



CITY OF MADISON POLICE CIVILIAN OVERSIGHT BOARD

Executive Subcommittee Meeting
Wednesday, May 19, 2021

Police Civilian Oversight Board (PCOB) Executive Subcommittee Wednesday, May 19, 2021 | Meeting Agenda

❑ **APPROVAL OF MINUTES for 4/21 meeting PUBLIC COMMENT**

1. Public Comment
2. Disclosures and Recusals

❑ **ITEMS TO BE CONSIDERED**

1. Chair Update: Robert's Rules, Meeting Protocols, Training Video:
<https://media.cityofmadison.com/Mediasite/Play/093e6734db7d4e83bcf2a010a80dd27b1d>
2. Review/update list of required and recommended PCOB training and meeting agenda topics
3. Review/Update list of future PCOB requested agenda topics
4. Next Steps in Independent Monitor Hiring Process

❑ **ADJOURNMENT**

Chair's Update: Progress to Date

PCOB Progress to Date

A. Established 2021 Priorities (1-3, with updates below)

1. NACOLE Training: I, II & III

- Completed 2 of 3, 4-hour sessions
- Final Session #3 | May 27, 2021

2. City of Madison Hiring Process Training – Complete

3. Hiring of Monitor & Staff

- Created of an Equity Task Force with specific charge - Complete
- Task Force Charge 1: Use the City of Madison's Equitable Hiring Tool to review and assess the position description used to recruit our 1st Independent Police Monitor – Complete
- Task Force Charge 2: Present recommendations to full PCOB for approval, prior to (3) advancing the position description to Common Council for action – Complete
- Task Force Charge 3: Draft supplemental essay questions included with job posting – Complete

B. Requested and received approval to increase the size of our Executive Subcommittee – adding Vice Chair and one additional Board members.

C. In lieu of creating another task force, PCOB delegated the design and drafting of our IM Recruitment and PCOB Community Engagement strategies to the PCOB's Executive Subcommittee (plus Jackie Hunt, as previously agreed)

D. Created and approved a Childcare Reimbursement Process, offering reimbursement to members who incur childcare expenses for legal dependents, during Full PCOB Meetings.

E. Tracked growing list of required and requested PCOB training and meeting agenda topics.

Chair's Update: Progress to Date, cont.

PCOB Virtual Meetings

- PCOB Meetings: 7 (1 Canceled)
- PCOB Executive Subcommittee Meetings: 4
- PCOB Leadership Team Meetings: 3
- PCOB Equity Task Force Meetings: 7 Meetings

So, we have ...

- Hosted 21 meetings (avg. 3 hours)
- Talked for countless hours outside of formal meetings – while honoring Open Meetings rules, of course!
- And -- authored way, way, waaay too many emails and text messages to count!

Thank you all SO MUCH for your commitment to our work!

2021 Police Civilian Oversight Board

Ananda E. Deacon

Ankita Bharadwaj

Anthony B. Cooper, Sr.

Isadore Knox, Jr.

Jacquelyn Hunt

Joshua Hargrove

Keetra S. Burnette, Chair

Maia E. Pearson

Rachel C. Kincade

Shadayra Kilfoy-Flores, Vice-Chair

Yesenia Villalpando-Torres

Keith A. Findley

Sheray L. Wallace



2021 PCOB Equity Task Force

Ankita Bharadwaj, Chair

Ananda Deacon

Anthony Cooper

Yesenia Villalpando-Torres

Tariq Saqqaf

Julie Trimbell

Karen Kapusta-Pofahl

PCOB Member, Racial Equity Task Force Chair

PCOB Member

PCOB Member

PCOB Member

Department of Civil Rights Equity Coordinator

HR Analyst

Common Council Legislative Analyst / PCOB staff

Step #1

CONDUCT SWOT ANALYSIS

Step #1 | Conduct SWOT Analysis | Wednesday, May 18, 2021

Step #2 | Prioritize responses to SWOT Analysis | Date: tbd

Step #3 | Draft Actionable Strategies | Date: tbd

Step #4 | Synthesize Actionable Strategies | Date: tbd

<p>STRENGTHS</p> <ul style="list-style-type: none"> - What do we do well? - What unique resources can we draw on? - What do others see as our strengths? 	<p>WEAKNESSES (Areas for Improvement, Challenges)</p> <ul style="list-style-type: none"> - What could we improve? - Where do we have fewer resources than others? - What are others likely to see as our weaknesses?
<ul style="list-style-type: none"> - Good communicators. - Diversity: beings, thoughts and perspectives - Lots of leaders 	<ul style="list-style-type: none"> - Lots of leaders - Lots of strong opinions - Lack of preparedness for meetings (pre-readings, updates, etc.) - Need to communicate directly may sometimes come across as abrasive. - Message delivery; not always understanding intent vs. impact - Move away from narrative that both sides are wrong - Move away from narrative that challenges are personal. - Interpersonal challenges (between individual members) - Parliamentary procedures interfering with meeting facilitation "progressive stacking."
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> - What opportunities are open to us? - What trends could we take advantage of? - How can we turn our strengths into opportunities? 	<p>THREATS</p> <ul style="list-style-type: none"> - What threats could harm us? - What is our competition doing? - What threats do our weaknesses expose us to?
<ul style="list-style-type: none"> - Better listening skills - Better understanding of Roberts Rules - Being more accountable to the Board and our community. - Reviewing missed meetings and reviewing materials discussed – if/when not present. - Team Building Exercises - Relationship Development with COB Stakeholders - Create & strengthen lines of communication between PCOB and all stakeholder groups. - Trust building between PCOB members. - Better meeting facilitation - Balancing of members voices "progressive stacking" 	<ul style="list-style-type: none"> - External Stakeholders questioning legitimacy of our Board. <ul style="list-style-type: none"> - Due to obvious tension during meeting discussions. - State Legislature & other external influences - Trust

REQUIRED & RECOMMENDED TRAINING TOPICS

1. NACOLE | 3, 4-hour sessions – In Process
2. City of Madison HR - Hiring Process - **Complete**
3. City of Madison EOC – Equitable Hiring Tool - **Complete**
4. Rules of Engagement re: work of other committees, boards - **Complete**
5. Code of Conduct – Ground Rules (re: the ‘isms) – Ongoing
6. Civilians’ Rights | Example: ACLU
7. MPD Training (New Officer, Use of Force, Polices & Procedures, etc.)
 - a. MPD Training topics | Marci Paulsen
 - b. De-escalation
 - c. ICAP – a type of de-escalation training (Chief Barnes)
8. 177 Recommendations | Update, develop PCOB review process?
 - a. Future recurring meeting topic
 - b. Update from Common Council
9. Team Building Exercises
 - a. Interpersonal Skills, Communication, Crucial Conversations
 - Roberts Rules offers some guidance
 - b. Retreat (In-person - following social distancing guidelines)
 - i. Ideas: Municipal Building – lunch or something
10. Trauma-Informed Care
11. Shadayra’s List of training topics 😊
 - a. NAMI’s Civilian Intervention Partners
12. Community Immigration Law Center (CILC) training re: navigating non-citizen rights.-

REQUESTED MEETING AGENDA TOPICS

PCOB Meeting Agenda Topics:

- PFC Hiring Process – used to recruit Chief of Police – Completed
- Body cam and Tear gas reports – Complete
- Update re: legal claim re: process by which PCOB was created - HOLD

PCOB Executive Subcommittee Meeting Agenda Topics:

- Identifying/Understanding the process by which non active members are replaced (if/when needed) - Complete

AGREED UPON ACTION ITEMS

1. Keetra to share documents from May 19th PCOB Executive Subcommittee Meeting - **Complete**
 - a. Responses to SWOT Analysis
 - b. Agreed Upon Action Items
2. Keetra to review and offer feedback on letter drafted by work group – In Process
3. Karen to PCOB Leadership Meeting: Karen, Mike, Shadayra and Keetra - **Complete**

Meeting Goals:

 - a. Discuss and plan next steps regarding concepts added to the list of “training topics to further clarify.”
 - b. Discuss responses to SWOT analysis and draft Actionable Strategies that leverage PCOB’s Assets (Strengths & Opportunities) to strengthen our Areas for Improvement and minimize our identified Threats.
 - c. Review, revise and finalize list of PCOB Community Partner Organizations.
 - d. Review and propose matches between PCOB Members and Community Partner Organizations.
4. Mike to share link to updated training video re: Robert’s Rules of Order
5. Mike to share presentation that accompanies updated training video.
6. Karen to connect with Finance Department to identify when we should expect quarterly updates regarding our annual budget and proposed requests for budget adjustments.
7. Shadayra to follow-up and connect with Maddi Reese and John Brown

Meeting Goals:

 - a. Share information re: PCOB and process to engage in our meetings as a member of the public.
 - b. Identify specific ways to engage them and their identified “communities” in our work.
8. **All Members, please reference the PCOB IM Recruitment & Community Engagement Plan for Additional Action Items**

2021 PCOB Independent Monitor Recruitment & Stakeholder Engagement Plan

PCOB Stakeholders (in no particular order) - Community - 20 COB Organizational Partners - Common Council - Mayor's Office - Madison Police Department		Potential Scheduling Challenges Week #1: June 7th - June 11th Week #2: June 14th - June 18th Week #3: June 21st - June 25th Week #4: June 28th - July 2nd Week #5: July 5th - July 9th Independence Day Observed: Monday, July 5th	Next Steps: 1. Review Plan 2. Identify additional Action Items 3. Clarify Roles / Responsibilities 4. Identify additional challenges/concerns 5.
	Week Begin - Week End	Goal / Message	Action Owner
Week #1	Monday, June 7th - Friday, June 11th	A. Introduce City of Madison's Civilian Oversight Board B. Share Progress to Date C. Share Next Steps: (1) Recruitment of Independent Monitor, (2) Community Engagement & Community Listening: 1. Partner Organizations: Serve on Interview Panels, Host Virtual Community Listening Session and Promote Independent Monitor Position 2. Community Members: Participate in Virtual Community Listening Sessions, Promote Independent Monitor Position	
	PCOB Member Responsibilities	A. Share PCOB updates with Partner Organizations, Personal & Professional Networks (Using Prepared Talking Points) B. Share Engagement Opportunities with Partner Organizations 1. Identify representee from Partner Organization to serve on interview panel(s) 2. Host Virtual Community Listening Session 3. Share & promote Independent Monitor Job Posting	PCOB Members
	Stakeholder Engagement (Information Sharing)	A. Mayor's Virtual Weekly Briefing Thursday, June 11th 11:00 am PCOB Representatives: Keetra, Shadayra B. Mayor's Blog (produced 4x/week) C. City Newsletter (approx. 1x/month)	Keetra Burnette Shadayra Kilfoy Flores Ruben Sanon
	Community Listening (Collecting thoughts, perspectives, etc.)	Community Listening: Schedule Zoom sessions PCOB Representatives: Keetra, Shadayra	Karen

2021 PCOB Independent Monitor Recruitment & Stakeholder Engagement Plan

PCOB Stakeholders (in no particular order)

- Community
- 20 COB Organizational Partners
- Common Council
- Mayor's Office
- Madison Police Department

Potential Scheduling Challenges

Week #1: June 7th - June 11th:
 Week #2: June 14th - June 18th
 Week #3: June 21st - June 25th
 Week #4: June 28th - July 2nd
 Week #5: July 5th - July 9th | **Independence Day Observed: Monday, July 5th**

Next Steps:

1. Review Plan
2. Identify additional Action Items
3. Clarify Roles / Responsibilities
4. Identify additional challenges/concerns
- 5.

	Week Begin - Week End	Goal / Message	Action Owner
	Community Listening (Collecting thoughts, perspectives, etc.)	Community Listening: Schedule Zoom sessions PCOB Representatives: Keetra, Shadayra	Karen
	Action Items	Message / Content Creation & Talking Points	Keetra Burnette Shadayra Kilfoy Flores Ruben Sanon
		Mayor's Virtual Weekly Briefing: Scheduling	Ruben Sanon
		Mayor's Blog: Content Creation Pulled from weekly talking points	Ruben Sanon
		Partner Engagement: Connect with PCOB Partner Orgs. to propose engagement options Community Engagement: PCOB members to connect with personal and professional networks	PCOB Members
Week #2	Monday, June 14th - Friday, June 18th		
	COB Member Responsibilities		
	Community Engagement (Information Sharing)		
	Community Listening (Collecting thoughts, perspectives, etc.)		
	Action Items:		