## POLICE CITIZEN REVIEW SUBCOMMITTEE

**December 8, 2021**
**Meeting Held Remotely Via Zoom**

Members present: Emily West, Chair; Reggie Parson, Vice Chair; Kaylin Kerina; Rev. Lewis; Anne Hardcastle; Tim Smith

Members absent: Sarai Manyiel

Staff present: Anne Torregrossa (joined mid-way); Tracy Boyd

6:00 Call to order.

Motion to adopt minutes of November 10, 2021. Second. Roll call vote 5-0.

No public comment was offered.

Chair West suggested the PCRS look at the letter to Charter Commission after reviewing the recommendations the Charter Commission Subcommittee sent to the PCRS, which the Subcommittee did.

Vice Chair Parsons believes that the Charter Commission needs to be educated as to what the PCRS does.

Rev. Lewis pointed out the letter presupposes the elimination of the City Manager position, as it outlines that the PCRS would report to the City Council.

The PCRS next reviewed the draft letter to the Charter Commission from the PCRS.

Ms. Kerina did not feel that the language in the letter needed to be changed, based on the amount of time the group has given, she felt that the PCRS could demand the Charter Commission meet with them.

Ms. Hardcastle stated that the letter invites conversation which needs to be had.

Vice Chair Parsons doesn't believe the letter needs changes. He suggested sending it to the Interim City Manager when transmitting to the Charter Commission.

Reverend Lewis suggested including the PCRS work product with the letter.

Chair West suggested attaching the 2020 PCRS Annual Report and the Community Survey to the letter.

The group discussed inviting the Charter Commission members to their February 9th meeting, and Rev. Lewis questioned who would create the agenda for the February meeting along with the format of the meeting, i.e., a Q & A format.

Vice Chair Parsons thinks that the chairs of both the PCRS and the Charter Commission should connect to set an agenda.

Ms. Hardcastle suggested that the letter be emailed to the Charter Commission and offer the Charter Commission members an opportunity to add additional agenda items to the February agenda.

The PCRS discussed and made revisions to the letter to the Charter Commission letter.

Motion to approve the letter to the Charter Commission. Second. Roll call vote 5-0.

Chair West moved onto the next agenda item, the PCRS memo to the City Manager regarding the PCRS survey summary.

Ms. Hardcastle asked if the group needed to draft a separate letter to the City Manager requesting time to speak, and Chair West suggested the group "cc" the City Manager on the email with the letter to the Charter Commission.

Rev. Lewis suggested inviting the City Manager, the Charter Commission, the City Council, and the Mayor to the February PCRS meeting.

The group made edits to the memo, as reflected in the final version.

(Mr. Smith joined the meeting.)

Motion to approve the memo to the City Manager, as amended. Second. Roll call vote 5-0, Mr. Smith abstaining.

Chair West began to speak about goal setting, then asked the group if they should table the goal setting and go into Executive Session.

Rev. Lewis questioned when public comment would be allowed.

7:12 Motion to move into executive session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2021-009; Second; Roll Call Vote 6-0.

7:21 Out of executive session.

Motion to find that IA 2021-009 was fair; second; roll call vote 6-0.
Motion to find that IA2021-009 was thorough; second; roll call vote 6-0.
Motion to find that IA 2021-009 was timely; second; roll call vote 6-0.
Motion to find that IA 2021-009 was objective; second; roll call vote 6-0.

Chair West asked the Subcommittee for input on goal setting for 2022.

Ms. Kerina suggested that someone draft goals, then present to the committee to approve.

Mr. Smith suggested moving the timeline up of the preparation of the Annual Report and offered to help with preparation of the Annual Report.

Ms. Kerina suggested addressing community engagement and making meetings more accessible.

Ms. Hardcastle suggested an awareness campaign.

Ms. Kerina asked when meetings will be in person again. Chair West said the meetings will remain remote and suggested that the group get creative with some ideas for community engagement.

Chair West suggested ride alongs and laying out the various trainings that are available. Vice Chair Parsons suggested members set deadlines to hold themselves accountable for the training piece and include that data in the Annual Report. Rev. Lewis disagreed with the idea of mandating training, but thought it would be a good idea for members to set training as a goal for themselves. Rev. Lewis also thinks that the PCRS should stay engaged in the Charter Process. Rev. Lewis suggested inviting presenters to the PCRS meetings.

Chair West suggested requesting presentations for particular issues the group identifies.

Ms. Hardcastle suggested a list for what presentations are available to the group, and when.

Rev. Lewis requested changing the meeting to stop at 90 minutes with the provision that if the meeting was to go beyond 90 minutes, a vote would be needed to extend time. This would require a tighter meeting process if they incorporate a hard stop at 90 minutes.

Vice Chair Parsons asked what the group is doing next month.

Chair West responded saying that there is one case to review and that the group should discuss the agenda for the February meeting.

Ms. Hardcastle suggested setting the agenda with specified time to discuss each agenda item.

7:37 Motion to adjourn; Second; Roll Call Vote 6-0.