

Civilian Oversight Board Meeting

Open Session Minutes

Location: 1520 Market, Room 4029

April 18, 2016

4:16 pm

I. Call to Order: Meeting called to order at 4:16 pm by Chairman Stephen Rovak

II. Roll Call and Attendance:

Present: Jane Abbott-Morris, Bradley Arteaga (present by phone), David Bell (present by phone), Heather Highland, Lawrence Johnson, Stephen Rovak, Ciera Simril.

Also present were Nicolle Barton, Executive Director of Civilian Oversight Board; and Mark Lawson, Associate City Counselor; Dorothy Malone, Secretary; Louisa Lyles, Investigator; Aldin Lolic, Investigator.

MOTION

III. Roll Call vote to go into closed session for the following purposes:
Confidential communication with legal counsel concerning legal causes of action pursuant to Section 610.021(1), RSMo. Moved by Stephen Rovak.
Seconded by Jane Abbott-Morris to go into Executive session, with a roll call vote as follows:

Jane Abbott-Morris	Aye
Bradley T. Arteaga	Aye
David Bell	Aye
Heather Highland	Aye
Lawrence C. Johnson	Aye
Stephen H. Rovak	Aye
Ciera Simril	Aye

The Board, with a vote of 7-0 approved the motion.

Chair Rovak temporarily adjourned open session to go into Executive Session. The Board went into Executive Session at 4:21 pm.

Chair Rovak reconvened the open session at 4:55 pm

IV. Approval of Previous Open Meeting Minutes:
Mr. Rovak suggested that we approve the previous minutes from 03/28/16 and the minutes for the 04/18/2016 at the next meeting.

V. Approval of the Agenda for April 18, 2016

There was no discussion or objection to the approval of the open agenda.

Motion was made by Ms. Highland to approve the agenda for the 04/18/2016 meeting. The motion was seconded by Ms. Simril.

The Board, with a vote of 7-0 approved the motion.

VI. Old Business

A. Discussion and Vote on Operational and Procedural Manual.

There was no discussion or objection to the approval of the Operational and Procedural Manual.

Motion was made by Mr. Bell to approve the draft of the Operational and Procedural Manual as presented to the Board. Seconded by Ms. Simril.

The Board with a vote of 7-0 approved the motion.

B. Approval of changes to Survey Form-

Ms. Abbott-Morris asked if there could be a correction for month and year of birth only. The Operational and Procedure manual will be corrected to reflect changes to survey.

Motion was made by Mr. Arteaga to change the form from date of birth to month/year only by Executive Director. Seconded by Ms. Simril

The Board with a vote of 7-0 approved the motion.

C. Approval of changes to JCCF (Joint Civilian Complaint Form)

As discussion ensued, Mr. Johnson questioned the initials at the top of the form stating that they do not clarify enough for the public and him that the form can be jointly filed. Mr. Johnson stated that there needed to be a more definitive notation indicating designee or something on the face of the form to make evident that the complaint can be filed at COB and the police department. Ms. Simril suggested that the initials be placed in the box with the official office use only so as not to confuse the public.

A suggestion was made to approve the JCCF revised so that the initials will be moved from the upper left hand corner into the official use only box and that after the sentence: "you may submit your signed form in person to" (3 patrol divisions) will be identified by address, telephone number etc. and it can be mailed to the COB.

Ms. Simril moved for approval of the JCCF with the previously noted changes. The motion was seconded by Ms. Morris.

The Board, with a vote of 6-0 approved the motion. Mr. David Bell was not present for voting via phone. (Time call dropped unknown).

VII. Discussion of the Classification System

Mr. Bell returned via telephone for discussion @ 5:11 pm.

Ms. Barton (Executive Director) explained the ordinance calls for the COB to classify complaints via classification recommendation document. The ordinance specifies that complaints would fall under one of 6 categories. So the document has a heading and then identified them by definition. Ms. Abbott questioned where the 6 categories came from. Ms. Barton explained that she took the types of complaints specified in the ordinance and placed them into categories.

A motion was made by Ms. Simril to approve the classification recommendation document. Seconded by Ms. Highland.

Ms. Abbott-Morris questioned the terminology "department member". She was confused as to whom that was referring to. Ms. Barton explained that this refers to the St. Louis Metropolitan Police Department. Ms. Abbott-Morris stated she would like for it to be listed as SLMPD.

The previous motion was immediately withdrawn by Ms. Simril. Ms. Highland withdrew her second.

A motion was made by Ms. Simril to approve the classification recommendation document with revisions so that the term “department member” refers to the SLMPD will be reflected. The motion was seconded by Ms. Abbott.

The Board with a vote of 7-0 approved the motion.

VIII. Board’s input on data for tracking system

Ms. Barton explained that she was working with the IT Department to make sure that the COB office is tracking everything in accordance with the ordinance and everything that the COB would like to track in addition to that.

Ms. Highland asked how the COB office was going to track how many JCCF forms were unaccounted for. A discussion ensued about the need to develop a tracking system to account for the unaccounted forms. Mr. Rovak stated that the only way to track forms that are unaccounted for would be if someone stated that they filed a complaint and we never received it.

IX. Schedule Next Meeting

Next Meeting Date is Monday, May 16, 2016 @ 4 p.m.

A motion was made by Ms. Highland to adjourn the meeting. Seconded by Ms. Simril.

The Board with a vote of 7-0 approved the motion.

Meeting Adjourned @ 5:35 p.m.