

# MINUTES

**Finance Committee Meeting  
Police Accountability Board  
March 17, 2022 at 6:30 PM  
Conducted Over Zoom**

**Attendees**

Board Members: Harrison, Harvey, Setel, Wilson  
Staff: Pacheco-Walker

Item	Details	Vote	Time
Start of Meeting	<u>Welcome &amp; Introductions:</u> Committee Chair Harrison called the meeting to order.	N/A	6:31PM
Meeting Discussion	<p>Committee Chair Harrison noted that he is unsure how the Finance Committee should work and asked for the advice of fellow Committee Members.</p> <p>Member Harvey asked if the Committee is acting as guardians over the budget. Harrison replied that is his understanding of the function.</p> <p>Member Setel stated that her understanding is that the Committee does not supervise the budget, but the proper administration of the budget and ensuring that due diligence is done.</p> <p>Harrison replied that he thought of it in a simpler way. That the Committee should understand what it is being asked for. Noted that he believes the Committee should be able to defend the budget and assist in its approval.</p> <p>Setel agreed but noted that defending the budget is the role of the Board at large. Also noted that there was a concern in terms of accountability and transparency that the public be assured that the money is being spent appropriately.</p> <p>Harrison replied that the latter is a different matter.</p> <p>Setel responded that she believed it was the job of the Committee to ensure that money is being spent as appropriated. Added that Committee members should check in with the Board to review what was understood about the purpose of the Committee.</p> <p>Harrison noted that the previous question of whether or not what was asked for is reasonable had not been addressed yet.</p>		

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	<p>Wilson replied that she believed the defense of what was reasonable justifies what the Board has done so far.</p> <p>Harrison explained that he is trying to press the idea that a Finance Committee should be aware enough about the budget to be able to defend it. Secondly, it should have the tools to “follow the money” and offer assurance that funds were used as they were budgeted. Wilson agreed and stated that next steps may be meeting with staff to determine the procedure.</p> <p>Harrison stated that he would like to review the job descriptions for staff positions. Pacheco-Walker noted that PAB Chief of Operations Rosabel Antonetti has been working on a re-structured PAB Organizational model and offered to send a copy of such with job descriptions to Committee members.</p> <p>Setel replied that job descriptions have been available since jobs were posted and is unsure what the issue is there. Further noted that she feels strongly that it is the responsibility of the entire Board to be familiar with the budget. Offered that the Finance Committee could lead the board through the review, but it is important for all members to be familiar with the budget that they are overseeing. Harrison agreed and responded if the Committee is to lead the Board through it, they must know themselves. Setel agreed.</p> <p>Harrison stated that one of the things that caught his attention in the list of job positions that he had seen was how many duplicate job titles there were. Stated that he wished to see the rationale for that.</p> <p>Pacheco-Walker asked if there were specific job titles that seemed like duplicates and noted that there are multiple positions available for titles like Case Manager, Investigators, and Chiefs/ Deputy Chiefs. Harrison replied that he would like to see that in an organized structure.</p> <p>Harrison asked what kind of report of expenditures the Committee would receive. Setel replied that she presumes the Committee will receive monthly reports and noted that they must find out who handles this and how it is communicated to the Committee. Setel further stated that with regard to her Synagogue Board, when new members come in and do not know how to read the budget they are given some reports to</p>		
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	<p>learn how to read the spreadsheets. Harrison agreed that it would be helpful.</p> <p>Harrison asked Setel if she felt comfortable with her knowledge of how City finances work. Setel replied that she does not know how City finances work.</p> <p>Harrison asked if it would be prudent to bring in a consultant that is familiar with City finances. Wilson responded that she doesn't understand why the Staff cannot help walk Board Members through the City finances if they are responsible for it.</p> <p>Setel stated that the Board must be clearer about the mechanisms of City finances and that someone from the City should be available to educate the Board on that. Further stated that the Board should work on building relationships within the City and if there are additional issues a consultant can be retained. Wilson agreed that if there is a discrepancy or concern in working with the city then the Board can bring on a consultant.</p> <p>Setel commented that she would be interested in hearing what specific skills that the Board would get from a Consultant that they might not get otherwise.</p> <p>Harrison asked if PAB Staff used credit cards at all. Pacheco-Walker replied that she could ask. Wilson replied that at one point there was a lot of difficulty regarding PAB receiving a card and that she does not know if it ever came through. Pacheco-Walker added that Operations does a great deal of purchasing through MUNIS.</p> <p>Harrison noted that he was just asking, recalls previous organizations that ran into issues with credit card use. Wilson stated that it is a good question because at one point PAB had requested one but unsure where that landed. Wilson also stated that she would be interested in knowing how things are going for the Staff in working with the City, if things are going better than they previously were as there were concerns from last year in getting things signed off. Noted that she would be interested in hearing a report on that.</p> <p>Harrison asked if there is a 2021-2022 budget. Setel replied that there is and the Committee could begin with a review of it</p>		
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	<p>and a current year-to-date and monthly report on it. Setel asked who would do that. Pacheco-Walker answered that it would be Chief of Operations Rosabel Antonetti.</p> <p>Harrison suggested that the information be requested from the Executive Director and then allow for him to decide who will be responsible for reporting. Setel agreed.</p> <p>Harrison further noted that it would be the starting point for the Committee. Analyzing the budget and deciding how it might be defended.</p> <p>Harvey asked if this was the first meeting of the Finance Committee. Harrison confirmed. Harvey continued agreeing that he must learn what the committee is doing. Asked if the committee set the budget or just manage. Also asked if the committee is meant oversee to ensure funds are spent appropriately and if the Committee was responsible for creating a budget or reviewing one that the Staff has put together.</p> <p>Harrison replied that those questions are the reason for the meeting for him, to discuss and decide what is wanted. Harrison agreed that once there is an approved budget, the next task is to audit on a regular basis and get explanations for any discrepancies.</p> <p>Harvey asked if the Committee would be presenting the budget or if they will be creating the budget. Harrison answered that the Committee will be presented with a budget.</p> <p>Harvey asked if last year the Board came up with its own budget. Setel replied that the Board worked with the Executive Director to create the budget last year. Wilson also answered that the previous document was an overview and they are now discussing the details of the budget.</p> <p>Harvey replied that he believes that the Committee is responsible for the stewardship of the budget and asked if the budget was available. Harrison responded that he has not requested anything from the Executive Director yet, but will contact him after this meeting to make requests based on what was agreed upon.</p> <p>Wilson added that with regard to requests, she would like to know how smoothly things are running for PAB in working with</p>		
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	<p>the City, how difficult it is to complete things, how much time it takes to get things, and what roadblocks are there if any.</p> <p>Harrison replied that would be the second step, monitoring the performance of the budget, as opposed to expectation of the budget.</p> <p>Setel mentioned that the Board will need to know about the work being done, and the work that they must do, with regard to next year's budget. Harrison agreed.</p> <p>Setel noted that the Committee may decide to review the budget monthly but then present to the Board at large Quarterly unless there is something specific to discuss. Further noted that the entire Board may not feel the need to review the budget so frequently unless there is something to be discussed.</p> <p>Wilson asked if that could be figured out now. Setel replied that it would be prudent to ask the Board if they want that. Suggested doing some work with the Board on how to interpret financials and then ask them if they would like to review monthly or if they are more comfortable with the Committee presenting less frequently. The Board will always have access to the budget.</p> <p>Harrison noted that for this meeting and likely the next, the goal is to accumulate a dossier of materials, and once they are in hand the Committee can decide in what detail and how often they will present to the Board. Setel noted that she believes the Board should have a say in that as well. Harrison agreed, noted that to ask them now is the same as discussing now, just a guess.</p> <p>Setel also asked what the legislation in terms of auditing looked like and who would be tasked with completing audits. Harrison replied that there is nothing in the Local Law which outlines the procedure for auditing.</p> <p>Setel asked if the PAB budget would be audited as a part of the City's budget and how that would work. Harrison replied that he didn't know and that would be something to find out. Setel stated it would be great to be able to talk to someone from the City on these questions.</p>		
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	<p>Harvey reiterated that a better starting point would be to receive and review the budget as right now it feels as though they are “meeting in the air”. Further noted he would like an opportunity to review the budget and reconvene.</p> <p>Wilson suggested that the next meeting be a work session for budget. Harvey and Setel agreed.</p> <p>Harrison stated that he will request the budget and that he will also try to determine who handles the budget and who can report on it. Further stated that his instinct is to keep things “at arm’s length” as much as possible.</p> <p>Setel noted that the Committee must consider that typical Boards and Government Boards operate differently and that must be considered.</p> <p>Setel asked when the Finance committee would next meet. Harrison suggested next Thursday at 5:00PM. Wilson noted a conflict at that time. Harrison noted that he will let Pacheco-Walker determine the time.</p> <p>Setel further noted that they must determine how frequently the Committee will meet. Harrison replied that the Committee may want to meet again soon to determine the budget procedure but agreed that they should not meet every week.</p> <p>Harvey stated that he believes the Committee should receive the budget and then reconvene as soon as possible. Harrison added if he is able to get the budget and any other pertinent information that he will.</p> <p>Wilson suggested that the Committee should meet at least twice a month to start and then scale back to once a month. Harrison replied that that is arbitrary at this point.</p>		
<p>End of meeting</p>	<p>Meeting was adjourned.</p>	<p>N/A</p>	<p>7:07PM</p>