

**City of Syracuse
Citizen Review Board
Meeting Minutes
Thursday, May 1, 2014
5:30 PM to 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>
Adan, Haji A.	X			Mack, Raheem	X			Pearson, Betty L.	X		
Barber, William	X			Masella, Joseph	X						
Horan, Carole J.	X			Stuart-McIlvain, Sarah		X					
Jennings-Bey, Timothy	X			Timmons, Tafara Blake	X						
Levine, Louis	X			Turner, V. Diane	X						
Livingston, Mallory	X			Lipari, Joseph L.	X						

On Thursday, May 1, 2014, 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.

Mr. Masella introduced and welcomed Haji A. Adan as the new CRB member, replacing Donna Oppedisano. Mr. Masella shared Mr. Adan's bio. City Clerk John Copanas swore Mr. Adan in prior to the meeting.

1. On motion duly made by Ms. Horan, seconded by Ms. Livingston and adopted, the Board approved the Minutes of the April 3, 2014 Board meeting.
2. Chairman's Items
 - a. Proposal for Public Awareness contract – The question of how to effectively inform the public about the CRB was discussed. The board decided to solicit proposals from advertising and public relations firms for particular services to include an e-newsletter template, a mid-size color poster, a bus advertisement, and media training for the administrator. The Administrator reported that the city contract process requires the submission of three proposals from three different firms. Ms. Timmons asked if anyone considered social media. The Chairman reported that one of the firms the CRB is working with has proposed establishing and maintaining a Facebook page, but it may not reach all communities. Mr. Adan suggested contacting existing leaders and organizations in the community to assist in facilitating public meetings. One group is the Refugee Alliance through the Gifford Foundation. Ms. Timmons suggested we have something we can leave at community centers and libraries. Mr. Lipari pointed out that Mr. Mustafa Robinson regularly shares information regarding CRB meetings with the city

libraries. Ms. Livingston wanted clarification on why we are looking to spend money in this regard and how to justify the expense if someone were to ask. Ms. Horan suggested tapping into the local colleges for students who need to complete a project for their studies. Mr. Jennings-Bey proposed networking with designated agencies that will provide information on the CRB to their clients.

- b. Discussion on media relations – The question of how the CRB should interact with the media was discussed. The Chairman stated that generally, Mr. Lipari deals with the media as issues arise. Ms. Livingston suggested Mr. Lipari receive formal media training as part of the public awareness contract currently being discussed.
 - c. Update on Notice of Claim issue – The Chairman reported that discussions continue with Corporation Counsel on how to resolve the issue of CRB access to SPD documents and disciplinary findings when a Notice of Claim is filed.
3. Administrator's Report
 - a. Response to Annual Report – Mr. Lipari discussed responses to the release of the CRB Annual Report of 2013.
 - b. Report on April 14 budget hearing – Mr. Lipari stated that no changes were made to the CRB budget. The 2014-2015 budget will remain the same as 2013-2014.
 - c. Monthly Financial Report – Mr. Lipari shared the updated breakdown of expenditures for the year.
 - d. April 2014 case statistics – Mr. Lipari reported that nine new cases were received in April 2014. The total received in 2014 is 33. Seven cases will be reviewed during Executive Session.
 4. Committees
 - a. Report on review of hearing procedures for cross-examinations by ad-hoc committee – The committee members, Ms. Livingston (chair), Mr. Barber and Ms. Timmons, shared proposed changes to the hearing procedures. The vote to adopt the changes will take place at the June meeting.
 5. Public Comment

Mr. Mustafa Robinson feels the CRB should invite Chief Frank Fowler to a hearing and that the CRB should utilize CENTRO buses as one avenue for advertisement/public awareness. Mr. Mikiel Anderson inquired about the hiring of a part-time investigator, community outreach, Board training, quarterly reports and the website. Mr. Mark

McKenzie suggested that high schools be included in target groups for information on the CRB as the younger community can provide word of mouth advertising.

6. Meeting continued in Executive Session – at the conclusion of the Executive Session, Mr. Lipari and Ms. Pearson were asked to leave Council Chambers. Mr. Masella reported to the Board on his efforts to secure an increase in compensation for the Administrator. Mr. Masella informed the Board of his discussions with Councilor Pamela Hunter, who had conferred with her colleagues on the Common Council regarding the matter. Mr. Masella stated that according to the Councilor, her colleagues on the Council did not believe it was appropriate to move funds from the furniture/equipment budget line to the salaries line as a way to provide funds to increase the Administrator's compensation. Mr. Masella also reported that Ms Hunter had told him that her colleagues on the Council also felt that the budgeting process had reached a stage at which it would be inappropriate to consider an increase in the Administrator's compensation at this point. Mr. Masella stated that he would recommend that his successor as Chair consider seeking a compensation increase for the Administrator during the next budget cycle. A brief conversation ensued among the Board members about the Administrator's compensation.

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

Respectfully submitted,

Betty L. Pearson
Typist II, Citizen Review Board