

MINUTES

INDEPENDENT COMMUNITY POLICING REVIEW BOARD

FEBRUARY 2, 2022 – VIRTUAL MEETING – 7:00 p.m.

MEETING MINUTES

(Minutes approved by Board on March 2, 2022.)

Present: Members of the Board: Dr. Francisco Duran, Emily Flores, Darrlynn Franklin, Rob Krupicka, Christopher Lewis, Ingris Moran, Jeanne O’toole and Todd Pilot.

Absent: None.

Also Present: Debra Collins, Deputy City Manager; Robert Porter, Assistant City Attorney; Meghan Roberts, Deputy City Attorney; and David Lanier, Jr., Assistant City Attorney.

Recorded by: Gloria Sitton, City Clerk and Clerk of Council.

1. Call to Order and Roll Call

The meeting was called to order and all the members of the board were present.

Member Emily Flores introduced herself to the group and explained that she did not attend the inaugural meeting of the Board because she did not receive an email notification.

Deputy City Manager Debra Collins gave an overview of the agenda for the evening including a discussion of the draft of the job description for the independent investigator/auditor position to be hired to support the Board. Deputy City Manager Collins noted that a search firm has been contacted to conduct the recruitment for applicants for the position and Polihire (Executive Search firm) has been selected to conduct the search.

2. FOIA Training

David Lanier, Jr., Assistant City Attorney, gave a presentation on the Virginia Freedom of Information Act (FOIA) and Conflict of Interests topics and responded to questions from members of the board about meetings and FOIA requirements. Mr. Lanier also reviewed parliamentary procedures and the City’s general rules for boards and commissions.

3. Report on Members' Oaths and Email Accounts

City Clerk Gloria Sitton reported that all members have submitted their oaths and are eligible to vote on matters before the body and she noted to the members that staff will be working with Information Technology Services (ITS) to establish Board members' City email accounts.

4. Discussion of Job Description for Independent Investigator/Auditor Position

Deputy City Manager Collins noted that the group had a brief discussion at the beginning of the meeting regarding the position and opened the floor for discussion about the position to members of the Board. Deputy City Manager Collins noted that there will be a slate of candidates for the Board to review and select a certain number to interview and recommend to Council.

In response to a question from the Board, Deputy City Manager Collins noted that Council had seen an earlier draft of the job description but staff can send the most recent version to them for further vetting before advertising the position. Members noted that the job description was thorough and hoped there would be candidates that would meet the requirements specified by the description. Deputy City Manager Collins also noted that there is funding set aside for the position and staff is working out the details of the position. Deputy City Manager Collins stated that a representative from Polihire would be invited to an upcoming meeting to give the Board a progress report on the hiring process.

WHEREUPON, upon motion by member Krupicka, seconded by member Lewis and carried 6-0-1, for the Board to endorse the job description, forward to Council for feedback and authorize staff to make any changes to description based on Council's feedback. The vote was as follows: In favor, Duran, Franklin, Krupicka, Lewis, Moran, and Pilot; Opposed, none; Abstain, Flores; Nonvoting, O'Toole.

5. Discussion of the Board's Bylaws and Discussion of Memorandum of Understanding with the Alexandria Police Department.

Deputy City Manager Collins noted that the examples of bylaws that the board received are similar to the ordinance that established the Board. Deputy City Manager Collins also noted that staff is working to get the most up-to-date version of the Memorandum of Understanding with the Alexandria Police Department for the Board and she noted that Dana Wedeles is in the process of setup ride-along opportunities with the Police Department for the Board members.

Assistant City Attorney Porter stated that the Board needed to select a chair, vice chair and/or a secretary to help the Board conduct the meetings more efficiently.

Member Krupicka inquired whether Assistant City Attorney Porter would be creating a draft of bylaws for the Board to review. In response, Assistant Attorney Porter noted that the Board could wait for the Independent Auditor or start a working draft ahead of hiring and Mr. Porter would create a draft for the Board to review and comment on prior to the next meeting.

The group decided to consider officers at the next scheduled meeting on March 2, as well as establish a consistent meeting time for the group.

WHEREUPON, upon motion by member Duran, seconded by member Pilot and carried unanimously, the meeting was adjourned at 8:15 p.m. The vote was as follows: In favor, Duran, Flores, Krupicka, Lewis, Moran, and Pilot; Opposed, none; Absent, Franklin; Nonvoting, O'Toole.