

# A G E N D A

## REGULAR MEETING ORANGE COUNTY HUMAN RELATIONS COMMISSION

Thursday, August 9, 2018, 11:00 A.M.



COMMISSION ROOM, FIRST FLOOR  
333 W. Santa Ana Blvd.  
Santa Ana, California

**RABBI RICK STEINBERG**  
Chair

**DR. CHIARINA PIAZZA**  
Vice Chair

**BEKELE DEMISSIE**  
Commissioner

**KIM TOAN DO**  
Commissioner

**MIKE HAMEL**  
Commissioner

**JANY LEE**  
Commissioner

**DR. KERRY REYNOLDS**  
Commissioner

**MICHAEL REYNOLDS**  
Commissioner

**DON SEDGWICK**  
Commissioner

**MICHELE STEGGELL**  
Commissioner

Executive Director  
Norma Lopez

Clerk of the Commission  
Robin Stieler

*The Orange County Human Relations Commission. This agenda contains a brief general description of each item to be considered. The Commission encourages your participation. If you wish to speak during Open Forum, please complete a Speaker Form and deposit it in the Speaker Form Return box located next to the Clerk. Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. Speaker Forms are available in the container located on the far left wall of the Hearing Room. When addressing the Commission, please state your name for the record prior to providing your comments.*

**\*\*In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Clerk of the Board's Office 72 hours prior to the meeting at (714) 834-2206\*\***

All supporting documentation is available for public review online at:  
[http://www.occommunityservices.org/oc\\_human\\_relations\\_commission](http://www.occommunityservices.org/oc_human_relations_commission) and in the office of the Clerk of the Board of Supervisors located in the Hall of Administration Building, 333 W. Santa Ana Blvd., 10 Civic Center Plaza, Room 465, Santa Ana, California 92701 during regular business hours,  
8:00 a.m. - 5:00 p.m., Monday through Friday.

**11:00 A.M.**

# **A G E N D A**

1. Call the Meeting to Order
2. Monthly Summary of Commission Activities

## **OPEN FORUM**

*At this time members of the public may address the Commission on any matter within the jurisdiction of the Commission. The Commission or Chair may limit the length of time each individual may have to address the Commission.*

## **ACTION ITEMS:** (Item 3-5)

3. Review & discuss redline document of HRC Mission statement & Bylaws
4. Discuss and approve commissioner visits to City Councils in Orange County
5. Review and approve Commission Officers nominations process

## **HEARING/SPEAKER/PRESENTATION**

## **INFORMATION ITEMS:** (Items 6-7)

6. Executive Director's Report
  - a. Marketing Plan Draft Review
  - b. Santa Ana PD Proposal and Partnership
  - c. ED Commissioner Check-ins
  - d. Ad-Hoc Committee Updates: Goodwill Program
7. Update from OC Chiefs and Sheriff

## **ANNOUNCEMENTS FROM COMMISSIONERS**

## **AGENDA BUILDING**

*Commissioners to suggest agenda items and/or topics for upcoming meetings.*

## **ADJOURNED**

## **NEXT MEETINGS:**

September 13, 2018 Regular Meeting, 11:00 A.M.  
October 11, 2018 Regular Meeting, 11:00 A.M.



## Orange County Human Relations Commission

1801 E. Edinger Ave. Suite: 115, Santa Ana, CA | P: 714-480-6570

### Commissioners

Rabbi Rick Steinberg, Chair  
Dr. Chiarina Piazza, Vice Chair  
Bekele Demissie  
Don Sedgwick  
Jany Lee  
Dr. Kerry Reynolds  
Kim Toan Do  
Michael Reynolds  
Michele Steggell  
Chief Mike Hamel

**DATE:** Thursday, August 9, 2018

**LOCATION:** 333 W. Santa Ana Blvd., Santa Ana, 92701 (Commission Room – First Floor)

**NEW TIME:** 11:00 AM – 1:00 PM

## AGENDA

- |   |                 |
|---|-----------------|
| 1. Call the Meeting to Order                            | Rabbi Steinberg |
| 2. Overview of Monthly Summary of Commission Activities | Jany Lee        |

**OPEN FORUM:** *Members of the Public may address the Commission on human relations issues*

## ACTION ITEMS

- |  |                 |
|--|-----------------|
| 3. Review & discuss redline document of HRC Mission statement & Bylaws       | Rabbi Steinberg |
| 4. Discuss and approve commissioner visits to City Councils in Orange County | Bekele Demissie |
| 5. Review & Approve Commission Officers Nomination Process                   | Rabbi Steinberg |

## INFORMATIONAL ITEMS

- |   |                   |
|---|-------------------|
| 6. Executive Director's Report                | Norma López       |
| a. Marketing Plan Draft Review                |                   |
| b. Santa Ana PD Proposal & Partnership        |                   |
| c. ED Commissioner Check-ins                  |                   |
| d. Ad-Hoc Committee Updates: Goodwill Program |                   |
| 7. Update from OC Chiefs and Sheriff          | Chief Mike Hamel  |
| 8. Announcements from Commissioners           | All Commissioners |
| 9. Adjourn Commission Meeting                 | Rabbi Steinberg   |

**MISSION:** *Seek out the causes of tension and conflict, discrimination and intolerance, and eliminate those causes.*



# Orange County Human Relations Commission

MISSION: Seek out the causes of tension and conflict, discrimination and intolerance, and eliminate those causes

## MONTHLY SUMMARY OF ACTIVITIES: JULY 2018

<b>FY 18 - 19 Commission Activities Matrix</b>			
<b>CONTRACT ACTIVITY</b>	<b>Goal</b>	<b>To-Date</b>	<b>% Reach</b>
A. Monthly HRC meetings	12	1	8%
B. HRC Annual Report	1	0	0%
C. Police-Community Reconciliation cases	20	2	10%
D. Community-Police Meetings	4	0	0%
E. Chief's Advisory Boards & Sherriff's Interfaith Council	8	2	25%
F. Community Outreach & Relationship Building meetings	40	3	8%
G. Police/Diverse Community Dialogues	2	0	0%
H. Hate Crime Report & Network Meeting	1	1	100%
I. Support to hate crime victims	8	0	0%
J. Outreach efforts (speeches, presentations, etc.)	10	0	0%
K. Community training on intergroup relations topics	4	0	0%
L. Annual Awards program	1	0	0%
M. Participate in community-based/outreach symposiums	2	0	0%

### Police-Community Relations

- **Tustin PD Chief's Advisory:** Commission staff attended the bi-monthly Police Advisory Board meeting this month.
- **Sheriff's Interfaith Council:** Commission staff led a discussion on homelessness at this month's Interfaith Council – panelists included: United Way, OC Health Care Agency & Sheriff's Department.
- **Santa Ana PD:** Sgt. Elms reached out to Commission for assistance in facilitating 2 dialogue series with residents that will allow SAPD to request input on new Policing Philosophy for the department.
- **Police Community Reconciliation Program:** Commission staff assessed and referred 2 PCRCP cases with SAPD and Aliso Viejo.

### Intergroup Relations & Relationship Building

- **Community Support, Outreach & Presentations:**
  - Commission staff attended the Capo Unified School District meeting to observe and support potential tensions between groups with opposing views on an agenda item.
  - Commission staff attended the Women's of OC presentation in Irvine, CA on new immigration laws.
- **Hate Free OC Campaign:**
  - Commission staff participated in CAHRO monthly conference call to plan for upcoming conference in November.
  - Commission staff convened the Hate Crime Network to preview the 2017 hate crime data and propose ideas for the HatefreeOC campaign.
- **Commission Director One-on-Ones:**
  - On 6/4, Commission Director met County resident interested in Commission program and work.



# Orange County Human Relations Commission

MISSION: *Seek out the causes of tension and conflict, discrimination and intolerance, and eliminate those causes*

## MEMO

**TO:** All Commissioners  
**FROM:** Norma J. López, Commission Executive Director  
**RE:** OC Human Relations Commission Bylaws Suggested Revisions

### ISSUE:

Human Relations Commission Bylaws revisions to be approved for submission to Chairman Do.

### BACKGROUND:

Chairman Do has interest in working alongside the Human Relations Commission to review and revise the Commission's scope of work and Bylaws. At the July meeting, the Commission approved the creation of an ad-hoc committee comprised of Chairman Steinberg and Commissioner Kerry Reynolds to review and bring forth suggested revisions for Commission approval prior to submitting them to Chairman Do for consideration.

### DISCUSSION:

Commission will review, consider and approve the following suggested changes:

1. **Article IV – Purpose:** Strike out the words “attempt to eliminate” and replace with “fight against”
2. **Article V – Goals:** streamline words used throughout the Bylaws – replacing “handicap” with disability and “sex” with gender
3. **Article VI – Duties & Functions:** Strike out “to investigate when appropriate, make findings and report those findings.” This is not a role that the Commission nor Staff execute at any time.
4. **Article VII – Membership:** Edit sentence to ensure consistent attendance to Commission meetings and ensure quorum “*Any Commissioner who fails to attend three consecutive scheduled meetings or over half of the regular meetings in a fiscal year with or without prior notification to the Chair or Director, shall automatically vacate the position of Commissioner.*”
5. **Article VIII – Officers:** Strike out “Executive Committee and Nominating Committee” from the sentence since the new Bylaws do not establish or mandate these committees any longer.
6. **Article IX – Staff:** Strike out letter “C” since the Executive Director no longer is responsible for posting agendas or keeping Commission meetings minutes. This is a role that the Clerk of the Board now fulfills.
7. **Article IX – Staff:** New letter “C” – Add “and supervision of Commission staff” at the end of the sentence since there are more than one staff member supporting the Commission and the Executive Director continues to supervise current Commission staff.
8. **Article XI – Meetings:** Letter “A” replace “one regular meeting a month” to “10 meetings in a fiscal year.” In researching other Commissions in California and throughout the country, many go dark in the summer to accommodate vacations and in December to accommodate holiday schedules. Additionally, it is recommended to strike out the final sentence in this Article, which would allow for

the Commission to set a more convenient meeting time and location that would potentially address the Commission's current quorum issues.

9. **Article XII – Quorum, Voting & Commission Actions:** Letter "C.3" add the word "solicited" before funds to clarify that, if and when the Commission receives monetary donations, it is within their purview to approve the expenditures of the funds received. Also, on letter "E" at the end of the sentence add "unless approved through the Commission's marketing plan." This will bring clarity that the Board of Supervisors approved marketing plan gives the Commission the authority to solicit donations for approved Commission activities/events.
10. **End of document:** Add in footnotes the most recent Bylaw changes that was approved by Board of Supervisors on 10/31/17.

**RECOMMENDED ACTION:**

Approve the suggested changes to the Human Relations Commission Bylaws for submission to Chairman Do.

BYLAWS  
OF THE  
**ORANGE COUNTY HUMAN RELATIONS COMMISSION**

Article I – Name

The commission shall be the Orange County Human Relations Commission, referred to hereafter in this document as the “Commission.”

Article II – Authority

The Commission was created by the Orange County Board of Supervisors, referred to hereafter in this document as the “Board,” by Resolution No. 71-196 on February 24, 1971.

Article III – Organizational Structure

The Commission is programmatically responsible to the Board of Supervisors.

Article IV – Purpose

The purpose of the Commission shall be to seek out the causes of tension and conflict, discrimination and intolerance, based on race, religion, national origin, ethnicity, disability, age, gender, sexual orientation, socio-economic status, or marital status, and ~~attempt to eliminate~~ fight against those causes.

**Commented [NL1]:** Fight connotes a vigorously endeavor to campaign against discrimination & intolerance. Additionally, this statement is our outward message to community. I believe it should be easy enough to understand and translate in any given language.

Article V – Goals

The following are goals of the Commission:

- A. Promote equal justice before the law.
- B. Promote equal socio-economic and political opportunity including equity in health, housing, education and employment.
- C. Promote the protection of the dignity and integrity of every individual.
- D. Promote education of all members of the Orange County Community relating to basic human rights and responsibilities.
- E. Promote the elimination of prejudice and discrimination among people based on race, religion, national origin, ethnicity, ~~disability handicap~~, age, ~~sex gender~~, sexual preference, socio-economic status, and marital status.

**Commented [NL2]:** County oversight of changes that were made in Art. IV & VII, B. – keeps document consistent.

Article VI – Duties and Functions

- A. Receive and hear specific complaints and problems of discrimination; to discuss each matter with the appropriate public or private agency for their action; ~~to investigate when appropriate, make findings and report those findings.~~
- B. Engage in research and education for the purpose of lessening and eliminating prejudice and its effects.
- C. Coordinate and promote educational programs, which will foster understanding among various groups within Orange County; and work for the development of constructive community educational programs to prevent future problems.
- D. Recommend to the Board those County projects and service priorities which will serve to prevent or alleviate social problems in Orange County.
- E. Provide assistance and referral services to individuals and groups, which will facilitate understanding and participation in the decision-making process of Orange County institutions.
- F. Consult and cooperate with Federal, State, County, City and other public and private bodies to improve human relations.

- G. Prepare quarterly reports of Commission events and Commission position taken on issues, and ensure that Commission events are included on the County Event List.
- H. Prepare and submit an annual marketing plan to the Board of Supervisors, which shall be approved by a majority vote of the Board of Supervisors.

Article VII – Membership

- A. The Commission shall be comprised of eleven members hereafter in this document referred to as “Commissioners.”
- B. Commissioners shall be broadly representative of different racial, ethnic, religious, socio-economic, disability, age, gender, sexual orientation, or marital status groups in Orange County.
- C. Five Commissioners shall be appointed by the Board with each Supervisor nominating one Commissioner from inside or outside of the District that the Supervisor represents. No person living outside of the Supervisor’s district shall be nominated for appointment to the Commission without the written consent of the Supervisor representing the district where the nominee resides. One Commissioner shall be appointed by the Board at large. Five Commissioners shall be appointed by cities in a process coordinated by the City County Coordinating Committee and the Clerk of the Board, with the objective of having one appointee from the cities in each of the five supervisorial districts.
- D. The members of the Commission shall serve a term of two years, beginning from the date of appointment. Each member shall continue to serve in such capacity until the members’ successor has been appointed.
- E. Commissioners must meet the following selection guidelines:
  - 1. Be a resident of, and registered to vote in, Orange County
  - 2. Demonstrate an understanding of human relations.
  - 3. Support the purpose and goals of the Commission as delineated in Articles IV and V.
  - 4. Be able to serve as a member of a working committee of the Commission.
- F. Any Commissioner who fails to attend three consecutive ~~regular-scheduled~~ meetings or over half of the regular meetings in a fiscal year with or without prior notification to the Chair or the Director ~~and a valid reason~~, shall automatically vacate the position of Commissioner.
- G. Commissioners may have their membership terminated without cause by the respective appointing authority. A vacancy thereby created shall be filled in the same manner as the original appointment.

**Commented [NL3]:** As we all know, this has become a major barrier for our Commission’s ability to do business. As it stands now, anybody can miss more than 6 meetings without replacement if they notify their absences with valid reason. Due to this, we have had difficulty meeting quorum.

As it stands now, if anybody is absent with a valid excuse and there is no quorum (meeting cancelled), that person has “technically” not missed a meeting and there are no consequences.

Article VIII – Officers

- A. The Commission shall elect, by majority vote, a Chair and Vice-Chair each year. The Chair and Vice-Chair shall serve one year terms, limited to two consecutive terms.
- B. The Chair shall:
  - 1. Preside over all regular and special meetings.
  - 2. Act as an ex officio member on all committees.
  - 3. Establish committees and coordinate the appointment of members thereto, ~~except the Executive Committee and Nominating Committee.~~
  - 4. Represent the Commission, or designate a representative to public functions.
- C. The Vice-Chair shall assume the duties of the Chair when the Chair is absent or unable to perform the duties of the Chair.

**Commented [NL4]:** Current Bylaws do not establish an Executive Committee nor a Nominating Committee. However, it does task the Commission Chair to establish ad-hoc committees as necessary.



Article IX – Staff

- A. Commission staff shall include a position of Executive Director, who may be an employee of a non-profit organization contracted to provide support to the Commission. Prior to the performance of duties on behalf of the Commission, the individual identified to fill the position of Executive Director shall be approved by a majority vote of the Board of Supervisors. The position of Executive Director is terminable at will by a majority vote of the Board of Supervisors.
- B. The Executive Director will be recruited and identified for Board approval pursuant to a process, which is mutually agreed to by Commission and the Orange County Community Resources Department, or if contracted out, to be recruited and identified for Board Approval in conjunction with the Orange County Community Resources Department with the input of the Commission utilizing job posting resources that will enable the position to be advertised to the widest range of qualified applicants. Compensation for the position of Executive Director shall be set within a pre-determined salary range. If the Executive Director position is not an employee of a non-profit organization contracted to provide support to the Commission, recruitment for the position shall be appropriately advertised on the Orange County jobs website, interviewed, and selected in accordance with the Orange county Merit System Selection rules and Appeals Procedure available in the Orange County Human Resource Service Department.

~~C. The Executive Director shall be an individual that has knowledge of, and agrees to follow, the Brown Act and Parliamentary Procedure.~~

~~D.C.~~ The Executive Director shall be responsible to the Commission for Program duties and supervision of Commission staff.

**Commented [NL5]:** The Executive Director no longer is responsible for agenda posting nor minute taking at Commission meetings – the Clerk of the Board has this covered. We could also edit the sentence to only state, “The Executive Director shall be an individual that agrees to follow the Brown Act and Parliamentary Procedure.”

**Commented [NL6]:** This was removed from the last Bylaws but it’s a responsibility that I still hold. I think it should be clear that we have more than one person supporting the Commission.

Article X – Clerk of the Board (“Clerk”)

- A. Attendance at Meetings  
The Clerk, or a representative designated by the Clerk, shall attend each meeting of the Commission and maintain a record of all proceedings and directions of the Commission. Agenda items or groups of items will be called by the Clerk.
- B. Preparation and Distribution of Agenda  
The Clerk will prepare, post and distribute all agendas of the Commission meetings. The agenda shall consist of a brief general description of each item to be considered by the Commission, pursuant to the Ralph M. Brown Act, Government Code section 54950 et seq.

The Clerk will also prepare, post and distribute all supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

The regular Commission meeting agenda will be distributed and made available to the public on the Friday preceding the Thursday regular meeting.

**Commented [NL7]:** I researched other Commissions in State and County and many have 2 dark months (July and December). The July meeting would be in the middle of Summer to accommodate summer vacations, responsibilities, etc. and December tends to be a busy holiday season for many.

**Commented [NL8]:** This was one of the changes approved in Oct 2017, which changed our meeting location and time. Eliminating the sentence would allow for the Commission to set a different location and time for its meetings – potentially addressing our current quorum issues.

Article XI – Meetings

- A. The Commission shall hold ~~10 meetings in a fiscal year, one regular meeting a month.~~ Meeting of the Commission shall be held in accordance with the Ralph M. Brown Act, Government Code Section 54950, et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the American with Disabilities Act. ~~If the room is available at the time the meeting is scheduled, regular meetings shall be held in the Planning Commission Hearing Room at the County Hall of Administration during regular business hours.~~

- B. A special meeting of the Commission may be called by the Chair, the Executive Committee or by a quorum of the Commission. Notice of special meetings shall be delivered to members personally, by mail or electronically, and must be received no later than twenty-four hours in advance of the meeting. Written notice of such meetings must be provided to any person who has previously requested notice.
- C. Written notice of regular Commission meetings will be mailed out to any person who previously requested notice one week prior to the meeting. In all other cases, notice shall be given 72 hours prior to the meeting. Regular meetings shall be held at the regular time and date.

Article XII – Quorum, Voting, and Commission Actions

- A. A majority of existing Commissioners shall constitute a quorum.
- B. Each Commissioner shall have one vote.
- C. All Commission actions and recommendations shall be by motion, duly seconded, and carried by an affirmative vote of a majority of members present. Such actions and recommendations shall include, but not be limited to the following:
  - 1. Approval of a program undertaken on the Commission’s behalf;
  - 2. Approval of a solicitation of funds for a Commission program prior to the initiation of the solicitation.
  - 3. Approval of expenditure of **solicited funds** on a Commission program.
- C. Commission staff shall not be used to assist in planning non-Commission events or activities during their contracted working hours.
- E. The Commission shall have no authority to accept gifts or donations on behalf of the County **unless approved through the Commission’s marketing plan.**

**Commented [NL9]:** Adding “solicited” only clarifies that, if Commission does get monetary donations, it is within their purview to approve the expenditures of the funds received.

**Commented [NL10]:** Again...this is just for clarity that the Board of Supervisors approved marketing plan gives the Commission the authority to fundraise for specific program/event needs.

Article XIII – Committees

- A. The Chairperson of the Commission may establish ad hoc committees to accomplish time-limited tasks that support the goals of the Commission. .
- B. When appropriate, committees may call on other knowledgeable individuals who are not Commission members to act as consultants to the committees. Said individuals shall be subject to the conflict of interest statutes, regulations and ordinances.

Article XIV – Advocacy

- A. The Commission website shall be hosted on the Orange County Community Resources domain.
- B. Statements, press releases, and reports must be approved by a quorum of the Commission. Consistent with the Commission’s purpose, and to promote open discussion, understanding, and the free exchange of ideas, any member of the Commission may file and have published a minority report in which any other member may join. Such a minority report shall be published concurrently as a part of the document containing the majority report. Commission statements and press releases, which have not been approved by the Board of Supervisors, shall indicate that they do not represent official County position.
- C. All Commission communications shall be on Commission letterhead.

- D. Commission recommendations on legislation must be approved by the majority vote of a quorum of the Commission and submitted to the County Executive Office legislative planning committee for recommendation to the Board of Supervisors. The Commission shall not take positions on legislation without approval of the Board of Supervisors.
- E. Neither the Commission nor any of its Commissioners shall promote, directly or indirectly, any political party, political candidate or political activity using the name, emblem, or any other identifier of the Commission.

Article XV – Bylaws

- A. Adoption of Bylaws: These Bylaws shall become effective upon approval of the Board of Supervisors.
- B. Amendments to Bylaws: These Bylaws may be amended by an affirmative vote of the majority of those members present at any regular meeting provided the amendments have been submitted to the membership in writing at least one month prior to the meeting. All amendments must be approved by the Board of Supervisors.

Article XVI – Lifespan

The Commission shall have a permanent lifespan, subject to dissolution by a majority vote of the Board.

Adopted by Board Resolution Number 71-196 on 2/24/1971  
Amended by Board Resolution Number 82-1868 on 12/14/1982  
Amended by Board Resolution Number 85-1648 on 11/19/1985  
Amended by Board Resolution Number 15-099-15-106 on 9/22/2015  
Amended by Board of Supervisors on 10/31/2017

**Commented [NL11]:** Although these are the most recent Bylaws, the fact that they were amended last October is not reflected here. This is only to correct that fact.

OCCR would need to provide the Board Resolution Number for 10/31/17.



# Orange County Human Relations Commission

*MISSION: Seek out the causes of tension and conflict, discrimination and intolerance, and eliminate those causes*

## MEMO

**TO:** All Commissioners  
**FROM:** Norma J. López, Commission Executive Director  
**RE:** Commissioner Visits to City Councils

### ISSUE:

Should the Commission embark on City Council visits for the FY 18-19?

### BACKGROUND:

At the July Commission Meeting, Commissioner Demissie suggested that Commissioners should visit City Councils to share the upcoming Hate Crimes Report and Commission Annual Report. This would promote and highlight the Commission's work in the County.

### DISCUSSION:

Currently, the OC Human Relations Council engages in city council visits throughout the year to share their nonprofits annual report and present City councils with certificates for utilizing Council services. In order to differentiate ourselves from the Council, Commissioners will need to specifically share information on Hate Crimes report and Commission activities.

The process for City Council visits would be as follows:

1. A Commissioner will be assigned to review and track the Commissioners visits.
2. Commissioner will have a standing agenda item to check-in with Commissioners on sign-ups and document scheduled/completed presentation dates.
3. All Commissioners must participate.
4. Each Commissioners must conduct at least 3 City Council visits in the fiscal year.

### RECOMMENDED ACTION:

Approve the City Council visits project and process.



# Orange County Human Relations Commission

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## ANNUAL CITY COUNCIL VISITS – DISTRIBUTION OF ANNUAL HATE CRIMES REPORT

CITY	PRESENTER	REC'V PACKET	PRESENT DATE	COMPLETED?
Aliso Viejo				
Anaheim				
Brea				
Buena Park				
Costa Mesa				
Cypress				
Dana Point				
Fountain Valley				
Fullerton				
Garden Grove				
Huntington Beach				
Irvine				
La Habra				
La Palma				
Laguna Beach				
Laguna Hills				
Laguna Niguel				
Laguna Woods				
Lake Forest				
Los Alamitos				
Mission Viejo				
Newport Beach				
Orange				
Placentia				
Rancho Santa Margarita				
San Clemente				
San Juan Capistrano				
Santa Ana				
Seal Beach				
Stanton				
Tustin				
Villa Park				
Westminster				
Yorba Linda				
Unincorporated				



# Orange County Human Relations Commission

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## MEMO

**TO:** All Commissioners  
**FROM:** Norma J. López, Commission Executive Director  
**RE:** Nomination Committee to elected new Commission Officers

### ISSUE:

Approve the Nominating Committee process

### BACKGROUND:

As per the bylaws, the Commission goes through a nominating process to elect a Chair and Vice-Chair to serve for one-year term. In the recent past, election of Commission officers has happened in the month of June to allow officers to be instated at the beginning of the fiscal year.

### DISCUSSION:

The following nominating process for Commission officers maintains fidelity to the Commission Bylaws and Brown Act.

1. At the August Commission meeting, the Chair recommends three members for the Nominating Committee.
2. Commission then approves the Chair recommendations or alternative members.
3. The Nominating Committee meets one time before the Commission's September meeting.
4. Any Commissioners who are interested in serving or would like to nominate someone for consideration are asked to send this information to the Commission Executive Director before the end of August.
5. The Commission Director will provide this list to the Nominating Committee for consideration.
6. At the September Commission meeting, the Nominating Committee present their selected nominees and open the floor for additional nominations.
7. The Commission will take a vote on each officer and nominee with highest number of votes will be the new officers starting October 2018.

### RECOMMENDED ACTION:

Approve the Nominating Committee members and process.

## OC Human Relations Commission Marketing Plan: FY 18 - 19

Categories of Marketing, Sponsorship or Donation Opportunities	Commission Actions	OC Human Relations Commission Needs/Requests	Status
<b>Community Initiated:</b> Interested parties with offers to support OC Human Relations Commission programs, events or activities. Examples of possible programs or events: Human Relations Speaker Series, Goodwill Program, Living Room Dialogues, etc;.			
<ul style="list-style-type: none"> <li>• <b>Corporate programs for community benefit</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Apply through the company's program</li> <li>2. If agreement required, seek OCCR approval</li> <li>3. Process donation/acknowledgement</li> <li>4. Document outcomes</li> </ol>	<ul style="list-style-type: none"> <li>• Funds</li> <li>• Event Supplies</li> <li>• Food for events</li> <li>• Promotional products</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Local Businesses or Community Groups offering donations</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Respond to offers</li> <li>2. Document according to marketing plan criteria</li> <li>3. Seek OCCR approval for any agreements</li> <li>4. Process donation/acknowledgement</li> <li>5. Document outcomes</li> </ol>	<ul style="list-style-type: none"> <li>• Funds</li> <li>• Event Supplies</li> <li>• Food for events</li> <li>• Promotional products</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Individual donors/bequests</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Respond to offer</li> <li>2. Process donation/acknowledgement</li> <li>3. Document outcomes</li> </ol>	<ul style="list-style-type: none"> <li>• In kind donations</li> </ul>	
<b>OCHR Commission Initiated:</b> OCHR Commissioners or staff will do limited outreach for potential sponsors and donors through correspondence, meetings, and other direct contact for Commission-approved events, activities or programs.			
<ul style="list-style-type: none"> <li>• <b>Community or Business donor/sponsor</b></li> <li>• <b>Individual donor/supporter</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Initiate contacts</li> <li>2. Evaluate offers</li> <li>3. Seek OCCR approval for agreements</li> <li>4. Process donations/acknowledgement</li> <li>5. Document outcomes</li> </ol>	<ul style="list-style-type: none"> <li>• Funds</li> <li>• Event supplies</li> <li>• Food for events</li> <li>• Promotional products</li> </ul>	



# Orange County Human Relations Commission

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## SAPD COMMUNITY DIALOGUES PROPOSAL

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The Santa Ana Police Department (SAPD) is embarking on a venture to solicit community input that will serve as a baseline in defining the department's new Policing Philosophy. SAPD reached out to the Human Relations Commission for support in facilitating the process.

### **Meeting Details**

There will be a two series of meetings that will take place:

- SAPD PAAL Center
  - Thursday, 8/30 from 6 – 7:30 P.M. (Commission staff and Residents only)
  - Thursday, 9/6 from 6 – 7:30 P.M. (Joint meeting: SAPD, Residents & Commission staff)
- Delhi Community Center
  - Saturday, 9/15 from 9 AM – 10:30 AM (Commission staff & Residents only)
  - Saturday, 9/22 from 9 AM – 10:30 AM (Joint meeting: SAPD, Residents & Commission staff)

### **Commission Staff Capacity & Role**

The OC Human Relations Commission will be able to provide 2 staff members for this project. Commission staff role will include:

- *General Outreach:* distribution of flyer/event information to network & neighborhood associations,
- *Parent Outreach:* make reminders calls to residents who pre-register, and
- *Meeting Facilitation:* facilitate dialogues for 2 series.

### **SAPD Commitment & Role**

Santa Ana Police Department will need to:

1. Create outreach materials,
2. Set-up and manage a pre-registration mechanism to ensure that we are within our max capacity numbers and Commission staff can make reminder calls to those who register,
3. Conduct outreach through SAPD various networks,
4. Reserve meeting spaces,
5. Provide Commission staff with an outline of information SAPD is seeking from meetings or draft questions that need to be answered, and
6. Commit same officers to attend both joint meetings

### **Recommendations**

OC Human Relations Commission makes the following recommendations to ensure that SAPD accommodates resident needs to ensure full participation in this process:

1. Provide food and refreshments for all meetings
2. Consider providing free childcare

### **Timeline**

- 7/30 – Begin to distribute outreach materials and have event registration mechanism ready.
- 8/17 – Provide OC Human Relations Commission staff pre-registration information & numbers.
- 8/20 – Provide OC Human Relations Commission staff draft questions or information outline.
- 8/23 – Confirm total # & names of SAPD officers/personnel attending joint meetings.