

**Regular Board Meeting  
Police Accountability Board  
January 4, 2023 at 6:30 PM**

245 E. Main Street, Rochester, NY

Livestreamed on Facebook (facebook.com/rocpab) & YouTube  
(youtube.com/rochesterpab) & Twitter

**Attendees**

Board Members: Lawrence Knox (Chair), Arlene Brown (Vice Chair), Daniel Cadet, Rabbi Drorah Setel, Rev. Keith Patterson, Yvonne Wilson, William Clark

Absent/Excused: Mary E. Wambach

Staff: Sherry Walker-Cowart, Interim Executive Director, Victoria Harmon, PAB Secretary, Rosabel Antonetti, Director of Operations, Delores Paige, Director of Case Management, Elizabeth Beltran, Director of Investigations, De'Jon Hall, Director of Policy and Oversight, Natalie Banks, Director of Public Affairs & Community Engagement

ASL Interpreters: Heather Feinman and Shannon Tracy

| Item                             | Details  | Vote      | Time    |
|----------------------------------|--|-----------|---------|
| <b>Start of Meeting</b>          | <p><u>Welcome &amp; Introductions:</u><br/>Chair Knox called the meeting to order and requested self-introductions. Board members and Interim Executive Director introduced themselves.</p>  |           | 6:30 PM |
| <b>Approval of Prior Minutes</b> | <p><u>Minutes:</u><br/>December 7, 2023. Motion to approve the minutes with the correction made by A. Brown, with a second by D. Setel. Motion carried.</p>  | Unanimous | 6:32 PM |
| <b>Staff Report</b>              | <p><u>Operations:</u></p> <ul style="list-style-type: none"> <li>• The operations team continues working with Neighborhood Development and the City's Real Estate Department to secure a new space for the PAB.</li> <li>• Efforts are underway to digitize the charter-mandated training in partnership with Cyber Works.</li> <li>• The operations team will also be collaborating with the Rochester Police Department (RPD) on putting together a proposal for certain mandated RPD trainings for spring in 2024.</li> </ul> |           | 6:33 PM |

**Regular Board Meeting  
Police Accountability Board  
January 4, 2023 at 6:30 PM**

245 E. Main Street, Rochester, NY

Livestreamed on Facebook (facebook.com/rocpab) & YouTube  
(youtube.com/rochesterpab) & Twitter

|  |   |  |  |
|--|---|--|--|
|  | <ul style="list-style-type: none"> <li>• The National Association for Civilian Oversight of Law Enforcement (NACOLE) has developed a comprehensive training program for the PAB board, scheduled to take place the week of January 15th.</li> <li>• The operations and management teams are working to build the PAB’s 2024 budget.</li> <li>• A question was raised about the hiring status of the Webmaster position and Professional Development Training Manager position.</li> <li>• Candidates were interviewed for the position of the Professional Development Training Manager, however, the hiring process has been placed on hold.</li> <li>• Several candidates were identified for the Webmaster position, and interviews will be scheduled in the next few weeks.</li> <li>• One candidate will be scheduled to interview for the Language Access Coordinator position, however, there may be a need to repost the position due to low applications received.</li> </ul> <p><u>Case Management:</u></p> <ul style="list-style-type: none"> <li>• The PAB monthly report will be posted soon. For December 2024, there were 15 new reports/complaints received.</li> <li>• On average, case managers have a caseload of about 60 cases.</li> <li>• The case management department is in the process of hiring a bilingual case manager, with interviews starting next week.</li> </ul> <p><u>Policy and Oversight:</u></p> <ul style="list-style-type: none"> <li>• Policy and Oversight team sent a final version of the Right-to Know proposal to the City Council and Chief Smith.</li> <li>• The City Council and Policy and Oversight team is still awaiting an official response from</li> </ul> |  |  |
|--|---|--|--|

**Regular Board Meeting  
Police Accountability Board  
January 4, 2023 at 6:30 PM**

245 E. Main Street, Rochester, NY

Livestreamed on Facebook (facebook.com/rocpab) & YouTube  
(youtube.com/rochesterpab) & Twitter

|  |  |  |  |
|--|--|--|--|
|  | <p>Chief Smith to the recommendations. He was expected to formally respond to the recommendations on December 27<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• Next steps will be provided by President Melendez once the response is received.</li> </ul> <p><u>Public Affairs:</u></p> <ul style="list-style-type: none"> <li>• The Director of Public Affairs and Community Engagement has made some revisions to the job description for the Community Engagement Manager position to align with the job functions.</li> <li>• The revised description will be resubmitted for approval. A hiring decision for the community engagement specialist will be made next week.</li> <li>• The Public Affairs and Community Engagement team will be working with the Policy and Oversight team on the upcoming Protest Policy.</li> </ul> <p><u>Investigations:</u></p> <ul style="list-style-type: none"> <li>• The Investigation team has launched an independent investigation into the shooting and death of a 40-year-old resident that occurred on December 24<sup>th</sup>.</li> <li>• Information and reports regarding this incident can be filed on rocpab.org or by calling the hotline. If anyone has information to upload, they can do so on rocpab.wetransfer.com.</li> <li>• On December 26<sup>th</sup>, the PAB was removed from the staff duty ListServe. The staff duty list is a real time email list that goes out on Rochester police activity and incidents within the city. It goes out to all the people that should be informed about these activities. Efforts are being made to get reinstated to the ListServe.</li> <li>• As panel members continue to review cases, they will begin making recommendation based on the Disciplinary Matrix.</li> </ul> |  |  |
|--|--|--|--|

**Regular Board Meeting  
Police Accountability Board  
January 4, 2023 at 6:30 PM  
245 E. Main Street, Rochester, NY  
Livestreamed on Facebook (facebook.com/rocpab) & YouTube  
(youtube.com/rochesterpab) & Twitter**

|                                 |  |                |
|---------------------------------|--|----------------|
| <p><b>Chair's Report</b></p>    | <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> <li>• The Chair expressed optimism for the agency's growth and highlighted the efforts of the staff and Interim Executive Director.</li> <li>• It is budget season. Although, the budget won't be voted on until May, 2024, ideas are being gathered for what we want the agency to achieve over the next year. The budget submission due date is in February.</li> <li>• The East District board seat is still vacant. The Chair emphasized the importance of having representation from every part of the city.</li> <li>• Interested individuals are encouraged to apply for the open board seat and advised to check with the Board of Elections or go online to see if they live in the East District.</li> <li>• City Council has just conducted its leadership election. The Chair encouraged board members to engage and establish a good relationship with the newly elected council members. Council members are also encouraged to support the PAB's initiatives.</li> </ul> | <p>6:47 PM</p> |
| <p><b>Committee Reports</b></p> | <p><u>Committee Reports:</u></p> <p><u>Training Committee:</u></p> <ul style="list-style-type: none"> <li>• The board will begin receiving training from NACOLE next week, to become panelists for case reviews.</li> </ul> <p><u>Search Committee:</u></p> <ul style="list-style-type: none"> <li>• An offer has been made to contract with a search firm and is awaiting approval from City Council.</li> </ul>  | <p>6:50 PM</p> |
| <p><b>Old Business</b></p>      | <p><u>Old Business:</u> No report</p>  | <p>6:52 PM</p> |

**Regular Board Meeting**  
**Police Accountability Board**  
**January 4, 2023 at 6:30 PM**  
 245 E. Main Street, Rochester, NY  
 Livestreamed on Facebook (facebook.com/rocpab) & YouTube  
 (youtube.com/rochesterpab) & Twitter

|                            |  |  |                |
|----------------------------|--|--|----------------|
| <p><b>New Business</b></p> | <p><u>New Business:</u></p> <p>Proposed Retention Policy for the PAB was presented to the board for revision:</p> <ul style="list-style-type: none"> <li>• There was some discussion about body-worn cameras and the Disciplinary Matrix.</li> <li>• Motion to accept Retention Policy as-is made by W. Clark, with a second by D. Cadet. Motion carried.</li> </ul> <p><b>ADJOURN TO EXECUTIVE SESSION</b> – Motion made by L. Knox with a second by D. Setel to adjourn to executive session.</p> <p>During the executive session, the board held three votes regarding legal decisions. The first two votes were unanimous, while the vote on the third matter was 6-1. There was no other business discussed in the executive session.</p> <p><b>End of meeting</b></p> <p style="background-color: yellow;"><b>NEXT BOARD MEETING: February 1, 2023</b></p> |  | <p>6:52 PM</p> |
|----------------------------|--|--|----------------|