

**MEETING OF THE  
POLICE OVERSIGHT BOARD  
OUTREACH SUBCOMMITTEE**

**Monday, January 25, 2016 – 2:00 p.m.  
Plaza Del Sol, Basement Hearing Room 160  
600 2<sup>nd</sup> St. NW Albuquerque, New Mexico**

**Members Present**

Dr. Jeannette Baca (Chair)  
Rev. Dr. David Z. Ring III  
Leonard Waites

**Others Present**

Edward Harness, Exec. Director  
Amanda Bustos  
Marlo Kiefer

**MINUTES**

- I. Welcome and Call to Order:** Subcommittee Chair Baca called the meeting to order at 2:00 p.m.
- II. Approval of the Agenda:** Subcommittee Member Waites moved to approve the agenda. Subcommittee Member Ring seconded the motion. Approved.  
For: Waites, Baca, Ring.
- III. Approval of the Minutes:** Subcommittee Member Waites moved to approve the minutes from December 30, 2015 and January 11, 2016. Subcommittee Member Baca seconded. Approved.  
For: Waites, Baca, Ring.
- IV. Public Comments:** None
- V. CPOA/POB Brochure Revision:** The Subcommittee members discussed the progress of the CPOA/POB Brochure:
- A.** Amanda Bustos is waiting for feedback from Board Members.
  - B.** Susanne Brown gave a copy of the brochure to a graphic artist who will help with revising the logo.
  - C.** Amanda Bustos looked into a postage permit. It would be a prepaid account, which can start with \$100.00.

- D. The Subcommittee members discussed a new tagline for the brochure. It needs to be short and catchy. Members should bring their suggestions for a new tagline to the next Outreach meeting.
- E. The priority for Outreach in 2016 is to get the word out about what the functions are of the CPOA and POB.
  - i. Subcommittee Member Ring will give a talk in March and will talk about what we do.
  - ii. The agency and POB should have a canned response that is easy to relay when people want information about the CPOA. A PowerPoint presentation could be created for staff or POB members to use for presentations about the CPOA.
  - iii. Amanda is available for any community events where it may be appropriate to do outreach.

**VI. Outreach Activities and Timeline:** Subcommittee Chair Baca distributed a spreadsheet containing possible outreach activities and members discussed the items:

- A. The Subcommittee members discussed compiling a list of community groups and organizations in which outreach could be done.
- B. Director Harness will request that the CPOA be added to the curriculum for future new recruit trainings with the Academy.
- C. Youth is an important aspect of Outreach. APS should be included in Outreach efforts.
  - i. Amanda Bustos is familiar with the director of Prevention Intervention, as well as the director of after school programming. She can contact them regarding youth events.
- D. Amanda is putting all events attended on the website, so outreach can be easily tracked.
- E. Subcommittee members should email Amanda Bustos with any upcoming events that she should possibly attend.
- F. The CPOA and POB can write articles to submit to Neighborhood Association newsletters. Can target Neighborhood Associations that have fewer complaints.
- G. The Subcommittee members discussed other ways to do outreach, including making CPOA t-shirts, Cinco de Mayo, trade shows, graduation, prom, and other community events. The CPOA could also have regularly scheduled presentations.
- H. The Subcommittee members will begin compiling a list of stakeholder groups.

- I. The CPOA could also invite advocacy groups and other people to come talk to the Subcommittee or the full Board. Listening groups can also be effective.
- J. Chair Baca discussed Cross Roads for Women and the need to do outreach with disenfranchised groups such as this one.

**VII. Reports from CPOA Staff:**

- A. Edward Harness, Executive Director:
  - i. The CPOA will be on the agenda for the Academy for new recruit training.
  - ii. Director Harness has a meeting with Counselor Davis next Wednesday and will bring him up to speed.
  - iii. Progress is being made with the data analyst position. Director Harness has narrowed the list down to eleven and will be doing interviews soon.
- B. Amanda Bustos, Community Engagement Specialist:
  - i. Amanda is recreating complaint and commendation form and gave a draft to the Board. Some Citizen Policing Centers have contacted her for more brochures. The agency needs a process for getting the complaint forms out, including establishing a contact person.
  - ii. The Subcommittee discussed removing the word “civilian” from the signature line, as this could be confusing.

**VIII. Other Business and Committee Recommendations:** The first Memphis Model meeting with Sam Cochran is going to be held on February 10, 2016 at 10:00 a.m. at ACLU headquarters. Director Harness’ presence would be appreciated there.

**VIII. Next meeting date:** The next Outreach Subcommittee meeting is scheduled for Monday, February 29<sup>th</sup> at 2:00 p.m. Amanda Bustos will check on room availability.

**IX. Adjournment:** Subcommittee Member Ring moved to adjourn the meeting. Subcommittee Member Waites seconded the motion. Meeting adjourned at 3:24 p.m.

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**Approved by:**  
**Jeannette Baca, Chair**  
**Outreach Subcommittee**

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**Date**

CC: Julian Moya, City Council Staff  
 Natalie Y. Howard, City Clerk  
 Dan Lewis, City Council President

**Outreach Subcommittee of the Police Oversight Board**

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