

Recruitment & Training Committee Meeting

Agenda

Tuesday, June 18, 2019

10 a.m.

**Civic Center Plaza Building-9th Floor, Suite 924
1200 Third Avenue
San Diego, CA 92101**

- I. Welcome/Call to Order (Committee Chair Maria Nieto-Senour)
- II. Purpose of Recruitment & Training Committee Meeting – This is a Standing Committee of the Community Review Board on Police Practices (CRB) which supports activities to recruit new members for the CRB, inform interested individuals about the CRB, and provide training to the selected prospective members of the CRB.
- III. Non-Agenda Public Comment
- IV. Approval of the May 21, 2019 Committee Meeting Minutes (Maria Nieto-Senour)
- V. CRB Training Academy (Committee Chair Maria Nieto-Senour)
 - A. Implementation Process/Procedure
 - B. Marketing/Outreach
 - C. Timeline
 - D. Interested Candidates
- VI. Update on Interview Panel Improvements (Maria Nieto-Senour)
 - A. Revise Interview Questions
 - i. Circulate to the CRB for input (Sheila Holtrop)
 - ii. Validate Per Equal Employment Opportunity Guidelines for questioning (Sharmaine Moseley)
 - B. Involvement of Organizations to Participate on Panel
- VII. Status of Recruitment Script/Information Card (Taura Gentry)

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VIII. Status of Recruitment Information Card (Taura Gentry)

Name	Phone#	Email
Zip Code		
Council District		

IX. Report on CRB Liaison for Local Leadership Training Programs

- A. Center on Policy Initiatives’ Boards and Commissions Leadership Institute (**Chair Maria Nieto-Senour**)
- B. San Diego Leadership Alliance (**Doug Case**)
- C. San Diego LGBT Community Centers Young Professionals Council Academy (**Doug Case**)
- D. United Way’s Emerging Leaders Council (**Sheila Holtrop**)
- E. Mid-City Community Action Network Boards and Commissions Leadership Training Program – (**Chair Maria Nieto-Senour**)
- F. LEAD San Diego Public Leadership Institute – (**CRB Chair Joe Craver and/or Doug Case**)

X. Adjournment

Materials Provided:

- Minutes from Recruitment & Training Committee Meeting on May 21, 2019 DRAFT

Public Comment on an Action/Discussion Item: If you wish to address the Board on an item on today’s agenda, please complete a speaker form (on the table near the door) and give it to the Board’s Executive Director before the Board hears the agenda item. You will be called to express your comment at the time the item is heard. Please note, however, that you are not required to register your name or provide other information to the Board in order to attend our public session or to speak.

Public Comment on Committee/Staff Reports: Public comment on reports by Board Committees or staff may be heard on items which are specifically noticed on the agenda.

Public Comment on Matters Not on the Agenda: If you wish to address the Board on any matter within the jurisdiction of the Board that is not listed on today’s agenda, you may do so during the PUBLIC COMMENT period during the meeting. Please complete a speaker form (on the table near the door) and

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give it to the Board's Executive Director. The Board will listen to your comments. However, California's open meeting laws do not permit the Board to take any action on the matter at today's meeting. At its discretion, the Board may refer the matter to staff, to a Board committee for discussion and/or resolution or place the matter on a future Board agenda. The Board cannot hear specific complaints against named individual officers at open meetings.

Comments from individuals are limited to two (2) minutes per speaker, or less at the discretion of the Chair. At the discretion of the Chair, if a large number of people wish to speak on the same item, comment may be limited to a set period of time per item. If you would like to have an item considered for placement on a future Board agenda, please contact the Executive Director at (619) 236-6296. The Director will consult with the Board Chair who may place the item on a future Board agenda. If you or your organization would like to have the Board meet in your neighborhood or community, please call the Executive Director at (619) 236-6296.

This agenda will be made available in alternate formats upon request, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Requests for disability related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, should be forwarded to communityreviewboard@sandiego.gov, or call (619) 236-6296.

RECRUITMENT & TRAINING COMMITTEE MEETING

MINUTES

**Thursday, May 21, 2019
10:00 AM
Civic Center Plaza Building (CCP)
1200 Third Ave., Suite 924
San Diego, CA 92101**

MEMBERS PRESENT:

Committee Chair Maria Nieto-Senour
Chair Joe Craver
Doug Case
Sheila Holtrop
Nancy Vaughn

MEMBERS ABSENT:

2nd Vice Chair Taura Gentry
Kevin Herington

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- I. Welcome/Call to Order: Committee Chair Maria Nieto-Senour called the meeting to order at 10:10am
 - II. Purpose of Recruitment & Training Committee Meeting: Committee Chair Maria Nieto-Senour waived the reading of the purpose statement.
 - III. Non-Agenda Public Comment: None
 - IV. Approval of the May 9, 2019 Committee Meeting Minutes (Committee Chair Maria Nieto-Senour)

Chair Joe Craver moved for the Committee to approve the meeting minutes from May 9, 2019. Nancy Vaughn seconded the motion. The motion passed unanimously with a vote of 5-0-0.

Yays: Nieto-Senour, Craver, Case, Holtrop, Vaughn

No: None

Absent: Gentry, Herington

- V. CRB Training Academy (Committee Chair Maria Nieto-Senour)

- A. **Implementation Process/Procedure:** Nancy Vaughn explained that at the suggestion of Joel Day, the 10-hour training will be divided into two parts. The first part will consist of an overview of the core product; which will reveal the CRB's mission. The second part of the training will focus on the details of the CRB's operations. In the initial part of the training, the Executive Director will deliver a one-hour overview presentation. A 6-hour training will be conducted on how the reports are rendered; concluded by a two-hour training on the bylaws and structure of the CRB. Attending a 10-hour training will test the ability and determine the tenacity of the candidate's ability to remain on the Board. Doug Case and Nancy Vaughn will comprise a more detailed agenda for the training orientation process.
 - B. **Marketing/Outreach:** Executive Director Sharmaine Moseley suggested that the Committee include the City's Communications Department. Flyers should be created and dispersed by Board Members and other organizations. Committee Chair Maria Nieto-Senour suggested that a Town Hall/Open House meeting be held for others to gain an in-depth knowledge of what the CRB is all about. Executive Director Sharmaine Moseley suggested the CRB host a "Conversation & Coffee with CRB Members" in each district. Joel Day commented that Council Staff should attend the training as well. He stated that he would email the Chief of Staff to send representatives to the training.
 - C. **Timeline:** The Committee reiterated the start date of the training would be in September. Office of Boards & Commissions Director Joel Day implied that he would like the three vacant CRB positions filled before the end of the fiscal year in June 2019. Joel Day reported, the Office of Boards & Commissions has received two applications of interest for the CRB and that he will contact the Mayor's office to verify the names of any additional candidates.
 - D. **Interested Candidates:** Executive Director Moseley reported that she plans to email the six people who were previously interested to see if they are still interested. Committee Chair Nieto-Senour reported that she will schedule time to meet with the interested candidate referred by Council Member Vivian Moreno.
- VI. **Update on Interview Panel Improvements (Committee Chair Maria Nieto-Senour)**
- A. **Revise Interview Questions**

- i. Circulate to the CRB for input (Sheila Holtrop)

The Committee discussed the revised interview questions. It was suggested to edit question 4, by omitting the word “with” and removing the word “addition” from question 6. Sheila Holtrop will make the suggested edits.

- ii. Validate Per Equal Employment Opportunity Guidelines for Questioning (Sharmaine Moseley)

Executive Director Moseley stated that she will forward the questions to HR for feedback as soon as the Committee completes the revisions.

B. Involvement of Organizations to Participate on Panel

Doug Case will draft a letter for to send to various organizations (i.e. LA RAZA, Alliance San Diego, Women Occupy, NAACP, Chicano Federation, BAPAC, Center for Policy Initiatives, Earl B. Gilliam Bar Association, and T. Hollman Law Association) requesting recommendations.

VII. Status of Recruitment Script/Information Card (Taura Gentry)

Taura Gentry was not present. The Committee acknowledge receipt of the script from Ms. Gentry. The Committee agreed that the script needed revisions. Executive Director Moseley will revise the script based on the Committee’s feedback.

VIII. Status of the Recruitment Information Card (Taura Gentry)

Taura Gentry was not present. The purpose of the Recruitment Information Card is to collect demographic information for the CRB Executive Director to follow-up with. Item tabled.

IX. Report of CRB Liaison for Local Leadership Training Programs

- A. Center on Policy Initiative’s Boards and Commissions Leadership Institute (**Maria Nieto-Senour**)
- B. San Diego Leadership Alliance (**Doug Case**)
- C. San Diego LGBT Community Center’s Young Professionals Council Academy (**Doug Case**)
- D. United Way’s Emerging Leaders Council (**Sheila Holtrop**)
More brochures are needed.

- E. Mid-City Community Action Network Boards and Commissions Leadership Training Program: (**Maria Nieto-Senour**)
 - F. LEAD San Diego Public Leadership Institute: (**Joe Craver**) Chair Joe Craver agreed to take on the responsibility of reporting on interactions with this organization.
- X. **Adjournment:** 11:16 a.m.

DRAFT