

## **Police Department Master Plan Process Subcommittee**

### **Meeting Notes**

2:00-3:00 Sept. 24, 2020 via Teams

#### **In attendance:**

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

#### ○ **Introductions – Name and role on team**

Notes:

Police Department Master Plan Core Team

- Wendy Schwartz – Project Manager
- Maris Herold – Police Chief
- Curtis Johnson – Deputy Police Chief
- Chris Ranglos – Master Planning Coordinator
- Justin Greene – Finance Coordinator
- Pam Davis – City Manager’s Office Lead
- Sarah Huntley – Community Engagement Strategy Lead
- Aimee Kane – Equity Manager

#### ○ **Process Subcommittee Role – Review and discuss draft document**

Notes:

- Subcommittee approved document language on role. Description will be posted on Police Department Master Plan website when it launches week of Sept. 28.

#### ○ **Role of community members in crafting process**

Notes:

- Recruit two community members join Police Department Master Plan Process Subcommittee.
- Community members will serve as advisors and ambassadors on master plan process with emphasis on community engagement process, as described in Process Subcommittee role.
- Members of Chief’s Community Engagement and Dialogue Panel will be encouraged to apply. This panel provides the most similar function to a department advisory board, which has been used to provide community input to other department master plan process subcommittees.
- Email application process similar to Racial Equity Engagement Working Group with key questions:
  - Why do you want to be on the Police Master Plan Process Subcommittee?

- Which community groups and populations do you have relationships with and how would you act as an ambassador to those groups to help them engage with the Police Department Master Plan process?
  - Police Master Plan Process Subcommittee meetings are tentatively scheduled for the second Thursday of each month from 2:00-3:00 pm via Zoom. Would you generally be available at this time?
  - Do a press release to invite applications.
    - Be clear that role is focused on process, not master plan content.
    - Information regarding this process will be provided to council for Oct. 2 Heads Up.
  - At Oct. 29 Process Subcommittee meeting, applications will be discussed by subcommittee members and Master Plan Core Team staff to select additional members.
  - Community member selections for the Police Master Plan Process Subcommittee will be discussed at the Nov. 10 City Council meeting.
  - Future subcommittee meetings will take place via Zoom with opportunity for members of the public to observe, with the schedule posted on project website and city calendar.
  - Create Police Master Plan Process Subcommittee email address.
  - Meeting summaries to be posted on project website.
- **What the team has done so far and what to expect for the next meeting**

Notes:

- Determined scope of project – Transformation vs minor update to 2013 plan
  - Work of subgroups on draft project plan
    - Purpose and background
    - Project goals
    - Scope
    - Deliverables
    - Stakeholder ID
    - Public Engagement Process overview
    - Timeline
    - How decisions will be made
  - Next subcommittee meeting – Review community committee member applications
  - November meeting – Review draft project plan
- **Meeting scheduling, logistics**
- Next meeting 2:00-3:00, Thursday, Oct. 29
  - Following meetings – 2<sup>nd</sup> Thursday of each month from 2:00-3:00