

**Regular Board Meeting
Police Accountability Board
November 9, 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, Mary E. Wambach

Absent/Excused: William Clark

Staff: Sherry Walker-Cowart, Interim Executive Director, Victoria Harmon, PAB Secretary, Delores Paige, Director of Case Management, Elizabeth Beltran, Director of Investigations, De'Jon Hall, Director of Policy and Oversight

ASL Interpreters: Heather Feinman and Shannon Tracy

Item	Details	Vote	Time
Start of Meeting	<p><u>Welcome & Introductions:</u> Chair Knox called the meeting to order and requested self-introductions. Board members and Interim Executive Director introduced themselves.</p>		6:32 PM
Approval of Prior Minutes	<p><u>Minutes:</u> October 5, 2023. Motion to approve the minutes made by A. Brown, with a second by D. Cadet. Motion carried.</p>	Unanimous	6:33 PM
Staff Report	<p><u>Operations:</u></p> <ul style="list-style-type: none"> • Staff continues working with Neighborhood Development and the City’s real estate department to find a new space for the PAB, as the lease for current space ends in Spring of 2024. • We are collaborating with an organization to digitize our mandated training programs. This digitalization will allow staff and board members to conveniently access and complete these training courses online. • Several staff and board members will be attending the NACOLE conference from November 12th to November 16th, 2023. • In conjunction with NACOLE, we are also planning to conduct a comprehensive board training session. 		6:34 PM

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	<ul style="list-style-type: none"> • Six staff members have been attending the Citizen - Police Academy. The last day of the program is scheduled for Wednesday, November 15, 2023. • As part of the plan to alternate the composition of board panel members reviewing cases, plan are being made to train other board members to become panelists. • The job posting for Community Engagement Manager, Community Engagement Specialist, Webmaster, Language Access Coordinator, and Professional Development Training Manager positions have closed. We have received applications from excellent candidates, and the interviewing process will commence soon. • The City’s annual budget season has started. As time progresses, we will be working on creating and finalizing the budget for the new fiscal year, 2024-2025. <p><u>Investigations and Case Management:</u></p> <ul style="list-style-type: none"> • Board members received a copy of October’s comprehensive monthly report highlighting the investigations and case management activities. The detailed numbers and statistics in the report provide a clear understanding about the PAB’s progress. • Oversight Manager, Sarah Jenks was commended for manually collecting and organizing the data for this report following the challenges with iSight. • The Director of Investigations, Elizabeth Beltran, is currently leading the redesign of the panel review process. More training will be conducted to familiarize the board members with iSight, which will streamline the panel review process. • The Investigation unit has completed a certification program, equipping them with necessary skills in conducting investigative interviews. <p><u>Policy and Oversight:</u></p> <ul style="list-style-type: none"> • Right to Know public input information reviewed during Old Business. 		
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<p>Chair's Report</p>	<p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> • The Chair expressed the board's sadness about Reverend Stewart's passing and recalled his influential activism within the PAB, recognizing his impact and significant contribution. • Appellate Court hearing for the PAB's disciplinary power was held on October 18th. The Chair stated that no matter which way the case goes, the work of accountability will continue. Individuals who are interested in watching the hearing can watch online on the Appellate Court's website. • Three board members and five staff members will be attending the NACOLE conference next week (November 12-16, 2023.). This conference presents a valuable opportunity to establish connections with other police accountability boards, law enforcement representatives and similar agencies across the country. Furthermore, it will enable us to acquire new knowledge and insight to share with both the board members and staff members. 		<p>6:39 PM</p>
<p>Committee Reports</p>	<p><u>Committee Reports:</u></p> <p><u>Training Committee:</u></p> <ul style="list-style-type: none"> • The next Committee meeting will be held once the new Professional Development and Training Manager is hired. • As mentioned earlier, some board and staff members will be attending and participating in the upcoming NACOLE conference. Knowledge acquired from the conference be used to improve the PAB's work. <p><u>Search Committee:</u></p> <ul style="list-style-type: none"> • Request For Proposal (RFP) for a search firm to assist in finding an executive director has been sent. 		<p>6:44 PM</p>

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<p>Old Business</p>	<ul style="list-style-type: none"> • The deadline for questions regarding the RFP was Friday, November 3, 2023. No questions were received, suggesting that the request is clear. • The deadline for receiving applications is December 1st, 2023. We hope that we receive a lot of applications. • An update will be provided after the application deadline. <p><u>Old Business:</u></p> <p>The remaining section of the Right to know public input information that is yet to be reviewed was presented to the board for revision.</p> <p>Public Input outlined and revisions made by the board as follows:</p> <p>a. Data Collection and Reporting of Law Enforcement Activity</p> <p>i. Process</p> <p>Twenty-three comments regarding the process of data collection were provided. While these comments were all in favor of the proposed data collection many expressed concern around the legitimacy of data if direct data access is not provided to the Police Accountability Board. Based on these suggestions, the following revisions are suggested:</p> <ul style="list-style-type: none"> • Specify that PABs acquisition of data collection forms would be by way of direct database access. <p>ii. Demographic data</p> <p>Twenty comments regarding the collection of perceived vs known demographic data were provided. Nearly all of these comments understood the intent of capturing perception of</p>		<p>6:47 PM</p>
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	<p>civilian demographics, while some were concerned about accuracy of reporting. Based on these, no revisions are suggested.</p> <p>iii. Privacy Nine comments about data privacy were provided. These comments expressed concern as to whether or not any personal identifying information would be included in these publically released datasets. Based on these, the following revisions are suggested:</p> <ul style="list-style-type: none"> • Redefine the “location” data element to ensure it is not so granular that positive identifications can be made. <p>iv. Forms for Data Collection Four comments regarding the forms for data collection were provided. These comments all suggested that adding another form to the RPD’s workload may result in undesirable service delays. It should be noted, that the proposed data collection form could replace two existing forms used by the RPD resulting in a consolidation of forms as opposed to an addition. These are the FIF (Field Interview Form) and the IR (Incident Report Form). Based on these, the following revisions are suggested:</p> <ul style="list-style-type: none"> • Specify consolidation of data collection forms <p>b. Miscellaneous</p> <p>i. Police Accountability Board / Rochester Police Department</p>		
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	<p>Seventy-three comments about the Police Accountability Board and the Rochester Police Department were provided. These comments were inquiring about the differences and collaboration between our agencies as well as with the city at large. Many of these comments emphasized the importance of discipline, and suggested that PAB jurisdiction should include that of all law enforcement activity within the city limits, regardless of agency. Based on these, the following recommendations are concluded:</p> <ul style="list-style-type: none"> • The agency should engage in a greater level of community engagement to clarify the relationship of the PAB to the RPD. • Opportunities to expand jurisdiction should be considered. <p>ii. Know Your Rights</p> <p>Thirty-six questions and comments were asked/provided to gain a better understanding of what a civilian’s rights are in any particular instance of law enforcement activity. Based on these, the following recommendations are made:</p> <ul style="list-style-type: none"> • The agency should offer a “Know your Rights” training throughout to city in the presence of an attorney. <p>iii. Preventative Measures</p> <p>Nine comments around the implementation of preventative measures were provided. Specifically, the enhancement of mental health services and training of RPD officers was recommended. It was expressed that collaborative training with both the providers of these mental health services as well as with community based</p>		
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	<p>organizations should be effected to ensure a more holistic training approach. Based on these, the following recommendations are made:</p> <ul style="list-style-type: none"> • Include language mandating outreach to PIC (Person in Crisis) team or other crisis based services when working with a civilian experiencing psychiatric crisis. • Require all mentioned trainings to be collaborative with community based organizations. <p>Motion to accept Data Collection and Reporting of Law Enforcement Activity section and Miscellaneous section as-is made by L. Knox, with a second by D. Setel. Motion carried.</p>		
<p>New Business</p>	<p><u>New Business</u>: No report</p>	<p>Unanimous</p>	<p>7:10 PM</p>
<p>Adjournment</p>	<p>ADJOURNMENT OF MEETING – Motion made by L. Knox with a second by D. Setel to adjourn meeting.</p>		<p>7:12 PM</p>
	<p>ADJOURNMENT OF MEETING – Motion made by L. Knox with a second by D. Setel to adjourn meeting.</p>		<p>7:13 PM</p>
	<p>NEXT BOARD MEETING: December 7, 2023</p>		