

**Regular Board Meeting
Police Accountability Board
May 19, 2022 at 6:30 PM
Conducted Over Zoom**

Attendees

Board Members: Tucker, Brown, Setel, Harrison, Knox, Harvey, Nickoloff
Staff: Antonetti, Higgins, Banks, Harkness, Durwin, Maye, Bascoe, Pacheco-Walker
Guests: Miriam Lerner – ASL Interpreter

Item	Details	Vote	Time
Start of Meeting	<u>Welcome & Introductions:</u> Vice Chair Tucker called the meeting to order.	N/A	6:35PM
Meeting Discussion	<p>Tucker introduced PAB’s newest Board Member Larry Knox. Tucker explained that tonight the meeting would consist of Staff Presentations and then an Executive Session. Each Staff member will be given 5 minutes to present.</p> <p><u>Staff Report:</u></p> <p>In regard to the Public Affairs Division, Chief of Public Affairs Natalie Banks explained that progress in her Division included creation of a network of social media pages (Facebook, LinkedIn, Twitter, and Instagram), and the development of media contacts to ensure that the public is informed of PAB’s work. Banks explained that Public Affairs has created a recruitment program to ensure that the team is filled with diverse and qualified candidates. They have developed PAB’s website and implemented a multimedia jobs advertising and promotion campaign. Due to those efforts PAB received approximately 1,000 applications for the 30+ job openings advertised. Public Affairs has developed a second phase to the website; a state-of-the-art page that will allow the community to learn their rights, learn about PAB, and to securely and safely submit reports of misconduct online. Soft launch of the new website scheduled for the Summer and will coincide with public launch of Complaint intake process. They have created a comprehensive public education campaign to teach the community how to file complaints and how to get involved with PAB’s work. Lastly, they have created a Summer Youth Leadership program which will launch in July and seeks to center youth voices in issues of public safety.</p> <p>The steps that the Public Affairs Division has taken to help PAB open include working with Causewave Community Partners to develop a communications plan and working with PHU Concepts to design the second phase of the website.</p>		

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	<p>Public Affairs has developed a comprehensive Community Engagement plan which includes targeted engagement and outreach strategies.</p> <p>With regard to the outstanding needs of the Public Affairs Division, Banks noted a need to restructure the Division and a prioritization to hire more staff to the Community Engagement team.</p> <p>Banks also noted that the method of communication between PAB Staff and Board must be revamped to ensure a timely and consistent flow of information is had across the agency.</p> <p>In regard to the Investigations Division, Chief of Investigations Duwaine Bascoe explained that the Division consisted of 4 Staff Attorneys, 5 Investigators, a Digital Forensic Analyst, and a Clerk. Noted that Investigations has completed its Investigations Manual and that Staff Attorneys are currently in the editing process. Once amendments are complete the manual will be presented to the Board for approval.</p> <p>Investigations Division employees have received training around police misconduct and is currently working with the Public Affairs Division to create a truncated list with examples of misconduct for the website.</p> <p>Bascoe explained that pursuant to his conversations with SMK Consultants, the Investigations Academy is still scheduled to begin May 31st and will last through June 17th. Noted that a portion of the training will be dependent upon PAB's relationship with RPD with regards to ride-alongs and information sharing.</p> <p>Bascoe stated that one outstanding need of the Investigations Division is assistance in securing meetings with the RPD Chief and Deputy Chief. So far, all previous meetings that had been set were cancelled by RPD for varying reasons. Bascoe explained that currently, efforts to meet with RPD are being delayed due to the current status of the Executive Director and RPD is now requesting that any meetings be held off until an Interim manager or point person is established. Bascoe requested that the Board determine a point person as soon as possible to move forward.</p> <p>In regard to the Operations Division, Chief of Operations Rosabel Antonetti explained that the immediate needs of that Division are related to MUNIS requisition approvals which encompass</p>		
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	<p>equipment for the wireless network, equipment for private intake/interview booths and the vehicle fleet for community engagement and investigative purposes. Antonetti also noted that she has not heard from the City's Building Services with regard to what services they will provide to PAB. Noted that Building Services will be needed to setup the evidence storage area.</p> <p>Antonetti stated that hiring is another immediate need; a Clerk is needed for the Operations Division, an internal IT person for the Staff, as well as a language access Coordinator to fulfill the requirements of the Language Access Plan (LAP).</p> <p>Antonetti mentioned that PAB is now operating out of its new office space. A kickoff meeting with i-Sight regarding the Case Management System (CMS) was completed. The Staff training program was completed in April and Operations will continue to work on further development of the Staff and Board training programs. Noted that Operations has been working with Empire Justice on a comprehensive Language Access Plan (LAP) which will be finalized in the next few weeks. Further noted that Operations is currently developing internal HR policies as well.</p> <p>In a further update on i-Sight, Antonetti explained that there is a tentative launch date of mid-August which may move depending on the extent of customization needed. In the meantime, Case Managers have been working to create various forms, letters and report templates that will be needed once the system goes live. Case Managers have been meeting with other Divisions to determine the user roles and permissions needed for the CMS, and have also been conducting research into patrol beats to create a map of incidents.</p> <p>Antonetti stated that the Language Access Plan is in its final stages. Operations is working to develop a job description for the Language Access Coordinator. Also working with Language Line to ensure LAP compliance. Operations is working with the City to secure internal and external signage for the office space.</p> <p>With regard to the Legal Division, Associate General Counsel Chenoa Maye noted that Legal has forecasted current and future obstacles to PAB's launch. Explained that the support that Legal has offered has come in the form of offering guidance and support in the review of legal issues and in the development of internal rules and policies. Legal assisted the Case Management team in resolving legal issues pertaining to intake and management. With</p>		
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	<p>Public Affairs, Legal assisted on legal issues pertaining to social media engagement and canvassing. For Investigations, Legal has been drafting and providing feedback on revisions of the Investigative Rules and Procedures. Legal supported the Policy and Oversight Division in the initial phase of developing the Disciplinary Matrix. Legal has supported the Board directly by providing legal advice on several occasions.</p> <p>Associate General Counsel A.J. Durwin echoed some of the points that Bascoe covered regarding clarifying PAB’s relationship with RPD and Corporation Counsel for the City. Noted that one of the main issues is access to information and evidence from RPD as well as access to information from Corporation Counsel when appropriate. Durwin noted that there are open questions about when requesting information from Corporation Counsel is appropriate given some conflicts of interest that Corporation Counsel may have as well as due to disagreements between PAB and Corporation Counsel about the law. Durwin noted that PAB wishes to have amicable working relationships with these parties, but mentioned that there could be the potential cost of litigation should they fail to comply with the law. Further noted that those obstacles would need to be overcome to get PAB to a point where it can accept, hear, and investigate complaints.</p> <p>With regard to the Policy and Oversight Division, Chief of Policy and Oversight Michael Higgins explained that it is his third week at PAB and that the Policy Division consists of himself and 3 other members. Noted that the Policy Division is operational, but also facing significant barriers. Higgins explained that the Division is currently working on a draft the Disciplinary Matrix and are also analyzing RPD’s announced changes to their protest policies. The Policy Division is also involved in evaluating the implementation of the Executive Order 203 Plan. Analysis of both the protest policies and the 203 Plan are to be published in the next few weeks, after which the Division will seek out public comment on its analysis. The Policy Division is planning to seek public comment on the Disciplinary Matrix as well in the first quarter of 2022.</p> <p>Higgins explained that the most significant barrier to their operations is not having access to information from RPD. Without that information, they cannot conduct comprehensive policy analysis and/or oversight investigations that are based on the facts on the record. Noted that another barrier is hiring; the Policy Division is at 50% staff and without a full staff they cannot complete all of the duties assigned to the Division.</p>		
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	Board Members thanked the Staff for sharing their updates and needs with the Board and with the Public.		
End of meeting	Motion by Tucker to enter into Executive Session to discuss updates on personnel matters. Second by Knox. Motion carried unanimously.	6-0	7:02PM

Recording Clerk: Marina Pacheco-Walker