

**Regular Board Meeting  
Police Accountability Board  
July 18, 2024 at 6:30 PM**

245 E. Main Street, Rochester, NY

Livestreamed on Facebook ([facebook.com/rocpab](https://facebook.com/rocpab)) & YouTube  
([youtube.com/rochesterpab](https://youtube.com/rochesterpab)) & Twitter

**Attendees**

Board Members: Lawrence Knox (Chair), Rabbi Drorah Setel (Vice Chair), Arlene Brown, Yvonne Wilson, Mary E. Wambach, William Clark

Absent/Excused: Daniel Cadet, Rev. Keith Patterson

Staff: Dr. Lesli Myers-Small, Interim Executive Director, Benjamin Wittwer, Deputy Executive Director Delores Paige, Director of Case Management, Victoria Harmon, Secretary to the PAB

Item	Details	Vote	Time
<b>Start of Meeting</b>	<p><u>Welcome &amp; Introductions:</u> Chair Knox called the meeting to order and requested self-introductions. Board members and the Interim Executive Director introduced themselves.</p>		6:38 PM
<b>Election for Board Chair and Vice Chair</b>	<ul style="list-style-type: none"> <li>• Motion to nominate L. Knox for Board Chair made by A. Brown with a second by W. Clark. Motion carried.</li> <li>• Vote Taken - For: 6 Against: 0.</li> <li>• L. Knox is elected as Board Chair</li> </ul>	Unanimous	6:41 PM
	<ul style="list-style-type: none"> <li>• Motion to nominate D. Setel for Board Vice Chair made by W. Clark with a second by A. Brown. Motion carried.</li> <li>• Vote Taken - For: 6 Against: 0.</li> <li>• D. Setel is elected as Board Vice Chair</li> </ul>	Unanimous	6:42 PM
<b>Approval of Prior Minutes</b>	<p><u>Minutes:</u> June 6. Motion to approve the minutes with the amendment made by L. Knox, with a second by W. Clark. Motion carried.</p>	Unanimous	6:49 PM

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<p><b>Staff Report</b></p>	<p><u>Executive Director Statement:</u></p> <ul style="list-style-type: none"> <li>• The Chair introduced the new Interim Executive Director, Dr. Lesli Myers –Small.</li> <li>• The Interim Executive Director expressed her enthusiasm about her new role and shared some of her initial activities and priorities as follows:</li> </ul> <p><b>Engagement with Police Accountability Board Members:</b></p> <ul style="list-style-type: none"> <li>○ <u>Objective:</u> Establish rapport and effective communication channels.</li> <li>○ <u>Actions Taken:</u> <ul style="list-style-type: none"> <li>▪ Met with six out of the eight board members over the past two weeks.</li> <li>▪ Discussed strategies for communication and collaboration.</li> <li>▪ Meetings with the other board members are scheduled.</li> </ul> </li> </ul> <p><b>Staff Engagement:</b></p> <ul style="list-style-type: none"> <li>○ <u>Objective:</u> Build relationships and understand staff dynamics.</li> <li>○ <u>Actions Taken:</u> <ul style="list-style-type: none"> <li>▪ Conducted one-on-one meetings and group meeting with leadership team meetings.</li> <li>▪ Held a productive all-staff meeting.</li> </ul> </li> </ul> <p><b>City Department Collaboration:</b></p> <ul style="list-style-type: none"> <li>○ <u>Objective:</u> Integrate with various city departments for smooth operations.</li> <li>○ <u>Actions Taken:</u></li> </ul>		<p>6:52 PM</p>
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	<ul style="list-style-type: none"> <li>▪ Engaged with city departments like Human Resources, Law, and IT and others.</li> <li>▪ Focused on gathering information to make informed decisions.</li> </ul> <p><b>Confirmation Hearing:</b></p> <ul style="list-style-type: none"> <li>○ <u>Event Details:</u> Held on July 11, 2024.</li> <li>○ <u>Outcomes:</u> <ul style="list-style-type: none"> <li>▪ Supported by board members, family, and staff.</li> <li>▪ Engaged in a Q&amp;A session with the City Council.</li> </ul> </li> </ul> <p><b>Community Meet and Greet:</b></p> <ul style="list-style-type: none"> <li>○ <u>Event Details:</u> Held on July 11, 2024.</li> <li>○ <u>Attendance:</u> Included individuals from different aspects of the community including a City of Rochester commissioner.</li> <li>○ <u>Outcomes:</u> Answered questions from attendees and emphasized commitments in supporting the agency’s mission.</li> </ul> <p><b>Strategic Plan Initiative:</b></p> <ul style="list-style-type: none"> <li>○ <u>Current Status:</u> Noted the absence of a strategic plan.</li> <li>○ <u>Objective:</u> To develop a viable strategic plan for the PAB by the end of 2024.</li> <li>○ <u>Goal of Strategic Plan:</u> To establish a foundation for achieving the PAB’s mission and vision.</li> <li>○ <u>Actions Taken:</u> <ul style="list-style-type: none"> <li>▪ Working on finalizing a scope of work that will lead to the creation of a Request for Proposal (RFP).</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ Plan to seek board feedback to finalize the scope.</li> <li>▪ A consultant will be hired to prepare the strategic plan.</li> </ul> <p><u>Operations:</u></p> <ul style="list-style-type: none"> <li>• Completed Language Access Coordinator (part-time) interviews.</li> <li>• Conducting Webmaster (part-time) interviews week of July 22.</li> <li>• Meeting scheduled with City Council later this month to discuss Charter-Mandated Trainings and what that will look like for Fiscal Year 2024-2025.</li> <li>• Operations and Training Specialist job advertisement should be posted by end of month.</li> </ul> <p><u>Case Management:</u></p> <ul style="list-style-type: none"> <li>• Cases Received: 14</li> <li>• Cases Closed: 2</li> <li>• Board Closed Cases: 5</li> <li>• New Employee Announcement: Jasen Monroe  Start Date: 6.17.24</li> <li>• NACOLE Conference Attendees: Delores &amp; Tara</li> </ul> <p><u>Investigations:</u></p> <ul style="list-style-type: none"> <li>• We have begun sending statements requests and final reports to officers directly, as we discovered that RPD was not providing our correspondence to the officers individually.</li> <li>• Staff were trained in the basics of internal affairs earlier in the month of July by a national law enforcement expert who has run an internal affairs department. Staff will train at the end of</li> </ul>		
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	<p>the month with a national law enforcement expert on investigating officers involved shootings.</p> <p><u>Public Affairs:</u></p> <p><b><u>Overall Updates:</u></b></p> <ul style="list-style-type: none"> <li>• Collaborated with the Alliance to hold a community Meet and Greet with the Executive Director</li> <li>• Will begin work with the Meliora Research</li> </ul> <p><b><u>Communications-specific Updates:</u></b></p> <ul style="list-style-type: none"> <li>• PAB’s summer newsletter is out. Members of the public are encouraged to check their email for the latest edition.</li> <li>• The PAB’s mailing list signups have increased by 40% due to the work of the community engagement team.</li> <li>• Developing upcoming communications campaign that will focus on Rochester’s Latinx community. More details to follow.</li> </ul> <p><b><u>Community Engagement-specific Updates:</u></b></p> <ul style="list-style-type: none"> <li>• Participated in the July ROC the Block event</li> <li>• Participated in the PRIDE parade and festival</li> <li>• Received over 80 resumes for the Community Engagement Specialist openings; Interviews to take place in early August. The roles are expected to be filled by early September.</li> <li>• Looking to participate in existing City outreach events such as “Walk the Block”, Pathways to Peace’s upcoming community BBQs, and quadrant-based outreach done by another City program.</li> </ul>		
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<p><b>Chair's Report</b></p>	<ul style="list-style-type: none"> <li>We continue to conduct twice-a-month outreach at La Marketa and weekly outreach at the various public library locations.</li> </ul> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> <li>The Chair and the board expressed gratitude to Sherry Walker-Cowart for her exceptional service and dedication during her tenure as the Interim Executive Director.</li> <li>Interviews have been conducted for East District seats and two finalists have been selected. A new East District appointee is anticipated to start next month.</li> <li>The Chair reflected on the challenges faced in accessing data and resources needed for investigations and effective decision making.</li> </ul>		<p>7:20 PM</p>
<p><b>Committee Reports</b></p>	<p><u>Committee Reports:</u></p> <p><u>Training Committee:</u> Board members raised concerns regarding board training and knowledge alignment with staff training, highlighting the need for a comprehensive understanding of internal affairs processes, investigations, and operational procedures.</p> <p><u>Search Committee:</u> There will be no more search committee. The Chair appreciated the members of the search committee for their dedication and work with City and the search firm to find an Executive Director.</p>		<p>7:31 PM</p>
<p><b>Old Business</b></p>	<p><u>Old Business:</u> No report</p>		<p>7:32 PM</p>
<p><b>New Business</b></p>	<p><u>New Business:</u> No report</p>		<p>7:34 PM</p>

