

COMMUNITY POLICING ADVISORY BOARD  
ACTION RECAP  
SPECIAL MEETING  
AUGUST 7, 2013

---

**CONVENE / ROLL CALL:**

Chairperson Johnson called the meeting to order at 6:12 p.m. Board members present were Doris Brown, Frank Castro, Sal Gomez, Krista Gulbransen, Angela Haller, Chairperson Marcus Johnson, Vice Chair John Nichols, Vertis Whitaker, and Chief James Williams.

Absent were John Garvey, Barbara Hunter, and Renia Webb.

Vacancies are three mayoral appointments

Note: Recording devices (microphones) were not working in chambers. There is no official recording of this meeting.

1. **PUBLIC COMMENT / OPEN FORUM:** None

2. **ACTION RECAP:**

2.1. Member's Ground Rules Reminder

Chairperson Johnson briefly reminded the Board that they were operating under the "Do Our Best" Ground Rules" adopted during the July Retreat.

2.2. OPD Discussion

Chairperson Johnson provided a brief overview of the purpose of the agenda item; that it was an opportunity to have a conversation with all of the Area Commanders and when he learned that they could not all attend, he determined that the item should be postponed.

A motion was made that the Captain or a designated member of their command staff for each area be present at the September meeting. A friendly amendment made and accepted to ask the Special Resource Lieutenant to serve as the alternate in the instance that a Captain cannot attend.

There was no public comments.

Moved: Castro

Seconded: Gulbransen

Vote- Ayes (8): Brown, Castro, Gomez, Gulbransen, Haller, Vice Chair Nichols, Whitaker, and Chief Williams.  
Noes (1): Chairperson Johnson; Recused: none; Absent: Garvey, Hunter, and Webb

Motion passed

2.3. Committee Discussion & Confirmation

All four committees and its members will serve a one-year term. The Chair of the CPAB serves as an ex-officio member of each committee Chair Johnson emphasized the importance of the position of Chair and their responsibilities.

After brief discussion, Member Gulbransen will serve as Chair the Program Committee, Members Nichols and Haller will serve as Co-Chairs of the NCPC Resource Committee, Members Whitaker and Gomez will serve as Co-Chairs of the Fund Committee and Chair person Johnson will serve as the Chair of the Executive Committee.

Committees were asked start scheduling their meeting and to return to the board with committee mission statement and descriptive language that clarifies the committee work.

Public Speaker: Sidebotham

Chairperson Johnson confirmed committee appointments.

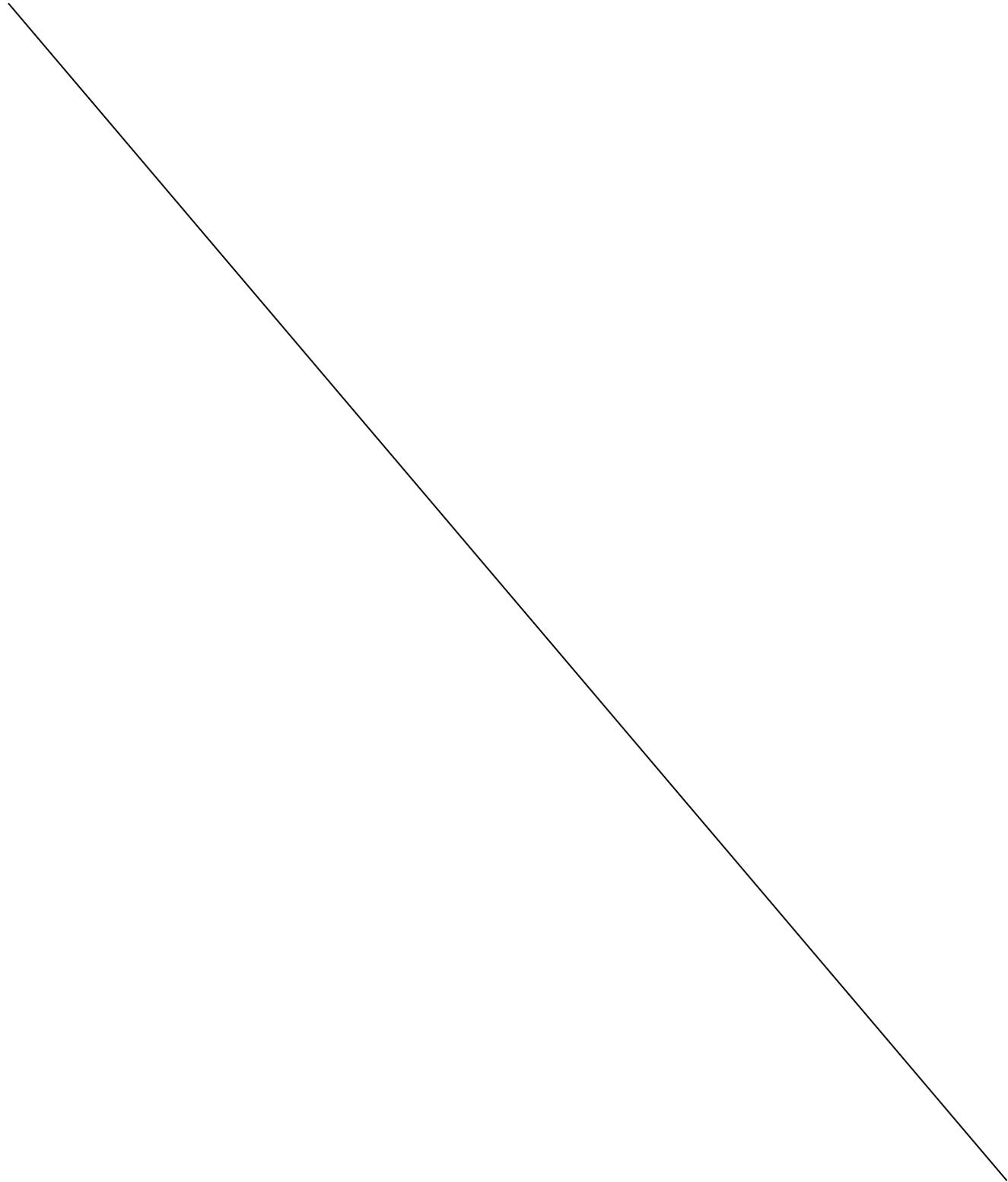
2.4. Agenda Building-Past Minutes

The Chair and Staff will work to determine OPD command staff and Consultant Wassermann availability for the Sept. 11<sup>th</sup> Meeting and adjust agenda accordingly.

Minutes for the previous May (corrected), June, July and August meetings shall be agendaized for the Sept. 2013 meeting

**NOTE: PAST MEETING MINUTES ATTACHED.**

**ADJOURNMENT-7:50pm.**



mj

COMMUNITY POLICING ADVISORY BOARD  
DRAFT MINUTES  
SPECIAL MEETING  
AUGUST 7, 2013

---

Chairperson Johnson called the meeting to order at 6:12.

It was noted that the microphones were not working in chambers so there would be no recording of the meeting and speakers would need to be mindful and speak loudly.

Members Hunter, Garvey, and Webb were absent.

1. Open Forum: There were no public speakers.

2.1. Ground Rules:

Chairperson Johnson briefly reminded the Board that they were operating under the adopted "Do Our Best" Ground Rules.

2.2. OPD; Conversation with 5 Area Commanders:

Chairperson Johnson provided a brief overview of the purpose of the agenda item; that it was an opportunity to have a conversation with all of the Area Commanders and when he learned that they could not all attend, he determined that the item should be postponed. Also, since the first Wednesday in September is right after Labor Day, the second Wednesday, September 11<sup>th</sup> looked better and four of five Captains are available at this point.

Member Castro stated that he was contacted by his Area Commander on Monday and was still under the impression they would be at the meeting. He voiced concern over the decision and asked what prevents this from happening again in September, why all 5 at the same time was so important, and how the decision was made.

Chairperson Johnson explained that his understanding from the July Meeting was that the Board clearly wanted all 5 captains at the same time and that there was concern over having a stand-in for any of them. He noted that in past instances when a stand-in was sent on a Chief's or Captain's behalf, they often received a lot of the Board's frustration and criticism but really don't have the authority to do anything about it. He also noted that it's possible that Bob Wasserman may be prepared to provide a follow up report in September which could be an added benefit to waiting.

Member Castro and Member Gomez asked what the protocol would be if were to happen again in September and Chairperson Johnson suggested one be established at the meeting.

Member Gulbransen suggested it would be a good idea to review the purpose of the meeting.

Member Castro stated that it was to avoid a presentation, and have a conversation in which each Board member had the opportunity to ask questions about community policing in their area.

Member Castro made a motion that the Captain or a designated member of their command staff for each area be present at the September meeting .

Member Nichols, citing an example of when a Captain failed to show up at his NCPD Meeting, raised concern about who shows up in place of a Captain. It was recommended that the Special Resource Lieutenant be the alternate since they manage the PSOs and use the SARA Database.

A friendly amendment was made to ask for the Special Resource Lieutenant to serve as the alternate in the instance that a Captain cannot attend. The motion passed with 8 yeas, and one No-Chairperson Johnson.

### 2.3 Committee Discussion:

Chairperson Johnson explained that according to the by-laws, he selects committee members and Chairs for each committee and the selection is a one year term. He noted that he serves as an ex-officio member of each committee but does not plan to attend all committee meetings on a regular basis. He also emphasized the importance of the position of Chair, as they are responsible for setting the meeting date, time, location, and agenda. He further stated that staff plays only a limited support role; namely assisting with meeting notice postings and room reservations.

Member Gulbransen added the responsibility of developing internal and external policies to the Executive Committees duties. After some questions it was clarified that this means the executive Committee both develops policies such as by-laws for how the Board co ducts itself as well as develops policy recommendations externally such as to the City Council, OPD, or other outside agencies.

Regarding the Fund Development Committee, Chairperson Johnson noted that part of role is to seek outside funding sources and the other is to determine how any funding is distributed. For example, the Program Committee may need funding for the reproduction of the newsletter.

Member Haller asked to be placed on both the Executive Committee and the NCPC Resource Committee.

Member Brown asked that she be given the opportunity to observe and wait a bit before being assigned a committee since she is so new.

Member Gomez asked that that committee chairs be experience members of the Board, not new such as himself.

Chairperson Johnson agreed with all of those requests and stated that he would chair the Executive Committee.

Member Gulbransen asked that a new roster be emailed out immediately for committee members to be able to communicate. She also, stated she would like to chair the Program Committee.

Members Nichols indicated he would be willing to chair the NCPC Resource Committee but was concerned about when his term expires and asked staff to look into this. It was agreed that Member Haller would co-chair the committee with him.

It was also agreed upon that Members Whitaker and Gomez would co-chair the Fund Committee.

Nancy Sidebotham, a member of the public, spoke about the need for the Resource committee to resume the process of NCPC re-certification soon as many groups were waiting for the opportunity to go through that process. Nancy Sidebotham noted that the NCPC Resource Committee had developed re-certification forms two years ago and should just bring those back as quickly as possible.

Chairperson Johnson shared that sentiment and said he would like each Board Member to state their priorities for the committees they are serving on.

Member Williams would like the executive Committee to focus on by-laws, policies, and direction, and the Resource Committee to focus on re-certification, NCPV by-laws, and assisting old NCPCs that have lost participation and areas where no NCPC exists.

Member Gomez said he wasn't really sure yet regarding the Fund Committee since there was no identified funding source for the Board at this point.

Member Gulbransen said she could help Member Gomez look at some grant opportunities; especially with her background in fund development. She noted that committee had not met in quite some time.

Member Castro stated that he wanted the Executive Committee to focus on by-laws and rules to help people better understand how the committees operate such as the “Do-our-Best” Ground Rules. Regarding external policies, he wants to nail down OPD policies regarding community policing. On the Program committee he wants to work on the website and newsletter.

Member Haller wants the resource Committee to bring the NCPC Ground Rules and certification processes brought up-to-date because she fears some groups may die off without that guidance and assistance. She noted that the most recent Area Advisory Board meeting she went to had only 8 attendees and that re-certification can help strengthen NCPCs.

Member Nichols agreed with what Member Haller prioritized for the Resource Committee and added that he wants to get information out to NCPCs in a more timely manner and conduct meetings that are better located for community members to attend such as the Eastmont Police station.

Member Gomez asked what re-certification was and Member Nichols explained the process by which NCPCs take steps to demonstrate they are operating under by-laws and conducting regular meetings, elections, and outreach. He noted that a lot of groups are overdue to go through this process.

Member Gulbransen commented that the committees represent how the Board does its work the other 29 days out of the month and that they develop recommendations that are brought to the full board for review and approval. She announced that the first meeting of the Program Committee would be on September 19<sup>th</sup> at 6pm.

Member Whitaker said that the Fund Committee obviously needed to focus on where and how to raise money and Chairperson Johnson added that developing policies for how money can be spent is also very important for that committee.

Chairperson Johnson said that he agreed with all of the priorities that people set including, and especially, his excitement about a newsletter. He also asked that each Committee Chair develop a mission statement for their committee.

Member Castro suggested the committees come up with more descriptive language about the committees work than what is in the by-laws while developing their mission statement.

Member Haller noted that asking “How can we be better board members” was a major discussion point at the retreat and the Executive committee should discuss this issue. For example, suggesting or requiring that new members go through the Citizens Police Academy would be a good idea. Others agreed with this idea.

#### 2.4. Agenda Building:

Chairperson Johnson stated that along with the 5 Area Commanders, Bob Wasserman from Strategic Policy Partners may be prepared to deliver his follow up- report with recommendations based on the series of Town Hall Meetings that took place in the spring. He asked Staff Person DeVries DeVries to elaborate

Staff person DeVries stated that Bob was delayed somewhat by the leadership change at OPD but was committed to bringing the report back, first, to the CPAB. He also noted that Mr. Wasserman had asked about combining the meeting again with the Measure Y Committee.

Chairperson Johnson expressed some frustration that staff mentioned this as he had already determined that they couldn't combine the meeting.

Member Castro stated that he felt it was fine for staff to mention this request as the Board has a right to be made aware of these decisions. However, he agreed that the agenda would be too full to have two boards addressing these two very important items—the 5 captains and Bob Wasserman.

Member Haller agreed with the decision.

Member Gulbransen asked if there was even time for both agenda items, suggesting maybe the captains should wait until October.

Member Haller proposed one hour for Bob Wasserman and the rest fro OPD.

Member Castro pointed out that if this was the final draft report, there would be a lot of interest in the meeting from NCPC members, and the press among others and he thought the room might be full.

However, Chairperson Johnson noted that since four out of five Captains have confirmed their availability for the September 11<sup>th</sup> date, and the conversation with Mr. Wasserman was inconclusive, he did not want to move the discussion with the Captains.

Member Castro asked the Chair to explain the point process agreed upon regarding the discussion with the Captains for the benefit of the members who were not there when the item was discussed, which he did.

Member Gulbransen encouraged that the past meeting minutes be made available as soon as possible for board members to prepare for the September meeting.

Nancy Sidebothem approached the Board and suggested they consider taking the meetings on the road to both East and West Oakland in the near future.

The meeting adjourned at 7:50pm.