Citizen Police Complaint Assessment Committee
Minutes of Meeting
Wednesday, November 1, 2017
Lorraine H. Morton Civic Center, 2100 Ridge Avenue

Members Present: Matthew Mitchell; Karen Courtright; Jared Davis; Dr. Peter Demuth; Randy Foreman; Jeff Parker; Joi Russell; and Dr. Meggie Smith.

Members Absent: Dr. Vincent Thomas Jr.

Presiding Member: Matthew Mitchell, Committee Chair

Others Present: Kimberly Richardson, Asst. to the City Manager, and four members of the public

I. Call to Order and Declaration of Quorum
Chair Matthew Mitchell called the meeting to order at 6:35 p.m.

II. Public Comment
Becky Biller commented on how the Committee should focus on the perceived issues with the complaint process as identified by the following: residents, police officers, members of the Citizens’ Police Advisory Committee (CPAC), and members of the Human Services Committee (HSC).

Bobby Burns, President of the Evanston Collective, Committee’s objectives as provided by Mayor Hagerty.

III. Approval of October 12, 2017, Meeting Minutes
The minutes were approved as written.

IV. Approval of 2017/2018 Meeting Schedule
The 2017/2018 meeting schedule was approved as written.

V. Committee Process
The Committee discussed how they would communicate in between meetings without violating the Open Meetings Act (OMA). Chair Mitchell stated that the committee would work in small working groups of three, so not to be in violation of OMA. Once formed, the working group will have assignments to report to the Committee each month. The working group may make
recommendations for the Committee to consider as part of the evaluation process.

VI. **Priority Setting Exercise**
The Committee brainstormed how to start the evaluating civilian complaint process. From the discussion the Committee prioritized information to collect for evaluation. Priorities were defined into assignments for the working groups, as follows:

A. **Data Working Group** (Courtright, Davis and Smith)
   1. Survey development
   2. Demographic collection

B. **Process and Document Working Group** (Parker, Demuth and Foreman)
   1. Comprehensive review
      a. All details related to complaint process
      b. Documents – complaint forms and commendation/complaint form)

C. **Best Practices Working Group** (Russell, Mitchell and Thomas)
   1. Review of other communities complaint process.

Priorities for a later date:
1. Public education
2. Community engagement

VII. **Assignments and Report Back Schedule**
At the next meeting, the Committee will discuss working group’s assignments and report deadlines.

VIII. **Adjournment**
The meeting was adjourned at 8:40 p.m.