

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD  
COMMUNITY OUTREACH SUBCOMMITTEE**

*Chantal Galloway, Chair*

*Doug Mitchell*

*Eric Nixon*

Edward Harness, Esq., Executive Director

Amanda Bustos, Community Engagement Specialist

**CPOA BOARD  
COMMUNITY OUTREACH SUBCOMMITTEE  
Tuesday, March 23, 2021—3:00PM Video  
Conference**

**Members Present:**

Chantal Galloway  
Doug Mitchell  
Eric Nixon

**Members Absent:**

**Others Present:**

Edward Harness, CPOA  
Amanda Bustos, CPOA

**MINUTES**

**I. Welcome and Call to Order- *Chantal Galloway, Chair***

- a. Chair Galloway called the meeting to order at 3:05 p.m.

**II. Outreach Mission Statement**

- a. Chair Galloway read the mission statement “*Outreach will promote the mission of the CPOAB and be the bridge for communication with the community.*”

**III. Approval of the Agenda**

- a. Agenda approved.

**IV. Public Comment**

- a. No public comment.

**V. CPC Update**

- a. Director Harness provided update on CPCs. Foothills submitted their Annual report and can be found online on the CPC website.

**VI. Update on Meeting between Council, DOJ, and CPOA regarding Board Member Appointment**

- a. Subcommittee discussed efforts being made with City Council regarding the delay in selecting new Board members from the pool of applicants. Director Harness provided some updates on the discussions he has had with the DOJ and their concerns.

## **VII. Outreach Efforts with City Council**

- a. Director Harness to reach out to Elaine, Councilor Sena's assistant, to set up a meeting for the CPOA. CPOAB would formally like to introduce themselves to Councilor Sena as a meet and greet and also help answer any questions Councilor Sena may have for the Agency or the Board.

## **VIII. CPOA New Board Member Onboarding**

- a. Update from Director Harness on reasonable timelines for rolling out trainings for new Board members.

## **IX. Collateral Materials Review**

- a. Subcommittee discussed community engagement and mediation brochures. Changes were identified and committee agreed that collateral materials would be utilized until they are finished. Ms. Bustos said she would reach out to the vendor that created the brochures to identify the edits that need to be made to the mediation brochure. She will email ABQ Grafix contact information to Chair Galloway.

## **X. PR Protocol Policy Draft for Review.**

- a. Board member Nixon was tasked with creating a formal PR protocol. Protocol was discussed. See Attachment A.

## **XI. Public Safety Committee Rotation**

- a. Discussed board member participation at public safety committee. Chair Galloway would like to utilize the POB calendar to coordinate board member participation. Ideally, Board members can see which board member will be attending and sign up if they are interested so that it can be recorded participation.

## **XII. Other Business**

- a. SmartSheets software was discussed. Agency does not have their own SmartSheets account, admin working to secure that contract for Agency.

## **XIII. Confirm Next Meeting- Tuesday, April 27, 2021 @ 3:00 pm.** (4<sup>th</sup> Tuesday of every month)

- a. Next meeting will be Tuesday, April 27, 2021 at 3:00 pm.

## **XIV. Adjournment**

- a. Meeting adjourned at 3:55 p.m.

## Attachment A

### CPOA Public relations engagement protocol

#### Introduction

The purpose of this document is to propose a protocol that all CPOA board members can agree to follow when engaging the public in matters pertaining to the CPOA.

#### Background

The CPOA board members engage in many different circles of interest and initiative throughout the Albuquerque community. There are times when the individual members will be asked to comment about particular issues or interest regarding the CPOA. These inquiries may come in the form of speaking engagements, as guest panelist, or simple interviews and discussions.

#### Proposal

The following proposal is a CPOA PR protocol. The details are as follows:

- The PR POC is a board member designated by the board to function as the POC for official communication to the public including email communication sent to the [pob@cabq.gov](mailto:pob@cabq.gov) email account, regarding CPOA board business and information. At any time, if approached for dialogue, any board member can refer the public to the PR POC.
- Individual board members should use their discretion in determining what scenarios warrant speaking to the public as a member of the Board expressing their individual opinion and not the opinion of the Board as a whole. Board members should feel free to speak to the public but should always express a disclaimer that identifies them as a citizen expressing their own individual opinion and that the opinion or commentary provided is not in representation of the board or board business.
- For both the PR POC and individual board members, the guidelines for information deemed confidential and not for public knowledge should be adhered to at all times while serving on the CPOA board.

#### Conclusion

This document should serve as a policy proposal titled “CPOA PR protocol Policy”.