

POLICE OVERSIGHT BOARD OUTREACH SUBCOMMITTEE

**Monday, November 30, 2015 – 2:00 p.m.
Plaza del Sol, 600 2nd St. NW Albuquerque, New Mexico
Westside Ground Floor, City Engineering Large Conference Room**

Members Present

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

Others Present

Joanne Fine
Edward Harness, Executive Director
Marlo Kiefer
Amanda Bustos

MINUTES

- I. Welcome and Call to Order:** Chair Baca called the meeting to order at 2:00 p.m. Chair Baca requested that Item VII on the agenda be tabled until after the official start date for the Outreach Engagement Specialist, Amanda Bustos.
- II. Approval of the Agenda:** Copies of the agenda were distributed. Subcommittee Member Waites moved to approve the agenda. Subcommittee Member Ring seconded. Approved.
- III. Approval of the Minutes:** Copies of the minutes were distributed and reviewed by the Subcommittee Members. Subcommittee Member Ring moved to approve the minutes. Subcommittee Member Waites seconded. Approved.
- IV. Public Comments:** No comments.
- V. Community Engagement Specialist (Closure):** Chair Baca thanked everyone for their hard work and help with the hiring process.
- VI. NACOLE Conference: conference call, local responsibilities, meeting in January:**
 - A. The key points from the conference call held in November were discussed.
 - i. The NACOLE Committee will be in Albuquerque in January for more planning. They wish to meet with the local planning committee on January 6th, 2016.
 - ii. The NACOLE Committee would like to have a meeting with as many stakeholders as possible on January 7th, 2016 to educate local stakeholders on how to promote the conference. The Outreach Subcommittee needs to help identify a venue for this meeting.

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- iii. There are approximately 8 or 9 NACOLE scholarships available. Individuals who need the scholarship need to be identified and the Outreach Subcommittee needs to help with raising funds through a silent auction, sponsors, etc. during the conference.
- iv. A venue for an opening reception needs to be identified.
- v. The planning committee will need to help create “goodie” bags for the conference.
- vi. Discussed ideas for possible RFPs and panel ideas. January 15th is the deadline to submit proposals.
- vii. Discussed the budget and how money can and should be used for the conference.
- viii. The next conference call is scheduled for December 15th.
- ix. A venue for a scholarship dinner to honor scholarship recipients needs to be identified.

B. Chair Baca moved to nominate Joanne Fine as Chair of the NACOLE Conference Planning Committee. Subcommittee Member Waites seconded. Fine accepted the nomination.

C. Ed Harness, Executive Director, will get the CBB contact and NACOLE contact regarding budget information to give to Joanne Fine.

D. The NACOLE Planning committee will meet on December 9th at 3:00 p.m., location to be determined.

VII. Outreach Activities: Tabled projects and any proposed activities until after the Outreach Engagement Specialist position has officially started.

VIII. Other Business:

A. Edward Harness, Executive Director, recently met with the Compliance Managers, and they are not satisfied with the current Spanish language form for citizen complaints. The Subcommittee discussed improving the language and reformatting the brochure. Amanda Bustos will work on the brochure and present her suggestions at the next Outreach meeting.

B. Chair Baca would like to discuss more about community outreach at the next Subcommittee meeting, including ideas for PSA, city bus advertisements, and how to let the community know what the POB does, and how it is different from the agency. A combining of some of the POB and NACOLE advertising may be possible.

- IX. Next Meeting date:** The next meeting is scheduled for Monday, December 28, 2015 at 2:00 pm, in the Plaza del Sol Westside Ground Floor, City Engineering Large Conference Room.
- X. Adjournment:** Subcommittee Member Waites moved to adjourn the meeting. Subcommittee Member Ring seconded. Meeting adjourned at 3:05 p.m.

Approved by:
Jeannette Baca, Chair
Outreach Subcommittee

Date

CC: Julian Moya, City Council Staff
Natalie Y. Howard, City Clerk
Rey Garduño, City Council President