

**CIVIL AND HUMAN RIGHTS
COMMISSION**

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CAPRI MADDOX
EXECUTIVE DIRECTOR

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC GARCETTI
MAYOR

April 24, 2020

**CIVIL AND HUMAN RIGHTS
COMMISSION**

**COMMISSION ON THE
STATUS OF WOMEN**

**HUMAN RELATIONS
COMMISSION**

Honorable Paul Krekorian, Chair
and Honorable Members of the
Budget and Finance Committee
c/o Mandy Morales, City Clerk
Room 395, City Hall
Los Angeles, CA 90012

**COUNCIL FILE 20-0600 - CIVIL AND HUMAN RIGHTS COMMISSION COMMENTS
MAYOR'S FISCAL YEAR 2020-21 PROPOSED BUDGET**

Dear Councilmember Krekorian:

The Civil and Human Rights Commission (Commission) appreciates this opportunity to provide further feedback on the Mayor's Fiscal Year 2020-21 Proposed Budget.

The Commission would like to thank Mayor Garcetti, the Mayor's budget team, City Administrative Officer Richard Llewellyn, and the City Administrative Office's budget team for working diligently to provide resources for this Commission, especially during these challenging times. Your support will help allow the Commission to address discrimination, hate crimes, health inequities, racism in all forms, and level the playing field for our residents in need. The Commission, which was planned to stand as the Civil and Human Rights Department, will encompass and oversee three commissions: the Civil and Human Rights Commission, the Commission on the Status of Women, and the Human Relations Commission to maximize the efforts of these three vital entities.

At this time, the Commission (Department) respectfully requests the Budget and Finance Committee to consider the following: department name change, staffing requests, and a special fund designation:

- 1) Department Name Change from the Civil and Human Rights Commission to the Civil and Human Rights Department**

Request: No Cost

Impact: Provide clarity and uniform title for the funded department, which is known publicly as the Civil and Human Rights Department, having been announced in several news publications and in public settings as such. During the creation of this entity, it was the intent of the Mayor's staff to name this entity as a department. Due to a misunderstanding, the Civil and Human Rights Commission was referred to as a commission only, and not a department as originally intended. Now that the department will oversee three commissions, referring to the umbrella organization also as a commission may cause confusion for city staff and the general public. It is preferred to clarify the official name in the early stages to avoid increased printing costs, branding modifications, and wasted staff hours.

2) Adequate Staffing Resources

The Commission requests the Budget and Finance Committee's support for an additional budget appropriation of \$198,138. Funding this request will add funding for contractual services (\$3,200), office and administrative expenses (\$3,220), and operating supplies (\$350). Funding this request will also add six-months funding (\$166,382) and resolution authority for one Executive Administrative Assistant III, one Senior Management Analyst II, and one Commission Executive Assistant. The remainder of requested funds will add one-time funding for furniture, office, and technical equipment (\$24,986). These staffing resources are needed to provide the program oversight associated with developing rules, regulations, and outreach programs that address discrimination and equity issues within the City.

A) Commission Executive Assistant

Request: \$ 40,606 in Direct Staff Costs

Impact: To manage the Civil and Human Rights Commission, the Commission on the Status of Women, and the Human Rights Commission, the Commission will need a well-versed expert with previous commission experience to handle the following needs: notice meetings consistent with Brown Act requirements, provide monthly meeting support services, document and maintain meeting minutes, respond to public records requests, provide key updates for the 25 commissioners, and provide strong administrative support to the Executive Director.

At this time, there is only one administrative support employee, a Senior Administrative Clerk, to provide administrative support to our newly formed commission, which will consist of several volunteers. The administrative support employee will be responsible for ordering supplies, processing any onboarding or offboarding requirements, and preparing departmental correspondence.

B) Senior Management Analyst II

Request: \$ 78,237 in Direct Staff Costs

Impact: To manage difficult and complex daily administrative operations, the Commission will need a senior-level administrator to plan, coordinate, assign, and direct volunteer efforts; monitor and address budgetary needs; respond to grant funding opportunities; manage and supervise staff; assist the Executive Director with City Council and community requests; oversee public records requests; and implement contracts or grant-funded programs.

C) Executive Administrative Assistant III

Request: \$ 47,606 in Direct Staff Costs

Impact: To provide support to the Executive Director and senior staff, the Commission will need an administrative assistant to manage intense scheduling needs; assist the Commission in maximizing its service to meet citywide needs related to preventing hate crimes, reducing discrimination, eliminating health inequities, and eradicating racism. In addition, the shared Executive Assistant will screen telephone calls and departmental emails; establish and maintain commission records; compose, proofread, edit correspondence; provide support for grant requests; coordinate major public speaking requests; serve as an inter-departmental liaison; and assist the Executive Director in responding to community, City Council, Mayoral and philanthropic requests.

3) Special Fund Designation

(A) Create Commission Community Engagement Fund

Request: No Direct Costs

Impact: Requires City Council to direct the City Attorney staff to create an ordinance to amend the administrative code which will permit philanthropic organizations to provide specific resources to the Commission. These funds will be used for community outreach and engagement events, like resource fairs; translation services; volunteer stipends; and other programming needs for the three commissions.

Due to the impact of the COVID-19, hate crimes have soared nationally and in Los Angeles—for some groups, hate crimes increased by 100% in the first quarter of 2020. The Commission understands that the City is facing dire budgetary shortfalls, but it is also apparent that the current economic challenges have and will only continue to breed more hate, discrimination, and intolerance. For these reasons, the Commission is requesting the aforementioned changes to support its various volunteer commissioners and City staff

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to fight this spiral of hate, which could lead to traumatic financial losses and significant health disparities. The Commission is committed to offsetting adverse COVID-19 related outcomes, reducing the prevalence of discriminatory violence, and is dedicated to the Mayor's goal of maintaining a livable and sustainable city to celebrate the mosaic of diversity which will be supported by making investments in these key efforts.

Thank you for your consideration. I am available to answer questions at the budget hearings, but I am happy to talk with you or your staff at any time at (213) 978-8354 or capri.maddox@lacity.org.

Sincerely,



Capri Maddox, Esq.
Executive Director
Civil and Human Rights Commission