



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Agenda - Approved POLICE CIVILIAN OVERSIGHT BOARD

Thursday, May 26, 2022

5:00 PM

Via Virtual Meeting

NOTE: Quorum of the Common Council may be present at this meeting

The City of Madison is holding the Police Civilian Oversight Board meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

1. **Written Comments:** You can send comments on agenda items to PCOB@cityofmadison.com
2. **Register for Public Comment:**
 - Register to speak at the meeting.
 - Register to answer questions.
 - Register in support or opposition of an agenda item (without speaking).

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3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/watchmeetings>.

4. **Listen by Phone:**
(877) 853-5257 (Toll Free)
Meeting ID: 959 9158 7412

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Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnub ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Karen Kapusta-Pofahl, Common Council Chief of Staff, (608) 261-9159 or email PCOB@cityofmadison.com

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

1. [71695](#) Public Comment (5/26/22)

APPROVAL OF MINUTES

[71723](#) Draft Minutes (4/28/22)

Attachments: [Draft PCOB 22-04-28 Meeting Minutes.pdf](#)

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

ITEMS FOR CONSIDERATION

2. [71696](#) Re-Establishing PCOB Priorities
3. [71697](#) Update: May 19th Executive Subcommittee Meeting

Attachments: [Approved5-19-22 SubcommitteeAgenda.pdf](#)
[Draft Meeting Minutes_PCOB Executive Subcommittee.pdf](#)
4. [71699](#) Update: Taskforce to Review and Revise the IM Hiring Materials

Attachments: [Taskforce IM Hiring Proposal.pdf](#)
[5-18-22 Hiring Taskforce Agenda Approved.pdf](#)
[5-18-22 Hiring Taskforce minutes draft.pdf](#)
5. [71700](#) Update: Community Conversations
6. [71702](#) Requesting Additional Administrative Support from Common Council Office to Supplement Karen & Michaelyn's Work

Attachments: [Admin Support Proposal.pdf](#)

7. [71703](#) Action: NACOLE Annual Conferences

8. [71705](#) Action: Move June 23 PCOB Meeting to June 30

9. [71704](#) Update: Progress with Annual Report

10. [71706](#) Review / Update Requested Agenda Topics
 Attachments: [4.28.22 PCOB Requested Recommended Trainings Agenda Topic \(1\).pdf](#)

ADJOURNMENT



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 71695

File ID: 71695

File Type: Public Comment

Status: Public Comment

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/19/2022

File Name: Public Comment (5/26/22)

Final Action:

Title: Public Comment (5/26/22)

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71695

Title

Public Comment (5/26/22)



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 71723

File ID: 71723

File Type: Discussion Item

Status: In Committee

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/22/2022

File Name: Draft Minutes (4/28/22)

Final Action:

Title: Draft Minutes (4/28/22)

Notes:

Sponsors:

Effective Date:

Attachments: Draft PCOB_22-04-28_Meeting_Minutes.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71723

Title

Draft Minutes (4/28/22)



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Draft POLICE CIVILIAN OVERSIGHT BOARD

Thursday, April 28, 2022

5:00 PM

Via Virtual Meeting

NOTE: Quorum of the Common Council may be present at this meeting

CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:06 PM.

Ankita Bharadwaj arrived at 6:04 PM

Others Present: City Attorney Haas, Brian Pittelli, MPD Asst. Chief Patterson.

Present: 9 - Shadayra Kilfoy-Flores; Ananda E. Deacon; Joshua Hargrove; Rachel C. Kincade; Ankita Bharadwaj; Yesenia Villalpando-Torres; Maia E. Pearson; Jacquelyn Hunt and Sheray L. Wallace

Absent: 4 - Isadore Knox, Jr.; Keetra S. Burnette; Anthony B. Cooper, Sr. and Keith A. Findley

PUBLIC COMMENT

1. [71126](#) Public Comment (4/28/22)

APPROVAL OF MINUTES

A motion was made by Hunt, seconded by Deacon, to Approve the Minutes.
The motion passed by voice vote/other.

- [71133](#) Draft minutes (3/24/22)

DISCLOSURES AND RECUSALS

None

ITEMS FOR CONSIDERATION

2. [71122](#) Update from the Executive Subcommittee

The Board received a brief update from the PCOB Executive Subcommittee.

3. [71129](#) Update from the Taskforce to Review and Revise the IM Hiring Materials

The Board received a brief update on the progress of the Taskforce for Reviewing and Revising the IM Hiring Materials.
4. [71127](#) Update on the RFP for the Independent Monitor Recruiter and Next Steps

The Board discussed their options for next steps regarding the independent third party recruiter RFP with Brian Pittelli from Purchasing.
5. [71131](#) Overview of Amendments to MGO 5.20 Introduced at the 4/19/22 Common Council Meeting

Attorney Haas provided the Board with updates about the revisions to the ordinance creating the PCOB that were introduced at the recent Common Council meeting.
6. [70068](#) 2022 PCOB Member Term Expirations and Replacements

A motion was made by Deacon, seconded by Kincade, to keep Freedom Inc. and OutReach on the list of designated nominating community organizations. The motion passed by unanimous consent.
7. [71130](#) Action: Recommendation to the Common Council Regarding the Designated set of Community-Based Organizations

A motion was made by Deacon, seconded by Bharadwaj, to recommend to the Common Council to consider term limits so nominees aren't serving consecutive terms on the Board, effective immediately. The motion passed by unanimous consent.

A motion was made by Bharadwaj, seconded by Kincade, to make no changes to the designated set of nominating community organizations. The motion passed by unanimous consent.
8. [71132](#) Discussion: Office of the Independent Monitor Staff Hiring

A motion was made by Kilfoy-Flores, seconded by Kincade, to request to the Common Council to change the ordinance language to allow the Board to hire staff in the absence of an Independent Monitor. The motion passed by unanimous consent.
9. [70625](#) Future Agenda Items

Add youth engagement to the list of future agenda items

ADJOURNMENT

A motion was made by Villalpando-Torres, seconded by Hunt, to Adjourn. The motion passed by unanimous consent.



City of Madison

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Master

File Number: 71696

File ID: 71696

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/19/2022

File Name: Re-Establishing PCOB Priorities

Final Action:

Title: Re-Establishing PCOB Priorities

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71696

Title

Re-Establishing PCOB Priorities



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 71697

File ID: 71697

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/19/2022

File Name: Update: May 19th Executive Subcommittee Meeting

Final Action:

Title: Update: May 19th Executive Subcommittee Meeting

Notes:

Sponsors:

Effective Date:

Attachments: Approved5-19-22 SubcommitteeAgenda.pdf, Draft
Meeting Minutes_PCOB Executive Subcommittee.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71697

Title

Update: May 19th Executive Subcommittee Meeting



City of Madison
Agenda - Approved
POLICE CIVILIAN OVERSIGHT BOARD
EXECUTIVE SUBCOMMITTEE

City of Madison
Madison, WI 53703
www.cityofmadison.com

Consider:
Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?

Thursday, May 19, 2022

10:00 AM

Via Virtual Meeting

**Note: Quorum of the Police Civilian Oversight Board may be present at this meeting;
Quorum of the Common Council may be present at this meeting**

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Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Michaelyn Gibson, Department of Civil Rights, (608) 266-6577, or pcob@cityofmadison.com

AGENDA

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

1. Public Comment

APPROVAL OF MINUTES of the 5/4/22 meeting

DISCLOSURES and RECUSALS

ITEMS for CONSIDERATION

2. Update on the RFP for the Independent Monitor Recruiter and Next Steps
3. Update from the Taskforce to Review and Revise the IM Hiring Materials
3. Update on Draft of Board's 2021 Annual Report
4. 2022 PCOB Member Term Expirations and Replacements
5. Annual Conferences
6. Future Agenda Items

Link to list of future agenda and training items:

<http://madison.legistar.com/gateway.aspx?m=l&id=/matter.aspx?key=82656>

ADJOURNMENT



City of Madison

Minutes- Draft

City of Madison
Madison, WI 53703
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POLICE CIVILIAN OVERSIGHT BOARD EXECUTIVE SUBCOMMITTEE

Consider:
Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?

Thursday, May 19, 2022

10:00 AM

Via Virtual Meeting

**Note: Quorum of the Police Civilian Oversight Board may be present at this meeting;
Quorum of the Common Council may be present at this meeting**

CALL TO ORDER / ROLL CALL

Meeting called to order at 10:03am

Members Present: Keetra Burnette, Maia Pearson, Shadayra Kilfoy-Flores,
Isadore Knox arrived at 10:12am.

Others Present: Attorney Haas, City Attorney's Office, and Deputy Mayor Reuben Sanon.

Absent: Ankita Bharadwaj.

PUBLIC COMMENT

1. There was no public comment.

APPROVAL OF MINUTES of the 4/21/22 meeting

A motion was made by Kilfoy-Flores, seconded by Burnette, to approve the 4/21/22 minutes.
The motion passed by unanimous consent.

DISCLOSURES and RECUSALS

None

ITEMS for CONSIDERATION

2. Update on the RFP for the Independent Monitor Recruiter and Next Steps

Kilfoy-Flores, we did not receive any RFP applications for IM independent recruiter.

3. Update from the Taskforce to Review and Revise the IM Hiring Materials

Kilfoy-Flores shared the taskforce's proposal, the timeline and the steps, and is open to feedback.

- Recommend working with HR for recruitment and initial screening.

- Recommend to keep recruitment open for 6 weeks
- Recommend HR to email previous eligible applications with new posting for this process.
- Burnette noted that the Equity Analysis Tool completed in first round.
- Knox to share his feedback

2. Update on Draft of Board's 2021 Annual Report

Knox to share outline with Pearson, share draft update at the June 16, Subcommittee meeting.

3. 2022 PCOB Member Term Expirations and Replacements

Kilfoy-Flores, advised at last full board meeting, members voted to keep the same process, that the Common Council also do the same.

Burnette, check meeting minutes of full board meeting on 4/28 to confirm that action was taken on 2022 PCOB Member Term Expirations and Replacements. If, action taken, ask Attorney Haas, and or staff to draft a letter to send to the Common Council with our recommendations (refer meeting notes for what these items were). If action has not been taken, make sure at the next full board meeting, there is a topic to action on writing the letter to Common Council and documenting the recommendations.

4. Annual Conferences

Burnette put this item on the agenda for next full board meeting. Recommend, opportunity be first made available to the Executive Subcommittee, and note concern to keep attendance under six participants.

Kilfoy-Flores to follow up with CC Staff (Karen), and confirm administrative procedure, logistics and to confirm if cost is covered for members to attend conference. Secondly, find out if NACOLE credits can be transferred for members for the September conference.

5. Future Agenda Items

Burnette asked Kilfoy-Flores to be prepared to present on training proposal at the June Subcommittee meeting before it goes to full board meeting.

Link to list of future agenda and training items:

<http://madison.legistar.com/gateway.aspx?m=l&id=/matter.aspx?key=82656>

ADJOURNMENT

A motion was made Kilfoy-Flores, seconded by Burnette, to adjourn. The motion passed by unanimous consent to end the meeting at 11:18am.



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 71699

File ID: 71699

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/19/2022

File Name: Update: Taskforce to Review and Revise the IM Hiring
Materials

Final Action:

Title: Update: Taskforce to Review and Revise the IM Hiring Materials

Notes:

Sponsors:

Effective Date:

Attachments: Taskforce IM Hiring Proposal.pdf, 5-18-22 Hiring
Taskforce Agenda Approved.pdf, 5-18-22 Hiring
Taskforce minutes draft.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71699

Title

Update: Taskforce to Review and Revise the IM Hiring Materials

DRAFT INDEPENDENT MONITOR HIRING STEPS & TIMELINE PROPOSAL

1. Work with HR to recruit and initial screening

- a. Open for 6 weeks
- b. HR to email previous eligible applications with job posting for this process

2. Keep position description and job ad from previous round. Update relevant dates and details.

3. Send to at least the following for recruitment:

- City job website (Gov Jobs)
- City Affirmative Action Listserv – Free
- Bloomberg Philanthropies Spark Newsletter - Free
- Wisconsin League of Municipalities - Free
- La Follette School of Public Affairs at the UW-Madison - Free
- NACOLE - Free
- Neighborhood Centers – Free
- Madison Black Professionals Listserv – Free
- LaSup Listserv - Free
- Handshake – UW Madison & Marquette Law Schools - Free
- Association of Inspector's General - Free
- National Association of Black Law Enforcement Officers - Free
- National League of Cities \$250
- Capitol City Hues Newspaper \$123.90
- State Bar of Wisconsin \$150
- National Organization of Black Law Enforcement Executives \$300
- Mike Genacco - lead consultant with OIR Group
- LinkedIn
- Community Partner list
- City Equity in the Loop list
- Networking and Community Outreach by PCOB
- Post on OIM dept website
- Also send to list of recruitment firms we sent RFP to
- Emerging Local Government Leaders-\$?
- International City-County Management Association (ICMA)-\$?
- League of Wisconsin Municipalities-\$?

4. Supplemental Essay Questions and Benchmarks (unchanged)

Evaluators: PCOB Executive Subcommittee Members. Had to earn at least 50% of the total number points (188) to move on to next round.

5. Revised Oral Board Interview Questions and Benchmarks with Scorecard and Instructions

Evaluators: Recommending a combination of five of the following, depending on pool of available panelists: PCOB members, subject matter experts (Example: IM, former IM, Civilian Oversight member in other municipality, Civilian Oversight practitioner-like Mike Gennaco, criminal defense lawyer, public defender), and individuals from 22-27 year old age group and/or those with law enforcement interaction experience.

Rank all eligible candidates, move forward top 4 candidates.

6. Webinar format Town Hall forum with top 4 candidates and community audience. Pare down 7 Community Panel Questions from previous process by asking community members to rank top 3 questions and questions submitted ahead of time through a survey on the OIM website (forthcoming) and reviewed.

7. Collect community feedback before final PCOB interview. Full Board meeting to Debrief.

8. Final PCOB interview of op 3-4 and decision

Evaluators: Full PCOB

Timeline

5/26 Full Board approval of hiring proposal 6/1 Post job ad (open for 6 weeks-close Wednesday July 13)

7/14-15 Initial Screening (HR)

7/16-23 Evaluate Supplemental Essay questions (PCOB Exec Sub). Scores in on 7/24

7/25 Contact eligible candidates and schedule Oral Board interviews

8/1 Start Oral Board interviews

8/18 Town Hall

8/25 Scheduled PCOB Meeting-use for debrief of Town Hall

9/22 Full Board Interview and Decision



City of Madison
Agenda - Approved

City of Madison
Madison, WI 53703
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**POLICE CIVILIAN OVERSIGHT BOARD
TASKFORCE TO REVIEW AND REVISE
INDEPENDENT MONITOR HIRING MATERIALS**

Consider:
Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?

Wednesday, May 18, 2022

5:00 PM

Via Virtual Meeting

**Note: Quorum of the Police Civilian Oversight Board may be present at this meeting;
Quorum of the Common Council may be present at this meeting**

The City of Madison is holding the **Police Civilian Oversight Board Taskforce to Review and Revise Independent Monitor Hiring Materials** meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

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Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Karen Kapusta-Pofahl, Chief of Staff, Common Council Office, (608) 261-9159 or pcob@cityofmadison.com

AGENDA

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

1. Public Comment

APPROVAL OF MINUTES (5/4/22 meeting)

DISCLOSURES and RECUSALS

ITEMS for CONSIDERATION

2. Update on 3rd Party Recruiter RFP and Next Steps
3. Reviewing and Editing Proposed Hiring Timeline
4. Town Hall structure

CLOSED SESSION

When the **Police Civilian Oversight Board Taskforce to Review and Revise Independent Monitor Hiring Materials** considers the following matter, it may go into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., which reads as follows: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. If the **Police Civilian Oversight Board Taskforce to Review and Revise Independent Monitor Hiring Materials** does go into closed session, notice is hereby given pursuant to sec. 19.85(2), Wis. Stats., that it may reconvene in open session without waiting 12 hours as specified in the statute.

5. Review New Oral Board Benchmarks Structure
6. Review and Revision of Community Partner and Full Board Interview Questions and Benchmarks
7. Future Agenda Items

ADJOURNMENT



City of Madison

Minutes - Draft

City of Madison
Madison, WI 53703
www.cityofmadison.com

POLICE CIVILIAN OVERSIGHT BOARD TASKFORCE TO REVIEW AND REVISE INDEPENDENT MONITOR HIRING MATERIALS

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

Wednesday, May 18, 2022

5:00 PM

Via Virtual Meeting

**Note: Quorum of the Police Civilian Oversight Board may be present at this meeting;
Quorum of the Common Council may be present at this meeting**

CALL TO ORDER / ROLL CALL

Members Present: Shadayra Kilfoy-Flores, Maia Pearson

Members Absent: Isadore Knox

Others Present: Attorney Haas

PUBLIC COMMENT

1. Public Comment

APPROVAL OF MINUTES (5/4/22 meeting)

A motion was made by Pearson, seconded by Kilfoy-Flores, to approve the 5/4/22 minutes. The motion was passed by unanimous consent.

DISCLOSURES and RECUSALS

None

ITEMS for CONSIDERATION

2. Update on 3rd Party Recruiter RFP and Next Steps

The Taskforce discussed options for next steps on hiring a third party recruiter.

3. Reviewing and Editing Proposed Hiring Timeline

The Taskforce discussed and revised the proposed hiring steps and timeline.

4. Town Hall structure

The Taskforce decided on a Town Hall structure and clarified it on the proposed hiring steps and timeline.

CLOSED SESSION

The Taskforce adjourned without going into closed session or discussing the following items.

When the **Police Civilian Oversight Board Taskforce to Review and Revise Independent Monitor Hiring Materials** considers the following matter, it may go into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., which reads as follows: Considering employment, promotion,

compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. If the **Police Civilian Oversight Board Taskforce to Review and Revise Independent Monitor Hiring Materials** does go into closed session, notice is hereby given pursuant to sec. 19.85(2), Wis. Stats., that it may reconvene in open session without waiting 12 hours as specified in the statute.

5. Review New Oral Board Benchmarks Structure

Not taken up

6. Review and Revision of Community Partner and Full Board Interview Questions and Benchmarks

Not taken up

7. Future Agenda Items

Not taken up

ADJOURNMENT

A motion was made by Pearson, seconded by Kilfoy-Flores, to adjourn. The meeting adjourned at 6:26 PM.



City of Madison

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Master

File Number: 71700

File ID: 71700

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/19/2022

File Name: Update: Community Conversations

Final Action:

Title: Update: Community Conversations

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71700

Title

Update: Community Conversations



City of Madison

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Master

File Number: 71702

File ID: 71702

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/20/2022

File Name: Requesting Additional Administrative Support from
Common Council Office to Supplement Karen &
Michaelyn's Work

Final Action:

Title: Requesting Additional Administrative Support from Common Council Office to
Supplement Karen & Michaelyn's Work

Notes:

Sponsors:

Effective Date:

Attachments: Admin Support Proposal.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71702

Title

Requesting Additional Administrative Support from Common Council Office to Supplement
Karen & Michaelyn's Work

Proposal: Hiring Interim Dedicated Administrative Support for the Police Civilian Oversight Board (PCOB)

Position: Administrative Clerk 1 Hourly

Pay: \$16.80/hr

Hours: Up to 30 hours per week. Max. 1350 hours allowed per calendar year.

Hiring and Supervision: Common Council Chief of Staff Karen Kapusta-Pofahl will work with HR to complete the hiring, onboarding, and daily supervision of the staff member, in communication with PCOB Chair and Vice Chair.

Main Tasks:

1. **PCOB Staffing:** Full Board, Executive Subcommittee, and any additional taskforces. Agendas, minutes, notes, scheduling, follow-up; virtual and in-person meetings as needed.
2. **Administrative Support for Hiring of Independent Police Monitor Process:** Scheduling meetings, interviews, and town halls, other tasks as assigned.
3. **Administrative Support for PCOB Projects:** drafting documents, researching information, supporting of onboarding of new members, supporting new member recruitment process, other tasks as assigned.

Cost to PCOB/OIM Budget: Costs associated with this position will be paid from the PCOB/OIM budget.

- **Hourly Pay:** Up to \$22,680 in 2022.
- **Workstation furniture and equipment:** desk, computer, phone (stays with OIM after temporary position ends): City has a standard rate for these items TBD.



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 71703

File ID: 71703

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/20/2022

File Name: Action: NACOLE Annual Conferences

Final Action:

Title: Action: NACOLE Annual Conferences

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71703

Title

Action: NACOLE Annual Conferences



City of Madison

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Madison, WI 53703
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Master

File Number: 71705

File ID: 71705

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/20/2022

File Name: Action: Move June 23 PCOB Meeting to June 30

Final Action:

Title: Action: Move June 23 PCOB Meeting to June 30

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71705

Title

Action: Move June 23 PCOB Meeting to June 30



City of Madison

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Master

File Number: 71704

File ID: 71704

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/20/2022

File Name: Update: Progress with Annual Report

Final Action:

Title: Update: Progress with Annual Report

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71704

Title

Update: Progress with Annual Report



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 71706

File ID: 71706

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: POLICE CIVILIAN
OVERSIGHT
BOARD

File Created Date : 05/20/2022

File Name: Review / Update Requested Agenda Topics

Final Action:

Title: Review / Update Requested Agenda Topics

Notes:

Sponsors:

Effective Date:

Attachments: 4.28.22 PCOB Requested Recommended
Trainings_Agenda Topic (1).pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 71706

Title

Review / Update Requested Agenda Topics

REQUESTED MEETING AGENDA TOPICS

PCOB Meeting Agenda Topics:

- Request for interim IM (Isadore Knox Jr.), and Interim Administrative Support (Shadayra Kilfoy-Flores)-at 4/28/22 full Board meeting; “do we have the authority to hire staff?”
- PCOB 2021 Annual Report
- Team building exercises and a Board retreat (Shadayra)
- Including subject matter experts for a panel of current independent monitors and oversight board members in other cities for discussion of best practices and Q & A with Board (Shadayra)-discussed at Executive Subcommittee meeting 2/17/22
- Understanding PFC complaint process (Shadayra)
- Community discussion on body cam pilot (Shadayra)
- Update re: legal claim re: process by which PCOB was created – **HOLD**
- How do we provide staff support for our Board? City Staff to be interim IM? (Isadore)
- Interim Administrative Support (Shadayra)
- PFC Hiring Process – used to recruit Chief of Police – **Completed**
- Body cam and Tear gas reports – **Complete**

PCOB Executive Subcommittee Meeting Agenda Topics:

- - Contingency planning for what to do if situations happen in the community before an IM is hired; creating a procedure to hear complaints or address items referred to the Board by Council (Isadore)-plan to discuss at 3/17/22 Executive Sub meeting Powers and Duties item-moved to 4/21 Exec sub meeting
- Interim IM and interim support staff (Isadore)-discuss at 4/21/22 Executive Subcommittee
- Identifying/Understanding the process by which non active members are replaced (if/when needed) –

Complete

REQUIRED & RECOMMENDED TRAINING TOPICS

1. NACOLE | 3, 4-hour sessions – **Complete**
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) – City is currently working on this
6. Civilians’ Rights | Example: ACLU
7. MPD Training (New Officer, Use of Force, Policies & 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. **PCOB Retreat** (In-person - following social distancing guidelines)
 - i. Ideas: Municipal Building – lunch or something; July Board BBQ.
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.- Ankita
13. Youth experiences of policing