

CITIZENS' PANEL FOR REVIEW OF POLICE COMPLAINTS AND USE OF FORCE SPECIAL MEETING MINUTES

November 7, 2023

1. CALL TO ORDER/ROLL CALL

Chairman Fagen called the meeting to order at approximately 5:00 pm.

Members in Attendance:

Chairman Laurie Fagen
Vice Chair Tamra Ingersoll
Panel member Gina Giammona
Panel member Dawn Vukadinovich
Panel member Flor Martinez
Panel member Joseph Yang
Panel member James Bogert
Panel member Jason Diefenbacher
Panel member Diane Mardis
Panel member Debra Schinke

Members Absent:

Panel member Christopher Heo
Panel member Carlos Lozano
Panel member Sam Enoch
Panel member Joshua Whitaker
Panel member Jill Slavin

Staff in Attendance:

Kelly Schwab, City Attorney
Dan DeLong, City Clerk
Travis Feyen, Police Commander
Michael Prendergast, Police Lieutenant
Jeffery Fox, Police Detective
Ean White, Assistant City Attorney
Pamela Leon, Staff Liaison

1. APPROVAL OF THE MINUTES

a. Minutes of October 3, 2023

Vice Chair Ingersoll moved to approve the minutes of the July 11, 2023, Citizens' Panel for Review of Police Complaints and Use of Force meeting. **Panel member Schinke** seconded the motion.

The minutes were approved by **all Panel members** present.

2. Action Agenda

a. None

3. Discussion

Open Meeting Law Training, Conflicts of Interest, Public Records and Citizens' Panel for Review of Police Complaints and Use of Force Scope and Jurisdiction Training

Presented by Kelly Schwab, City Attorney and Dana DeLong, City Clerk

Kelly Schwab, City Attorney, and City Clerk, Dana DeLong, introduced themselves.

Kelly Schwab, City Attorney, presented the following presentation.

- Citizens' Panel of Police Complaints and Use of Force
- Agenda
 - Open Meeting Law
 - Conflicts of Interest and Public Records
 - Meetings Procedures
 - Jurisdiction of the Citizen's Panel
 - Role of Panel Members
 - Questions
- Open Meeting Law
- Public Bodies

Dana DeLong, City Clerk, presented the following presentation.

- What is a Meeting?

Kelly Schwab, City Attorney, continued the presentation.

- Unscheduled Public Appearances

- When Can a Public Body Meet in Private
- Executive Sessions
- When Can a Public Body Meet in Private?
- Can we discuss matters not on the agenda?

Dana DeLong, City Clerk, continued the presentation.

- Minutes, the official record of meetings
- Open Meeting Pitfalls

Kelly Schwab, City Attorney, continued the presentation.

- Serial Meetings or Splintering the Quorum
- Emails
- Social Media and Social Events
- What Happens if We Violate the Open Meeting Law?
- Conflicts of Interest
- How Do You Know if You Have a Conflict of Interest?
- What To Do if You have a Conflict of Interest?
- Conflict of Interest Law Violations

Dana DeLong, City Clerk, continued the presentation.

- Public Records
- What is a Record, What is not a Record?
- Who Has to Comply with Public Record Laws
- Boards and Commissions Records
- Email is a Public Record

Kelly Schwab, City Attorney, continued the presentation.

- Meeting Procedures
- Types of Meetings
- The Start of the Meeting
- Scheduled vs. Unscheduled Public Appearances
- Consent Agenda
- Action Agenda
- Briefing and Discussion
- The End of the Meeting
- Acting on Agenda Items
- Citizens' Panel of Police Complaints and Use of Force
 - Jurisdiction and Role of Panel Members
- Citizen Members

- Citizen Members Term
- Police Department Members
- Full Panels and Sub-Panels
- Powers and Duties
- Jurisdiction of the Citizens' Panel of Police Complaints and Use of Force
 - Bylaws
- Officers
- Meetings
- Field Trips
- Questions?

Panel members had general questions in regard to the Open Meeting Law Training presentation. The general questions were answered by Kelly Schwab, City Attorney and Dana DeLong, City Clerk.

4. CALENDAR/FUTURE AGENDA ITEMS

Next meeting will be Tuesday, January 9, 2024.

5. ADJOURNMENT

Panel member Vukadinovich moved to adjourn, seconded by **Panel member Diefenbacher**. The motion was approved by **all Panel members present**, and the meeting adjourned at approximately 6:50 p.m.

Approval Date of Minutes: January 9, 2024

Signature

Date