

**City of Syracuse
Citizen Review Board
Meeting Minutes
Thursday, December 5, 2013
5:30 PM - 7:30 PM
Common Council Chambers
Public Comment - 20 minutes at 6:30 PM**

<u>Name</u>	<u>P</u>	<u>A</u>	<u>E</u>	<u>Name</u>	<u>P</u>	<u>A</u>	<u>E</u>	<u>Name</u>	<u>P</u>	<u>A</u>	<u>E</u>
Barber, William	X			Masella, Joseph	X			Pearson, Betty L.	X		
Horan, Carole J.	X			Oppedisano, Donna	X						
Jennings-Bey, Timothy	X			Stuart-McIlvain, Sarah	X						
Levine, Louis	X			Timmons, Tafara Blake			X				
Livingston, Mallory			X	Turner, V. Diane	X						
Mack, Raheem	X			Lipari, Joseph L.	X						

On Thursday, December 5, 2013, the City of Syracuse Citizen Review Board (CRB) held an open, stated meeting at 304 City Hall in the Common Council Chambers.

Mr. Masella, Board Chair, called the meeting to order and announced that the meeting was being held pursuant to notice and that a quorum was present.

1. Mr. Masella read and on motion duly made by Mr. Levine, seconded by Ms. Horan and adopted presented a resolution to departing Board member, Donna Oppedisano.
2. Board Action Items
 - a. On motion duly made by Ms. Horan, seconded by Mr. Mack and adopted, the Board approved the Minutes of the November 7, 2013 Board meeting.
 - b. Vote on new by-laws for:
 - Re-opening old cases that were never resolved
 - Re-opening a closed case if new information develops
 Vote tabled to January meeting.
3. Chairman's Items
 - a. Update on Evaluation of Administrator by Committee of Five – the draft evaluation has been circulated. We are waiting for final comments from all committee members.
4. Administrator's Report
 - a. Near completion of long-term office file reorganization effort – Mr. Lipari reported that the project of locating and listing all complainant files, reviewing administrative files, purchasing file cabinets and having the office ADA compliant (wheelchair accessible) is expected to be completed by the end of the year.

- b. 3rd Quarter Report release
 - Notice of Claim policy – outside counsel is drafting a legal memo to challenge this policy as it greatly hinders our ability to investigate certain complaints.
 - c. 2014 District meeting locations – some venues have been identified to hold our meetings. They will start in May and go until October.
 - d. November 2013 Case Statistics - Six new cases were received in November. The total received in 2013 is 103. Four cases will be reviewed during Executive Session.
5. Committees
- e. Board Training & Development
 - CRB Annual Training/Strategic Planning event will be held at the SEIU 1199 offices at 250 South Clinton Street, 2nd floor, 9:00 am to 4:00 pm at a date to be determined. Highlights will include: personal reflection and dialogue about Board experience, organizational goals and progress, the hearing process with Harry Williams, mock hearing, training on injuries and training on intoxication.
6. Public Comment
- Mr. Mikiel Anderson asked questions about future quarterly reports coming out on time. There is no specific date for the release of quarterly reports and they consist of components from outside of the CRB that are not always received in what could be considered a timely manner.
7. Meeting Adjourns to Executive Session

On motion duly made, seconded and unanimously adopted, the Board adjourned its meeting.

Respectfully submitted,

Betty L. Pearson
Typist II, Citizen Review Board