



# COUNTY OF SAN DIEGO

Leon L. Williams San Diego County Human Relations Commission

## Communications Subcommittee Meeting Minutes

March 14, 2023, 1:00 PM – 2:00 PM

### Subcommittee Members:

Commission Member Pedro Anaya  
Commission Member Eleanor Evans (Subcommittee Chair)  
Commission Member George Khoury (Subcommittee Vice-Chair)  
Commission Chair Ellen Nash

1. Call to order & roll call
  - Meeting called to order at 1:08 PM
  - **Commissioners Present:**  
Pedro Anaya, Eleanor Evans, Ellen Nash
  - **Commissioners Absent:**  
George Khoury
2. Non-agenda public comment
  - None
3. Debrief March 8<sup>th</sup> community meeting and identify items for follow-up for Commission.
  - Commissioner Evans – South Bay Community Meeting, public focus was on employment, homelessness in South County. Praised Pedro in his organization and refreshments provided.
  - Commissioner Anaya – Thanked staff for coordination and thanks members of the public for attending and feedback. Thanked community donations and food providers.
    - Questions I have:  
What do we do with attendees? Do we follow-up with concerns? If so when? What is the timeline?  
Are we able to send “Thank you” emails to attendees?
    - A: Cindy – Yes we can send emails.
    - Commissioner Evans agrees with Mr. Anaya
  - Cindy Jones: Concerned the meeting appeared unorganized at times due to commissioners amending and adding agenda items that they wanted to speak about. Would encourage Commissioners who would like to speak to attend the Communications Subcommittee meeting

so they could partake in creating the Community Meeting agenda.

- Commissioner Nash: Regarding sending emails, I would like to know if it is possible to have HRC email accounts created for us, because using a personal email address is not an option.
  - A: Cindy – We do not have staff to accommodate IT assistance, but would encourage and suggest creating a new HRC email account via Gmail etc.
- Commissioner Anaya: There are other commissions that have emails such as CLERB and the HRC email account, who monitors that? How do we access HRC inbox to send out emails? Forward emails to you to send out? Or can we get access to the inbox ourselves? The piece that is missing here, for the protection of our commissioners, how do we use the existing HRC email account? For example, a thank you to the public that came to the community meetings. I do not want to use my personal account.
  - A: Sam - OERJ monitors the HRC inbox.
  - A: Cindy- I currently forward any emails you would like to send out
- Sam: we will continue the practice of forwarding emails from commissioners to public from the HRC account. We will reiterate the HRC email account at the end of future community meetings, it currently is on the last slide.
- Commissioner Nash – What was the number of attendees in Oceanside versus South Bay? Wouldn't it be best to have meetings on a Saturday for a larger turnout?
  - Commissioner Anaya: No, we should continue to provide options to the public during the week because we don't know everyone's circumstances.
- Commissioner Evans: I agree with Commissioner Nash for Saturday's, but if people want to come, they will find a way to come. You may have a greater attendance if conducted on a Saturday.
- Cindy: Advertising and talking about the meeting is what makes a difference, not necessarily the date and time chosen. Commissioner Evans went and spoke to places, and they attended the Oceanside event. We are making it diverse for everyone by having options during the week to attend. Those in attendance for Oceanside was 40 and in South Bay was 15.
- Commissioner Anaya: What are the next locations for Community Meetings? We need commissioners to champion and advertise the event to have a greater showing. Have commissioners in respective regions hold/head the task of find a location and for a community meeting and advertise it with their contacts. How do we motivate commissioners to take the lead?
- Commissioner Evans: Part of the responsibility of each commissioner is maintaining relationships with the community. We need to have commissioners involved in their respective region.
- Commissioner Nash: We can advise going forward but would like commissioners to take lead on community meetings.

#### 4. Planning for future community meetings

- Usage of forms and templates  
Commissioner Eleanor – Not formally adopted but should be discussed for future community meetings. Gave a summary of form. Encourages each commissioner to use the form for future meetings so we can look at data and feedback.
- Added to the form:
  - “What would be your preference for day of the week?”
  - Open Forum Discussion
- Vote:
  - Anaya: Aye
  - Evans: Aye
  - Khoury: Absent
  - Nash: Aye

Motion passed

- Community outreach strategies  
Cindy – If commissioners want to participate, that is great, but if they want to speak and make changes to the agenda, they need to attend subcommittee meetings going forward.

#### 5. Setting meeting location and frequency for rest of 2023 for this subcommittee; possibly re-structuring subcommittee names and functions

- Would like to continue to meet once a month
- Sam: We have options here at COC as well as CAC, in downtown.
- Evans: 2<sup>nd</sup> Tuesday 1-2p work for me.
- Pedro: will take time for me to readjust to commuting to meetings. I will make best efforts to attend subcommittee meetings and will withdraw if need be.
- Next meeting will be April 11, 1-2p. Monthly – reoccurring.
- Pedro: We can meet if there are agenda items, otherwise we do not need to meet.
- For next meeting:
  - Email accessibility

#### 6. Adjournment

- Meeting adjourned at 2:03pm