Date

2<sup>nd</sup> District

Kathay Feng

Date

Adrian Dove

Date

Grand Master Tong Suk Chun

Date

Sergio Paz

Date

3<sup>rd</sup> District

Donna Bojarsky

Date

Rev. Zedar E. Broadous

Date

William Lambert

Date

4<sup>th</sup> District

Susanne Cumming

Date

Lea Ann King

Date

Eleanor Montaña

Date

5<sup>th</sup> District

Dr. Sandra E. Thomas

Date

Vito Cannella

Date

Michael Gi-Hao Cheung

Date

## Citing bylaws of the Commission on Human Relations

### *In consideration of*

1. *Instructing Secretary of notifying Commissioners and respective Supervisors of absences*
2. *The possibility of reducing the number of Commissioners from 15 to 10 by bylaw/ordinance amendment subject to BOS approval.*

### **Purpose it serves:**

- a) *Ensures the Commission is consistent and moving forward, allowing to hear diverse perspectives and for making timely decisions.*
- b) *Ensures the Commission is effective in Reactionary work and more importantly in Pro-active work*
- c) *Builds accountability for the work the Commissioners are doing*
- d) *Ultimately providing the highest quality of service and attention to LA County communities*

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### ARTICLE V - MEMBERSHIP

Under Ordinance No. 4099, Sec. 422 (72182) the membership of the Commission shall consist of fifteen (15) persons appointed by the Board of Supervisors. Non-voting honorary members may be appointed by the Board of Supervisors, upon recommendation of the Commission. The terms of members shall be for three years beginning on March first of the year of appointment and expiring on February twenty-eighth, unless said appointment is to fill the unexpired term of a previous member, in which case, the term of the successor shall be the unexpired term of his predecessor. All terms of office are "at the pleasure of the Board."

### ARTICLE VII - DUTIES OF OFFICERS

#### C. Secretary

3. The Secretary shall report to the appointing Supervisor any Commission member having three (3) consecutive unexcused absences (Ordinance 4099, Sec. 395, 3/22/63) or unexcused absences from fifty percent of the regular Commission meetings in any half of a calendar year.
4. The Secretary shall advise the appointing Supervisor one month prior to expirations of appointments.
5. The Secretary shall advise appointing Supervisors when vacancies in Commission membership occur.

### ARTICLE VIII - COMMISSION MEMBERS

B. It shall be the duty of all Commission members to attend all meetings of the Commission except in case of illness or other emergencies. If a member of the Commission shall fail to attend three (3) consecutive regular meetings (Ordinance 4099, Sec. 395, 3/22/63) or fifty percent of regular meetings in any half of a calendar year without being excused by said Commission, such absences shall be reported to the appointing supervisor by the Secretary.

C. The Secretary shall advise the appointing Supervisor when vacancies in Commission membership occur.





Los Angeles County

# Commission on Human Relations

Community and Senior Services  
3175 West Sixth Street, Suite 406  
Los Angeles, CA 90020

(213) 738-2788

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## Youth Committee

### Meeting Notice

Monday, March 7, 2011  
(before the regular Commission Meeting)

11:00 a.m.

Community and Senior Services  
3175 West Sixth Street, Rm. 302 "Vision Room"  
Los Angeles, California 90020

### AGENDA

1. Review of WP visit and debrief/brainstorm for future Commission-visit opportunities.
2. Explore support options for youth leaders in HRC programs (WP, The Bricks, Staff Report, Homeless Leadership w Homeless Committee, others?)
3. Diversity Day for W.I.N. Schools
4. Adjournment

Members: Commissioners King (Chair), Lambert (Vice-Chair), Ceballos, and Cumming  
Staff: Robin Toma, Elena Halpert-Schilt, Gustavo Guerra Vásquez and Juan Carlos Martínez

**Para mayor información, por favor comuníquese al (213) 738-2788.**

Las reuniones se llevan a cabo en inglés; sin embargo interpretación a otros idiomas está disponible. Si la necesita, por favor póngase en contacto con la Comisión con la mayor anticipación a la fecha de la reunión que sea posible. Si se necesitan acomodaciones para personas con diferentes capacidades, por favor póngase en contacto con la Comisión al (213) 738-2788 lo más pronto posible.





# COMMISSION ON HUMAN RELATIONS

## LOS ANGELES COUNTY

*"Enriching lives through effective and caring service"*

### Human Relations Commissioners

Dr. Sandra E. Thomas  
**President**  
Kathay Feng, Esq.  
**Vice President/Secretary**  
Tong Suk Chun  
**Vice President**  
William Lambert  
**Vice President**  
Eleanor R. Montaña  
**Vice President**

Donna Bojarsky  
Rev. Zedar E. Broadous  
Vito Cannella  
Mario Ceballos  
Michael Gi-Hao Cheung  
Susanne Cumming, Esq.  
Adrian Dove  
Lea Ann King  
Sergio Paz

### Honorary Members

Ray W. Bartlett (1917-2008)  
John Anson Ford (1883-1983)  
Morris Kight (1920-2003)  
Catherine G. Stern (1909-2010)  
Philip R. Valera  
Rabbi Alfred Wolf (1915-2004)

### Human Relations Staff

Robin S. Toma, Esq.  
**Executive Director**

Elena Halpert-Schilt  
**Assistant Executive Director**

### Intergroup Relations Specialists

Gustavo Guerra Vasquez  
Cherylynn Hoff  
Sikivu Hutchinson  
Juan Carlos Martinez  
RiKu Matsuda  
Josh Parr  
Emily Pacheco  
Ray Regalado  
Fidel Rodriguez  
Anthony Massengale, Sr.  
Marshall Wong

### Administrative Staff

Grace Löwenberg  
Sharon Williams

### Dispute Resolution Program

Nusun Muhammad  
Lynette Monroe

### Community and Senior Services

Cynthia Banks  
**Director**

Otto Solorzano  
**Chief Deputy Director**

### Board of Supervisors

Gloria Molina  
*First District*

Mark Ridley-Thomas  
*Second District*

Zev Yaroslavsky  
*Third District*

Don Knabe  
*Fourth District*

Michael D. Antonovich  
*Fifth District*

William T Fujioka  
*Chief Executive Officer*

## Racialized Gang Violence Prevention Initiative Committee

**11:00 AM-12:00 PM, Monday, March 7, 2011**

**3175 W. 6<sup>th</sup> Street, Los Angeles, CA 90020**

**CSS 3rd Floor Teamwork Room #304**

## AGENDA

1. Call to Order/Review and Approve Agenda
2. RGVPI Update (Staff)
  - Countywide Regional Gang Violence Reduction Initiative
  - Pasadena-Altadena Vision 20/20, Monrovia-Duarte, Harbor Gateway GRACE, etc.
  - Related Projects (Youth/Young Adult Re-Entry)
3. Committee Notebook (Inserts)
  - 2011 RGVPI Committee Meeting Schedule
  - Reports and other Information
4. Commissioner Concerns, Questions, and Recommendations
5. Next Steps/Adjourn
  - Assignments
  - Meeting Notes (Information Items and Action Items)
  - Next Meeting (April 4, 2011)
  - Public Evaluation of this Meeting





# JOHN ANSON FORD AWARDS COMMITTEE

## of the Los Angeles County Human Relations Commission

### Meeting

Monday, March 7, 2011  
12:15 pm.  
3175 W. Sixth St., Vision Room 304  
Los Angeles, CA 90020

Members: Susanne Cumming, Chair; Lea Ann King Co-Chair  
Dr. Sandra E. Thomas (Ex-Officio)  
Riku Matsuda, Elena Halpert-Schilt, Staff Liaisons

## A G E N D A

### New Business

- Venue Update
- Nomination Form
- Other

***Para mas información, favor de comunicarse al (213) 738-2788.***

Meetings are held in English. If interpretation in other languages or accommodations for persons with disabilities are needed, please contact the Commission at (213) 738-2788 at least 72 hrs. before the meeting. The meetings of the Human Relations Commission are accessible to persons with disabilities. If you require information regarding the accessibility, please contact (213) 738-2788.

SC/LAK:gl

