

# minutes

Policy and Procedure Review Subcommittee		
2.7.2019	12:32pm - 2:00pm	Plaza Del Sol Basement Hearing Rm Abq, NM
Meeting called by	Kass	
Type of meeting	Policy & Procedure	
Facilitator	Kass	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Dr. William Kass, Chantal Galloway, Chelsea Van Deventer, Edward Harness, Diane McDermott and Jeremy Schmehl	
Discussion SOP 3-52		
	Jeremy Schmehl	
Discussion	Subcommittee and Mr. Schmehl discussed changes in the policy development process regarding SOP 3-52.	
Conclusions	Subcommittee suggested some changes to the policy and will make a written formal recommendation that the board review CASA Policies and coordinate with APD for presentation.	
Action Items	Person Responsible	Deadline
SOP recommendation from Case Review Committee		
	Van Deventer	
Discussion	Case Review Committee referred that Policy and Procedure discuss recommendation regarding SOP sexual harassment.	
Conclusions	Member Galloway will research the City's Rules and Regulations and provide an update at the next meeting. If a policy is not in place Policy and Procedure will make a recommendation to APD on sexual harassment SOP.	
Action Items	Person Responsible	Deadline
APD Data update for POB		
	Kass	
Discussion	Chair Kass Inquired if any response on access of APD Data for policy development see what data exist to query later.	
Conclusions	Director Harness will provide an update at next Policy and Procedure meeting.	
Action Items	Person Responsible	Deadline

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SOP 2-99 Update with ISR		
	Kass	
Discussion	Subcommittee discussed SOP 2-99 and research that can be done and how effective it would be.	
Conclusions	SOP is a requirement/mandate of the State. Director Harness will provide a contact of who is in charge of the APD program.	
Action Items	Person Responsible	Deadline
Other Business		
	Kass	
Discussion	Discussion on forming a process for Policy and Procedure Subcommittee on reviewing policies and making recommendations.	
Conclusions	Subcommittee decided to review CASA related policies and PNP members will rotate the review of policies and make	
	Recommendations.	
Action Items	Person Responsible	Deadline
<b>Next meeting March 7, 2019 at 12:30pm</b>		

# minutes

APPROVED:

  
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Dr. William Kass, Chair      Date      11 APR 2019  
Policy and Procedure Subcommittee

CC: Julian Moya, City Council Staff  
Katy Duhigg, Interim City Clerk  
Klarissa Pena, City Council President (via email)

Minutes drafted and submitted by:  
Katrina Sigala, Senior Administrative Assistant