



Citizens Advisory Board On Police/Community Relations

To: Director, Chida Warren-Darby

From: Samantha Jenkins, Chair- Citizens Advisory Board on Police and Community Relations (CAB)

CC: Exec. Dir, Gerald Brow, ThD

Date: July 22, 2022

Re: Requests, recommendations, and resources related to supporting the effective operations of boards and commissions, most specifically CAB

Best practices related to increasing civic engagement in municipal processes states that the provision of childcare, meals, stipends, and translation and accessibility services support the increased engagement. To that end, if the City of San Diego seeks to improve their record, practices and policies related to justice, diversity, equity and inclusion the this and future administrations should provide training for boards and commissions staff and leadership on the full scope of administrative support that they will receive related to the execution of their duties. These efforts could include

1. The creation and provision of annual training or a recorded training that is regularly updated to reflect the city's newest policies or procedures that are relevant to the work and operations of the board
2. The creation and provision of annual training or a recorded training that is regularly updated to reflect how a board or Commission can go about securing funding to support their work. This should include a prepared annually distributed list of relevant potential funding sources for their work. Whether that relates to engaging in the advocacy efforts surrounding the budget process, applying for philanthropic, state, federal or city related grant dollars, this should become a part of the work of the Office of Boards and Commissions.
3. Annual training for new members on what the municipal code is, how it gets amended, and how and why it governs the work of their board or Commission.

Recommendations/Requests

- At the outset of each program year provide a **communications team point of contact for boards and commissions leaders so that they know who to reach out to in support of the marketing and communications tasks that support their work**
- **Provide translation and/or accessibility services as a means of creating equity** and removing barriers for non-English speaking or English as a second language members of our community. This accessibility concern can also be considered for community members of differing abilities such as deafness or blindness.
- **Technology support for the eventual transition to hybrid meetings** of boards and commissions (as hybrid meetings will increase community engagement).
- When municipal partners are dictated per the municipal code to hold board position, their **participation in should requested in writing and their choice to decline or refuse said opportunity to participate should be documented in writing for the public record.**
- The city should provide access **to annual training for new board members related to parliamentary procedure** so that they know how to conduct themselves during meetings and are not intimidated by the unfamiliar landscape and rules of the road for leading and participating in these meetings.

- The creation of an **e-mail group or Facebook page for Boards and Commission leaders** so that they can communicate with each other outside of advisory group meetings. Given that this would occur across multiple boards and commissions there should be no violation of the Brown Act in doing so.
- **Standardized letterhead templates as well as business cards should be provided** to leaders of city boards and commissions
- A **policy and procedure manual** should be given to each new board member as they join so that they can understand what the scope, parameters, and limits are of their role within both their community and their associated board or Commission. The administration will provide timely notice to relevant boards and commissions regarding policy changes and publication of said changes related to the work of that particular board or Commission
- Information on **how to secure the services of a municipal facility** for meeting space
- A job description that spells out the roles and support to be provided by their assigned city staff person to include Executive Directors
- A portal to access information regarding the **full scope of services rendered by the Office of Boards and Commissions**
- A procedural document that spells out **appropriate timelines for documentation of receipt and response for submitted requests and recommendations** from both the mayor's office and any other associated municipal bodies that are related to the work of a particular board or Commission
- Marketing, communications, and public relations support for the work of boards and commissions

Funding priorities for CAB

- Marketing to include local newspapers, social media boosting, print material preparation
- Training
- Membership in relevant associations
- Food and beverage for in person meetings
- Child care