

LOCATION: *City Hall – Council Chambers*
 MEMBERS Present:

x	David Baker	x	Katherine Eagle		Renee Van Nett
x	Patricia Behning Oakes		Gabriel Green	X	Bob Grytdahl - Staff
x	Doug Bowen-Bailey	X	Blair Powless		

Absent with Notice: Renee Van Nett, Gabriel Green

Liaisons to DPD: Robin Roeser, Asst. Chief, Lt. Jeff Kazel

Guests: Tom Maida

Call to Order: Recording Secretary Bowen-Bailey called meeting to order at 5:10 pm.

Welcome

Roll Call

President Van Nett and Vice-President Green had sent messages that pressing matters had come up that prevented them from being able to attend. In their absence, Doug Bowen-Bailey as the remaining executive committee member chaired the meeting.

Approval of Minutes

Motion to accept the minutes of 4/23/13; Baker/Powless, Passed.

Committee Reports

Report from Public Relations Committee (David, Gabe, Doug)

David had received some suggested edits for his talking points. He will forward those on to consideration of the board, and we will discuss and approve this at the June meeting. He also suggested that these documents be included in a board handbook.

REPORT FROM THE STRATEGIC PLANNING COMMITTEE

Met to discuss upcoming training. A lawyer from the ACLU will be presenting at our next meeting – which is planned to be held at the Building for Women – lower level. The topics we would like to have shared is the ACLU’s perspective on best practices for receiving complaints, how best to run public forums, citizen rights when interacting with law enforcement, and any other topics that have been significant in a variety of locations around the country.

Discussion of Mission Statement:

We looked at a couple of options of mission statements. We edited it down to this draft which we will vote on next month.

It is the mission of the Duluth Citizen Review Board (CRB) to promote positive relationships, trust, and communication with our Police Department and community.

Action Item: Be prepared to vote on the mission statement at the June meeting.

Will discuss incorporating core values into a statement to be read before the public comment period.

Discussion of Statement for Public Comment period

Discussed possibilities for the statement from both Doug and Blair. (See attached) After some discussion, we decided

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to hold this over until next month. Some of the significant questions that were raised were:

- Do we want to have a stated time limit for people's comments? Do we want to have a time where people who speak can be asked questions by people on the board and/or liaisons from the Police Department?
- How do we want to handle people who might share information that could end up as part of a complaint?

Action Item: Please read over the two attached suggested things to be read and come prepared to discuss them in June.

Correspondence: No correspondence.

Developing protocol about Receiving complaints: Blair, Renee, and David met with Lt. Kazel to discuss potential procedure for receiving complaints. Blair then drafted a process for the board to consider. (See attached.) Doug also shared his experience of being at the Indigenous Commission and hearing Lt. Wright sharing some of the challenges faced by the DPD in actually receiving complaints. We decided to bring this back for further discussion next month. In that process, we identified some significant questions to consider:

- Should complaints be accepted by the board at its regular business meetings?
- Do we want to start our meetings out with a social time to allow for relationship building?
- At what level should board members be involved in assisting people to file complaints?
- How should board members handle perceptions of "conflict of interest?"
- If in the complaint acceptance process, board members learn data that will be private as part of the complaint, how should that be handled when it comes time to review complaints after discipline is dispensed?

Action Item: Please come prepared to share your thoughts on the process for receiving complaints.

Report from DPD liaisons: The DPD is preparing for the budgeting process. They need to hire 2-3 more officers in the next 30 days. An analysis of calls for service show that calls in May of 2013 are up 20% over May 2012 and if trends continue, the department is on track to have over 100,000 calls for service during the year.

Update on City emails: We learned that the expense of the email is related to a software licensing fee for individual addresses. The recommendation from the board is that if any individual members are concerned about having their email accounts be "discoverable" during any legal proceedings, they should establish a separate account for CRB use.

Motion: Be it moved that Secretary Grytdahl ask city administration if it would be possible for us to have a non-city email listed on the City web site as a contact for community members to contact the board. Eagle/Behning Oakes

Public Comment: None.

Items for Orientation Handbook: Ordinance, Description of Training, This month, discussed having Mission Statement, Values Statement for Public Comment period, Complaint Acceptance process,

Training: We determined to postpone the training for the New Jim Crow and Vehicle Searches until July. (Lt. Kazel will check on Duluth Police Department availability for the meeting on July 23.)

Other Business: Blair asked if we want to be consistent in how we refer to ourselves. The language in the ordinance names us as the Duluth Citizen Review Board. Blair was wondering if we want to use that and DCRB to have some consistency in our communications.

Name Badges: For the social time and for attending other events, Secretary Grytdahl suggested that it might be beneficial to have name badges.

Motion: Be it moved that Secretary Grytdahl inquire into getting Name badges for the DCRB members to use both at board meetings and in the community. MSP. Behning Oakes/Powless

Announcements: None

Motion to Adjourn at 6:58 pm.

Next meeting Tuesday, June 25 at 5 pm – Building for Women. (Katy is confirming this.) 5 pm will be a social time to allow for board members to have more informal interaction with community members attending. Business meeting will begin at 5:15 pm.