**Police Department Master Plan Process Subcommittee**

**Meeting Notes**

12:30-1:30  Mar. 31, 2022 via Zoom

**In Attendance:**

* Process subcommittee members: Rachel Friend, Tara Winer, Marina La Grave
* Staff: Sarah Huntley, Wendy Schwartz, Carey Weinheimer, Pam Davis, Amy McMahon, Aimee Kane

**Update on RFP results and next steps:**

* We received 4 proposals for the survey and engagement support needed for next steps. We reviewed and scored the RFPs and are pursing contract negotiations with the National Policing Institute. Wendy, Sarah, Carey and Gastonia were the staff team that reviewed the proposals. National Policing Institute is able to work with a diverse population and have the technical skills to complete our requests. We wanted both community engagement strengths and survey strengths.

**Timeline update based on adjusted procurement schedule:**

* It will be closer to mid-April to start the work with the consultant instead of March.
* Staff recommend removing the reviewing of the draft Reimagine Policing plan with subcommittee since it represents content vs. process.
	+ Want to ensure that that processes for master plan subcommittees is consistent across the organization.
	+ Determined we will check-in and share drafts with subcommittee members to ensure that the final decisions makers are comfortable with how the plan has addressed the previous steps of the process.
* General feedback on process with consultant - host events/workshops for specific groups of people to get as much participation as possible.
* Wants to change how the city gets information and participate more. It’s important to get more lived experience and use more face-to-face, one-on-one conversations instead of generic, hard-to-understand surveys.
	+ Council is always invited to engagement events.
	+ Have consultant work with leaders in the community to help determine the best location to hold these workshops.
	+ Important to make space for whatever is best for the community and if that takes more time, then that is what needs to happen.
* Need to work with the consultant on getting a draft engagement plan earlier in May for subcommittee to review before the engagement window opens in June.
* About 3 weeks has been added to complete the public engagement window, survey/engagement, and draft plan to final.

**Heads Up update – incorporating federal agreements into master plan feedback:**

* Discussed Heads Up to council – draft not complete as questions had come up.