

**City of Syracuse
Citizen Review Board
Meeting Minutes
Date: Thursday, March 7, 2013
6:00 PM- 8:00 PM
Common Council Chambers
Public Comment - 20 minutes at 7:00 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> |
|-----------------------|----------|----------|----------|------------------------|----------|----------|----------|-------------------------|----------|----------|----------|
| Gammage, Demetria | | | X | Masella, Joseph | X | | | Pearson, Betty L. | X | | |
| Horan, Carole J. | | | X | Oppedisano, Donna | X | | | | | | |
| Jennings-Bey, Timothy | X | | | Stuart-McIlvain, Sarah | X | | | Common Councilor | | | |
| Levine, Louis | X | | | Timmons, Tafara Blake | X | | | Barrett, Jake | X | | |
| Livingston, Mallory | X | | | Turner, V. Diane | X | | | | | | |
| Mack, Raheem | X | | | Lipari, Joseph L. | X | | | | | | |

On Thursday, March 7, 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 called the meeting to order and announced that the meeting was being held pursuant to notice and that a quorum was present.

1. On motion duly made by Ms. McIlvain, seconded by Ms. Livingston and adopted, the Board approved the Minutes of the February 7, 2013 Board meeting.
2. Board Action Item
The discussion on sharing the outcome of panel hearings with Board members at start of executive session so they will know the outcome of hearings on which they did not serve as a panel member continued with Mr. Lipari providing clarification of panel deliberations and confidentiality policies. On motion duly made by Mr. Levine, seconded by Ms. Oppedisano and unanimously adopted, a panel's deliberation for cases will not be shared in detail, but a listing of the outcome of the panel hearings will be shared and briefly discussed during executive session.
3. Committee Item
Revised committees are as follows:
Committee of Five to assess CRB Administrator: Mayor Stephanie Miner, Councilor Jake Barrett, Mr. Masella (Board Chair), Mr. Levine (District Appointee) and Ms. Oppedisano (At-Large Appointee)
Operations Committee: Ms. Livingston and Ms. Timmons
Community Outreach & Public Education Committee: Mr. Mack, Ms. Turner and Ms. Timmons
Board Development & Training Committee: Mr. Levine, Ms. Horan and Ms. Oppedisano
Government Relations Committee: Ms. McIlvain and Mr. Masella

Police Relations Committee (counterpart to SPD's Police Liaison committee):
Mr. Jennings-Bey and Ms. Livingston

4. Chairman's Items

a. Strategic Plan

- i. Operational Excellence - Strategy Owner Mr. Masella will continue to seek ways to go above and beyond what is required by the ordinance. The second metric is to close each case within timeframe outlined in statute by July 1, 2013.
- ii. Building Friends & Allies - Strategy Owner Ms. Horan was excused from the meeting. The metric is to receive ten (10) letters of support from community stakeholders by January 31, 2014.
- iii. Increasing Awareness of CRB - Strategy Owner Mr. Mack. Mr. Lipari will speak at three (3) additional community outreach events per year during 2013 and 2014. Board members will strive to attend ten (10) community outreach events per year during 2013 and 2014. Ways to accomplish this metric were discussed and some means proposed were teaming up with Mr. Jennings-Bey at his violence prevention workshops and asking Board members to ask the leaders of groups with which they are affiliated to put us on their agenda.

b. OCC training feedback

Overall, the feeling is that the training is beneficial to the Board as many learned new things that will be of value to know and use in the future.

5. Administrator's Report

- a. Report on February 12 Common Council hearing on CRB: The hearing by the Public Safety Committee went well with two Board members in attendance. After Mr. Lipari spoke, they commented. The committee is interested in what the Board is doing and we received positive comments from the Councilors as well as SPD and PBA officials.
- b. Report on TNT meetings: Valley, Wednesday, February 13, and Northside, Wednesday, February 27; several Board members attended the meetings. The meetings provide a way to meet and distribute information for residents who may not feel that they need the services of the CRB or simply do not know what we are all about. There are eight TNT groups and at the April meeting we will provide a list of future meeting dates and times to make an effort to have the Board represented at a meeting of every group.
- c. SharePoint update: The City's Information Systems office figured out a way to set this up and is working on our CRB SharePoint web-based file sharing

system page and it should be ready in mid-March, but definitely by next month's meeting. At that point, case files for hearings will be in a database for which members will have an account and password to access. This will alleviate the need to e-mail the information to panel members.

- d. IA Pro update: Mr. Lipari shared a price quote covering costs for IAPro software, the leading Professional Standards software used by public safety across the USA, Canada, New Zealand and Australia. The software will allow the CRB to share information with SPD. Since the software is already used at SPD, we will not have to pay as much as the City already owns a license. The total for IAPro Professional Standards Software and Services is \$4,700.00 and includes: unlimited-use site license, unlimited number of users, unlimited number of workstations, installation, pre-Load of employee information, discounted cost of maintenance based upon Syracuse PD current use, two days on-site training, and IAPro User training and system configuration with core users. The first year of annual maintenance is provided free of charge. The annual maintenance fee commencing the second year of ownership is \$900.00. The agency's annual maintenance cycle will not commence until training occurs. Annual maintenance is provided on a year-to-year basis and can be discontinued at any time. This price quote will remain in-effect through December 31, 2013.
 - e. February 2013 case statistics: Twelve cases were received in February for a total of 29 received so far this year. If the pace continues and picks up as anticipated in the summer, it may be necessary to hire the contract investigator sooner than expected. At least ten cases will be presented in the next few meetings to make sure a backlog does not develop.
6. On motion made and seconded, the meeting recessed for Public Comment
 7. Discussion Items
 - a. Policy Recommendations for Annual Report: Mr. Lipari shared the following list as possible items for policy recommendations that will be included in the 2012 Annual Report:
 1. Securing doors/windows after forced entry
 2. Property receipts
 3. Complaint procedures (no retaliation)
 4. Addressing civilians
 5. Unfounded allegations require no report
 6. Recusing officers from cases where there is a personal connection
 7. Disciplinary Matrix
 8. Use of Force Continuum
 8. On motion made and seconded, the meeting recessed for 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