

MINUTES

Community Police Commission

Special Meeting

March 27, 2013

3:00 pm– 7:00 p.m.

Location: 901 5th Ave, Conference Room

Attendees: Claudia D'Allegri; Lisa Daugaard, Co-Chair; Kate Joncas; Bill Hobson; Jay Hollingsworth; Joseph Kessler; Diane Narasaki, Co-Chair; Tina Podlodowski; Marcel Purnell; Jennifer Shaw; Kevin Stuckey; Kip Tokuda; Rev. Harriet Walden; Rev. Aaron Williams

Absent:

Public: Onya Canmore

ANNOUNCEMENTS

Diane shared that John Page had resigned from the commission for health reasons.

Action items:

1. Staff will work with Co-Chairs to determine next steps for the vacancy.

TEAM BUILDING EXERCISE

All members answered the question:

“What has been the impact of race in your life growing up?”

Action items: N/A

PUBLIC RECORDS AND MEETING COMPLIANCE

Presentation by Jeff Slayton, City Attorney's Office

Open Public Meetings Act – All CPC meetings are open to the public except when meeting with less than a quorum. These same rules apply to email. These rules also include “formal” committees. It was recommended to never have a subcommittee fewer than five because you need a quorum of three thus two people can talk via phone. Individual proposals can be sent out to commissioners from the staff should not be responded to with “reply all.”The CPC can discuss hiring in executive session.

Retention of public documents – Need retention procedures in place for communications and documents.

Special Meetings – The rules for Special Meetings include: 1) Share time and location with media who request it; 2) Provide 24 hour notice; 3) Commissioner can

only discuss those items on the agenda; and 4) Notice must be posted at the door and include location.

Meeting times – Don't have to be regular meeting times by date, just posted.

Electronic media – The CPC could post a blog, which has regularly scheduled public access. Blog should only be available for Commissioners to write on.

Action Items:

1. Staff and Commissioners will investigate use of "seattle.gov" email addresses for all Commissioner and other options.

ELECTRONIC COMMUNICATIONS

Website – Commissioners are interested in looking into a separate webpage from the City. The website could be a repository for documents, could include a blog, and could be feedback mechanism for community.

Action items:

1. Commissioner will work with staff to determine funding availability.
2. Staff will arrange meeting with DOIT (Bruce Blood) and Commissioners Tina Podlodowski and Capt. Joe Kessler.

GROUND RULES, BYLAWS, AND VOTING

Commissioners reviewed both the Immigrant and Refugee and Seattle Human Rights Commission bylaws. Commissioners are looking at the Immigrant and Refugee bylaws as a starting template for their own bylaws. Notes include:

Preamble – Good approach, but need to add language from ordinance.

Expectations – Want to keep a section along these lines.

Co-chair appointment - How long? When would the first vote take place?

Add language for standing committee chairs appointed as needed by co-chairs.

Member roles – How do individual members represent their concerns?

Consensus is critical. Votes need a minority report.

Removal of commissioners – Two consecutive months of non-activity will trigger a conversation by the co-chairs with the absent Commissioner and a recommendation to the full Commission on next steps.

Emergency action - Add emergency action provision through phone meeting.

Quorum – Quorum is to be determined by the number of current members in good standing, not simply the total number of Commission seats (15).

Action Items:

1. Kate Joncas will present draft bylaws for the next meeting.
2. The Commission will vote on bylaws at their first regular meeting.

EXTERNAL COMMUNICATIONS AND MEDIA RESPONSE

Individual members do not represent the commission, but they can share information. Need distinction between formal and informal representation. Only co-

chairs can formally represent the commission unless co-chairs appoint other commissioners to play that role.

Action Items:

1. Commissioners requested quick training on working with the media.

COMMISSION STAFFING AND BUDGET

Commissioners reviewed the enabling ordinance for the creation of the Office for the Community Police Commission and discussed possible models for independence.

Action Items:

1. Jennifer Shaw and Tina Podlodowski agreed to meet with Wayne Barnett, Director for the Office of Ethics and Elections to discuss the structure of their organization and its costs and benefits.
2. The job position for the Director of the Office of the CPC will be shared with all Commissioners.

OPA Hiring Process

Commissioners discussed the Mayor's Office proposal for them to participate in the hiring of the new OPA Director. Commissioners expressed some concern regarding independence, as they will need to review OPA structures in the future. More discussion time was requested

Action Items: N/A

MEETING DATES AND LOCATION

Commissioners discussed potential meeting times for their regularly scheduled meetings. Commissioners agreed to meet twice a month for three hours on Wednesdays from 9 am – 12 pm.

Action Items:

1. Staff will follow-up with Commissioners to confirm which Wednesday's of the month work best.