



**Executive Committee Meeting
Friday, January 22, 2016
COAB Office
421 SW 6th Ave., 5th Floor
3PM-5PM**

DRAFT MINUTES

In attendance:

Bud Feules
Philip Wolfe

Update from the COAB Chair:

- Avel Gordly has resigned from the Executive Committee
- Kathleen will provide a summary of the COAB retreat
- New COCL/COAB office space: 525 NE Oregon street, Suite 250
- CEOPS meeting last night: reviewed initial draft of Speaker's Bureau presentation with slide show, CEOPS will train people to present.
- Kathleen thanked everyone who contributed to the last COAB meeting, which she felt went well. She's looking for innovative ways to liven up the meetings.
 - Laura's suggestion: to mention James Chasse, whose killing started the ball rolling for the Settlement Agreement.

Work Plan Review

- Behavioral Health Unit (BHU) presentation — We heard the officers present, but what about people who have been in crisis and worked with the BHU?
- Bud wants Captain Uehara to be in attendance. They expressed concern that too much was glossed over in Captain Uehara's last presentation. Bud would like COAB members to have the opportunity to ask prepared questions.
- Recommendations: Assess how the COAB is changing recommendations (value-based vs. technical recs)
- February: Both the Mental Health Crisis Response (MHCRS) and the Data Systems, Use of Force and Compliance (DSUFCS) subcommittees working on recommendations to PPB

Directives 630.45 (Emergency Custody Transports) and 870.20 (Custody and Transportation of Subjects).

- March: Community Engagement and Outreach workshop with Earl Blumenauer, who's expressed interest in doing this with the COAB. This is an opportunity for the COAB to have a conversation with each other and community members in the room but also with the City, in general through broadcasting the meeting and through the media.
- April: COCL report presentation, community policing presentation by Dr. Rosenbaum; possibly Dr. Moreland-Capuia presenting on trauma-informed care
- There are no hard deadlines driving May.
- Sean said he'd like to hear from people with lived experience; Amy noted that NAMI will be presenting on this.
- Mandi will email out recently posted PPB survey
- A suggestion was made not to have Uehara to present before the BHU presentation. Amy will find out Uehara's availability.
- Nancy expressed concerned that the COAB wasn't focusing enough on the PPB Directives.
- Bud noted the Executive Committee's job is to facilitate the work of the COAB. It doesn't dictate or influence content of what the subcommittees do, unless it were to step outside the bounds of the Settlement Agreement.

Upcoming COAB Agendas

- Philip suggested to moving public comment to after the COAB discusses each recommendation along with a general public comment period. Mireaya noted the importance of public comment and helping community to be involved and felt heard. Kathleen agreed but asked the Executive Committee to keep in mind how this would affect time and the agenda.
- *January 28th*: COAB will vote on the remainder of recommendations 102215, 111215
- *February 11*: BHU and NAMI presentations: explore feasibility. Dr. Watson will also present on stigma.
 - Ann noted that public comment on the February 11 agenda is currently before presentations. Ann would like more of an opportunity for both the COAB and the public to comment, have a discussion, interact. There is value in interacting. Bud noted that the agenda could also delineate time for Q&A.
- Sean asked how the COAB considers/incorporates relevant information on events that happen between meetings or bring up an issue to the board where action could be taken.
 - Bud said that when someone from the public tells the COAB something that could be actionable, the COAB should do it and then follow up with the public. Bud thought the COAB had an obligation to consider it in Executive Committee and see if it could fit into a future agenda. Kathleen said she agreed but that in doing so the board would be creating paperwork for which the office was not staffed. Sean suggested the board could create a "parking lot" of issues.
 - Laura said she agreed with Kathleen but wanted to encourage COAB and COCL to uphold the Constitution and so people could have their three minutes and not make commentary about their comments. She asked the subcommittee to keep in

mind that people attend with mental health issues and these meetings can be difficult for them.

Discussion of Work Processes

Setting of priorities (in order)

1. Creating membership guidelines for COAB
 - a. Membership Packet: Board members' terms end next January. Kathleen has emailed COAB members her ideas for what to put in a membership packet that would go to new members, including the COAB bylaws, expectations and ground rules. Kathleen will provide this packet at the next Executive Committee meeting for review.
 - b. Amy noted that there have been discussions with AMAC, the City and the DOJ on how to replenish alternates as well as new members once the current board member's terms end.
 - c. Discussion on an informational session for applicants before they accept so they know what they're getting into.
2. Delineating subcommittee chair responsibilities so that there is consistency across subcommittees
3. Filling subcommittee Membership: CEOPS, Accountability

Document Accessibility

- Carol noted that documents can be offered in an alternative format, like such as audio formats.
- Judy Prosper from the City Attorney's Office clarified that someone can make a request for documents in particular formats. The City will evaluate the request for reasonability, then accommodate the request. She also noted that COAB meetings are televised. She suggested that during announcements at the beginning of COAB meetings, staff can remind people they can ask for accommodations.
- Carol pointed out that some — for example, people who don't read — shouldn't have to ask because of the stigma attached prevents most from making the request. She said it would be valuable to put the Settlement Agreement on cassette so anyone can access it.
- Bud asked Philip if he would get feedback from the Portland Commission on Disability (PCoD) about if COAB should go beyond City policy. Should the COAB do more than simply respond to requests? Philip agreed to follow up with PCoD and report back to the Executive Committee.

Document Review: COAB Subcommittee Enrollment Form

- Kathleen suggested we say that COAB members "are expected to" rather than "required" to make the Settlement Agreement – we can't make them read it. Also, because it's a legal document, it's a document that some people can read easily and some not.

- Bud cautioned be careful of language that could possibly exclude someone who is not as easily able to read the document as others.
- Kathleen observed that there are multiple questions within in each question and suggested the format allow people to check for each question.
- Rather than asking, “How much time are you willing to work?”, Kathleen suggested informing people what the minimum amount of time is, then let them know the expectations in the question so they’re clear about those expectations.
- Sean said people also should know the maximum amount of time they’ll be expected to work.
- Regarding the question, “Do you understand what the role of a city official?” Philip asked if community subcommittee members considered public officials. Judy Prosper said she thinks that if someone who volunteers but can’t vote and doesn’t contribute to quorum, they are likely not public officials — though it would benefit them to understand the role of public official. Philip brought up the issue of members of community members conversing over email. Judy said that just like with understanding the role of a public official, community subcommittee members should understand the reasoning behind public officials not discussing business over email, even though technically community members are not beholden to doing so, as well.
- Judy noted she did a two-hour presentation at the COAB retreat on what a public official is and said the City Attorney’s Office will be providing a comprehensive public official presentation moving forward for new members.
- Mireaya wanted to acknowledge members of public who would like to join subcommittees. Training and explaining is a way to acknowledging the people who are participating in this process.
- When will the Subcommittee Enrollment form be presented at full COAB? Amy noted documents like this don’t require a vote by the COAB and could go out as an informational piece to the board. Committee members agreed.

Reporting and Communications Process

- Primary feedback: There was concern that monthly reporting might be burdensome, Perhaps there could me a technological means to ease the process. Other feedback: some members didn’t think it was a valuable thing to do at all. The question was asked, Do we want to make a change to the doc to accommodate these suggestions or keep it as is?
- Kathleen felt the Executive Committee should have agreement from subcommittee Chairs. She’s concerned that not all want to do this. Can we find another way?
- Philip’s suggestion: Instead of reporting on paper, maybe we can complete a form online and submit to the Executive Committee Chair? It could be a simple, one page write up, which would also be helpful for doing reporting to stakeholders.
- Judy noted that forms help prevent private quorum conversations. Also if there isn’t time at the meeting, the writing is available.

Increasing Membership on Subcommittees

Motion

Philip moved to strike rule in the COAB bylaws that stipulates members can participate on a maximum of two subcommittees. The Accountability Subcommittee (AS) only has two voting

members. The subcommittee doesn't have a quorum to vote and will collapse it doesn't get additional members. Philip doesn't want voting COAB members to have a limit on how many subcommittees they participate in.

Discussion

- Kathleen noted there are rules on who can motion to rescind (Robert's rules).. suggestion we look at Robert's Rules...
- Mireaya: If people are willing to serve and had the time, I don't see anything wrong with sitting on more than one subcommittee but it might to lead to a few people doing everything. Their viewpoints and ideas could take over and might be too much power in the hands of a few. She doesn't feel comfortable making any kind of decision around this.
- Bud would like to take comments under advisement as the subcommittee can't take action today (no quorum).
- Philip said that if the rule doesn't change, he will need to resign from DSUFCS.
- Mireaya noted that CEOPS had a quorum and voted in a community member.
- It was noted that some COAB members were only on one subcommittee.
- Philip pointed out on AS, if only one of the two doesn't show up, nothing can get done. It's not enough to make a positive change.

What are ideas for solving the problem of low membership on AS?

- Merge AS back into DSUFCS.
 - Nancy noted that the community has flooded AS with attendance and it's a productive and working subcommittee. There is strength to this subcommittee on its own. Folding it into DSUFCS would lose quality results for the COAB.
- Sean suggested that all subcommittees look at accountability by using accountability as a lens in all subcommittees.
 - Amy pointed out that accountability is looking specifically at internal and external accountability systems of police bureau.
 - Kathleen felt Sean's idea had merit and was worth considering. There could be accountability categories for the subcommittees, they become a part of what each subcommittee does.
- Philip said he is willing to resign from DSUFCS.
- Kathleen noted that concerns have been expressed, including from the public to the COCL, about the functioning of AS and whether it's clear on goals and directions as they relate to the Settlement Agreement. How can the Executive Committee help bring SA back to its relationship with the Settlement Agreement and the COAB? What the subcommittee is doing currently seems to have little relationship to the goals of Settlement Agreement.
- Amy reminded that in the Subcommittee section of the Bylaws, it states that creation or changes to the subcommittee can be proposed to the Executive Committee by COCL or a majority vote of the voting members of the subcommittee.
- Deanna Wesson-Mitchell from the Mayor's Office Stated that the DOJ has asked the City to review the Accountability system, including the complaint system and everything that's happening under DOJ... so AS might not be reviewing the changes being made.

Committee members asked if they could see the work the City is doing; Deanna stated that the work is in process so there's nothing to share, yet.

- Philip warned that if AS falls apart, the community won't trust the COAB anymore.
- Kalei felt that, in addition to having the AS, there should also be quality controls that go across all subcommittees. Also, the COAB should have access to the work other accountability groups are doing. Why isn't the work the City is doing on accountability available online? Redundancy on the part of unpaid citizens is a sin.

COAB complaints

- Kalei asked if could the COAB could have a report on the disciplinary action of COAB members based stemming from complaints. So long as complaints are pending, it delegitimizes board members.
- Kathleen said the process is dependent on the complaints: two are in process of mediation; one requires investigation by a private HR entity who specializes in HR issues contracted for this purpose. That happened because people felt Kathleen shouldn't do it. Kathleen chose to recuse herself because people involved in the complaints were concerned she might be biased.
- Kalei felt that a complaint written on letterhead from PPB could be handled within the PPB. She stressed the importance of the public understanding how complaints are progressing. She said she won't tolerate personal attacks on COAB members by community members working to destroy things.

Bud motioned to end the meeting.

Philip seconds

Meeting adjourned.