

MINUTES
COMMUNITY RELATIONS COMMISSION
REGULAR MEETING
Monday, May 19, 2013, 6:00 PM
City Council Chambers, 305 West Third Street, 1st Floor, Oxnard, California 93030

A. ROLL CALL/POSTING OF AGENDA/PLEDGE OF ALLEGIANCE

Present at the meeting were Commissioners Dozier, Kelly, Sorkin and Quintana.
Absent were Commissioners Baxter, Robinson and Stein. Stein was absent with an excuse.

B. PUBLIC COMMENTS

N/A

C. INFORMATION/CONSENT AGENDA

1. SUBJECT: Minutes from March 17, 2014 - Regular Meeting
RECOMMENDATION: Request from Commissioner Kelly for the March 17, 2014 Minutes to be amended to include two questions asked by Commissioner Kelly to guest speaker Assistant Police Chief, Scott Whitney. They include: 1.) What is the nature of training new recruits and 2.) Are officers are required to take crises training to deal with the mentally ill? A motion was made by Commissioner Kelly and seconded by Commissioner Quintana. A vote was taken to amend the minutes and results were: Commissioner Sorkin (yay), Commissioner Kelly (yay), Commissioner Quintana (yay) and Chairman Dozier (nay). Voting results were 3 yays to 1 nay. Minutes will be amended to reflect the two questions asked by Commissioner Kelly to guest speaker Assistant Chief Scott Whitney.

Commissioner Kelly requested that Minutes be reflective of everything that is discussed during a given meeting and that the Minutes be verbatim. Assistant City Attorney Rahsaan Tilford informed the Commission that historically in the past, this Commission and all other City CAGs take what is called Action Minutes, which highlight action taken during a meeting. Verbatim minutes would require for staff to write out everything that is discussed during a given meeting word for word, exactly as it was spoken. This would require staff to replay the recorded meeting and type up everything word for word to reflect verbatim minutes. Tilford recommended that if this Commission wants more detailed minutes, that the item be agendized on a future meeting for further discussion. But historically, staff has taken action minutes for this Commission.

D. PRESENTATIONS

1. Rahsaan Tilford, City of Oxnard, Assistant City Attorney, provided an overview presentation on the topic of the Brown Act (a PowerPoint slide presentation was used). Rahsaan referred to the importance of the definition of a meeting which is: any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. Rahsaan made it clear that items included on the agenda should be clearly labeled for discussion and/or action. Commissioner Dozier asked if minutes are required for all meetings, in regards to subcommittee meetings. Rahsaan said that the Brown Act doesn't address that issue and it would really depend on the subcommittee itself and what their desires were. The Chair should be having that discussion with the City Manager in regards to staffing availability at subcommittee meetings *(for details regarding the presentation, please refer to the video of the meeting, or, a printed copy of the PowerPoint presentation can be provided)*.

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Public speakers: Theadora Davitt-Cornyn (*please refer to the video for more details*).

E. COMMISSION/NEW BUSINESS

1. SUBJECT: Continue discussion related to preparation and presentation of the CRC Annual Report to City Council.

MOTION: Commissioner Sorkin recommended a written report be submitted, subject to approval by the CRC, and projections of where the CRC is headed. Commissioner Quintana would like to see details regarding issues being discussed as a Commission and actions taken, instead of just photos on PowerPoint presentation. Commissioner Kelly would like to list and set objectives and goals and work towards achieving them. Chairman Dozier asked if the report would be given to the public or to City Council, or both? Rahsaan noted that if a written report is submitted, it would most likely be on the agenda as the CRC Annual Report and it would be under Receive and File. Members of the public can comment on the report and will have access to it under the agenda packet. The other option is to have it on the City Council agenda to do a PowerPoint type presentation, or, to do it verbally. There are many options available to present or submit the annual report.

Chairman Dozier summarized that the CRC has now discussed three possible ways of presenting the annual report: 1.) submit a written report 2.) do a presentation using PowerPoint, or, 3.) do a combination of both.

Rahsaan noted that the CRC would have approximately 10-15 minutes to give the report in front of City Council.

Chairman Dozier motioned to have the CRC annual report to be submitted as a written report and also a presentation. A vote was taken: Commissioner Quintana (yay), Commissioner Kelly (yay), Commissioner Sorkin (yay), Chairman Dozier (nay). Voting results were 3 yays, 1 nay. Motion carries to present a visual presentation to City Council and to file a formal written report to City Council.

Items to be included in the annual report. Chairman Dozier would like to see in the report the following: Multicultural Festival (MCF) report, effort made to reach out to Downtown Oxnard business community to drive more business to downtown by moving the MCF to The Collection. Dozier also wants to include a listing of community related events attended by the Commissioners. Commissioner Quintana would like to see public relations items included such as crime reports in the community to make it safer for everybody. Quintana would also like to promote the CRC annual award recipients, as well as further discussion regarding Police misconduct and how the CRC can proceed to take on that issue. Commissioner Sorkin would like to request additional funding for the MCF. Commissioner Kelly would like to see a trust build up between the CRC, the Police Department and members of the community so that they can work together.

Commissioner Sorkin has information about Susan Duenas, City of Oxnard Disaster Preparedness Coordinator, who is encouraging Commission Chairs to contact her regarding emergency preparedness. Staff will contact here for a future presentation.

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2. SUBJECT: Continue discussion related to the time and location of a CRC special meeting to be held during the month of June 2014 at a location in south Oxnard.

MOTION: It was decided that a special CRC meeting be held at the South Oxnard Community Center, 200 East Bard Road, Tuesday, June 10, 2014 at 5 PM. The CRC was reminded that June 3 is Election Day. Chairman Dozier requested that the previous motion be amended to move the special meeting to Tuesday, June 10 at 5 PM.

The special meeting agenda will include: community concerns such as disaster preparedness, crime reports from the south side of Oxnard and any concerns from the public regarding crime. Chairman Dozier would like to include a discussion on the relocation process in La Colonia. In regards to the item of the relocation process at La Colonia, Chairman Dozier requested that it be placed on the special meeting agenda as well as the next regular meeting agenda. For the regular meeting agenda of June 16, a guest speaker would be invited to present on the issue. For the special meeting, it would be more of an open discussion between the CRC and members of the public. Commissioner Quintana would like to request a member of the Oxnard Police Department to present at the special meeting about the recent peace rally march at the Cypress neighborhood.

Chairman Dozier provided a summary and a motion of the two items to be included in June 10 special CRC meeting:) 1.) crime report on the south side of Oxnard, other concerns from the public and a representative to provide a report from the recent peace rally march in the Cypress neighborhood and 2.) housing relocation process discussion between the CRC and members of the public. The meeting will be setup as a dais type setting (formal). Commissioner Quintana seconded the motion. A vote was taken: Commissioner Sorkin (yay), Commissioner Kelly (yay), Commissioner Quintana (yay) and Chairman Dozier (yay). Voting results were 4 yays, 0 nays.

The CRC will invite Susan Duenas to the June 16 meeting.

3. SUBJECT: Define types of subcommittees and timeline that will be in effect.

MOTION: Rahsaan provided context to this item. If it's an ad hoc/temporary committee, then they are not subject to the Brown Act. If some of these were standing committees (on-going), then they would be subject to the Brown Act. Staff needs clear direction on which subcommittees need agendas and which don't need agendas.

Youth Subcommittee is now an ad hoc subcommittee with a timeline of 100 days then the CRC will review it and determine if it needs to be changed to a standard subcommittee.

Neighborhood Council Subcommittee does not need to be a subcommittee since the Commissioners themselves can just interact with neighborhood councils and gather information. Add Commissioner Kelly to the neighborhood packet email list.

Fair Housing Subcommittee will now become an ad hoc subcommittee with a timeline of 100 days then the CRC will review it and determine if it needs to be changed to a standard subcommittee.

Public Safety Subcommittee is now a standing subcommittee.

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Multicultural Festival Subcommittee will be an ad hoc subcommittee, which will only exist during the time of the festival's planning. The CRC can review after the festival to evaluate if it needs to continue and become a standard subcommittee. This ad hoc subcommittee will expire after the conclusion of the festival.

Bylaws Subcommittee is now an ad hoc subcommittee for the next 100 days then the CRC will review it and determine if it needs to be changed to a standard subcommittee. Chairman Dozier decided to remove himself as a member of this subcommittee.

Community Outreach Subcommittee has been canceled since it was decided that the Commissioners could conduct their own contacts and gather information to share with the CRC.

Multimedia Communication Subcommittee is now an ad hoc subcommittee for the next six months and which time the CRC will review it and determine if it needs to be changed to a standard subcommittee.

Commissioner Kelly asked if they need to contact staff to plan for a Public Safety Subcommittee meeting. Rahsasn said yes, that is true, and that the subcommittee members need to determine where the meeting will be held and they will need to work with staff to put together an agenda. The rules for posting an agenda is the same as with other meetings, 72 hours in advance for a regular meeting, and 24 hours in advance for a special meeting. Meeting locations are available throughout the city such as the library, HR room and other locations. The subcommittee will need to work with staff to determine where it can be held and which locations are available. All CAG meetings need to be conducted in a public facility be in City, school district, etc. Typically, CAG meetings have been held in a City facility in order to avoid any added fees, permits, etc.

F. REPORT OF COMMISSION SECRETARY

N/A

G. SUBCOMMITTEE REPORTS/COMMISSION EVENTS REPORT

Youth Subcommittee - Mario R. Quintana & Orlando Dozier
(N/A)

Neighborhood Council Subcommittee - Travis L. Kelly, George Sorkin, Mario R. Quintana
(N/A)

Fair Housing Subcommittee – Mario R. Quintana & George Sorkin
(N/A)

Public Safety Subcommittee - Ernest Stein & Travis L. Kelly (N/A)

Multicultural Festival Subcommittee - Orlando Dozier, Kenneth R. Robinson, Ernest Stein
(N/A)

Bylaws Subcommittee - Orlando Dozier, Travis L. Kelly, Ernest Stein (N/A)

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Community Outreach Subcommittee - Orlando Dozier, Travis L. Kelly, George Sorkin
(N/A)

Multimedia Communication Subcommittee - Mike Baxter, Orlando Dozier, Travis L. Kelly
(N/A)

H. COMMISSIONERS' REPORTS

Commissioner Kelly reported that they met with the president of the Police Association and another officer regarding civilian police oversight. Commissioner Kelly read a paragraph regarding mutual trust and respect between the police and the community. Commissioner Kelly noted that he would like to have cooperation between the community and the Police by establishing accountability and transparency.

Commissioner Sorkin would like to invite the disaster preparedness coordinator to the next CRC meeting.

Chairman Dozier would like to see the last months of this Commission's work in 2014 to be productive towards the public, especially since each Commissioner's current 2-year term will come to and end at the end of December. He's looking to add to the upcoming agendas items that will impact the community and the City on the broadest bases related to what the CRC does in its purpose. He thanked everyone for their professionalism and their efforts.

I. ADJOURNMENT

The meeting adjourned at 8:44 PM. The next regular Community Relations Commission meeting will be Monday, June 16, 2014, in the Oxnard City Council Chambers, 305 West 3rd Street, Oxnard, at 6 PM.

Orlando Dozier, Commission Chair

Luis Guereca, Secretary