**Police Department Master Plan Process Subcommittee**

**Meeting Summary**

12:30-1:30  Jan. 27, 2022 via Zoom

In Attendance:

* Process subcommittee Members: Rachel Friend, Tara Winer, Marina La Grave
* Staff: Wendy Schwartz, Pam Davis, Sarah Huntley, Carey Weinheimer, Amy McMahon, Maris Herold

Updated timeline

* Not many changes from the original timeline. Some of the changes to highlight:
	+ The move of the one-pager schedules for ICAT/Use of Force and this is almost complete.
	+ There will be a few more one-pagers moving around. Specifically the Workload Analysis, Staffing Analysis and Crime Science Strategy
	+ The RFP for the consultant will be finalized soon but the actual award will be in March to follow procurement policies.
	+ Next touch point with council possible for April depending on content.
	+ Consultant report will be due in early August instead of July based on the later start.
	+ A second draft plan is expected for release in September with final revisions in October and Council Approval in November.
* Comments/Questions from committee members:
	+ NA

Consultant Request for Proposals (RFP)

* Goals of the RFP:
	+ Consultant to manage engagement window 4 to ensure feedback on the 1st Draft of the plan
	+ Produce a statistically valid survey
	+ Manage input opportunities on first draft outside of the statistically valid survey option
* Comments/Questions from committee members on the goals:
	+ Suggest a consultant that knows specifically how to reach the LatinX community – forums that can help build trust sometimes work better than surveys
	+ Bilingual, safe space with qualitative experience
	+ Preference for facilitators for events that represent audience
	+ Ensure the surveys have simple questions and are understandable
	+ Include Chief in some opportunities

Next steps, planning for next meeting

* Updates on consultant procurement process
* Update on work on draft plan and plans for future council check ins