

RECRUITMENT & TRAINING COMMITTEE MEETING

MINUTES

Thursday, July 23, 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

-
- I. Welcome/Call to Order: Committee Chair Maria Nieto-Senour called the meeting to order at 10:05 a.m.
 - II. Purpose of Recruitment & Training Committee Meeting: Committee Chair Maria Nieto-Senour waived the reading of the purpose statement since there were no members of the public.
 - III. Non-Agenda Public Comment: None
 - IV. Approval of the June 18, 2019 Committee Meeting Minutes (Committee Chair Maria Nieto-Senour)

Chair Joe Craver moved for the Committee to approve the meeting minutes from June 18, 2019. Member Doug Case seconded the motion. The motion passed unanimously with a vote of 4-0-1.

Yays: Nieto-Senour, Craver, Case, Holtrop

Nays: None

Abstention: Vaughn

Absent: Gentry, Herington

Member Case mentioned that at the last meeting he presented the Committee with a draft flow chart and letter to the organizations. He requested that the chart and letter be added to the meeting minutes.

Chair Joe Craver moved for the Committee to include the changes to the meeting minutes. Member Sheila Holtrop seconded the motion. The motion passed unanimously with a vote of 4-0-1.

Yays: Nieto-Senour, Craver, Case, Holtrop

Nays: None

Abstention: Vaughn

Absent: Gentry, Herington

- V. CRB Training Academy (Committee Chair Maria Nieto-Senour)
Committee Chair Nieto-Senour stated that the Committee already discussed these items.
- A. Implementation Process/Procedure: Committee Chair Nieto-Senour reported that the two individuals that were previously interested in being on the CRB is no longer interested due to the time commitment. Executive Director Sharmaine Moseley reported that she has a meeting scheduled at the end of the month to meet with two other individuals who are interested in serving on the Board.
 - B. Marketing/Outreach: Committee Chair Nieto-Senour reminded the Committee of what was discussed at the Committee's meeting last month. 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. Executive Director Moseley suggested that the Committee draft a flyer as its next step and then decide on a date for the Informational Session and hold off on the Orientation Training. The Committee agreed to hold an Informational Session on August 14 from 5:30pm-7pm with the location to be decided. The Committee agreed to help circulate flyers. Executive Director Moseley will reach out to the Communications Department to assist with this effort.
 - C. Timeline: Committee Chair Nieto-Senour reported that the Committee previously agreed to begin the Informational Session for the Training Academy around the end of August, beginning of September. However,

we do not have any candidates. Member Doug Case requested that the draft flow chart be handed out at the CRB's Open Meeting on July 23, 2019. Executive Director Moseley will make copies and bring to the meeting.

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 reviewed the final draft of interview questions.

Chair Joe Craver moved for the Committee to approve the interview questions and statement. Member Nancy Vaughn seconded the motion. The motion passed unanimously with a vote of 5-0-0.

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

Nays: None

Abstention: None

Absent: Gentry, Herington

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

Executive Director Moseley stated that she will forward the approved questions to the Human Relations Department for feedback.

B. Involvement of Organizations to Participate on Panel

Member Doug Case stated that he drafted the letter to send to various organizations (i.e. LA RAZA, ACLU, Alliance San Diego, Women Occupy, NAACP, Chicano Federation, BAPAC, Center for Policy Initiatives, Earl B. Gilliam Bar Association, and T. Homann Law Association) requesting recommendations for panel. Committee Chair Nieto-Senour will contact Allan (Justice Professor) and Staff person/Committee Consultant for District 4 to see if they can sit on the panel.

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

Committee Chair Nieto-Senour reported that the script was completed at the last meeting. The questions will not be on the script since questions will be asked at the interview.

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

Executive Director Moseley reported that at the last Committee meeting, the Committee asked her to create the information card (see attached). The questions will not be on the card. Executive Director Moseley will ask individuals who are interested if he/she is okay with the time commitment.

Member Doug Case informed the Committee that he did not forward the flow chart to the Committee at the last meeting.

IX. Report of CRB Liaison for Local Leadership Training Programs (No updates was given 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:** 11:00 a.m.