

**Regular Board Meeting  
Police Accountability Board  
September 15 at 6:30 PM  
Conducted Over Zoom**

**Attendees**

Board Members: Knox, Brown, Harvey, Nickoloff, Harrison, Setel, Tucker

Staff: Pacheco-Walker, Bascoe

Guests: Alanna Palardy & Melanie Anania – ASL Interpreters

Item	Details	Vote	Time
Start of Meeting	<u>Welcome &amp; Introductions:</u> Chair Knox called the meeting to order and facilitated introductions.	N/A	6:38PM
Approval of Prior Minutes	<u>Minutes:</u> Member Knox moved to approve the minutes of 9/1/22 with a correction to Pg. 3. Second by Member Brown. Motion passed unanimously.	7-0	6:40PM
Meeting Discussion	<p><u>Staff Report:</u> Acting Manager Duwaine Bascoe provided an update from the Investigations Division; 187 reports have been taken in to date. 66 have been assigned to Investigators. 33 have had information requests sent to RPD. 16 of those requests have been partially fulfilled. PAB leadership met with RPD yesterday and was told that RPD is still working through the second batch of requests. Bascoe intends to send them a list of documents missing from the first batch of requests made.</p> <p>Bascoe explained that PAB is required to provide notification of reports that are being investigated and that 52 notices will be going out tomorrow.</p> <p>Bascoe noted that he has uploaded a sample report to the Board's SharePoint group and that he will begin to post closing reports there. Staff is currently working on a summary sheet so that matters can be adjudicated by case number.</p> <p>With regard to "Key Performance Indicators" (KPIs); the KPI for reporting was 480 reports and PAB is currently 1.5 times ahead of that pace. For investigations the KPI was 125 and PAB is currently 2.2 times ahead of that pace.</p> <p>With regard to RPD training; RPD has provided a five-course training that will begin on September 27 for a number of PAB staff. Additionally, ride-alongs will be continuing with 9 scheduled for next week.</p>	N/A	6:41PM

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	<p>Setel stated that she had a concern about the ride-alongs as she understood that the ones that Bascoe and Knox had taken were with high-ranking RPD Officers. Explained that what she thought and what she desires is not a guided tour, but an opportunity to ride with patrol officers and better understand their experiences as they respond to calls. Setel stressed that the legislation requires the ride-alongs and that she wants them to be the same as regular ones.</p> <p>Bascoe replied that he agreed, it is important that Board members see the daily activities of officers, but explained that part of the issue is that PAB cannot mandate participation, also explained that on ride-alongs, there are only 2 people permitted to be in the vehicle at any time (the officer and the rider), because of this, no officer providing a ride-along can be the first responder to a call. Bascoe noted that on his ride-along it was difficult to find calls that they could respond to where they would not be the primary responder. Bascoe agreed again that he shares the same concerns but is unsure how to rectify at this time.</p> <p>Knox asked about timeframes and if there were any deadlines that were upcoming with regard to investigations. Bascoe explained that the timeframe that he is referring to is the 18-month time frame for administrative punishments. Bascoe noted that the timeframe starts from the date of the incident and that there are some extenuating circumstances with regard to criminal matters. Added that there are matters from 2021 that are currently under review. If PAB is unable to pursue administrative action, we must still take in and conduct investigations on all complaints.</p> <p>Knox added that some complaints may end up being policy investigations and recommendations, so even if a complaint is outside of 18-months members of the public may still submit them and they will be reviewed by the Policy Division.</p> <p>With regards to Operations, Bascoe stated that the interview room at PAB headquarters has been established. Noted that there are still issues with the “front of house”, but starting next week Investigators will begin to use those interview spaces. Bascoe also stated that PAB had been given a new direct line: <b>585-428-9999</b>, which will lead directly to a PAB Case Manager or the PAB reports voicemail. The phone line will go live next week.</p> <p>With regard to the Case Management System (CMS), Bascoe explained that the software providers had previously given a</p>		
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	<p>launch date of approximately August 26, but it could not be met due to miscellaneous issues. Bascoe and PAB Staff met with the providers and have a new soft launch date of October 10. In the meantime, training on the CMS and import of information will take place.</p> <p>Knox stated that staff has been given launch dates before and asked if there is confidence in this new launch date. Bascoe replied that he is staying positive and that members on the call indicated that the launch will be happening. There is always the potential for setbacks but he hopes that Staff can begin training on the CMS on Monday along with the CCSI trainings which they are currently undertaking.</p> <p>With regard to Public Affairs, the KPI for community engagement events was 60 events. PAB has attended 82 events/presentations to date. Recently staff met with Willow, Just Cause, Center for Community Alternatives, the YWCA, and the Monroe County Public Defender’s Office. Bascoe commended the staff as they were able to achieve these numbers while only being 60% staffed.</p> <p>Bascoe also noted that PAB’s consultants drafted and issued a crisis plan for the agency, and due to the scenarios and strategies it outlines and the potential litigation that could occur he asked that the plan be discussed in Executive Session.</p> <p>Knox added that there have been a lot of events but there will be less as Winter approaches. Asked members of the Public to please invite reach out to the office if you would like PAB to attend any events you are hosting.</p> <p><u>Chair Report:</u> With regard to the investigation into the Executive Director, the investigation is still ongoing, however, interviews are nearly complete and the matter is coming to a close. Once closed a report will be prepared and shared with the Public and the Board will make recommendations based upon that report. Knox noted that he has heard frustrations from many about how long the investigation has taken; it cannot be sped up but progress is being made.</p> <p>With regard to PAB information requests to RPD, Knox stated that he wants the public to understand that while PAB staff is receiving some information, it is not everything, and that pursuant to the law PAB should have direct access to the information that it needs. Leadership is still pushing to have that access.</p>	N/A	7:00PM
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	<p>Over the past few weeks, for complaints that are investigable, PAB has begun the investigations process. Reporters who have not yet been contacted will be notified shortly. Knox lamented that the process is good but has taken too long, noted that the Board wanted to have a quicker process and that having information access would make the process faster. Knox asked members of the public to keep the pressure up and contact their Council representatives and the Mayor.</p> <p>With regard to the internal investigation, Nickoloff clarified that the Executive Director is currently on paid administrative leave and has not been fired. Explained that he had been hearing conflicting language and wanted to clarify for the public. Knox added that once the investigation is complete and a Report issued the Board will be making a decision.</p> <p><u>Committee Report:</u> With regard to training, Setel explained that the Board is scheduling training for a series of topics mandated by the Charter and that they are working through them. Setel stated that once she has received the investigatory reports they can hold their final training on how to evaluate them and make decisions. Other upcoming trainings include the history of policing and RPD. The Board is working with John Pavlack from CCSI and the Director of Staff Support and Development Deborah Campbell to create a training schedule for the coming months.</p> <p><u>New Business:</u> Knox thanked Ms. Pacheco-Walker for providing the Board with SharePoint training last week and asked about the status of documents being uploaded to SharePoint. Setel also noted that she had access issues. Bascoe replied that the sample report was uploaded to the Board’s SharePoint site and was available and that he will follow up with IT regarding the permissions and access issues.</p>	<p>N/A</p> <p>N/A</p>	<p>7:06PM</p> <p>7:07PM</p>
<p>Executive Session</p>	<p>Motion by Knox to enter into Executive Session to discuss potential litigation and related matters. Second by Brown. Motion carried unanimously.</p>	<p>7-0</p>	<p>7:15PM</p>
<p>End of meeting</p>	<p>Member Knox moved to adjourn meeting. All members in favor. Meeting adjourned.</p>	<p>7-0</p>	<p>7:49PM</p>

Recording Clerk: Marina Pacheco-Walker