

LOCATION: *Harrison Community Club – 3000 W. Third St*

MEMBERS Present:

	David Baker		Katherine Eagle	x	Renee Van Nett
	Patricia Behning Oakes	x	Gabriel Green	X	Bob Grytdahl - Staff
x	Doug Bowen-Bailey	X	Blair Powless		

Absent with Notice Katherine Eagle

Absent without Notice: Patricia Behning Oakes, David Baker

Liaisons to DPD: Lt. Jeff Kazel, Deputy Chief Robyn Rosier

Guests: Brian Jones, Tom Maida, Dan Pearson, Matthew James Ridnt, Richard Harbaugh, Kathleen Spencer,

Call to Order: President Van Nett called meeting to order at 5:16 pm.

Welcome – Introductions were made. Vice-President Green was attending via phone conference.

Minutes: Motion: To approve July 2013 minutes MSP (Powless/Bowen-Bailey)

Motion: To make August meeting notes public and post them on the web site. MSP (Bowen-Bailey/Powless)

Training: Discussion about potential need for future training. We will keep this under consideration but not topic was brought forward at this point.

Public comment : Members of Occupy wished to bring a complaint forward. Information was provided to them regarding the process for filing a complaint.

Committee Reports

Public Relations Committee

- o Blair drafted a document to be included on the city web site explaining complaint process to the community. We will review and bring changes to be voted on next month.
- o TV interview: Gabe received a request for an interview with a TV station. He invited them to cover our public meeting. We will create a document of what we are wanting to share regarding the process of filing a complaint and the role of the Duluth Citizen Review Board. We will use this as a basis for the interview – and hope that we can arrange having both Doug and Gabe present at the interview
- o The Hillside: Doug will draft an article explaining about the complaint process.
- o Discussed about putting the information that focused on the complaint process; Our mission and core values. Doug will draft an article that can also be used for tv interviews..
- o *Meeting with the Mayor:* Gabe and Blair met with Mayor Ness. Have at least one resignation we needed filled. Asked expectations from the Mayor – he said he wanted the board to be well trained and the people on the board to be fair or even-handed. Also showed him a draft of info that could be on the city web page re: web statement. Blair has worked on incorporating the Mayor’s ideas.

Strategic Planning Committee

- o Developing protocol for receiving & reviewing complaints
 - Will set up a meeting with Terry Lehrer from the City Attorney’s office in the next couple of weeks;
 - Doug will send the document to Terry and Robin and Jeff.

Correspondence: None

Approved:

Report from DPD liaisons

- Robynshared that his perspective is that confusion about the complaint process might be more about role of DCRB than in how to file a complaint;
- A lot of big name trials happening at the same time – a lot of staff time devoted to that.
- Just completed new hires – 8 new people brought on board.
- Will bring summary data on complaints received the past 5 years so the board can see numbers of complaints;

Other Business

Items for Orientation Handbook - None

Board Composition/Transitions – Renee, with the assistance of the Executive Committee, will review attendance for all the board members and then make a recommendation based on it. Renee will review this and bring it to the Executive Committee and have a criteria for determining the minimum necessary level of attendance for staying on the board with reference to Section 27 as named in the ordinance. (Note: Doug looked for Section 27 and couldn't find the relevant section.

Preparing annual report for City Council – Renee will contact Patrick Boyle to see what type of report they want.

Announcements: None

Agenda for Next Meeting

Review board attendance (Missing 3 consecutive meetings without valid excuse) and then make a recommendation to mayor. Renee will review this.

NEXT CITIZEN REVIEW BOARD MEETING:

Tuesday, October 22, 2013

Location: Washington Center Bob will work on this.

DRAFT Agenda for October 22, 2013

Location: Washington Center

5 pm – Social Time

5:15 pm - Call to order

1. Welcome
2. Roll call
3. Approval of June minutes
4. Training (topic to be determined)
5. Public comment
6. Committee Reports
 - a. Public Relations Committee
 - b. Strategic Planning Committee
 - Developing protocol for receiving & reviewing complaints
 - c. Executive Committee
 - Board transition/request for new members
7. Correspondence
8. Report from DPD liaisons
 - a. Update on complaint process raised in September public comment
9. Other Business
 - a. Items for Orientation Handbook
 - b. Report for City Council

Approved:

- 10. Announcements
- 11. Agenda for Next Meeting

NEXT CITIZEN REVIEW BOARD MEETING:
Tuesday, November 26, 2013

Approved: