

**POLICE OVERSIGHT BOARD
OUTREACH SUBCOMMITTEE**

**Monday, April 27, 2015 – 9:30 a.m.
Plaza Del Sol Hearing Room, #160,
600 2nd 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, CPOA
Paul Cash, CPOA
Michelle Contreras, CPOA
Diane McDermott, CPOA
Adrian Carver, NM Forum for Youth
Darlene Herrera, Human Resources

MINUTES

- I. WELCOME AND CALL TO ORDER:** Chair Baca called the meeting to order at 9:30 a.m.
- II. PUBLIC COMMENTS:** None.
- III. a. APPROVAL OF THE MINUTES.** Dr. Ring moved to approve the minutes with corrections made by Chair Baca. Chair Baca seconded the motion. Passed
- For: 2 – Baca, Ring
- b. APPROVAL OF AGENDA.** Chair Baca discussed with the Subcommittee that Item Six to follow Item Four as the HR Representative, who is scheduled on the agenda as item V, won't be here until after 10:15 a.m. Dr. Ring moved to approve the Agenda with these changes. Chair Baca seconded the motion. Passed.
- For: 2 – Baca, Ring
- IV. PRESENTATION FROM NEW MEXICO YOUTH FORUM –:**
A discussion was had with Adrian Carver from New Mexico Youth Forum regarding the Youth Advisory Council. Chair Baca recommended that the New Mexico Youth Forum present ideas for more outreach and educational pieces to their proposal. Chair Baca requested New Mexico Youth Forum to continue to work with the Outreach Subcommittee. The Subcommittee recommended that Mr. Carver bring to the Subcommittee a proposal to include mission, goals, values and priorities of a Youth Advisory Council.

V. Discussion of Outreach Coordinator Job Description and Responsibilities -City HR.

A discussion was had with Human Resource Class and Compensation Manager Darlene Herrera regarding the Civilian Police Oversight Agency's Outreach Coordinator job description and responsibilities. Subcommittee Member Dr. Ring motioned that the Outreach Coordinator position title be formally called *Community Engagement and Communications Specialist*, which will be used in the job description and advertisement. Chair Baca seconded the motion. Passed.

For: 2 – Baca, Ring

After the motion, a continuation of the discussion with Ms. Herrera and Ms. Hammer and a timeline was established for the drafting and posting of the job description is as follows:

- a. Ms. Hammer recommended that the draft of the job description be presented at the May 26th Outreach Subcommittee meeting;
- b. After the drafting of the final job description and final approval from the Outreach Subcommittee and the CPOA's budget by City Council in the middle of May, the advertisement will be posted on the City's website, NACOLE, at the University of New Mexico, School of Journalism and other venues.

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

A discussion was had regarding the goal/timeline document created and provided by Chair Baca, which outlines the goals and timeline of the Outreach Subcommittee projects and planning.

A discussion was had regarding the creation of the CPOA's poster and brochure which would detail the process to file a complaint and compliment about the Albuquerque Police Department. Subcommittee members agreed that the wording should be simplified but remain compliant with the DOJ's settlement agreement.

Chair Baca recommended to the Committee that all the Board Members be active within their Neighborhood Associations and has requested that the Board Members be issued business cards in effort to be available to the public at public events.

VII. Other Business and Subcommittee Recommendations: None.

VIII. Next Meeting, Tuesday, May 26, 2015 at 2:00 p.m.

IX. Adjournment: The meeting adjourned at 11:02 a.m.

Dr. Jeannette Baca, Chair

Date

cc: Julian Moya, City Council
Trina Gurule, Acting City Clerk
Rey Garduño, City Council President