

MINUTES OF REGULAR MEETING

URBANA CIVILIAN POLICE REVIEW BOARD

DATE: September 24, 2008

TIME: 5:30 p.m.

PLACE: Urbana City Building
2nd Floor Conference Room
400 S. Vine Street
Urbana, IL 61801

MEMBERS PRESENT: Tom Costello, Diane Gottheil, Grace Mitchell, James McNeely,
Scott Dossett

MEMBERS ABSENT: Ivy Williams

STAFF PRESENT: Todd Rent, Human Relations Officer, Jolinda Ross, Administrative
Assistant to Human Relations Officer

1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM

The meeting was called to order at 5:40 p.m. Roll call was taken, and a quorum was declared present.

2. APPROVAL OF MINUTES

The minutes of the meeting of August 27, 2008 were reviewed. A motion was made by Diane Gottheil to approve the minutes as submitted. The motion was seconded by Grace Mitchell. All voted aye. The minutes of the meeting of August 27, 2008 were approved.

3. CHANGES TO THE AGENDA

There were no changes made to the agenda.

4. OLD BUSINESS

A. Review and Discuss Website Summary

Todd Rent reported that the City's website is currently being redesigned. He indicated that he would like the Board to review the information that has been distributed for content.

Chair Costello stated that the Board should make it as easy as possible for persons to address issues either in person or on the website.

Scott Dossett made a motion for the website team to optimize the ease of citizen use and access to the website. James McNeely seconded the motion. All vote aye. The motion carried.

Chair Costello suggested that the Board see the website before it goes on line.

The website summary information was reviewed.

There was a discussion on board notification of complaints as well as how that notification would be communicated to the Board.

Scott Dossett stated that he would like a copy of the complaint and the Chief's response at the time the Chief sends out notification of his finding.

It was suggested that the Board be notified that a case has been filed and that a copy of the materials be made available in the HRO's office.

A motion was made by Scott Dossett that the Board be notified when that a complaint has been filed within 7 days. Motion seconded by Grace Mitchell. There was no further discussion. All voted aye.

A motion was made by Diane Gottheil that when the Chief has forwarded his findings to the Complainant, that the finding will be made available to the Board. Motion seconded by Scott Dossett.

Motion made that in accordance with ordinance, complaints and responses from the Chief of Police will be available within given time period upon conclusion of investigation.

Seconded by Scott Dossett. All voted aye.

5. NEW BUSINESS

There was no new business.

5. PUBLIC PARTICIPATION

There was no public input.

6. STAFF REPORT

A. Cases Filed

Mr. Rent reported that in the case that was filed in July, a response has been mailed out by the Chief of Police. Mr. Rent will obtain copies and make them available in his office for review by the Board.

7. ANNOUNCEMENTS

Chair Costello reported that he will be attending the annual NACOLE Conference along with Grace Mitchell and Todd Rent.

Chair Costello stated that the ordinance comes up for review in March, 2009. he would like to be able to report to give the Council a report on what the Board had done since being appointed.

8. ADJOURNMENT

There being no further business to come before the Board, a motion was made by Diane Gottheil to adjourn. Motion was seconded by Scott Dossett. All voted aye. The meeting was adjourned at 6:50 p.m. The next meeting will be scheduled for October 22, 2008 at 5:30 p.m.

Submitted,

Jolinda Ross
Recording Secretary