



CITY OF BEVERLY HILLS
HUMAN RELATIONS COMMISSION
APPLICATION

TO: THE HONORABLE MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment to the Human Relations Commission.

Name: Negar E-mail address: [redacted]

Residence Address (required): [redacted] Zip code: 90211

Mailing Address (optional): [redacted] Zip Code 90211

Home phone: Work phone: Cell phone: [redacted]

How long have you resided in Beverly Hills? 5 years (Applicant must be a resident of the City for a minimum of two years prior to filing an application and, if selected, remain a resident in order to serve. Residency may be waived for one position on the Commission for a non-resident active in a Beverly Hills religious, educational or social service agency.)

Occupation/Vocation/Avocation: Physician Scientist and Media Broadcaster & anchor

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which legislative body (e.g., City Council, City Commission)? No

Have you ever applied to the Team Beverly Hills Program? yes

Are you a member or alumnus of the Team Beverly Hills Program? Not yet I have applied for

Have you applied previously for a commission appointment? If so, which commission(s)? Yes Parks and Art

1. Describe your involvement or interest in community activities, organizations, or specific "causes" as they relate to your interest in serving on the HRC.

I am a committee member and liason at just in case beverly hills emergency prepardness. I have also been BH school anatomy coach
I have been closely involved with community and help registering hundreds of residents to join this program. Beverly hills fire chief Barton and Vera are very familiar with my contributions to this program.

2. Describe a current issue in Beverly Hills that you believe falls within the purview of the HRC? How would you advise the HRC to address the concern?

not enough people participating in voting and election of diverse back grounds.

more education and possibly different languages to familiarize residents to advantages of being in election and new initiatives.

3. What skills, ability or training do you have that would help you serve on the Commission?

I am highly educated and an MD trained to handle public and advocate the wishes of city council.

I am also a great communicator from diverse back ground familiar with multiple cultures and languages

I am a broadcaster and news anchor in media

I am also a committee member of CSA california society of anesthesiologists for Global health task force, Education committee and also a committee member of California society professional and public communication.

4. Describe your strategies and strengths in dealing with conflict resolution within a five-member commission setting.

I have to be good listener and good student in honoring and listening other point of views with patience and respect

5. How would you describe your interpersonal skills/objectivity in dealing with complicated issues such as diversity?

I am from a diverse back ground and familiar with multiple cultures and languages.

I speak five languages

6. Is there anything in your core beliefs that would negatively impact your ability to serve as a Human Relations Commissioner?

There is not any core belief that would affect me

my ability to serve on the commission .I am very open minded and accepting person.

7. How do you respond to the purposes and responsibilities of the Human Relations Commission (see the "Serving on the Beverly Hills Human Relations Commission" section following the questions)?

I am in agreement with the purposes and responsibilities of the commission.I would also like to see something new i would like to see more communication through social media and written media.

8. The Human Relations Commission promotes positive human relations and civility in the City. Describe how you demonstrate civility in the community.

By being good listener and honoring different views on the commission as well as in the community.

9. Please describe your availability to prepare for and attend City Council and HRC committee meetings, special HRC-sponsored events and/or other activities beyond regularly scheduled monthly meetings.

I am available to serve as needed.

10. Have you ever attended (in-person or virtually) a Human Relations Commission meeting? If so, how many and when? What issues were reviewed at these meetings?

Yes I have attended multiple of sessions during pandemic

11. What suggestions do you have to improve or enhance the Human Relations Commission information provided on the City's website www.beverlyhills.org?

I would also like to see something new i would like to see more communication through social media and written media.

12. Why do you wish to be a member of the Human Relations Commission?

Because of my back ground education and expertise i believe I can enhance our community honoring and accepting verity of back grounds.

Date August 22th Signature 

Completed applications may be emailed to CityClerk@beverlyhills.org or returned to the City Clerk's Office at 455 North Rexford Drive, Suite 290, Beverly Hills, California 90210. If you have any questions, please contact the City Clerk at telephone number 310.285.2400. Thank you.

IMPORTANT NOTICE

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Profile

Pam _____ Kraushaar _____
First Name Middle Initial Last Name Suffix

Email Address

Street Address Suite or Apt
Beverly Hills CA 90211
City State Postal Code

Mailing Address (optional)

Home: _____
Primary Phone

Work Phone

Cell Phone

Which Boards would you like to apply for?

Human Relations Commission: Submitted

Question applies to multiple boards

Have you ever applied to the Team Beverly Hills Program?

Yes!

Question applies to multiple boards

Are you a member or alumnus of the Team Beverly Hills Program?

Alumnus! Class of 2008

Question applies to multiple boards

Have you applied previously for a Commission appointment? If so, which Commission(s)?

Yes! Charitable Solicitations Commission-2015-2021 (Chairperson 2018 and Vice Chairperson 2017, 2020)

Pam Kraushaar

Question applies to Human Relations Commission

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34 years

Question applies to Human Relations Commission

Occupation/Vocation/Avocation:

Executive Assistant to the Superintendent of BHUSD

Question applies to Human Relations Commission

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which legislative body (e.g., City Council, City Commission)?

No!

Question applies to Human Relations Commission

1. Describe your involvement or interest in community activities, organizations, or specific “causes” as they relate to your interest in serving on the HRC.

I was involved in the PTA for over 15 years including serving as the President of Horace Mann School, BHHS and the PTA Council. In addition, I held leadership rolls on the BHEF. I have worked for the BHUSD for over 25 years. I have always tried to promote a positive and friendly attitude toward everyone and I have had to resolve many conflicts between adults and students. I feel that all of my years of service will help me on the HRC.

Question applies to Human Relations Commission

2. Describe a current issue in Beverly Hills that you believe falls within the purview of the HRC? How would you advise the HRC to address the concern?

I feel a current issue in Beverly Hills relates to cyberbullying. Cyberbullying takes place over digital devices like cell phones, computers and tablets. These are mean comments about someone else. I see it almost every day on Facebook between parents. I am sure it is happening between students too. The HRC could do a campaign for parents on the warning signs if a child is being bullied or bullying others or a community night on digital awareness.

Question applies to Human Relations Commission

3. What skills, ability or training do you have that would help you serve on the Commission?

As an executive assistant to the Superintendent of BHUSD, I have developed the ability to listen, be empathetic and be a problem solver. I have dealt and will continue to deal with angry parents and many times they take out their anger on me. Once they have sufficiently vented, we usually have a productive conversation. I have also served on the Charitable Solicitations Commission and as a result I understand how a commission works and the time involved.

Question applies to Human Relations Commission

4. Describe your strategies and strengths in dealing with conflict resolution within a five-member commission setting.

You must be able and willing to listen to all sides of an issue and be able to discuss in a positive way the pros and cons of everyone’s ideas. You must be able to accept the best idea even if it is not yours. You can’t let your feelings be hurt if the group decides to go another way. As mentioned earlier, I have spent 6 years on the CSC and we always fostered a culture of civility and support for all of our commission members input leading up to a high quality group decision.

Question applies to Human Relations Commission

5. How would you describe your interpersonal skills/objectivity in dealing with complicated issues such as diversity?

I believe I have very good interpersonal skills. People like me. I have a degree in Psychology from UCLA which always comes in handy in dealing with complicated issues. I grew up in diverse neighborhoods which has allowed me to interact with many kinds of people. In my current job I have just completed a course in DEI practices through Keenan Safe Schools training.

Question applies to Human Relations Commission

6. Is there anything in your core beliefs that would negatively impact your ability to serve as a Human Relations Commissioner?

No! I believe I have the ability to promote positive human relations in all aspects of community life.

Question applies to Human Relations Commission

7. How do you respond to the purposes and responsibilities of the Human Relations Commission (see the “Serving on the Beverly Hills Human Relations Commission” section following the questions)?

I believe I can fulfill the purposes and responsibilities of the HRC. I live my life promoting the concepts of diversity, tolerance and acceptance of others. I would not have a problem inquiring into incidents of tension or conflict between residents.

Question applies to Human Relations Commission

8. The Human Relations Commission promotes positive human relations and civility in the City. Describe how you demonstrate civility in the community.

For the past 2 ½ years I have been helping out my 86-year-old neighbor by doing her Trader Joe's shopping every weekend. Every Friday night she will text me her list and I drop the food off on Saturday morning. Occasionally I like to surprise her with flowers. I really enjoy doing nice things for people. I enjoy treating every one with respect and friendliness irrespective of whether they are a worker, visitor or resident of our City. I believe everyone should be treated with kindness.

Question applies to Human Relations Commission

9. Please describe your availability to prepare for and attend City Council and HRC committee meetings, special HRC-sponsored events and/or other activities beyond regularly scheduled monthly meetings.

I will be available to attend all HRC meetings and any additional meetings that are required. I know how important it is to prepare for each meeting. I will study the packet each month and come prepared with any questions or concerns as I did every month while I was a commissioner on the CSC.

Question applies to Human Relations Commission

10. Have you ever attended (in-person or virtually) a Human Relations Commission meeting? If so, how many and when? What issues were reviewed at these meetings?

I have carefully watched and took notes on the June 16, 2022 and the July 21, 2022 HRC meeting. I also attended the August 24 Critical Conversations with Donzaleigh Abernathy. I really like that all of the HRC main issues are always listed on the agenda even though they are not always updated each meeting. It really keeps the ideas fresh in everyone's mind and it lets the community know all of the important issues covered by the HRC.

Question applies to Human Relations Commission

11. What suggestions do you have to improve or enhance the Human Relations Commission information provided on the City's website www.beverlyhills.org?

I would like to see information on some of the newer projects such as Pride Week, and Mental Health Awareness. I also would like to see information on the Homeless Initiative with special emphasis on the graveyard shifts of our park rangers. I would like to see information on the Critical Conversations series and the Day of Giving on October 23.

Question applies to Human Relations Commission

12. Why do you wish to be a member of the Human Relations Commission?

I enjoy being on a commission because it satisfies my desire for being more involved with my community. I believe that the HRC is a perfect fit for me and my personality. I feel that I am a positive person who brings out the best in people. I would love to work on the program Rhoda Sharp started called BHUSD Engagement. I agree with Rhoda's idea that children are not born to hate. I would to be happy to be a liaison to the school district and work with the commissioners and Dr. Bregy to develop a contest involving all of the students that helps them understand the issues Commissioner Sharp was addressing.

Question applies to Human Relations Commission

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Serving on the Beverly Hills Human Relations Commission

In November 2000, the City Council established the Commission and adopted the following mission statement:

The Human Relations Commission shall advise, recommend, assist and encourage activities and programs to be undertaken to promote positive human relations in all aspects of community life in Beverly Hills. The Commission shall actively promote a just and equitable multi-cultural society; and will endeavor to reduce conflict and tension, as well as discrimination, prejudice and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor.

The purposes and responsibilities of the Human Relations Commission include the following:

- a) Promoting the concepts of diversity, tolerance, and acceptance in the community;
- b) Conducting such studies and hearings in any field of human relations in the community as will aid in effectuating the Commission's general purpose;
- c) Inquiring into incidents of tension or conflict among or between various racial, religious or nationality groups, and encouraging action by means of conciliation,

Pam Kraushaar



CITY OF BEVERLY HILLS HUMAN RELATIONS COMMISSION APPLICATION

TO: THE HONORABLE MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment to the Human Relations Commission.

Name: Sarit Dahan Cohen E-mail address: [REDACTED]

Residence Address (required): [REDACTED] Zip code: 90212

Mailing Address (optional): Same Zip Code

Home phone: [REDACTED] Work phone: Cell phone: [REDACTED]

How long have you resided in Beverly Hills? 5 Years (Applicant must be a resident of the City for a minimum of two years prior to filing an application and, if selected, remain a resident in order to serve. Residency may be waived for one position on the Commission for a non-resident active in a Beverly Hills religious, educational or social service agency.)

Occupation/Vocation/Avocation: Attorney of Law/Certified Mediator (Israel)

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which legislative body (e.g., City Council, City Commission)?
No

Have you ever applied to the Team Beverly Hills Program? NO

Are you a member or alumnus of the Team Beverly Hills Program? NO

Have you applied previously for a commission appointment? If so, which commission(s)?
NO

1. Describe your involvement or interest in community activities, organizations, or specific "causes" as they relate to your interest in serving on the HRC.

I am a family law attorney with a masters in conflict mediation and have substantial experience in communicating and participating in community activities and various organizations to resolve personal and local issues. I and expert in collecting information and finding common ground in disputes. I am also active with ICAN (Israeli American Civic Action Network)

2. Describe a current issue in Beverly Hills that you believe falls within the purview of the HRC? How would you advise the HRC to address the concern?

Many BH residents are very concerned about the increase in crime in our city.

I would begin by compiling information from the community as to their specific concerns and their ideas to a possible solution. I would then report my findings and recommendations.

3. What skills, ability or training do you have that would help you serve on the Commission?

As a part of my education, I participated in a number of psychology and communications courses. I have been practicing law since 2009 and mastered my communication and negotiation skills and truly believe that they would be a valuable asset in serving the Commission.

4. Describe your strategies and strengths in dealing with conflict resolution within a five-member commission setting.

An essential factor of a mediator is to be able to find common ground in any conflict.

With a five-member commission, I would always begin by outlining the common ground in a conflict. Thereafter it would be easier to outline other issues one by one and negotiate an acceptable resolution that would appease each member and the group.

5. How would you describe your interpersonal skills/objectivity in dealing with complicated issues such as diversity?

I was born and raised in Israel. Although Israel is known for being multi-cultural, the world knows that we have had our share of conflict. My 3 year enlistment with the Israeli Defense Forces as an lieutenant in the intelligence unit allowed me to perfect my skills in dealing with complicated issues such as diversity, both in the army and in my carrier as an attorney.

6. Is there anything in your core beliefs that would negatively impact your ability to serve as a Human Relations Commissioner?

I moved to the United States four years ago and therefore I do not have the long term
experience and knowledge of the history of Beverly Hills and its culture.

7. How do you respond to the purposes and responsibilities of the Human Relations Commission (see the "Serving on the Beverly Hills Human Relations Commission" section following the questions)?

I'm excited to have the opportunity to use my experiences in Beverly Hills where I live.
Both of my kids attend BHUSD where I am an active member of the PTA. I'm confident
that I can have a positive impact in our community. Although at a different capacity, this
HRC position is an extension of my work as an intelligence lieutenant with The IDF.

8. The Human Relations Commission promotes positive human relations and civility in the City. Describe how you demonstrate civility in the community.

Civility in any community defined by understanding the multi-cultural differences that exist
among the city's residents and dealing with them with respect and tolerance.

9. Please describe your availability to prepare for and attend City Council and HRC committee meetings, special HRC-sponsored events and/or other activities beyond regularly scheduled monthly meetings.

I live in the city and I continually educate myself of all events in the city. Given the
opportuntity to serve this position, I will prioritize my time to fulfill my duties and
be available for all required events.

10. Have you ever attended (in-person or virtually) a Human Relations Commission meeting? If so, how many and when? What issues were reviewed at these meetings?

I have not attended any HRC meetings however I make a point of watching city
counsel meetings.

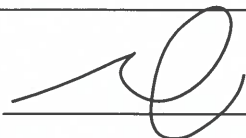
11. What suggestions do you have to improve or enhance the Human Relations Commission information provided on the City's website www.beverlyhills.org?

I would add a direct contact link that the community could use to send comments and
suggestions to the HRC.

12. Why do you wish to be a member of the Human Relations Commission?

I enjoy living in Beverly Hills and intent to do so for a long time. I truly believe that
Beverly Hills is a great place to raise a family. With this commitment, I find it necessary
to give back to the community. I am confident that my skillset would be an asset
to the Human Relations Commission.

Date September 5, 2022

Signature 

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Profile

Victoria

First Name

Tate

Last Name

Middle Initial

Suffix

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Beverly Hills

City

CA

State

[Redacted]

Postal Code

Mailing Address (optional)

Mobile: [Redacted]

Primary Phone

Work Phone

Cell Phone

Which Boards would you like to apply for?

Human Relations Commission: Submitted

Question applies to multiple boards

Have you ever applied to the Team Beverly Hills Program?

Yes

Question applies to multiple boards

Are you a member or alumnus of the Team Beverly Hills Program?

No I just recently applied this year.

Question applies to multiple boards

Have you applied previously for a Commission appointment? If so, which Commission(s)?

N/A

Question applies to Human Relations Commission

How long have you resided in Beverly Hills? _____ (Applicant must be a resident of the City for a minimum of two years prior to filing an application and, if selected, remain a resident in order to serve. Residency may be waived for one position on the Commission for a non-resident active in a Beverly Hills religious, educational or social service agency.)

3

Question applies to Human Relations Commission

Occupation/Vocation/Avocation:

Prosecutorial investigations with the State Bar of California

Question applies to Human Relations Commission

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which legislative body (e.g., City Council, City Commission)?

I was a lobbyist for the California Dream Act and all 23 California State Universities; 2008-2010.

Question applies to Human Relations Commission

1. Describe your involvement or interest in community activities, organizations, or specific "causes" as they relate to your interest in serving on the HRC.

I am very involved in community and city activities. As a former lobbyist and having worked in various forms of law (family, criminal, civil, and ethics) I particularly enjoy the aspects of my work where I worked with and met families and individuals one on one to hear their concerns, see their neighborhoods, and understand their needs and wants from their standpoint. I enjoy putting together community events that unit and that allow us an opportunity to embrace our differences.

Question applies to Human Relations Commission

2. Describe a current issue in Beverly Hills that you believe falls within the purview of the HRC? How would you advise the HRC to address the concern?

A brazen increase in acts of hate and crime. Although I am not of Jewish decent I was truly concerned with the amount of Semitic propaganda that was being spread throughout the city. The HRC can combat this issue cultural events that unit different cultures. Ignorance breeds from lack of knowledge. If people learn more about each other and see each other as neighbors, see each other as one Beverly Hills it tends to reduce the amount of "otherism" prejudice and hatred. This may also help reduce the amount of crime. People tend to only focus on their own belongings and well being. But if we are a close community and view each other as a community or a family, then when a crime is seen it will be likely to be reported or people will step in to assist because they see you as family or one of them instead of a stranger.

Question applies to Human Relations Commission

3. What skills, ability or training do you have that would help you serve on the Commission?

I have worked with various government officials and organizations from Los Angeles to Washington DC. I have worked legal cases where I have had to help defend and or help towards prosecuting a party. I can work with all sides and with differing opinions with ease. I currently investigate and help prosecute or disbar attorneys who have engaged in acts of misconduct. My duty is to ensure the integrity of attorney and public relations and that attorneys do not use their knowledge of the law to take advantage of the public. Just as the human relations commission works to ensure our city is just and equitable I ensure that my profession is just and equitable to all those who seek legal counsel during their most trivial and difficult times in their lives. Instead of negative propoganda we can spread positive propoganda or highlights that shed cultural enlightenment or success stories of the many many cultures in this very diverse city.

Question applies to Human Relations Commission

4. Describe your strategies and strengths in dealing with conflict resolution within a five-member commission setting.

I follow the courts rules of conduct in this area. Even if we may be representing opposing parties in a conflict there is still a mutual respect that must be given there's a level of decorum and respect that is owed to the profession or court; or in this case we may sit on different sides of an opinion but as commissioners there's still a decorum and respect owed to the city and its residents. Everyone deserves a fair trial...everyone deserves an opportunity to have their opinion expressed and heard. I welcome differentiated opinions as it widens your eyes and knowledge to people, feelings, and beliefs that you may not have been exposed to or privy to. I believe in hearing all sides of an argument or opinion. I believe in clearly identifying the issue, providing feedback to ensure I have clearly understood the arguments presented and so the present of those arguments can see that I have listened to what they've said. I look at the argument from the standpoint of ethos pathos and logos (ethics, empathy or emotion, and logic or strictly facts) and then after looking at the argument from those three perspectives I can better understand where each person is coming from.

Question applies to Human Relations Commission

5. How would you describe your interpersonal skills/objectivity in dealing with complicated issues such as diversity?

I am an Afro Latina and coming from a diverse home with parents of vastly different ethnicities, cultures, and religions I have always sought out learning about and navigating through difficult or complicated issues that sometimes arise from our difference. I also grew up a military brat so I've been exposed to living in multiple countries and having emerged myself deep into those cultures as a sign of respect for being welcomed into those countries. My undergrad and graduate degrees are in law, human rights, and history. There may be a historical reason or connection for almost all cultural beliefs and customs. I love the connection between present to better understanding the historical context of why we do the things we do or believe the things we believe. There's so much healing and understanding when you take the time to understand the historical context of various cultures and religions.

Question applies to Human Relations Commission

6. Is there anything in your core beliefs that would negatively impact your ability to serve as a Human Relations Commissioner?

No my core beliefs are what draw me into this commission.

Question applies to Human Relations Commission

7. How do you respond to the purposes and responsibilities of the Human Relations Commission (see the "Serving on the Beverly Hills Human Relations Commission" section following the questions)?

I believe the reasons listed for serving on the commission are much needed at a time where the country has been divided and it seems hate is winning. Multiple communities and cultures have been affected and victimized and that type of mentality does not move us forward. On top of communities such as the Hispanic, black, and Jewish communities that were targeted there was also the pandemic compounded upon our isolation and disconnect from each other. It's best not to run and pretend those issues don't exist. It's best to acknowledge them and come up with ways to un due the damage that was done.

Question applies to Human Relations Commission

8. The Human Relations Commission promotes positive human relations and civility in the City. Describe how you demonstrate civility in the community.

I am a member of NEXT Beverly Hills and a member of the Executive PTA board for the [REDACTED] PTA. My position is the legislative position where I attended multiple commissions, city council meetings, and other city related boards and report on news and events that may be of interest to our 6th-8th grade children. I'm a firm believer that children should have and know the importance of their local government and their civic duty. Again I love linking the older generation to the younger generation. We can both learn a lot from the other perspective. I helped create the Culture club at Horace Mann elementary where we highlight and celebrated our cultural differences. This year now that we are in middle school boards we are bringing multi cultural week and celebrations to our middle schoolers. And rather than do a simple Google search we go above and beyond to connect and educate our children to various customs and cultures. We learn first hand from those who are a part of that culture. We put in the work.

Question applies to Human Relations Commission

9. Please describe your availability to prepare for and attend City Council and HRC committee meetings, special HRC-sponsored events and/or other activities beyond regularly scheduled monthly meetings.

I work from home and schedule my own day. On days I have to go into work or the state bar court I schedule that around my city commitments. I regularly attend my PTA and Next Beverly Hills meetings and events without difficulty. I also have a career that is centered around the public and public well being (as a government employee of the administrative arm of the Supreme Court) so schedules are accommodating especially for work that is done in the interest of public well being.

Question applies to Human Relations Commission

10. Have you ever attended (in-person or virtually) a Human Relations Commission meeting? If so, how many and when? What issues were reviewed at these meetings?

I have only attended one human relations commission. I was recently informed (by another school mom) of this commission because of the type of work (cultural diversity and inclusion) I do with the schools here in Beverly Hills. I have read up on the commission and asked commission members for more information about this commission because it is so aligned with what I'm passionate about.

Question applies to Human Relations Commission

11. What suggestions do you have to improve or enhance the Human Relations Commission information provided on the City's website www.beverlyhills.org?

The webpage. Maybe if it had a few tweaks and information it would benefit many who feel they're being over looked or want to know what commission they can turn to for matters that pertain to culture and diversity. Many of my Jewish neighbors who had anti semitic propaganda placed on their doors did not know who in the city to turn to. I wish I had known about this commission then

Question applies to Human Relations Commission

12. Why do you wish to be a member of the Human Relations Commission?

I ultimately believe in the good nature in people. I believe when there is understanding, diversity, and compassion a city, business, country grows and becomes successful. Beverly Hills we have money we have networks. However as we've seen money and networks only go so far. You need compassion. You need diversity. You need differing customs and opinions. Human rights and access to equity have always been the driving point behind all I have done academically, career wise, and in my community service. My family has a long history of community engagement that pertains to inclusion and humanity, including programs within Beverly Hills that promoted cultural diversity and inclusion. I want to continue that care and service.

Question applies to Human Relations Commission

Victoria Tate

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Serving on the Beverly Hills Human Relations Commission

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The purposes and responsibilities of the Human Relations Commission include the following:

- a) Promoting the concepts of diversity, tolerance, and acceptance in the community;
- b) Conducting such studies and hearings in any field of human relations in the community as will aid in effectuating the Commission's general purpose;
- c) Inquiring into incidents of tension or conflict among or between various racial, religious or nationality groups, and encouraging action by means of conciliation, conference, and/or persuasion to alleviate such tensions and conflict;
- d) Conducting and/or recommending such educational programs as will increase goodwill throughout the community;
- e) Defining, identifying and tracking existing and emerging issues that may benefit from intervention or conflict resolution;
- f) Facilitating better communication and interpersonal relations within the City and between the City and members of the community, and hearing and receiving oral and written communications, in an appropriate time and manner, from members of the public concerning any topic that relates to the relationships between members of the community or between the City or its staff and members of the community;
- g) Receiving citizen complaints, in an appropriate time and manner, concerning the interactions of City employees with the public. The Commission shall serve as one alternative to directing complaints to the City department involved in the complaint.

- (1) The Commission or its staff may communicate with complainants and City departments with regard to complaints received by the Commission and may

also arrange and facilitate communications directly between City departments and complainants;

(2) The Commission or its staff may inquire about the status of a complaint received by the Commission and the progress of the review of a complaint.

Commissioners will be appointed to an initial two-year term, and may be reappointed for an additional four-year term (i.e., for a total of six years). Applicants should possess the following skills, abilities and characteristics:

1. Some experience with organizations involved with diversity
2. Experience in conflict resolution
3. Representative of community constituencies - age, ethnicity, socioeconomic levels, gender
4. Interpersonal skills for working on a commission
5. Experience in Beverly Hills community
6. Communication skills
7. Tolerance for conflicting views - fairness, objectivity, ability to overcome own biases
8. Applicants must be Beverly Hills residents, except up to one member may be a non-resident who is active in Beverly Hills religious, educational or social service agencies. (BHMC 2-2-1403)

The Commission generally meets the third Thursday of every month at 9:00am. There may also be special meetings, committee assignments and events periodically throughout the year.

The Commission works closely with the Human Services Administrator. The Beverly Hills Unified School District and City Police Department have each assigned a representative to attend the Commission's meetings.

Serving on a City Commission

The Human Relations Commission is one of twelve (12) City Commissions appointed by the City Council. Commissions are established by the Municipal Code to perform a variety of *statutory* or *advisory* functions. The twelve (12) City Commissions include:

- Architectural Commission
- Arts and Culture Commission
- Charitable Solicitations Commission
- Cultural Heritage Commission
- Design Review Commission
- Health and Safety Commission
- Human Relations Commission
- Planning Commission
- Public Works Commission
- Recreation and Parks Commission
- Rent Stabilization Commission
- Traffic and Parking Commission

Statutory functions are those that involve Code-specified "decision authority." Much of the work done by the Planning Commission and the Architectural Commission is statutory because the Commissions are vested with authority to make decisions following properly noticed public hearings.

Most of the work done by other City Commissions is advisory. The Commissions have been established to provide advice to both the City Council and City staff. City Commissioners provide an educated viewpoint from the perspective of the resident. The advice that they provide is highly

respected and very influential. City Commissions are not responsible for the work of given staff department, nor are they "oversight bodies." The Commissions do not exercise any budgetary control.

As with most cities in California, the City of Beverly Hills uses the Council-Manager form of government. This is a "corporate" model, whereby the elected City Council (Board of Directors) employs a City Manager (CEO) to hire and supervise the full-time workforce. The workforce is divided into departments, each with a Department Head who works directly for the City Manager. The City Council sets policy for the City, and the City Manager is responsible for implementing that policy. The City Manager helps *recommend* policy (as do City Commissions), and the City Council *audits* the effectiveness of the City Manager in carrying out the adopted policy. City Commissions are not asked to audit staff performance, but they are frequently asked to evaluate the effectiveness of the programs that seek to implement City Council policy. Personnel performance issues are left to the City Manager.

Commission meetings are conducted in accordance with the Commission's own adopted rules and with State "open meeting" laws (i.e., the Brown Act). Three members of the Commission constitute a quorum, and any meeting of a quorum must conform to the Brown Act, which specifies that:

- All meetings must be open to the public
- Agendas must be posted 72 hours in advance (except for certain emergency circumstances)
- No matter may be decided unless it is on the posted agenda
- A quorum of the body may not discuss Commission business outside a normal meeting, nor may decisions be made (or even pursued)
- Formal minutes must be maintained for each meeting

State law also requires conformance with conflict of interest requirements. Each Commissioner is required to file a financial disclosure form (FPPC Form 700) upon appointment and annually thereafter. The form is obtained from the City Clerk and, upon completion, filed in the City Clerk's Office. It is available for public inspection. The City Clerk can provide sample copies of such reports, and the City Attorney may be consulted for guidance in meeting the letter and spirit of this State law.

Applications for the Human Relations Commission may be obtained from the City Clerk's Office. All applicants will be interviewed by a subcommittee of City Council and Human Relations Commission. Following these interviews, the subcommittee will recommend the names of top candidates to the full City Council. City Councilmembers may then conduct further interviews before they make a final selection at a formal City Council meeting.

Candidates who have additional questions should feel free to contact the City Manager or the City Clerk.

The City Council and staff are very appreciative of the interest of all applicants.