

**City of Syracuse
Citizen's Review Board**

**Meeting Minutes
2/16/12 Minutes**

Those Present:

CRB Members

Jarrod Bentley (absent)	Louis Levine
Crystal Collette, Chair	Sarah McIlvain
Demetria Gammage	Donna Oppedisano
Carole Horan	Rachel Smith
Timothy Jennings-Bey	Tafara Timmons
	Diane Turner

Quorum Present

The second February meeting of the CRB was called to order at 7:06 P.M. in the Common Council Chambers.

A motion was made by Diane Turner to accept the 2/2/12 minutes with the correction of Tafara's last name to Timmons, seconded by Tafara Timmons. Motion carried with one abstention.

Sarah McIlvain presented her report regarding the CRB's budget. There is still a need to get the pieces of the budget together which she is working on with personnel from City Hall. Currently we have \$74,233 in the budget; there is money to hire an administrator. Sarah will write a memo to Lance Denno to ensure no more money is spent on the legal situation facing CRB. There was discussion as to how we can advocate for next year's budget. More discussion, information is needed for this.

Donna Oppedisano gave us the report on the Search Committee (Crystal, Lou, Jerrod, Donna and Rachel). The job description has been sent out on the City's website. Please feel free to distribute to any who might be interested. March 2, 2012 is the due date for resumes. The rubric has been set to determine which candidates qualify. The best case scenario: offer the position by early April 2012 to the qualified candidate.

We currently have two complaints being investigated by teams from the CRB. One dated 1/27/12 is approximately one-half done with the investigation; the results of the police investigation has not yet been received, however the team feels they are on schedule. The other complaint dated 1/24 is in process of interviewing. Rachel received an old complaint (two years old). Crystal and Rachel will work on this. They will also talk to the Chief and Det. Galvin about this during their scheduled meeting on Tuesday, 2/21/12. Sarah suggested that we have Corporation Counsel look at this particular situation; Donna will set that up.

Rachel made the suggestion that all members of the CRB have business cards indicating that. There was discussion regarding this matter and we will talk about it again when we have a better sense of our budget and have more information as to pricing, etc.

Old Business:

The website (<http://www.syracuse.ny.us/crb.aspx>) is up and running. This contains the previous version of the complaint form. Lou will resend the 2 versions that we were working on before this and we all should respond to all with our suggestions or agreements. This will be reviewed and hopefully passed at our next meeting. Back to the website, Crystal has asked us all to please check it out and let her know our feedback. This site contains items such as: meetings information - dates, minutes, etc.; complaint form; board members page; and community resources.

At this point we had a discussion about posting a photo and short bio on the website for the public's knowledge. The decision was for each member to send to Crystal a 2-3 line bio.

Training: went well this evening prior to the public meeting but time was short. Carole suggested that we have one public meeting a month, as required, and the other meeting in the month which we have agreed to for a short time, be dedicated to training. Our next training will be 3/15. We will continue with our study of the new legislation.

New Business:

Crystal asked what we thought we should do about media coverage. She has had lots of inquiries and was wondering if there should be other faces beside her to talk to the media. There was some discussion about the process for exchange of information. It is important that if more than one person talks to the media that all stay on message. The message needs to be determined. Rachel feels a diverse group should represent CRB. Donna suggested that perhaps we need a Mission Statement so that we all stay on message. We will continue to discuss this, tabled until the next meeting.

There was some nice press coverage in the Peace Newsletter and CNY Vision. We were asked to please check these out.

The meeting was adjourned at 8:10. Following were public comments and questions.

Respectfully submitted,
Carole Horan