



**Minutes of Wednesday, July 16, 2009 Meeting
5:30 - 7:30 p.m.**

Patrick Sainsbury, Chair:	P	Steve Freng, Member:	P
Tina Bueche, Member:	E	Martha Norberg, Member:	E
George Davenport, Member:	P	David Wilma, Member:	E
Sharon Dear, Member:	P	Michael Pendleton, Consultant:	P

(Absent = A, Present = P, Excused = E)

Guest(s): Kathryn Olson, OPA Director; Michael Spearman, OPA Auditor

The meeting was convened at 5:50 p.m.

The June 18 2009 minutes were adopted as amended.

Status Report – NACOLE Hosting Application

(Presenter: Kathryn Olson)

- Kathryn Olson and Tina Bueche have completed and submitted the application to hold NACOLE in Seattle in 2010
- Sheraton Hotel looks like the best bid at this point
- Binder from Seattle Visitors Bureau was submitted with the proposal
- SPD has committed to give \$10,000 for the conference
- OPA has committed to giving some money as well
- Fundraising will have to start ASAP, if Seattle is selected for the event
- Kathryn highlighted some sections of the application
 - p. 4 – Topics of conference
 - p. 8&9 – What issues has Seattle dealt with

Report on Meeting with Marvin Stern, Vice-Chair of the Seattle Human Rights Commission,

OPARB Role in Selection of SPD Chief

(Presenter: Pat Sainsbury)

Marvin Stern seems interested in working with OPARB. He is interested in holding public meetings about the SPD Chief selection. The commission's 2009 work plan is available on line at <http://www.seattle.gov/humanrights/workplan.htm>.

Question: "Is there anything the Board should be doing in the process to select a police chief?" Discussion:

- It would be a good idea to issue a statement of expectations of the new police chief for support of police accountability.
- When the interview process is down to three candidates, then OPARB may want to talk to the candidates and get involved more.



Contact List Report

(Presenter: Pat Sainsbury)

- Nancy Roberts made a contact with the Seattle Schools Director of Security. The Board agreed this is the best OPARB contact.
- Tina Bueche knows/will make contact Kate Joncas of Downtown Seattle Association and others mentioned by Bill Hobson of DESC.
- George Davenport will find out who the contact person is for Church Council of Seattle.
- Nancy Roberts will seek contacts at the YMCA, YWCA.

Discuss Work Plan and Next Steps

- Board agrees that the report should start with a mission statement. Pat Sainsbury and David Wilma will work on it.
- Pat Sainsbury
 - Recommends what work should be completed by December 2009
 - Add to the Work Plan: Review the user friendliness of OPA – Burgess e-mail language. The Board approved this.
- Michael Pendleton
 - Keep in mind the size of the work plan – emphasized multiple times
 - Process and structure – Some structure is needed to get the committees started – Michael can help
 - Boards & Commissions – Structure and communication process, between the whole board and the committees, needs to be defined
 - Reasons for reviewing cases:
 1. At service of work plan
 2. It's a good exercise to learn what cases look like
- Should the board keep on hearing from people/public/organizations?
 - Members hope it will continue
 - Michael Pendleton recommends working hard on the work plan for at least the next two months and easing off on the active speaker outreach at this time
- Committees
 - Make first 30 minutes at the beginning of OPARB meeting the time for committees to meet, formal board meeting being only 90 minutes
 - Once committees start their work, set up a system by which committees come back to the main board with their reports. Any committee may place issues, items on the agenda by alerting Pat Sainsbury.
- Communication
 - Ensure that everyone knows what's going on
 - For a while, have a short check in from the committees at the beginning of each meeting.
 - Eventually, go to monthly reports to the board, but no less than once a month.



Office of Professional Accountability Review Board (OPARB)

- Size of the work plan
 - Michael Pendleton emphasized multiple times to keep in mind the size of the work plan
 - Kathryn Olson asked the committees to coordinate their work with each other, so OPA doesn't get overwhelmed with requests and can remain helpful to all.
 - Maybe the work plan should be reviewed and primary and secondary objectives be set. This will be part of the committee work on August 5.

Next meeting - August 5, 2009

30 minutes – break into committees

90 minutes – work on the work plan

The group adjourned at approximately 7:25 p.m.

Notes taken by Zuzka Lehocká-Howell.

The next meeting will be held on August 5, 2009 at 11:30 a.m. – 1:30 p.m. in the Boards & Commissions Room, City Hall.