

**APPROVED MINUTES**  
**POLICE CITIZEN REVIEW SUBCOMMITTEE**  
**April 9, 2025**  
**Meeting Held Remotely via Zoom**

Members present: Keith Bidwell, Interim Chair; Rachel Schlein; Joey Brunelle; Kaylin Kerina; Walter Bihumugani; and Randall Kilty.

Members absent: Xavier Botana

Staff present: Associate Corporation Counsel Avery Dandreta; and Tracy Boyd.

6:05 Call to order.

Introductions.

Election of Chair and Vice Chair.

Joey nominated Kay for Chair, Keith seconded. Kay accepted the nomination. Passage 6-0. Kay nominated Joey as Vice Chair, Keith seconded. Passage 6-0.

Motion was made by Joey and seconded by Keith to approve the March 12, 2025 meeting minutes. Passage 3-0.

Complainant Letter.

Joey suggested two edits to the letter and also shared a suggestion that Xavier would like the date of PCRS review of the IA investigation included in the letter. Kay suggested that Joey look at NACOLE<sup>1</sup> resources to research best practices around including the date of review in the letter and as a basis for possibly creating SOPS for the subcommittee in the future. Motion was made by Joey and seconded by Randall to adopt the letter pending two changes. Passage 6-0.

Training opportunities.

Kay will have a list of training opportunities ready for the next meeting and also spoke about the upcoming NACOLE conference (which will be held in October). Kay suggested that it may serve as an opportunity to have a committee member either present on the subcommittee's successes, or, attend the conference, either in person or virtually. Kay will send the link for everyone to explore the site. Kay also offered to look into funding from the City Manager's office. Rachel expressed interest in attending. Randall suggested follow-up learning if someone presents. Kay agreed and also suggested that attendees share what they learned with the entire subcommittee.

2024 Annual Report.

Joey has reviewed the template and he and Xavier will be meeting next week. Joey is waiting on the data from Rachel. It is possible that they will have a draft ready for the next meeting.

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<sup>1</sup> NACOLE is the acronym for the National Association for Civilian Oversight of Law Enforcement.

New ordinance update.

Avery shared that the City Council will hold a public workshop on this topic on June 30. Everyone can attend in their individual capacity.

PCRS email discussion.

Joey asked if the PCRS email could be forwarded directly to the members of the group eliminating the Corporation Counsel intermediaries. Randall offered to help develop committee SOPs. Keith suggested adding an auto reply to the PCRS email. Joey offered to follow up with Rachel regarding this idea.

No public comment was offered.

Topics for next month's meeting agenda.

- PCRS introductory letter review
- Training opportunities
- Annual report update or tentative draft
- NACOLE discussion
- Drafting a letter to the City Council re: new ordinance
- Possible case

7:02 Motion was made by Keith and seconded by Walter to adjourn. Passage 6-0.