

Police Accountability Board - Regular Board Meeting**Date:** October 10, 2024**Time:** 6:00 PM**Location:** 245 E. Main Street, Rochester, NY**Livestreamed on:** Facebook (facebook.com/rocpab) & YouTube (youtube.com/rochesterpab) & X (Twitter)**Attendees**

- **Board Members:** Lawrence Knox (Chair), Rabbi Drorah Setel (Vice Chair), William Clark, Daniel Cadet, Yvonne Wilson, Arlene Brown, Lwam Tecleab
- **Absent/Excused:** Rev. Keith Patterson, Mary E. Wambach
- **Staff:** Dr. Lesli Myers-Small (Executive Director), Benjamin Wittwer (Deputy Executive Director), Victoria Harmon (Secretary to the PAB)
- **ASL Interpreters:** Wanya Jefferson and Madisen Baldwin

Meeting Start: 6:07 PM**Welcome & Introductions: 6:07 PM**

- Chair Knox called the meeting to order and requested introductions. Board members and the Executive Director introduced themselves.

Approval of Prior Minutes: 6:08 PM

- September 5 Minutes: Motion to approve the minutes made by L. Knox, seconded by D. Setel. The motion carried unanimously.

Staff Reports: 6:09 PM**Investigations:**

- The PAB has successfully closed 31 investigatory reports, which are now accessible on the board's website for public review. The Executive Director acknowledged the community members for their valuable input, as well as the PAB staff for their contributions to the success of these reports.
- The Disciplinary Matrix is being revised. Board members are expected to submit their feedback within the next week to ensure a timely update to the matrix. Annual updates to the matrix are mandated by the Charter. After incorporating board feedback, the final version will be shared with the Rochester Police Department and the Locust Club for their input.

Case Management:

- In September, 16 cases were received:

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- PAB Hotline: 6
- Online Submissions: 5
- Walk-In: 1
- Transfer from PSS: 3
- Email: 1
- Mail/USPS: 0
- 15 cases were opened, and 1 was administratively closed. The Board reviewed and moved to close 4 cases.

Operations:

- The PAB welcomed several new staff members:
 - A Webmaster joined the Operations Division.
 - A Language Access Coordinator was hired for the Operations Division.
 - Two Community Engagement Specialists were hired, one of whom is bilingual to better serve the Spanish-speaking community.
 - A staff attorney also joined the team.
- The new hires have started their onboarding process, which includes meetings with the Executive Director and divisional directors over approximately five to six weeks.

Public Affairs and Community Engagement:

- The PAB is enhancing community engagement by utilizing a calendar feature on the website to keep the public informed of events and fairs. The new webmaster will ensure that the website includes this feature for easy access by board members and the public.
- The Executive Director emphasized the importance of engaging with youth and uplifting their voices. Plans include regular meetings with students at two secondary schools—one in the Rochester City School District and the other in the Rochester Charter School District. Information on students' rights will be distributed during lunchtime at the charter school. An advisory council will also be established at the charter school to facilitate ongoing student engagement.

Executive Director Report:**Entry Plan:**

- The Executive Director highlighted key accomplishments during the first 100 days, including:
 - Onboarding new staff members.

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- Conducting a comprehensive review of internal policies, resulting in the creation of several SOPs.
- Engaging with internal and external stakeholders to foster stronger relationships.
- Improving community outreach initiatives, increasing visibility and support.
- Working with the board to improve governance and public communications.
- Focusing on team building within the organization.

Strategic Plan:

- The Executive Director acknowledged challenges currently limiting the PAB's work but outlined future goals, including:
 - Solidifying a long-term strategic plan.
 - Addressing staffing needs, as the organization is not yet fully staffed.
 - Developing relationships with the community and city leadership.
- The Executive Director emphasized the importance of the board's involvement in shaping the strategic plan, as their insights will ensure alignment with organizational goals.
- The Executive Director acknowledged the board's support during recent challenges, noting that collective support has been instrumental in effective leadership.
- Notification from Mayor Malik Evans regarding the budget allocation is expected in November, which will be critical for planning. Weekly budget meetings have been established, and updates will be provided to the board.
- The Executive Director is open to additional discussions with board members regarding budget matters.

Standard Operating Procedures (SOPs):

- The Executive Director presented a draft of 10 SOPs for the board's review, aimed at enhancing operational efficiency and governance.
- Board members are encouraged to review the SOPs and propose any additional SOPs for consideration.
- The Executive Director will follow up on the SOPs in the upcoming Friday letter, setting the stage for discussion at November's board meeting.

Website Update:

- Following the press conference on September 23rd, there has been a noticeable increase in website traffic, particularly due to public interest in the PAB's investigative reports. A detailed report comparing website activity before and after the event was shared.

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- With the addition of a webmaster, the organization is now able to track website traffic more effectively, revealing international interest in the reports from countries such as Germany and the UK, indicating the broader impact of the PAB's work.

Chair's Report: 6:28 PM

- The Chair acknowledged the PAB staff, community, and board members for their collaborative effort in advocating for the release of the investigative reports, which was a significant achievement under public scrutiny. The Chair also acknowledged media coverage surrounding this decision.
- The Chair informed the board about the upcoming NACOLE conference, where staff and board members will participate. This conference provides an opportunity to showcase the progress made over the past year, including investigative reports and policy developments.
- The Chair announced this would be his final year as board chair, reflecting on the importance of civic engagement and encouraging everyone to vote in the upcoming election.

Committee Reports: 6:35 PM**Training Committee:**

- The board's training with NACOLE is ongoing.
- The Chair emphasized the importance of continuous learning for board members, as these trainings provide valuable insights to enhance the board's effectiveness.

Old Business: 6:35 PM None**New Business: 6:35 PM None****Executive Session: 6:36 PM**

- Motion made by L. Knox seconded by B. Clark, to adjourn to executive session.
 - There were no votes taken in executive session.

Adjournment: 7:16 PM**Next Board Meeting:** November 7, 2024, at 6:00 PM