

**City of Syracuse  
Citizen Review Board  
Meeting Minutes  
Thursday, January 5, 2023  
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>
Pratt, Harry	x		Carter, Mae		x	Brunson, Cynthia	x	
Bey-Wright, Jah-Quan	x		Holmes, Hatisha		x	Favata, Joseph	x	
Levy, Richard	x		Marrero, Jose		x	Nilsson, Lori	x	

On Thursday, January 5, 2023, the City of Syracuse Citizen Review Board (CRB) held an open, stated meeting at 304 City Hall in the Common Council Chambers.

Ms. Lori Nilsson, 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 Mr. Joseph Favata, seconded by Mr. Richard Levy and adopted, the Board approved the Minutes of the December 8, 2022 meeting.
2. Board Action Items
  - a. Committee appointments will remain the same unless a change is requested.
  - b. The Board voted unanimously to appoint Mr. Richard Levy as its chair and Ms. Lori Nilsson as its vice-chair.
  - c. Ms. Mae Carter has resigned her post as secretary and the Board needs to elect someone to succeed her. Meeting minutes must be detailed and professional as they are made available to the public. The task is made easier by a template and the aid of a recording. The matter is tabled for now.
3. Chairperson's Items
  - a. Board members should consider a separate email account for their CRB matters so as not to miss out on scheduling hearings and community engagement events.
4. Administrator's Report
  - a. We are still working on producing the 2021 annual report. That year the administrator took maternity leave and the legal secretary departed. We did not hire a replacement until July 2022 and are now undertaking another search for a legal secretary. Nevertheless, our funding increase allowed us to almost double the number of cases issued to our private investigator. The 2022 report is due by the end of March, and we anticipate finishing the 2021 and 2022 report by that deadline.
  - b. With budget season approaching, we are scheduling a public safety committee meeting for a year in review and discussion of the types of budget requests that

- will be made this year. The Board is encouraged to attend. Some of the issues we plan to raise include hiring additional staff and ensuring we have the necessary office space upon changing buildings.
- c. There are about fifteen hearings to schedule.
5. Committee Reports
- a. Board Development and Training – The Board voted unanimously to approve three office Staff and Board members to attend the Zero Abuse Project Summit in Orlando, Florida. The cost is discounted if payment is made before the end of this month. Expenses will draw from the training and travel budget line. The Board will be provided with a detailed expense breakdown.
  - b. Community Outreach and Public Education – The community engagement coordinator has been in touch with community groups and agencies to get the CRB's information out. We are considering online videos to promote the Board.
  - c. Government and Police Relations – There is a police liaison committee meeting scheduled for February. We are in the process of scheduling a public safety committee meeting in anticipation of the budget cycle.
6. Public Comment (6:30 pm)  
n/a
7. Meeting continued in Executive Session.

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

Respectfully submitted,

Michael Britton  
Citizen Review Board

Public Comment/Notes:

Case Number:	Yes	No	Hearing	No Hearing
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