

**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,
September 22, 2025
6:30 PM**

COMMITTEE MEMBERS

CYNTHIA BARNES-SLATER

STEPHANIE ANDREWS

CATHLEEN CRAYTON

NATASHA KOHLS

KATRINA MASON

ANDREA ROBERT

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 Email: 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

COMMITTEE ITEM

1. TRAINING ON OPEN MEETING LAWS, PUBLIC RECORDS ACT, CONFLICT OF INTEREST RULES, AND CLAREMONT'S ELECTED AND APPOINTED OFFICIALS' HANDBOOK (PRE-RECORDED VIDEO)

Recommendation: Staff recommends the Committee on Human Relations receive a pre-recorded presentation from the City Attorney on open meeting laws, public records act, conflict of interest rules, and Claremont's elected and appointed officials' handbook; and ask clarifying questions.

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.

2. COMMITTEE ON HUMAN RELATIONS SPECIAL MEETING MINUTES OF FEBRUARY 24, 2025

Recommendation: Staff recommends the Committee on Human Relations approve the special meeting minutes of February 24, 2025.

ADMINISTRATIVE ITEMS

3. SELECTION OF CHAIR AND VICE CHAIR

Recommendation: Staff recommends the Committee on Human Relations nominate and select a Chair and Vice Chair for the 2025-26 term.

4. REVIEW 2025-26 TERM MEETING SCHEDULE

Recommendation: Staff recommends the Committee on Human Relations review the 2025-26 term meeting schedule and confirm availability.

5. AD HOC COMMITTEE REPORT

Recommendation: Staff recommends the Committee on Human Relations receive an oral report from the ad hoc committee on upcoming event ideas.

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, NOVEMBER 17, 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, SEPTEMBER 18, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54956.

POST THROUGH: September 23, 2025

**Claremont Committee on Human Relations
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS

FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST

DATE: SEPTEMBER 22, 2025

**SUBJECT: ANNUAL TRAINING ON OPEN MEETING LAWS, PUBLIC RECORDS
ACT, CONFLICT OF INTEREST RULES, AND CLAREMONT'S
ELECTED AND APPOINTED OFFICIALS' HANDBOOK
(PRE-RECORDED VIDEO)**

RECOMMENDATION

Staff recommends the Committee on Human Relations receive a pre-recorded presentation from the City Attorney on open meeting laws, public records act, conflict of interest rules, and Claremont's elected and appointed officials' handbook; and ask clarifying questions.

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

**Claremont Committee on Human Relations
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS

FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST

DATE: SEPTEMBER 22, 2025

**SUBJECT: COMMITTEE ON HUMAN RELATIONS SPECIAL MEETING
MINUTES OF FEBRUARY 24, 2025**

RECOMMENDATION

Staff recommends the Committee on Human Relations approve the special meeting minutes of February 24, 2025.

PUBLIC NOTICE PROCESS

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Submitted by:

Michelle Castillo
Management Analyst

Attachment:

Committee on Human Relations Special Meeting Minutes of February 24, 2025

**COMMITTEE ON HUMAN RELATIONS
SPECIAL MEETING MINUTES**

Monday, February 24, 2025 – 7:00 PM
Alexander Hughes Community Center, Santa Fe Room
1700 Danbury Road, Claremont, California

CALL TO ORDER

Chair Barnes-Slater called the meeting to order at 7:05 PM.

PLEDGE OF ALLEGIANCE

Committee Member Crayton led the Pledge of Allegiance.

ROLL CALL

PRESENT

COMMITTEE MEMBERS: ANDREWS, BARNES-SLATER,
CRAYTON, KOHLS, MASON, ROBERT

ABSENT

COMMITTEE MEMBER: MYERS

ALSO PRESENT

Michelle Castillo, Management Analyst

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

The Committee welcomed its new members, and each member provided a brief introduction of themselves.

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 May 20, 2024
Approved and filed the Committee on Human Relations special meeting minutes of May 20, 2024.

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

AYES: ***Committee Member – Andrews, Barnes-Slater, Crayton, Kohls, Mason, Robert***

NOES: ***Committee Member – None***

ABSENT: ***Committee Member – Myers***

ADMINISTRATIVE ITEMS

2. REVIEW POLICIES AND PROCEDURES AND MEETING SCHEDULE

Management Analyst Michelle Castillo gave a report on the proposed changes to the Policies and Procedures, which included reducing the number of Committee Members from nine to seven, removing the rule that said Members could only serve two terms on the Committee before they had to come off the Committee for at least a year, removing the member of the Police Commission from the Committee and reflecting the name change for the Recreation and Human Services Department. Ms. Castillo also reviewed the Committee's meeting schedule for the remainder of 2025 and the first two meetings in 2026, asked for the Committee's input on keeping its meetings on Monday nights, and presented the idea of moving the Committee's meeting time from 7:00 PM to 6:30 PM.

Chair Barnes-Slater stated that the Committee's meetings were previously held at 7:00 PM to accommodate previous members' childcare schedules, but she was flexible and would agree to move the Committee's meetings to 6:30 PM. Committee Member Crayton also agreed to move the meeting time to 6:30 PM and stated that Monday nights were a good night to hold the Committee's meetings. Member Kohls stated meetings on Monday nights at 6:30 PM worked well for her, and clarified the typical meeting duration.

Member Kohls also asked if there was any benefit to having nine members vs. seven members. Chair Barnes-Slaters and Member Crayton both stated that having more voices is best, but the Committee has had challenges with attracting new members and getting a quorum for meetings, so they both thought having seven members was best.

Chair Barnes-Slater invited public comment.

There were no requests to speak.

The Committee received and filed the report.

3. DISCUSS FUTURE COMMITTEE PRIORITY PROJECTS AND EVENTS

Management Analyst Michelle Castillo gave a brief history of the Committee and explained that the current Committee was formed in 2021. Chair Barnes-Slater stated that when the current Committee first formed, it was still under COVID restrictions, so the Committee held a series of training sessions with the LA Commission on Human Relations over Zoom. The trainings focused on conflict resolution, de-escalating situations, and conflicts with neighbors. After that, Committee Members noticed a need for teaching community members to have

conversations with each other when they have different opinions and points of view. They held three different workshops titled "Let's Talk Civilly", where attendees were taught how to disagree respectfully. The first two workshops had 25 attendees, while the last one had only 14 attendees. Ms. Castillo also shared that in the past, the Committee had also participated in United Against Hate Week by sponsoring a poster contest in partnership with the Public Art Committee. The contest had limited participation.

Ms. Castillo suggested appointing an ad hoc committee to brainstorm ideas for future events. Chair Barnes-Slater said that having an ad hoc committee brainstorm ideas and present them to the Committee worked well in the past, and asked for Committee Members who were interested in serving on a new ad hoc committee. Committee Members Kohls, Mason, and Robert volunteered to serve on the ad hoc committee.

Chair Barnes-Slater invited public comment.

There were no requests to speak.

The report was received and filed.

REPORTS

Staff

Management Analyst Michelle Castillo shared that the City will be hosting an emergency preparedness workshop and that a flyer with additional information is available at the door. The Making Change Contest awards ceremony was held this evening. The Special Needs St. Patrick's Day dance will be held on March 7, 2025.

Committee

None to report.

ADJOURNMENT

Chair Barnes-Slater adjourned the meeting at 8:08 PM. The next meeting of the Committee on Human Relations will be on Monday, May 19, 2025, at 6:30 PM at the Alexander Hughes Community Center.

Cynthia Barnes-Slater
Chair

ATTEST:

Michelle Castillo
Recording Secretary

**Claremont Committee on Human Relations
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS
FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST
DATE: SEPTEMBER 22, 2025
SUBJECT: SELECTION OF CHAIR AND VICE CHAIR

RECOMMENDATION

Staff recommends the Committee on Human Relations nominate and select a Chair and Vice Chair for the 2025-26 term.

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

**Claremont Committee on Human Relations
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS

FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST

DATE: SEPTEMBER 22, 2025

SUBJECT: REVIEW 2025-26 TERM MEETING SCHEDULE

SUMMARY

Staff requests that the Committee on Human Relations review and confirm their availability for the regularly scheduled meeting dates for the 2025–26 term as listed below.

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

RECOMMENDATION

Staff recommends the Committee on Human Relations review the 2025-26 term meeting schedule and confirm availability.

PUBLIC NOTICE PROCESS

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Submitted by:

Michelle Castillo
Management Analyst

**Claremont Committee on Human Relations
Agenda Report**

TO: COMMITTEE ON HUMAN RELATIONS
FROM: MICHELLE CASTILLO, MANAGEMENT ANALYST
DATE: SEPTEMBER 22, 2025
SUBJECT: AD HOC COMMITTEE REPORT

RECOMMENDATION

Staff recommends the Committee on Human Relations receive an oral report from the ad hoc committee on upcoming event ideas.

PUBLIC NOTICE PROCESS

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Submitted by:

Michelle Castillo
Management Analyst