

PBAB Minutes 6/15/23

Present: Amara Dunn (chair) (AD); Andrew Spink (secretary) (AS); James McCorkle (JM); Robert Maclean (RM); Michele Neary (MN); Stefanie Newcomb (City Comptroller) (SN); Jeremy Busch (alternate) (JB); Amaris Elliott-Engel (AEE) (arrived at 6:30)
Absent: Tanya Higgins, Geoff Geiger,

Minutes unanimously approved for Feb, March, April, and May 2023.

Welcoming of new members. The PBAB members introduced themselves.

AD: There are some documents on our google drive. These include the DCJS study, the training slides from the former comptroller Adam Blowers, the list of GPD expense reports, and a folder of research we did of research about available for funding opportunities for GPD prepared by David Strickland (former alternate). Michele worked on a document about ideas for police recruitment. We did a report on policing and public safety (mental health and dealing with the elderly) which was presented to City Council. I also did a document about ideas for future reports, including violence interruption and domestic violence, and policing as it relates to drug crime. We also kept a sheet about questions we had regarding the monthly expense reports. Also, there's a document about summaries of the GPD annual reports in a spreadsheet.

JB: I found the DCJS report informative, and thought it was interesting the number of property checks. And it seemed like some of it was checking on lawns, which doesn't seem like it should be a police activity.

AD: Yes, we mentioned that in our report to City Council.

JB: I wanted to ask chief candidates about educating the public about not calling the police for things that aren't crimes.

AD: In the google drive there's also a pdf of the PBAB bylaws and a letter to the city manager. There's also a discussion on Robert's Rules of Order. We've spent a lot of time learning about the budget process in Geneva. We've had recommendations for two years, but the most recent recommendations for 2024 budget was much more big-picture. There have been several meetings where the Chief or a representative came and talked to us about budgeting. There's also a new data management system the GPD uses.

JB: Do we know what's going to happen in the interim after the Chief retires?

SN: 6/30/23 is Chief's last day, and in the meantime the City Manager will run GPD under dual lieutenant format rather than an interim chief, and the City Manager will break any ties when the two lieutenants disagree. The list of candidates should be certified within the next week.

JB: I heard that people testing for the Chief position were from all over.

SN: Yes, the City of Geneva can order a test, but a person can actually take the test in another location.

JB: Will we not have a Chief for a while?

SN: We started the process once the Chief let us know he was retiring, so now once the list is certified, then interviews can start. Hopes to have a Chief by early to next fall.

JB: Maybe we should ask the new person if he agrees with answers previously to this board by Chief Passalacqua.

AD: That's an interesting idea. It would be interesting to look at the questions we asked to the Chief previously.

JB: I'm curious if the Chief will agree with what was going on before. I'm curious if there's something that could change.

[Amaris arrived]

AD: Last time we agreed to prepare a list of questions to candidates to the candidates for Chief.

SN: Under the civil service there's an internal list and external list, but if there are 3 qualified candidates on the internal list, you can't get to the external list unless one of the internal applicants removes themselves. If the City Manager does not want to go with any of the 3 internal candidates, then the whole process starts over.

JB: I suppose some questions we prepared would be good questions regardless of whether it was an internal or external list.

SN: I will remove myself from discussions about questions for the Chief, because I am involved in that. I am not aware that I will be on the interview panel. The City Manager's plan for interviews is also to have a town hall meeting. There will be a grading sheet she will collect from people in attendance.

RM: Would a PBAB member be present for discussion and have a chance to weigh in?

AS: Will our July meeting be before the town hall and interviews?

SN: After the interviews, but I can share that info with you when it happens.

JB: The suggested questions overlap so should we try to combine them?

AD: Does anyone want to make a first attempt at combining questions?

RM: I'll volunteer but I wouldn't say no if other people do.

AD: Ok, do you want to send us an email when you have a first attempt?

JB: I think I can read the google group but not alter anything.

AD: I think I have it set so anyone with the link can edit.

JB: I did see a note saying I couldn't edit the document.

AD: I see it says a login is required to edit.

RM: That makes sense, so we can know who makes edits.

AS: Do you need a google account to log in to make edits?

AD: I think so. But if other people know of other ways to sign in, please let me know.

Board wasn't aware of any alternatives.

AD: I will investigate google drive permissions.

AD: Next on agenda is monthly GPD expense reports. I used to read them line by line but not as much now. Is that still a good use of our time?

JM: I think it's still useful and a way of being proactive and knowing how the system run. On some basic level it was one of our charges when the PBAB was created.

SN: Yes, I believe based on the resolution that formed the PBAB, that was one thing in the resolution. I will still have a member of our team to send them.

JB: It does make sense for the budget board to review the budget.

RM: It's useful over time, but was painstaking to look at at first. You do learn about the operations of the department.

AD: We try to make sure they get uploaded to drive. Erica also puts them on the city website.

Consensus reached to keep receiving budget reports.

AD: We had the grant opportunities document on the drive, and the mayor was wondering how we would pay for things.

SN: We can send the document to Lori (City Clerk Lori Guinan) and she will send it to all City Council.

MN: Wasn't someone supposed to be hired to apply for grants?

SN: We had 3 applicants, the one we selected declined, and there was not additional follow up with others. We now have a current staff member getting grants training.

MN: How long will grants training take?

SN: It will be done next week. That person will be assisting with grants.

MN: I thought we were looking for someone who would be a professional grant writer.

SN: That's some of what she will assist with. But the department heads also drive the discussion of what areas they need funding for. Currently we don't have the grants coordinator position posted.

AD: The other thing I wanted to check in was the mayor's request for more information about programs in other cities regarding responses to mental health calls. He wanted a spreadsheet, so I put the info from the footnotes of the report into a spreadsheet, and what type of program it was, i.e. what type of program it was (such as mobile crisis unit, or co-responder), and whether it seemed to be doing well.

Board agreed that AD will send the spreadsheet to the mayor.

AD: the report seems geared toward larger cities.

JB: The smallest was 22,000 which is nearly twice the size of Geneva.

AD: For the few reports that had any dollar values assigned, it was much more than Geneva would have, due to our smaller size.

JB: Would it make sense to ask the incoming chief or the union how they would react if money is being taken away from police for a mental health professional?

AD: We were very deliberate in not saying to move money from one place to another. When we suggested hiring a mental health professional, we didn't suggest taking money away from GPD.

[James had to leave the meeting at this time]

AD: Any budget updates?

SN: Department budgets are due June 30, month of July will be spent meeting with departments about initial budget requests. By the second week of August the final budget submission will be due to us. The City Manager and I will try to have a finalized budget by end of August. The two lieutenants are working with Chief re their budget submission (due 6/30 the same day as Chief's retirement) which will be shared with PBAB, and the PBAB can make recommendations.

AEE: When does fiscal year start?

SN: It's a calendar year. And if City Council doesn't adopt a budget by 10/31/23, then City Manager's budget goes into effect automatically.

AD: Should we review the 6/30 budget submission from GPD before the PBAB July meeting?

SN: Yes

AD: In the folder on budgets and recommendations I think there's a spreadsheet where we broke down the requests in 2023 compared to 2022. The proposal only included something if there was a change.

SN: There was no formal budget template previously, but this time there will be a spreadsheet with two columns. The 2023 budget is on there and a column for "maintenance of effort" i.e. which is where things stay the same, and also asking departments to submit a 12% budget reduction if there is a recession.

JB: Is there any tracking of reactions to the PBAB budget proposals? Were they adopted or ignored?

AD: The PBAB first met in July 2021 and had to submit recommendations by the end of August and short turnaround. When we submitted recommendations in 2022 (for the 2023 budget), we shared our recommendations and was woven into City Manager's proposal.

SN: The City Manager added notes for each department. The PBAB recommendations were included in the police department budget area.

AD: It wouldn't be a bad idea to add that to our folder.

SN: We're working on updating the local budget formatting to be consistent with the State's format.

AD: James had suggested having a liaison who is more engaged and is able to come to the meetings. Councilor Gaglianese has only been here twice. We have been sending him a summary to read at City Council. James requested we have a conversation about how we currently don't have representation from City Council by someone who goes to the meetings.

JB: I've thought the same thing about the Shade Tree Committee since I haven't met our liaison. When I was on the Human Rights Commission the liaison also never came. It depends on the board.

AEE: On the Police Review Board the liaison also came only once or twice.

SN: The PBAB bylaws actually say there are supposed to be two liaisons. That's how Councilor Camera ended up coming last time. After the November election maybe there could be a recommendation for which two we would like to see come. It is the mayor's appointment.

AD: The bylaws also say that the Chief is an ex officio member but he has not come regularly, but there is hope that the new Chief might attend.

AS: I think the original liaisons were Councilors Gaglianese and Pruett but then Pruett stepped down from City Council.

RM: We could ask the mayor to appoint a second liaison. Though sometimes the council liaison will talk a lot during meetings.

AD: We could help establish that the liaison's role is here to observe.

SN: The city manager is reviewing all committees boards, groups, to see if the groups are still active. This is a bigger picture conversation that affects multiple boards.

AD: Councilor Camera was not appointed as a liaison, but came last time and volunteered.

SN: Yes, he came and no one opposed, but was never officially appointed as liaison.

AD: Things I will send to the City Clerk: Grant opportunities, spreadsheet of summary from our report, and request for liaison appointment.

AD: And we will set expectations of the chair and liaison's role.

AD: I will be moving out of city at end of July. We should plan to elect a new chair at July meeting. And Andrew, we'll give you the opportunity to relinquish secretary if you want. Everyone should come prepared to nominate a chair next time.

AD: Action items for next time: reviewing GPD budget proposal, nominations for chair, and sending a summary to Councilor Gaglianese to read at City Council. Here is the proposed summary: we've welcomed new members, followed up with the comptroller re the status of the budget, and prepared responses to questions that City Council had about our report.

AS: Should I send the draft minutes to Frank and Ken even though Ken is not yet an official liaison?

SN: Yes, since the whole council can request if they want.

JB: It makes sense to ask Lori and copy the mayor to ask them to make it official to appoint Ken.

AS: Is this still a good time for meetings?

AD: I think Geoff's absence was just a one-time thing. I followed up with Tanya about meeting times if it was bad, and she didn't say it was bad.

[Adjourned]