

Commission on Police Practices

**COMMISSION ON POLICE PRACTICES
RECRUITMENT STANDING COMMITTEE
MEETING MINUTES**

**Thursday, March 5, 2026
4:00pm-5:00pm**

**Procopio Tower
17th Floor, Suite 1725
San Diego, CA 92101**

Click <https://youtu.be/ZKeXS6P-hH8> to view this meeting on YouTube.

CPP Committee Members Present:

Committee Chair Doug Case
David Burton
Lupe Diaz (arrived at 4:10pm)
Armando Flores
Dan Lawton

Excused:

Kirby Knipp

Absent:

None

CPP Staff Present:

Yasmeen Obeid, Director of Community Engagement & Internship Programs
Ethan Waterman, CPP Investigator (Virtual)

- I. CALL TO ORDER/WELCOME: Committee Chair Doug Case called the meeting to order at 4:00pm.
- II. ROLL CALL: Director of Community Engagement & Internship Programs Yasmeen Obeid conducted the roll call for the Commission and established quorum.
- III. APPROVAL OF MEETING MINUTES
 - A. CPP Regular Meeting Minutes of February 5, 2026
 - Motion:** Commissioner David Burton moved to approve the CPP Recruitment Standing Committee Meeting Minutes of February 5, 2026. Commissioner Dan Lawton seconded the motion. The motion passed with a vote of 4-0-0.
 - Yeas: Case, Burton, Flores, Lawton
 - Nays: None
 - Abstained: None
- IV. NON-AGENDA PUBLIC COMMENT - None
- V. CHAIR REPORT (*Timestamp 3:54*)
 - Chair Doug Case reported on a productive meeting with the Council President's office staff to coordinate recruitment processes and timelines for the Commission on Police Practices.
 - The Council President's staff agreed to add a section to the application for candidates interested in CPP nomination, allowing the committee to access applications and conduct interviews.
 - There will be one recruitment in the spring for vacancies and Commissioners not seeking reappointment, aiming for Council appointments in June, though July is possible due to budget constraints.
 - Vacancies will be announced later in the month, with an orientation session planned for April for applicants and interested parties. May will be used for vetting, and nominations will be voted on in June.
 - Application improvements discussed include allowing applicants to save progress, view all questions, select multiple qualifying positions, and access a map for low/moderate income area eligibility.
 - The Council will fill a seat soon, with Damien Henson as the likely appointee, whose application will be shared when available.
- VI. STAFF REPORT (*Timestamp 11:15*)
 - Director of Community Engagement & Internship Programs Yasmeen Obeid contacted all Commissioners with terms ending June 30, 2026; at least two positions will be vacant, one is TBD, and the rest plan to continue. Current vacancies include one new seat at District 2, District 8, two low/moderate income seats, and possibly two at-large seats.
 - Currently working on a draft recruitment brochure and is creating a version in Canva for distribution.
 - All contact lists for outreach have been organized into one area for easier access and coordination.
 - A draft announcement email for recruitment outreach was created and will be reviewed and finalized with input from the committee.

VII. NEW BUSINESS

A. Recruitment Outreach Materials (*Timestamp 14:25*)

- Director of Community Engagement & Internship Programs Yasmeen Obeid presented a draft trifold brochure for recruitment, covering the Commission’s purpose, composition, eligibility, commitment, and application process. The brochure will be revised for clarity and accuracy, including meeting frequency and eligibility language. The brochure will be available in both trifold and one-page PDF formats for distribution at libraries, universities, nonprofits, and community events.
- The outreach materials will feature a “Why Join the Commission” section—potentially with a Commissioner quote—and include a customizable announcement email with the PDF brochure attached for each recruitment cycle.
- The committee will finalize language and content for both the brochure and email, with feedback to be sent directly to Yasmeen for compliance with meeting regulations.

B. Community Email List (*Timestamp 44:25*)

- The constant contact email list contains approximately 1,000–1,200 subscribed contacts who have interacted with the Commission.
- This list is used for direct outreach, recruitment announcements, and updates.
- The list is regularly updated with new contacts from events, presentations, and community engagement activities.

C. Spring Recruitment Timeline (*Timestamp 56:07*)

- **Application Period:** Vacancies will be announced later in March; application portal updates are pending IT department changes.
- **Orientation:** Orientation session for applicants and interested individuals will be held in April, with details to be advertised in the announcement.
- **Application Review:** Committee will vet applications throughout May.
- **Interviews:** Interviews may be conducted as part of the vetting process; interview questions and evaluation matrix are being developed by a designated subcommittee.
- **Presentation to Full Commission:** Recommendations for nomination will be presented to the full Commission at the first meeting in June for a vote.

D. Youth Recruitment (*Timestamp 57:02*)

- Commissioner David Burton is preparing a comprehensive youth outreach and recruitment strategy document, currently about 50 pages, covering target institutions, recruiting channels, strategy, timeline, training, and success metrics.
- The document will serve as a reference for future youth recruitment efforts and is expected to be shared with the committee by next week for review and feedback.
- A summary and walkthrough of the youth recruitment strategy will be presented at the next meeting.

E. Creation of Ad Hoc Committee for the Preparation of the Orientation Session and Interviews (*Timestamp 59:01*)

- Two ad hoc committees are being formed: one to organize the orientation session and another to develop interview questions and the evaluation matrix.
- Each committee will have two members to avoid Brown Act violations.

- Volunteers have been requested; Director of Community Engagement Yasmeen Obeid and Commissioner Lupe Diaz will work on the orientation session content, and Commissioner Armando Flores is expected to help with interview questions and the matrix.
- The orientation session is planned for April, and interview preparation will be finalized before interviews begin in May.

F. Upcoming Meeting: Thursday, April 2, 2026, from 4:00–5:00pm

Meeting Action Items:

- **Recruitment Announcement:** Announce the vacancies later this month.
- **Orientation Session:** Organize an orientation session in April for people who have applied or are interested in applying.
- **Brochure Content:** Update the brochure content to include a section on why to join the Commission and a quote from a current Commissioner.
- **Email Draft:** Finalize the draft email for recruitment outreach and send it to Chair Doug Case for review.
- **Community List Additions:** Add the planning groups and community councils to the community list.
- **Youth Outreach Strategy:** Send out the 2026 Youth Commissioner recruiting strategy document to the committee for review.
- **Orientation Session Planning:** The Ad Hoc Committee tasked to organize the orientation session content and decide on presenters.
- **Interview Questions and Matrix:** The Ad Hoc Committee tasked to develop interview questions and an evaluation matrix for the recruitment process.

VIII. COMMISSIONER COMMENTS - None

IX. ADJOURNMENT: The meeting adjourned at 5:05pm.