

**POLICE OVERSIGHT BOARD  
OUTREACH SUBCOMMITTEE**

**Tuesday, May 26, 2015 – 2:00 p.m.  
Plaza Del Sol Hearing Room, #160,  
600 2<sup>nd</sup> St. NW Albuquerque, New Mexico**

**Members Present**

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

**Members Absent:**

Leonard Waites

**Others Present**

Robin S. Hammer  
Michelle Contreras  
Diane McDermott  
Erin O’Neil  
Adrian Carver, NM Forum for Youth  
Peter Hulsey, City HR

**MINUTES**

- I. WELCOME AND CALL TO ORDER:** Chair Baca called the meeting to order at 2:14 p.m.
- II. PUBLIC COMMENTS:** None.
- III. APPROVAL OF THE MINUTES.** Subcommittee member Ring moved to approve the minutes with corrections made by Chair Baca. Chair Baca seconded the motion. Passed.  
For: 2 – Baca, Ring
- IV. Presentation from New Mexico Youth Forum-Adrian Carver**  
Adrian Carver from the NM Forum for Youth discussed the possible formation of a Youth Advisory Council. The Outreach Subcommittee discussed presenting NM Forum for Youth's ideas to the full Police Oversight Board.
- V. Discussion of Outreach Coordinator Job Description and Responsibilities-City HR**  
The Subcommittee discussed CPOA’s Outreach Coordinator job description and responsibilities.

Subcommittee member Ring moved to approve job description with the following changes:

1. Add a bullet point at the bottom of page 1 to read “Create communication strategy to engage the community, including the homeless, etc.”
2. Add the following as a bullet points under the heading *Preferred Skills and Ability*:
  - a. Experience using social media platforms such as Facebook and Twitter, etc.

- b. Use of software such as databases to track metrics and organizational participation for use in records and reporting.
3. The Subcommittee recommended several titles for the outreach position, they are, *CPOA Community Engagement Specialist* as a preferred, first choice and as a second choice, *CPOA Community Outreach Specialist*.

Chair Baca seconded the motion. Passed.

For: 2 – Baca, Ring

**VI. Discussion of Projects for Outreach Subcommittee and Outreach of Police Oversight Board as a whole.**

1. The Subcommittee discussed several projects for the Outreach Subcommittee and outreach of the Police Oversight Board as a whole. The following projects were discussed:
  - a. The creation of business cards for POB members;
  - b. IPRA compliant email addresses for POB members;
  - c. The placement of the CPOA posters and brochures at locations such as, city buses, Healthcare for the Homeless, St. Martins, Joy Junction, Rescue Mission, etc.

**VII. Other Business & Subcommittee Recommendations.** The CPOA brochures were discussed.

**VIII. Next Meeting:** June 29, 2015 at 2:00 p.m.

**IX. Adjournment.** Subcommittee member Ring moved to adjourn the meeting. Chair Baca seconded. Passed.  
For: 2 – Baca, Ring

The meeting adjourned at 3:05 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  
Rey Garduño, City Council President