

**RECRUITMENT & TRAINING COMMITTEE MEETING**

**MINUTES**

**Thursday, June 18, 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

**MEMBERS ABSENT:**

2<sup>nd</sup> Vice Chair Taura Gentry

Kevin Herington

Nancy Vaughn

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- I. Welcome/Call to Order: Committee Chair Maria Nieto-Senour called the meeting to order at 10:14 a.m.
  - 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 21, 2019 Committee Meeting Minutes (Committee Chair Maria Nieto-Senour)

**Chair Joe Craver moved for the Committee to approve the meeting minutes from May 21, 2019. Member Doug Case seconded the motion. The motion passed unanimously with a vote of 4-0-0.**

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

**Nays: None**

**Absent: Gentry, Herington, Vaughn**

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

- A. Implementation Process/Procedure: Committee Chair Nieto-Senour reported that she had met with two candidates who were interested in serving on the Board. They also have friends that are interested in being on the Board. The Committee wants to know the status of the two candidates Office of Boards and Commissions Director Joel Day mentioned. Dr. Day previously stated that the candidates who were interested in the CRB applied with the Mayor's Office. Committee Chair Nieto-Senour stated that she met with staff from Councilmember Monica Montgomery's office and was informed that they had three potential candidates. Details are pending. Dr. Day confirmed that the 4<sup>th</sup> District Office did not have three candidates.

The Board expressed concerns about feeling out of the loop when it comes to the selection process of new members. Member Doug Case requested having Council Members refer interested candidates to the Committee. The Committee will create a process that would vet the candidates. The Committee would like to become more involved in the selection process. Member Doug Case agreed to create a flow chart of the proposed candidate selection process. Dr. Day stated that the new appointment process involves all department liaisons and that Executive Directors will serve as the point of contact for all appointments and re-appointments. He also revealed that the new appointment process for the CRB will require all interested candidates to be routed thru CRB Executive Director Sharmaine Moseley and forwarded to him for background checks. Then upon approval the candidates will be returned to the Board for training. Committee Chair Nieto-Senour would like to have a minimum of four participants attend the training.

Doug Case proposed dividing the Training Academy into three parts: (1) Pre-Appointment (2) Post Appointment-prior to being approved and (3) Post Confirmation.

- B. Marketing/Outreach: Member Doug Case suggested planning an Orientation Training Session. The event can be mass marketed on social media platforms to various organizations, council offices, and planning boards. The Board would like to encourage all the council members to attend or send a representative from their office - preferably the Chief of Staff.
- C. Timeline: Executive Director Sharmaine Moseley suggested that the Information Session for the Training Academy should start approximately around the end of August, beginning of September.

Member Doug Case proposed that the Committee conduct the training twice a year.

VI. Update on Interview Panel Improvements (Committee Chair Maria Nieto-Senour)

A. Revise Interview Questions

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

Member Sheila Holtrop updated the interview questions with suggested edits made at the previous meeting. Committee Chair Nieto-Senour suggested edits on item #3, regarding various communities' opinions/experiences with the police department; along with the word "have" removed. The removal of a comma, proceeding the word "example" in section 5B. The name, dates, and times on the cover page were removed. Member Doug Case requested re-wording the "Can you handle" question.

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

Executive Director Moseley stated that she will forward the questions to the Human Relations Department for feedback as soon as the Committee completes the above suggested revisions.

B. Involvement of Organizations to Participate on Panel

Member Doug Case will draft a letter 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. Committee Chair Nieto-Senour will contact Allan (Justice Professor) and Staff person/Committee Consultant for District 4.

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

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

Sharmaine Moseley suggested asking OBC Executive Assistant, Chantai Bradford, to create Recruitment Cards. Recruitment cards will request the following information from applicant: name, phone number, e-mail address, zip code, and Council District (if known).

**Member Doug Case moved for the Committee to approve the Recruitment Cards. Member Sheila Holtrop seconded the motion. The motion passed unanimously with a vote of 4-0-0.**

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

**Nays: None**

**Absent: Gentry, Herington, Vaughn**

- IX. Report of CRB Liaison for Local Leadership Training Programs (No updates on this item)
- 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**)
  - 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:** 11:31 a.m.