

# MINUTES

**Training Committee Meeting**  
**Police Accountability Board**  
**February 8, 2022 at 6:30 PM**  
**Conducted Over Zoom**

**Attendees**

Committee Members: Wilson, Tucker, Nickoloff, Setel,  
Staff: Reynolds, Pacheco-Walker

Item	Details	Vote	Time
Start of Meeting	<p><u>Welcome &amp; Introductions:</u> Executive Director Reynolds explained that tonight is the Board's Training Committee Meeting and introduced all Board Members present. Vice Chair Tucker called the meeting to order.</p>	N/A	6:44PM
Meeting Discussion	<p>Executive Director Reynolds began with an overview on the progress in the development of the training program. Reynolds noted that primary discussion will be on updates and how to formally involve the training committee and remaining Board Members in the development of the program on a regular basis. The other intention of the meeting is to inform the public about how PAB's training program is coming together.</p> <p>Reynolds noted that the law requires the PAB's Board Members and its' staff to undergo extensive training. Board Members must learn about the subjects that are legally required by the Charter (racism, classism, sexism, perspectives of officers, history of Rochester, etc.) as well as a number of trainings to prepare for the job itself. Board Members and Staff will go on RPD 'Ride-alongs' and receive a number of trainings by RPD as well. There is a long list of topics that everyone must be trained on and leadership wants to make sure that everyone received training that is effective, educational, and makes everyone better at their jobs.</p> <p>PAB started the development of the program by looking for experts who can provide training first. At the end of the last year the City signed a contract with Consolidated Care Services Incorporated (CCSI), which is a local non-profit that helps organizations develop training programs and increase program capacities. CCSI is helping PAB in the development of a broader training curriculum that will address all needed topics. Also signed a contract with SMK Consultants, who are a group of experts specializing in law and policy around police oversight. SMK will be developing the Investigations training academy to ensure that investigators fully understand policing,</p>		

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	<p>the rules around policing, and how to conduct fair, impartial, and effective investigations.</p> <p>Over the last few months, PAB Staff, CCSI, and SMK have begun working out the basic framework for the training. As of today, the basic framework has been completed and the next steps are to work with Board Members to ensure that the appropriate topics are being covered and that training is delivered in a way that is effective, transparent, and works for both full-time Staff and Board Members alike. A challenge will be making sure that the staff is dedicating as much time as they can to being trained, while also making sure that Board Members receive the training they want and need on their end. This is why the Training Committee exists; to ensure that staff is being properly overseen in the creation of the training materials, but also to make sure that the Board as a whole is effectively getting together to receive their needed trainings.</p> <p>Member Setel asked Reynolds to provide an overview of the work that has been done and what is planned.</p> <p>Reynolds began with an overview of the 4-week training academy. Which will pull together knowledge of law, policy, practice and procedure around policing, provide some background and history on policing, and then teaching the technical work such as conducting investigations, analyzing evidence, conducting interviews, writing reports, etc. Academy is planned to launch in March and end early April. Week 1 will review the framework for understanding law, police, and policy as well as the institutions around policing and police accountability.</p> <p>Member Setel asked if this training was intended for investigators. Reynolds confirmed, further stating that Investigators, Case Managers, and Policy/Oversight staff will receive the training. Academy will be open to any other PAB staff members who have time to attend as well as Board members.</p> <p>Member Setel asked if the trainings were happening online. Reynolds responded that adjustments must be made as office space needs are fulfilled and that it looked possible that PAB will have sufficient office space by the beginning of March. The intention is to hold as much of the training as possible in-person but will plan for remote training if needed.</p>		
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	<p>Member Setel asked if there would be a streaming or remote viewing option for people who cannot attend in-person trainings. Reynolds answered that he hopes to have training sessions recorded.</p> <p>Vice Chair Tucker asked for clarity, if remote will be an option with in-person trainings. Reynolds answered that a hybrid model will need to be figured out. There will be many trainings involving assessments work, simulations work, and interpersonal work will be hard to conduct virtually. Noted that a lot of training will be reading as well.</p> <p>Vice Chair Tucker asked how many people would be in the first training cohort. Reynolds answered that he is hoping to have about 20 people in the first academy, as long as the hiring and onboarding processes that are being laid out go smoothly.</p> <p>Vice Chair Tucker asked if the anticipated office space will have the capacity to train 20 people. Reynolds responded that it would, that the office space that PAB is looking at will have a training room that can fit 120 people.</p> <p>Vice Chair Tucker asked if there was anything else that would be needed to make the training possible and if there are any other potential barriers that could delay training. Reynolds replied that instructors must be booked, reading materials must be prepared, and other logistical items must be handled. Noted that the Case Management System is one barrier as PAB staff have been back and forth with the providers trying to sort out issues with the contract length. Reynolds stated that he is not sure what the delay is precisely but that the CMS will be very important to the training. Training program will need to be adjusted to ensure that staff is trained on the CMS, noted that it can be put at the end of training in April if needed.</p> <p>Vice Chair Tucker asked if the training program was 4-weeks. Reynolds responded that the academy is 4-weeks and just for investigators, the additional 4-week training for all staff will encompass racism, classism, etc.</p> <p>Vice Chair Tucker asked if the trainings would be staggered. Reynolds answered that there is a tentative academy start date of March 1<sup>st</sup>.</p>		
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	<p>Vice Chair Tucker asked when the remaining staff will come on to their training. Reynolds responded that there would be a tentative start date of April for that portion of the training. Noted that PAB will likely be at 70-80% of staff capacity as the initial training is ending and that is why it will be important to record the trainings for that remaining staff. Reynolds also noted that the training program is expected to be approximately 300-350 hours in two months. It will be rigorous burn out must be considered as well.</p> <p>Vice Chair Tucker asked if there would be interactive elements. Reynolds confirmed and explained the poverty simulation that CCSI provides as an example.</p> <p>Member Setel added that she believes a lot of staff will have experiences in these areas already or possibly be coming from a lived experience and noted that she wants to be careful that training is not condescending.</p> <p>Chair Wilson agreed with Member Setel that she would like that to be considered as well. Chair Wilson asked how staff will gauge how much of the training is successfully retained and also asked how the length of PAB training compares to the length of RPD training. Reynolds answered the first question stating that a variety of different assessments will be used throughout the course. Investigators must pass a final assessment at the end of the training and show what they have retained. Noted that a lot of work is being put into making sure the training is educational and easily retained and that CCSI consultants will be able to explain exactly how they intend to do that. Reynolds stated he will ensure that they are present at the next meeting.</p> <p>Reynolds stated that there are 3 major components of the training: the academy, the 'wrap-around', and the in-service training. In-Service will be the component where testing and follow-up will be done to ensure the effectiveness of training. Part of the in-service training, as previously discussed with Mayor Evans, will include RPD training as well. PAB is seeking to enroll staff is as much of the RPD academy as is allowed so that employees may better understand the perspectives of officers, police culture, and to develop an understanding of the training they must complete. Reynolds was unable to recall the specific hour requirement but will follow up with that information.</p>		
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	<p>Member Setel stated that she appreciates evidence based work and has found that implicit bias training does not have a lot of evidence of being successful. Stated that she wants to know that PAB is using trainings that have some evidence behind them.</p> <p>Chair Wilson agreed and added that she believes that the issue with implicit bias is that there is bias that we know exists regardless of the evidence. Also noted that in terms of lived experiences, not everyone's lived experience is the same. Noted that the lived experience of racism in Rochester will be more prevalent of a topic than racism in general. Further noted that training could include identification of racist practices that are common in the City.</p> <p>Member Nickoloff echoed the concern that training is trauma-informed and explained an example of an issue happening at Buffalo School District where it was found after a lived experience simulation that there were some teachers and students do live in the conditions highlighted in the training. The situation raised conversations about how there is no follow-up regarding how those people were affected by the experience. Further noted that he would like to tread carefully around those subjects. Nickoloff also noted that there are different styles of learning and that should be considered as well. Concluded by saying that he simply wished to echo the concerns that have been brought up as they can cause harm.</p> <p>Chair Wilson asked if there will be a trauma-informed care training for staff. Reynolds answered that PAB staff is supposed to receive training on trauma based policing care. Currently there is half a day (5 hours) scheduled around trauma informed care, understanding historical trauma and how it relates to issues of race in the U.S., and then how it relates to policing as well.</p> <p>Reynolds added that he wishes that a week could be spent on every training, but there is just too much. The goal is to figure out a way to make sure that ongoing education is a part of every position and that there is time and space made for it. The point of the training academy is to give people what they absolutely need to know in order to start their work, and then fill in the deficiencies. Noted that prioritization must be the guiding light in this process.</p>		
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	<p>Member Setel noted that it would be helpful for her to be able to see a visual proposal of the training outline rather than receiving an oral report on it. Asked to have those materials before the Training Committee meets again. Reynolds agreed.</p> <p>Member Setel further noted that a visual proposal will be easier to notate.</p> <p>Reynolds stated that the Training Committee is going to be meeting regularly through February and March and explained that the end of the academy must be structured to include Board Member involvement. The end simulation will involve the presentation of a mock case to Board Members. Must be scheduled in a way that makes sense to Board Members. Training program must be in a place by April 1<sup>st</sup> where Board Members can at least be plugged into that element of the work. Noted that the schedule can be adjusted to help accommodate, but this timeline must be followed in order to have PAB open its doors for investigations in May.</p> <p>Chair Wilson stated that future meetings should be scheduled today and that the trainings where Board Member attendance is desired should be scheduled sooner rather than later.</p> <p>Reynolds noted that the Board has a number of things to do in the next month; the Finance Committee must meet to review the final budget submission, the Jobs Committee will need to meet soon once leadership as some updates from HR, and then the Disciplinary Matrix must be completed as well. Further noted that with those other elements in mind, training is still very important, and suggested that the Training Committee meet once a week.</p> <p>Vice Chair Tucker responded that once a week works for her and asked if the work of any of the other committees had been completed.</p> <p>Chair Wilson responded that she was thinking of the Jobs Committee and that the work was ongoing. Reynolds added that there will be more updates for that committee after leadership meets with HR and further meetings will be needed.</p> <p>Vice Chair Tucker explained that she has difficulty making it to a 4:30PM meeting as her school is still in session. Asked to schedule meetings for this committee on a different day.</p>		
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	<p>Member Nickoloff also noted that holding these committee meetings as late as possible on Tuesday evenings will help him as well.</p> <p>Chair Wilson proposed that if Training Committee continues to meet on Tuesdays that it be at 7:30PM and that it be an hour long. Any meetings that might exceed an hour must be communicated properly.</p> <p>Member Setel added that she has a monthly conflict on Tuesdays and that she would be able to arrive around 8 on those evenings. Her Board meets once a month.</p> <p>Reynolds added that the Training Committee will not be meeting weekly indefinitely and that once April comes training will be in its implementation. Once May hits the primary focus of the Board will be on the investigations. Noted that the next few months will be intense for everyone.</p> <p>Vice Chair Tucker confirmed that if the start date is in April and training is 4 weeks then the Training Committee would need to meet regularly for 6-7 weeks. Reynolds confirmed this.</p> <p>Chair Wilson directed staff to get those dates added to the calendar and noted that they can be changed if needed.</p> <p>Member Setel noted that she will communicate ahead of the meeting if she has a conflict and will be late or absent. Vice Chair Tucker agreed and promised to keep any members who cannot make a meeting in the loop on what is discussed. Member Nickoloff agreed as well.</p> <p>Reynolds explained the next steps; that training materials must be reviewed, and for the next meeting, noted that he will endeavor to have the PAB's Director of Staff Support &amp; Development Deborah Campbell, PAB's Chief of Operations Rosabel Antonetti, SMK Consultant Thomas Kim, and our representative from CCSI John Pavlack present to answer any questions.</p> <p>Vice Chair Tucker brought up another item with regard to potential barriers and asked who PAB needed to talk to in order to complete the contract for the Case Management System (CMS). Reynolds replied that the City's law department</p>		
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	<p>is working on the contract and estimated that the worst case scenario would be having to go before council at their meeting next week to tweak some authorizations. Noted that he does not fully understand the issue but will get it addressed.</p> <p>Chair Wilson asked if the Board could have an update on the matter regardless and also asked to have an update on where the City is with allowing us to access information within RPD. Further stated that the information access item should be added to the agenda every week to ensure follow up until it is addressed. Reynolds agreed and added that leadership very much wants to have staff educated by RPD, but that it is a bit out of PAB's control at the moment as the directives for RPD to work with us must come from the City's Law Department. Noted that he will follow up for an update.</p> <p>Vice Chair Tucker asked if there was anything else to discuss. Reynolds noted nothing further from the staff. Chair Wilson and Member Setel had no other items.</p>		
End of meeting	Meeting was adjourned.	N/A	7:25PM