

# minutes

Policy and Procedure Review Subcommittee		
12.6.2018	12:38pm -1:11pm	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 and Diane McDermott	
PPRB approved policies ready for POB review		
	Kass	
Discussion	Subcommittee discussed PPRB policies that may be presented by APD at the next POB meeting. Chair Kass gave a brief introduction on SOP 2-99 and concerns that APD had administering the drug and proper storage.	
Conclusions	Motion by Chair Kass that he will coordinate with ISR to do research on SOP 2-99(Naloxone) and recommend to the full board. Member Galloway second the motion.	
Action Items	Person Responsible	Deadline
OPA recent policies reviewed		
	Kass	
Discussion	Policy and Procedure reviewed upcoming policies that were discussed at the last OPA meeting.	
Conclusions	Chair Kass listed off SOP's that were discussed at OPA and CPOA will invite ISR to attend the next Policy and Procedure meeting.	
Action Items	Person Responsible	Deadline
SOP 2-19 recommendations		
	Kass	
Discussion	Member Van Deventer was not in attendance to give her report on SOP 2-19 recommendation. Investigator McDermott reminded the committee of what was discussed at last PNP meeting and she was not sure of where it is at in the process now.	
Conclusions	Motion by Member Galloway to table agenda item VII for the next Policy and Procedure meeting. Chair Kass second the motion.	
Action Items	Person Responsible	Deadline

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2017 Annual Report		
	Kass	
Discussion	Each Subcommittee was provided a copy of the 2017 Annual Report to review and report back to the next POB meeting.	
Conclusions	Policy and Procedure reviewed their section in the report and gave feedback and make corrections to the tables/graphs to Match wording. Changes are being made through Outreach Committee with Mrs. Bustos.	
Action Items	Person Responsible	Deadline
Next meeting January 3, 2019 at 12:30pm		

APPROVED:

  
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Dr. William Kass, Chair  
Policy and Procedure Subcommittee

3 Jan 2019  
Date

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