

CLERB Board Member Nomination and Selection Ad Hoc Committee Revisions

CLERB Ad Hoc Subcommittee Regarding Revisions to Appointing Board Members

Objective: To recommend to the CLERB Board for approval, a revised nomination and selection process for new Board Members, as directed by the San Diego County Board of Supervisors.

Recommendation

This Subcommittee recommends a two-prong approach including enhanced community involvement and a revision to the application process, as follows:

1. ROBUST PUBLIC AWARENESS AND MEDIA CAMPAIGN

- a. Press releases advertising the Board Member vacancy shall be provided and media outlets will be alerted directly or through the County Public Information Officer.
- b. Enhanced community outreach efforts will be conducted, to encourage public participation. This shall occur through presentations made by CLERB's staff within San Diego County. These presentations may include:
 - i. The history of CLERB.
 - ii. CLERB's Mission.
 - iii. CLERB's processes and purpose (i.e. What we investigate and how complaints are filed and investigated).
 - iv. Investigators' responsibilities
 - v. Board Member responsibilities, including time commitment expected for participation by Board Members. It is recommended, that the ability for Board Members to review and maintain confidentiality and remain impartial is imperative.
 - vi. Additional CLERB activities, including, detention facility tours and inspections, and other training opportunities.

2. BOARD MEMBER APPLICATION PROCESS

CLERB's BOARD should consist of two Board members from each Supervisory District within the County of San Diego and one at-large member. This ensures that there is public representation from within all areas of the County.

- a. Public Notice of a Board Member Seat Vacancy
 - i. When there is an upcoming Board Member vacancy in a district, public notices shall be sent out through press releases and other direct communications to the communities and civic organizations in that district.
 - ii. If possible, notices should be sent out 120 days prior to the opening and include the submission deadline. Notices will be sent earlier when there are unexpected changes.
 - iii. Applicants should attend one CLERB Board meeting prior to, and as a requirement of submitting an application.
 - iv. Applicants should submit their application directly to their District's Supervisor. Civic organizations or other individuals in that District can endorse an applicant, if desired.
 - v. The District Supervisor or their designee should interview applicants and forward their recommendation to the Finance and General Government Group (FG3) Deputy Chief Administrative Officer (DCAO) or Designee.
 - vi. Recommended applicants should be interviewed by the DCAO or their designee from the FG3, CLERB Board Member(s) and a Human Resources Department designee.
 - vii. Applicant must pass a background check as is approved by the County of San Diego.

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Ad Hoc Committee Revisions

- viii. Nomination of the applicant, pending the aforementioned steps, is made by the Chief Administrative Officer of the County of San Diego to the Board of Supervisors.

At Large Members shall be chosen from applicants from all Districts:

- i. Interview/selection by the FG3 DCAO or their designee, CLERB Board Member(s) and a designee of the Human Resources Department.
- ii. The applicant must successfully pass a background check as is required and approved by the County of San Diego.
- iii. Nomination of the applicant, pending the aforementioned steps, is made by the Chief Administrative Officer of the County of San Diego to the Board of Supervisors.