

**Training Committee Meeting
Police Accountability Board
March 29, 2022 at 7:30 PM
Conducted Over Zoom**

Attendees

Board Members: Setel (Chair), Wilson, Tucker
Staff: Pacheco-Walker, Campbell
Guests: Mina Malik- NYC CCRB/SMK Consultant,
 Thomas Kim – COPA/SMK Consultant,
 John Pavlack - CCSI

Item	Details	Vote	Time
Start of Meeting	<u>Welcome & Introductions:</u> Committee Chair Setel called the meeting to order.	N/A	7:35PM
Meeting Discussion	<p>Setel explained that the agenda had two parts; firstly, discussion on the initial Board training with consultants to hear cases, then secondly, discussion Board governance training.</p> <p>Setel asked how many sessions of Board training were needed and the hourly commitment. Malik replied that she sent an email out earlier regarding the Board training sessions that outlined 5 areas; 1) Anti-bias and Implicit Bias training, 2) Investigations of Police Misconduct, 3) RPD Policies and Procedures, 4) Analyzing PAB Investigative Reports, and 5) Application of the Disciplinary Matrix.</p> <p>Setel asked if there was a particular order in which they needed to be done. Malik responded that it would make sense to have the RPD policy and procedure come first, then investigations training, analyzing reports, and the application of the Disciplinary Matrix, in that order. Noted that for the anti-bias/implicit bias training that SMK Consultant and Professor Ronald Sullivan is available March 31st and April 14th.</p> <p>Setel stated that she will contact the Board this evening and confirm if members will be available this week. Asked if that training would take place in person or virtually. Malik answered that Sullivan can do either. Setel preferred to begin in person training on April 14th.</p> <p>Kim added that the analyzing investigative reports and the application of the Disciplinary Matrix trainings will have to be later on as Executive Director Dwyer Reynolds must determine what the investigative reports will look like and the Disciplinary Matrix must be completed. Further explained that there can be an overview of</p>		

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	<p>what the investigations should look like, but those aforementioned trainings would likely coincide with Investigator trainings because those components should be finalized by then.</p> <p>Setel noted that the investigations overview and the Disciplinary Matrix training were scheduled for the last few weeks. Further noted that trainings were scheduled for every other week and those trainings are a few months out.</p> <p>Kim explained that Sullivan and Malik will be meeting tonight to review dates for investigator training. Noted that they will need to coordinate with Rosabel Antonetti, Chief of Operations, and Duwaine Bascoe, Chief of Investigations, with regard to the case management system.</p> <p>Setel stated that she will put the tentative dates on her calendar with the understanding that they can be pushed back as needed. Kim agreed.</p> <p>Setel asked if there were any training materials that could be circulated beforehand to please send them along and that the Board will plan to begin training on the 14th.</p> <p>Setel explained that because the Board had to do the organizational work of establishing the agency, they did not get the opportunity to receive proper training that existing agencies might hold when a new Board Member comes on. Noted that she would like something like “Board Governance Training” or “Boards 101” for new members in the future. Further explained that she wished to approach the Board about what they believe that training would entail, reach a consensus about what they are looking for, and then establish a time period where they accept proposals to review. Noted that in her experience with non-profit boards, she is aware of some similarities but knows of some important differences with government boards.</p> <p>Nickoloff agreed and stated that he has worked on non-profit boards that are very different from this one. Stated that he would like Board members to learn some basics around their roles and have clear definitions and job descriptions.</p> <p>Setel stressed that the Board must be accessible to any member of the Community regardless of their background, therefore it is very important to develop systems to allow Board members to</p>		
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	<p>receive the same information and develop a common understanding.</p> <p>Nickoloff added that some Board Members did not realize upon joining that they might have to step away from other public roles or might not be able to comment on certain public issues as a member of the PAB. Noted that learning those boundaries and expectations and receiving media training would be helpful.</p> <p>Setel emphasized that if there had been a pre-existing Board, there would be an orientation and trainings already in place. Noted that she would like to begin thinking about what the content of those trainings should be.</p> <p>With further regard to Staff training, Pavlack explained that most of the topics have been finalized and noted that if the Board determines which topics they would like to cover that he can customize them for Board trainings. Setel agreed and noted that she would like to review those topics once the mandated trainings being provided by SMK are finalized.</p> <p>Setel reviewed some of the topics that she wished to see; learning about the differences in Government Boards, rules and roles, job descriptions for officers of the Board, expectations and responsibilities of individual Board Members, and media training.</p> <p>Wilson added that she would like to see some kind of conflict resolution training included. Setel and Nickoloff agreed. Setel also included that she would like to see facilitation training as well and the development of a 'shared' model of leadership. Nickoloff commented that such trainings will help Board Members as they interact with the community as well.</p> <p>Setel noted that she would write something up and add it to the agenda of the next regular Board meeting. Wilson asked for clarification if the topics discussed would be submitted to the Board and also if Board Members will have an opportunity put forth candidates and ask them to submit proposals. Setel agreed and noted that if people are interested then they can submit a proposal but that she doesn't want to just have people coming to talk to them.</p> <p>Wilson stated that she believed now is a good time to talk about what the process for retaining trainers would look like. Further noted that they have had a procedure and a checklist before.</p>		
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	<p>Nickoloff added that he believed there should be some training around when Board Members resign from the board. Stated that he sees the training curriculum as a job description of sorts as it outlines what Board Members will be doing. Further stated that it makes sense to put some guidelines around resignations and establish the expectation that Board Members serve their full term. Setel replied that that will be covered under Board Member expectations, further noted that none of the Board Members understood the time commitment when they signed on.</p> <p>Setel mentioned an idea of 'institutional loyalty' in that the Board should seek out members that are not only committed during their terms but in the long run as well. Nickoloff suggested the possibility of resigning Board Members giving a 2-week notice as well as some kind of exit interview process where the Board can collect feedback on what worked and what didn't in the duration of their term.</p> <p>Wilson mentioned that trauma informed care is a part of training for Staff and asked if could be added to the list of topics for the Board as well. Setel stated that she felt as though trauma informed care would fall under the mandated trainings outlined in the Charter.</p> <p>Setel asked if Pavlack was sending an updated training schedule. Pavlack confirmed and noted that there were only two more trainers to confirm and that the finalized schedule will go out to PAB leadership. Also noted that he was working to finalize the training manual.</p> <p>Setel asked what date Staff training begins. Pavlack responded that it begins next Monday, April 4th.</p> <p>Setel asked if it could be indicated on the schedule which training sessions would be open if Board Members wished to attend. Pavlack answered that all of the trainings are open to the Board, he just asks that they RSVP.</p>		
<p>End of meeting</p>	<p>Meeting adjourned.</p>	<p>N/A</p>	<p>8:00PM</p>

Recording Clerk: Marina Pacheco-Walker