

**Minutes - PAB Meeting**  
**Tues Feb 11, 2020**  
**6:30-8p - City Hall Room 208**

**Present:**

Shani Wilson (Chair), Dr Celia McIntosh (Vice-Chair), Rev Matthew Nickoloff (Scribe), Dr Robert Harrison III, Rev Ricky Harvey, Jonathan Dollhopf, Ida Perez, Miquel Powell

**Guests:** BJ Scanlon, Stephanie Prince

**Absent:** Rabbi Drorah Setel

Meeting called to order at 6:32pm

**First Item - Permanent Time**

Conversation around emailed Doodle Poll and availability

Powell highlights necessity of scheduling around interpreter availability

Prince reminds group that participation must be in-person or, in absentia, via video conferencing, a capability currently unavailable

Scanlon relays Setel's unavailability on Weds due to obligation to care for a family member

Perez shares that until May, will have limited availability due to pre-existing teaching schedule

Nickoloff: motion to hold meetings on Thursdays from 6:30-8:00pm

Harrison moves to modify the motion to "hold weekly meetings"

McIntosh notes inability to commit to weekly meetings, Wilson reminds that a voting quorum is five members, inquires who else can commit to weekly, everyone but McIntosh affirms

Wilson opens Amended motion: "Regular meeting time be weekly on Thursday evenings from 6:30-8pm"

Nickoloff seconds

Adopted 8-0

Perez shares planned absence on 2.27.20 due to RCSD BOE meeting; Nickoloff to be absent 2.20.20

Dollhopf request that conversation slow down and include more waiting for sake of interpreters

Dollhopf asks what happens if only four board members can attend; Wilson: we can meet but not vote

### **+Discussion of Executive Director (ED) Job Description**

Wilson suggests moving to executive session to discuss ED Job Description

Nickoloff moves, McIntosh seconds, approved 8-0

*Executive Session ends*

Dollhopf suggests a live “note taker” so he can keep up with pace of conversation; Nickoloff offers to sit next to Dollhopf so he can follow along as Nickoloff scribes in future meetings

### **+Community Engagement/Relations**

Wilson: PAB Alliance (PABA) is working with community to bring awareness about the work of the PAB, on their own initiative, independent of the PAB - raises question of if and how the PAB might collaborate with PABA in the area of community engagement; would not be a formal partnership - regardless, PABA is committed to continuing the work of community engagement

Harrison raises related question of PAB’s own community relations as tied to a physical location - office, business cards, phone, etc; Wilson suggests tabling until we get to the By-Laws

Nickoloff raises concern about the legal extent to which the PAB can partner with any community organization without compromising neutrality/impartiality or the legislation; not against the PABA, but wanting to make sure any collaboration is within the parameters of the legislation

Prince says it is a larger question requiring further investigation and says she will report back

Powell: as long as we aren’t disclosing confidential information than we should trust PAB members in their public engagement

Prince: caveat - there is definitely some major confidential information such as hearings

Wilson: concern/question - distinction between being a PAB member participating in the community and being a PAB member claiming to speak on behalf of the PAB; if the latter, PAB as a whole should be made aware and approve any such representation

Harvey cites Powell’s recent event as a case study: were those who attended in support of Powell doing so “as PAB” or as individuals?

Wilson suggests a more general practice

McIntosh: if its your own event, you are an individual; if you want to to be PAB, must be vetted by the PAB first, no one shoulda act as a spokesman for PAB without PAB agreement

Nickoloff: we need to remember we are *always* PAB and act accordingly; a similar vetting process should be followed when asked to represent the PAB on media appearances (radio, etc)

Harrison: perhaps a PR move could be to end PAB meetings with a 15 minute Q&A? Wilson suggests waiting on this until the board is better established

Powell: difficult to “turn off” being PAB at public events, but can refer questions to the Chair/ Board where it touches on non-general subject matter; Nickoloff concurs

Dollhopf says people have already approached him with complaints and asking for help with the police - he’s had to clarify “that’s not PAB”

Wilson: we all work in agencies, important to clarify “these are my views and don’t represent X agency” etc

Nickoloff: what about requests for comments on news stories, etc?

Wilson: “I’m going to defer back to the Board/Chair/ED”

Powell: PAB members *do* have knowledge, important to own what you say for yourself

McIntosh: by-laws will provide agreed upon formal principles/process to follow

Wilson: make sure to keep educated and informed, read emails, etc

Nickoloff: what about a quickly developing story, such as occurred last meeting (news about the 6-month suspension of PAB’s disciplinary powers)

Dollhopf and Wilson suggest using text - “check your email” - as indication to check for short-term PAB response; Powell suggests texts only be used for emergencies henceforth

## **+REVIEWING BY-LAWS**

Harrison: ***Section I, last sentence*** - states we get to pick an ED, but does not state we get to conduct any regular business; might be confusing, unclear down the road

Prince: not meant to reflect by-laws in their entirety

Harrison: can we include “and conduct ordinary business” - concerned with lack of clarity

further conversation yields decision to table this request pending further developments

Wilson: **Section II, Part 3** “Special Meetings” (read) - suggests removing text regarding Chief of Police’s ability to call a PAB meeting

Harvey: Chief should def be allowed to “request” a meeting, but not call it

Wilson: request could be by email, etc, but does not need to be a by-law

Wilson: **Part III, Section D** - regarding listing of PAB’s permanent address - what is our plan for our own office space, physical location, as raised earlier in the meeting by Harrison, others?

Scanlon: once we hire an ED, we can find a city-owned space that the board can use and then we can update the formal address; we will try to find something on or near a bus line, accessible to people and to the press, offices that are not associated with the RPD, we can work on that once we have an ED - until then I would recommend using the listed address as a holder

Perez: who receives PAB mail until we have an ED, or until our Chair/Co-Chair can see it?

Scanlon: request to mail-room that all PAB related mail be sent to City Council’s Office and that the Chair be notified immediately of its arrival

Harrison: **IV-B** - are there situations where we should come closer to consensus (2/3 majority) - more than a simple majority? in particular: the hiring/firing of the ED, and amendments to the By-Laws

Harvey: seeks clarification regarding the ED - does ED serve at the pleasure of the PAB, or City Council? **III-C** says PAB, Job Description says City Council; Scanlon clarifies Confirmation Hearing process for all City Department heads; Prince notes that all city employees report to a department, so ED will report to Council

Powell clarifies that 2/3 majority required only in the above mentioned scenarios from Harrison

General agreement that Hiring/Firing of the ED will be added to this section (IV-B), amendment to the By-Laws added to Section XII once we review it

Wilson: **IV-C** - should there be a formal procedure where we make sure we ask for public statement of conflict of interest as a distinct stage in each case?

Nickoloff clarifies - should be asked as part of opening of each complaint to ensure PAB members have an opportunity to state it

Wilson: for **Section IV A and B** - we don't have an ED, or in absence of ED, does it need to be formalized that the Chair and/or Scribe?

Prince: just add "Chair may delegate...to another board member?"

Harrison and Powell clarify - general agreement on "to another board member"

McIntosh: **VII-A-2** - can conversation around disciplinary matrix be done via correspondence with the Chief and/or Locust Club?

Wilson: should be done in letter form

Powell: I think the stated form is fine, rest is policy and procedure

Harrison: this section is just lifted from the legislation

Wilson: **VII-B** - add another section: ED shall notify board of complaints upon receipt

Wilson: **VII-B-3** - would like to modify to say that the ED will receive complaints - just to ensure they are processed and delivered by the ED - not sure the PAB itself should be handling the intake

Dollhopf: recently received a complaint from an individual who assumed PAB is ready to start hearing complaints; where do complaints go in the interim until PAB is ready?

Scanlon: Center for Dispute Settlement (CDS) and the Civilian Review Board (CRB) will continue to function as it did prior to the PAB, until the PAB is ready to receive complaints

Wilson requests to be notified of any complaints received

Powell requests contact/referral info for CDS/CRB for communications purposes

Scanlon: will get an answer for referrals in the meantime, also see the CDS/CRB site for info

Wilson moves to close the meeting at 8:00p

Harvey Seconds

8-0 in favor

Meeting adjourned at 8:31pm