

**Police Department Master Plan Process Subcommittee
Meeting Agenda**

2:00-3:00 Nov. 12, 2020 via Zoom

In attendance:

- Process Subcommittee Members: Junie Joseph, Bob Yates, Mallory Kates, Marina La Grave
- Staff: Pam Davis, Justin Greene, Maris Herold, Sarah Huntley, Curtis Johnson, Chris Ranglos, Wendy Schwartz

Welcome, introductions, getting to know team members

Notes:

- Committee members and staff introduced themselves and shared background information relevant to the Police Department Master Plan process

Project Overview and Role of Master Plan Process Subcommittee

Notes:

- Review of purpose of Police Master Plan Project and general city master plan process. Will have separate meeting with Mallory and Marina to do a more in-depth review of city master planning.
- Role and responsibilities – Focused on process rather than the final content of the master plan, though subcommittee members will have opportunity to weigh in on content when not wearing their “Process Subcommittee hat.”
- Examples of Process Subcommittee work: Engagement windows – how are we approaching people during those windows, the questions we’re asking, methods used to ask them, the timing of feedback.
- Two-way information sharing relationship: community subcommittee members offering the city their expertise about approaches to public process. Also offer a broader circle of community connections and can serve as ambassadors to those connections about the process and how to participate

Structure and public access to meetings, relationship to staff core team

Notes:

- Meetings will take place the second Thursday of the month at 2:00 though there may be instances when dates need to change.
- Notices about meetings, Zoom links and agendas are posted on the Process Subcommittee website. Similar to in-person procedures, there is not a public comment period during the meeting.
- Community members can contact subcommittee through subcommittee email address: BPDPProcessSubcommittee@bouldercolorado.gov.
- Staff core team is working on different aspects of the project all of the time and interacts with the Process Subcommittee by bringing plans and products that are process-related for review and guidance. Sometimes that will include sending information for review between meetings.

- Need further discussion on building Spanish language awareness and accessibility to Master Plan Process Subcommittee information. Staff will have follow up meeting with Marina on this subject. Ideas discussed included:
 - Materials to translate
 - Ways to reach Spanish-speaking staff with questions
 - Link to Spanish hub website
 - Plan roadmaps (project plan and timeline) in English and Spanish
 - Creating “asset maps” – partners and groups throughout the community that can help with outreach
 - Engaging Spanish language media

Next Steps for Process Subcommittee work

- Dec. 10 and Jan. 14 meetings – Draft Project Plan and Timeline
- Feb. 9 City Council Study Session – focus on Project Plan and Timeline