

**Regular Board Meeting
Police Accountability Board
February 3, 2022 at 6:30 PM
Conducted Over Zoom**

Attendees

Board Members: Wilson, Harrison, Perez, Brown, Nickoloff Harvey (@6:45P),
Tucker (@ 6:44P), Setel (@ 6:43P)
Staff: Reynolds, Pacheco-Walker

Item	Details	Vote	Time
Start of Meeting	<u>Welcome & Introductions:</u> Chair Wilson introduced herself, all members present introduced themselves as well. Chair Wilson explained that some Board Members will be late tonight due to the snow storm and called the meeting to order.	N/A	6:38PM
Approval of Prior Minutes	<u>Minutes:</u> Member Perez made a motion to approve the minutes of January 20, 2022. With no corrections or objections, motion passes 4-0. Member Harrison seconds.	5-0	6:45PM
Meeting Discussion	<p><u>Staff Report:</u> Executive Director Reynolds began by noting a meeting that was had between himself, Chair Wilson, Mayor Malik Evans, and Council President Miguel Melendez. Noted that he will allow Chair Wilson to address the meeting in her report.</p> <p>Reynolds provided an update regarding hiring. Staff has been focused heavily on it and set to have 16 full-time new hires by the end of next week, 35 by end of month.</p> <p>Hoping to have office space secured by the beginning of March. City's Law Department currently negotiating the lease and Reynolds is hoping to have more details soon. Noted that an announcement will be planned and the importance of having appropriate space for staff.</p> <p>Regarding raining, timelines have been firmed up. Training Academy planned to launch in May. Academy will be a 160-hour training for all staff in the investigations and case management division. The purpose of the Academy will be to train staff on the ins-and-outs of the law and how to do their work. Academy will be followed up with 3-4 weeks of "wrap-around" training which will focus on topics such as classism, racism, the communities of Rochester, history of PAB, history of policing, etc. Wrap-around training will then be followed by</p>	N/A	6:46PM

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	<p>“in-service” training that will take place on a bi-weekly basis. Training is being developed by staff, SMK consultants and CCSI consultants. A number of background and operational meetings have been held, and an important meeting is scheduled next week, which the Training Committee will attend. Meeting will focus on securing speakers and finalizing curriculums. Training Committee will then hold their own meeting to discuss.</p> <p>Next week will be the first meeting in the budget cycle with City Council. Council President Miguel Melendez has asked PAB to sit down with City’s Finance staff and discuss process to ensure that everything goes smoothly. Chair Wilson and Budget Committee members have been invited to the meeting as well.</p> <p>Jobs Committee will plan on meeting next Tuesday to discuss updates on the hiring process. PAB is meeting with City’s Human Resources department tomorrow. HR has committed to meeting with PAB bi-weekly to discuss hiring and ensure it is progressing smoothly. Reynolds noted there is a lot of hiring to be done in the next month and it will be important for that process to go smoothly, especially when it comes to salary determinations that are congruent with best practices in pay equity. Jobs Committee will be receiving an update on this soon.</p> <p>Reynolds noted that tonight the Board will hold a brief discussion on the search for the new police chief and what our role will be in that process.</p> <p>PAB has posted two new jobs online: 3 Deputy Chief of Community Engagement and 1 Webmaster/Director of Information’s Systems. Please visit the City of Rochester Jobs portal to learn more.</p> <p>Reynolds and Chair Wilson have had several meetings with the new Council Liaison to PAB, Councilmember Kimberly Smith that have gone well. Noted that building that relationship will be important in the creation of a link between PAB and City Council for the long term. Council President Melendez and Vice President Lupien working closely with PAB as well to make sure that policies and procedures are established appropriately. Reynolds noted that some of the procedures have been changing and that he will keep the board posted.</p>		
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	<p>PAB is currently on track to open its doors and begin accepting complaints in April/May, but a number of things must happen including office space and Civil Service Commission approval and finalization of several jobs. Reynolds had neglected to mention that the City’s Law Department is currently reviewing PAB’s Rules and Procedures for Investigations. Hoping to meet with them next week to discuss the details of the document.</p> <p>Nickoloff thanked Chair Wilson and staff for their work and asked if 160-hour training was open for board members to participate in as they are available.</p> <p>Reynolds responded that the training will be open to board members. Understanding that board members have different schedules, there is focus on the creation of a parallel program just for board members that will take place evenings or weekends to accommodate. Training academy is specifically for staff, but would love for board members to come, and intention is to have board members serve as speakers for some subjects. Reynolds stated that it is important for the board to be properly supported and addressed throughout this process. Further noted that board training will involve simulations of the work that they will be doing.</p> <p>Chair Wilson suggested the possibility of having ‘work groups’ throughout that process.</p> <p><u>Chair Report:</u> Chair Wilson updated the board on a meeting that she, Reynolds, and PAB Consultant Thomas Kim had with Mayor Evans, President Melendez, City legal representative Linda Kingsley and the Mayor’s/Council aides. The meeting was brief. Mayor Evans noted that he wishes to get PAB open for investigations as quickly as possible. Mayor Evans asked that is Wilson or Reynolds run into any barriers in the administration to inform him so that they can be quickly resolved. Also noted that PAB should have no issues getting access to the information and RPD training sessions needed to do our jobs. Mayor Evans directed staff to quickly finalize negotiations on the lease at 245 E. Main and review the rules for investigation as quickly as possible. Also stated that there are no plans to propose cuts to PAB’s budget in the upcoming budget cycle. Mayor Evans asked PAB to serve as a focus group for the administration regarding the hiring of the new</p>	<p>N/A</p>	<p>6:55PM</p>
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	<p>chief. Council President Melendez urged all staff to quickly provide the support that PAB needs to get up and running. Wilson noted that it was a very good meeting. PAB will be working with Corporation Council on investigations and Wilson hopes to resolve the concerns on their end shortly.</p> <p>Reynolds reiterated the request by Mayor Evans for PAB to serve as a focus group for the hiring of the new police chief and noted that board members should think about and provide what they would like to do in terms of that search. Also noted that the Mayor is open to hearing how PAB would like to participate and collaborate. PAB has been promoting the Mayor's town halls around the selection. Reynolds noted that Chief Smith has reached out to PAB regarding holding quarterly meetings around Body Worn Camera (BWC) policies and procedures. The board will need to figure out how it would like to participate there as well.</p> <p>Board member Brown noted that it seems the tides have turned for PAB and asked Reynolds if there is less of an issue with the hiring process now.</p> <p>Reynolds replied that leadership is having a meeting with HR tomorrow to lay out PAB's needs. The hope is for smooth sailing in the future. PAB must have defined policies and procedures as in the past there have been very long wait times in the hiring process. It is Reynolds hope to address these issues through regular meetings. Noted candidates that staff have been fighting for, and who have been fighting back to join the team and is hoping to resolve the issues director-to-director.</p> <p>Board Member Brown noted that previously staff had been looking for specific applications that had never come through. Asked where those applications stood and if staff is still waiting to see them.</p> <p>Reynolds answered t the application deadline for the most recent positions passed on December 27. Applications were received from HR last Friday (January 28). 100 people applied for those positions and approximately half met the minimum qualifications. Staff has worked hard to schedule a great deal of interviews over the last two weeks and have done an excellent job of adjusting. Reynolds further noted the thin margin of error in this area.</p>		
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	<p>Board Member Setel asked if the board could be provided with the details around the training and also asked for a list of staff that have been hired and their titles. Further noted that she believes it is important and would like for the board to be sent an announcement with names, titles and contact information as people are brought aboard.</p> <p>Chair Wilson moved on in her report; stated that she had sent an email out regarding board member attendance to ensure everyone is on the same page as they will be hearing cases soon. Wilson noted the importance of being on time for meetings while recognizing the occasional need to be tardy or absent and communication of those needs. Wilson also proposed a few mental health days each month.</p> <p>Board member Harvey asked about specifics of this.</p> <p>Wilson responded that it is just a matter of communicating needs.</p> <p>Board member McIntosh noted that if board members are expected to begin on time then meetings there should be an expectation to end on time as well. Also asked how absences will be 'blanketed' together.</p> <p>Wilson responded that there will be times when meetings will run over 8PM and noted that Board Members may leave if necessary and that the board has the power to call a meeting for the night and let the discussion run over into another session. Noted she will work on making the process better.</p> <p>Vice Chair Tucker emphasized that Board Members may leave if the meeting runs over, those who can stay are able, and it is not held against anyone if they must leave. Also noted that she will make an announcement when it is 8PM and wants to make sure that Board Members leave the meeting with a formal exit.</p> <p>Board Member McIntosh replied that she will put a note about her leaving in the chat as to not interrupt conversation. Tucker noted that was fine as well.</p> <p>Wilson noted with regard to absences for sickness, that must be considered especially with COVID still being around and that she is asking the Board what they would like to do. Other</p>		
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	<p>boards have an alternate but PAB does not and noted that she is thinking specifically in terms of when the board begins hearing cases and how to proceed with them in light of absences.</p> <p>Board Member McIntosh noted it is not anyone’s business about the reasons for needing a mental health day and asked what the criteria around that would be.</p> <p>Wilson responded that no one is looking for long explanations and noted that a way forward could be having a blanket amount of time where members must be present in meetings and that cases of excessive absences must be discussed.</p> <p>Board Member Nickoloff noted the importance of making expectations public for transparency’s sake and agreed that long explanations for medical absences were unnecessary.</p> <p>Board Member Setel noted a difference between board meetings and panels and suggested that when on panels if a member is going to be absent they could be responsible for finding another board member to fill in for them. Further noted with other boards that she has served on members were offered 3 unexcused absences.</p> <p>Board Member Harvey stated that Board Members must be accountable to each other and noted that no one knew what the time commitment looked like when they signed on and that a lot is required, which affects Board Members mentally as well. Further noted that he would like to get to a point where that commitment is better understood.</p> <p><u>Committee Report:</u> Chair Wilson noted that there are no Committee reports tonight and that the Training and Finance Committees will be meeting soon.</p> <p><u>Old Business:</u> Chair Wilson began with the discussion around the disciplinary matrix.</p> <p>Reynolds explained that the Board has had a number of educational session about this and that there is now full time staff available to work on the development of the matrix. Staff attorneys and policy analysts have reviewed approximately 50 different disciplinary matrices from across the country and 200 different disciplinary records. The idea is to have them diving</p>		
		N/A	7:20PM
		N/A	7:21PM

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	<p>into even more research and present to the Board at the next regular board meeting. There is still a lot of work to do. Board Members have asked for research on restorative practices and Rochester specific items and staff is working as quickly as possible. A major issue in the work is that a lot of the data that we really want is still held by the City. PAB leadership has been asking for access to that information for months and the City response has been to develop and provide rules around how the information will be handled. They have those rules for review now, and we must keep moving forward regardless of what they are doing. Public Affairs working to establish their framework by March to coincide with the public phase where PAB will be receiving lots of engagement and input. Hoping to have the investigative rules finalized prior to the hearing of cases. Urged Board Members that if they have other areas they want staff to look into to reach out now.</p> <p>Wilson noted that she has been attending the educational meetings and found them to be very interesting. Proud of what the Board is intending to develop but recognized that it will be a great deal of work. Further noted that she is looking forward to getting the missing RPD information as that will further drive the development and getting that done as soon as possible.</p> <p><u>New Business</u>: Chair Wilson explained that new business was previously discussed.</p> <p>Board Member Setel asked if members wished to have discussion around the PAB’s role in the police chief selection tonight or save for another time. Noted that she would be happy for the Board to serve as a focus group but noted that she would be interested in reviewing candidates as well.</p> <p>Wilson noted that she believed there will be other groups involved in the interviewing and wondered what their process will be, said she would ask about that as well. Asked Reynolds to research and provide some more information on that.</p> <p>Vice Chair Tucker asked in what capacity did Mayor Evans want the PAB to serve in.</p> <p>Reynolds responded that the Mayor had offered the idea of having PAB serve as a focus group and find out what the Board would want out of a Chief. Leadership responded to him by saying that we would bring this to the board and follow up.</p>	<p>N/A</p>	<p>7:25PM</p>
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	<p>Tucker Noted that she believed discussion should be had as a Board about serving as a focus group or in a dual capacity with interviewing candidates as well.</p> <p>Board Member Perez noted that either capacity would be good, just happy to be invited. Wanted to take a moment to thank the staff for all of their hard work. Noted that there are advantages and disadvantages to bringing so many people on at the same time, a monumental task in such a short time. Noted that staff must be mindful of taking care of themselves and each other as well along the way.</p> <p>Board Member Nickoloff stated in regards to the focus group that he is also excited that the Mayor is so supportive of including PAB. Would like to invite the Mayor to consider that PAB is different than other focus groups in terms of the way we will interact with the future chief.</p> <p>Board Member Harvey noted his agreement with Nickoloff and Perez. Noted that if there is anything that staff needs he and Board Members will be more than happy to provide any support.</p>		
End of meeting	Board Member Harvey moves to adjourn meeting All members in favor. Meeting adjourned.	9-0	7:27PM