

**City of Syracuse
Citizen Review Board
Meeting Minutes
Thursday, May 2, 2019
5:30 PM to 7:30 PM
Common Council Chambers
Public Comment - 20 minutes at 6:30 PM**

<u>Name</u>	<u>P</u>	<u>A</u>	<u>Name</u>	<u>P</u>	<u>A</u>	<u>Name</u>	<u>P</u>	<u>A</u>
Carter, Mae	X		Nilsson, Lori	X				
Santana, Priscilla		X	Natale, Dana	X				
Nelson, Mary	X		Ryans, Clifford	X				
Holmes, Hatisha	X		Grinnals, R.Daniels	X				
Kutz, Ruth	X		Brunson, Cynthia	X				
McCarthy, Peter	X		Releford, Ranette	X				

On Thursday, May 2, 2019, the City of Syracuse Citizen Review Board (CRB) held an open, stated meeting at 304 City Hall in the Common Council Chambers.

Peter McCarthy, Board Chair, called the meeting to order and announced that the meeting was being held pursuant to notice and that a quorum was present.

1. On motion duly made by Ms. Carter, seconded by Mr. Ryans, and adopted, the Board approved the Minutes of the April 4, 2019, Board meeting, with no corrections, all agree except Ms. Holmes, who abstains.
2. Chairman's Items
 - a. Mr. McCarthy introduced the new Board member, Cynthia Brunson. The CRB now has a full eleven-person Board.
 - b. Mr. McCarthy, Mr. Ryans and Ms. Releford attended the Common Council budget meeting. The Council did not reduce the CRB budget.
 - c. There will be a Board training on Saturday, May 11th from 10AM to 12PM.
 - d. Mr. McCarthy and Ms. Releford are looking into streamlining the Annual Report.
 - e. If you read the CRB ordinance, the CRB was never intended to be parties to lawsuits or be viewed as a liability to the City.
 - f. CRB Study – Theresa was granted her Doctorate from Cornell. Mr. McCarthy will speak with her about access to her study.

- g. Each Board member should reach out to the office and make sure the contact information on file is correct. Each member should try to provide two phone numbers.

3. Administrator's Report

- a. The CRB received 11 new cases in April 2019, bringing the 2019 total to 34. The Board will be reviewing five cases this evening.
- b. The first quarter 2019 report is done. 23 cases were received, 14 were processed and there was one hearing.
- c. The 2018 Annual Report is done, but the CRB needs to comment to Ms. Releford before it will be released.
- d. There are 73 outstanding cases from 2017-18. All complainants have been contacted to get good contact information. When complaints are generated at OOPS and there is a delay in them sending it to the CRB many times we cannot find the complainant, the CRB will then have to close the case. The whole complaint process SHOULD take 90 days between 30 days for OOPS review, 30 days for CRB review and 30 days to have the hearing. The Chief has a list of the outstanding 2017-18 cases.
- e. Monthly Financial Report – Ms. Releford shared the detailed breakdown of the year to date expenditures, including copier, calls from the jail, IAPro software bill and orders of medical records. There are two invoices from the investigator, PBI . Each invoice represents two cases at 6 ½ hours each for \$497.50 each. Mr. Ryans makes a motion to pay, Ms. Brunson seconds. Eight vote yes and two abstain.

4. Committees – a Committee list is provided. Ms. Kutz will be added to the Police Relations Committee. Mr. Grinnals moves we approve the list pending the addition of new member, Mr. Ryans seconds. Mr. McCarthy will provide descriptions of the committees before we assign any. Ten agree, one abstains.

a. Community Outreach

- i. G&L Printing has the lowest bid for t-shirts (\$800). G&L employs youth in the Community. Ms. Natale moves we purchase the shirts from G&L, Mr. Ryans seconds. Nine vote yes, one votes no.
- ii. Ms. Releford provides a list of parks that are in need of cleaning and suggests that the CRB members take part in cleaning a park each month, perhaps one in each District. All Board members should email their availability.

- iii. There is up to \$3,400 in the budget for bus signs. Ms. Releford provides a summary of five good places to install bus stop signs and suggests 20 bus signs. We will further research a spot on the east side. Ms. Nilsson moves we order and place the bus signs, Mr. Grinnals seconds. All approve.
- iv. On December 5, 2019, the CRB will make a presentation to the new SPD recruit class.
- v. The CRB intern, Jillian Janovic, presented a proposal for starting a CRB Youth Board. Thirteen youths from the Youth Summit expressed interest in being on such a Board. The current plan is to have eleven youths ages 12-18 on the board and selected by the Administrator from applicants on the CRB website. The CRB Ordinance in 1993 had a Youth Advisory Board. The 2001 Ordinance only mentions youth involvement. We will finalize a plan by September. Jillian's last day is Monday.

b. Police Liaison Committee

- i. Mr. McCarthy and Ms. Releford met with the SPD members. There are three SPD Officers appointed by the Chief. They agree we need to meet on a regular basis, perhaps four times per year.
- ii. The SPD Officers expressed concerns about complainants being able to embellish without consequence.
- iii. SPD is currently reviewing the Use of Force Policy.
- iv. The backlog of OOPS cases were discussed as was the summary of recommendations the CRB has made and they believe some have already been addressed.
- v. One person has been added to OOPS.
- vi. The possibility of not having OOPS investigate cases on which the CRB votes for no hearing was discussed.

5. New Business – Board training will happen this month.

6. Public Comment (6:30 PM)

- i. Sara Coors, who is a sign language interpreter and deals primarily with people with mental health issues in the criminal justice system, introduced herself.
- 7. Ms. Natale moves to move to Executive Session, Ms. Kutz seconds. Meeting continued in Executive Session.

During the Executive Session, the Board voted on the following cases to determine whether to forward the case to a CRB hearing:

Case Number: 16-012	Case closed for no response
Case Number: 16-085	Case closed for no response
Case Number: 18-023	Hearing
Case Number: 18-030	No Hearing
Case Number: 18-031	No Hearing

On motion duly made, seconded and unanimously adopted, the Board adjourned its meeting.

Respectfully submitted,

Dana Natale
1st District Appointee, Citizen Review Board

Public Comment/Notes:

