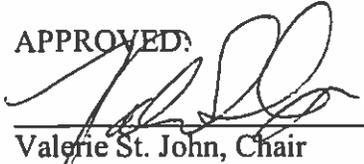


minutes

POB Case Review Subcommittee			
4.10.2018		1:04pm – 4:05pm	Plaza Del Sol Bldg 7 th Fl Abq, NM
Meeting called by	St. John		
Type of meeting	Case Review		
Facilitator	Harness		
Note taker	Harness		
Timekeeper	Harness		
Attendees	Valerie St John, Chair, Joanne Fine, James Larson, Edward Harness, Diane McDermott one member of the public		
Administratively Closed cases			
	St. John		
Discussion	Reviewed intake criteria, Investigation flowchart, and investigation process. Discussed the expansion of Admin closed definitions Committee to consider Admin closed versus unfounded. Case 055-18 removed from consideration pending a rewrite.		
Conclusions	Except for case referenced above all other cases accepted as written for presentation to the Board		
	Motion Fine, 2 nd St. John, passed unanimously		
Action Items	Person Responsible	Deadline	
Next meeting discuss "minimally substantiate allegations" standard	Harness	Next meeting	
Cases Investigated			
	St. John		
Discussion	Case No 182-17 needs recommendation form attached, 162-17 should document delays in the investigation process, 225-17 how was the cell phone documented as part of personal belongings. 263-17 discussed although not on the agenda		
Conclusions	Motion to accept as written by Fine, 2 nd by St. John passed unanimously		
Action Items	Person Responsible	Deadline	
SharePoint configuration	Fine	Next meeting	
Closed session Personnel matter			
	St. John		
Discussion	N/A		
Conclusions			
Action Items	Person Responsible	Deadline	

APPROVED:



Valerie St. John, Chair
Case Review Subcommittee

5-10-2018

Date

CC: Julian Moya, City Council Staff
Trina Gurule, Interim City Clerk
Ken Sanchez, City Council President (via email)

Minutes drafted and submitted by:
Edward Harness, Executive Director