

**City of Syracuse
Citizen Review Board
Meeting Minutes
Thursday, November 7, 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			Common Councilor			
Levine, Louis			X	Timmons, Tafara Blake	X			Hudson, Helen	X		
Livingston, Mallory			X	Turner, V. Diane	X						
Mack, Raheem	X			Lipari, Joseph L.	X						

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

- a. Mr. Masella introduced and welcomed William “Bill” Barber as the new CRB member, replacing Demetria Gammage. Mr. Barber was sworn in prior to the meeting. Mr. Barber shared his background, highlighting his professional life in law enforcement, private security and top-secret government security clearance.
- b. Board Action Items
 - a. On motion duly made by Ms. Timmons, seconded by Ms. Horan and adopted, the Board approved the Minutes of the October 3, 2013 Board meeting.
 - b. Mr. Lipari presented proposed language for new by-laws on revisiting/reopening old cases of the previous CRB that were never resolved and reinvestigating a case from the current CRB only upon request and under specified conditions to be determined if new information develops. Policies were discussed but the vote was tabled until the December 2013 meeting.
- c. Chairman’s Items
 - a. Evaluation of Administrator by Committee of Five – The process is in the works with Mr. Masella developing a draft document that will be distributed to the committee members on the Board then to the other two committee members then the rest of the Board and Mr. Lipari.
 - b. Set of CRB Improvements for 2014 to keep with our goal of operational excellence:

- Mr. Masella introduced Mr. Harrison “Harry” Williams of Bousquet & Holstein, Attorneys, PLLC, who shared his background and how he will be of assistance to the CRB by providing hearing training and serving as additional outside counsel
 - New file distribution timeframe and pre-hearing conference call – We are looking for ways to improve the hearing process and to get the case documents to panel members earlier
 - Hiring of as-needed year-round investigators – We will be looking to secure individuals on an as-needed basis.
 - Training on assessing physical injuries and intoxication – Mr. Lipari is working to identify medical experts who could train the board on understanding and interpreting injuries and the effects of various forms of intoxication
 - Outreach to Bar Associations & Social Workers – Mr. Lipari is working to build inroads with the local Bar Associations
- c. Recognition of Ms. Pearson – In acknowledgement of Bosses’ Day (October 16) 2013, Messrs. Lipari, Masella and Mack received a letter from the Syracuse Chapter of the International Association of Administrative Professionals (IAAP). In the letter from Lynne Paulson, Chapter President, she thanked them for the support and encouragement they give Ms. Pearson and shared that Ms. Pearson serves as the chair of the nominations committee and is a certified Microsoft Office Specialist. Mr. Lipari went on to announce that Ms. Pearson’s first anniversary of employment with the CRB was that day to which everyone responded with congratulation.
4. Administrator’s Report
- a. 3rd Quarter Report is soon to be released. The two highlights are that written responses were received from Chief Fowler and three cases, which is less than normal, were sustained
 - b. Five of next year’s board meetings to be held in each Council district – Mr. Lipari asked the District appointees to identify a location to hold a regular Board meeting in their district. It can be a school, community center, library or any location that a TNT meeting is held.
 - c. Mr. Lipari informed us that the website now features the ability to be translated into different languages with the click of a button.
 - d. He also shared that he spoke at the Westside Residents’ Coalition meeting on November 4.
 - e. October 2013 Case Statistics
Four new cases were received in October. The total received in 2013 is 97. Ten cases will be reviewed during Executive Session.

5. Committees

a. Board Training & Development – Ms. Horan, Mr. Levine and Ms. Oppedisano

- Adding additional member to this committee – Mr. Barber will be added to the committee
- Begin preparing CRB Annual Training/Strategic Planning event

6. Public Comment

Councilor Helen Hudson thanked the Board for a job well done. Mr. Mikiel Anderson inquired about the Police Liaison Committee, the use of force policy and police training for Board members. Ms. Yvonne Griffin read a statement.

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