

MINUTES OF REGULAR MEETING

URBANA CIVILIAN POLICE REVIEW BOARD

DATE: July 29, 2009

TIME: 5:30 p.m.

PLACE: Urbana City Council Chambers
Urbana City Building
400 South Vine Street
Urbana, Illinois 61801

MEMBERS PRESENT: Tom Costello, Scott Dossett, Grace Mitchell, Diane Gottheil, Ivy Williams (arrived after roll call)

STAFF PRESENT: Todd Rent, Human Relations Officer

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

The meeting was called to order at 5:32 p.m. by Chair, Tom Costello. Roll call was taken, with a quorum present.

2. CHANGES TO THE AGENDA

Chair Costello recommended that the Annual Report review be moved to the top of the Old Business items.

Scott Dossett asked to discuss the scenario based training that was brought up at the last meeting.

3. APPROVAL OF MINUTES

The minutes of the meeting of April 29, 2009 were reviewed. Scott Dossett moved to approve the minutes of the meeting as distributed. Motion was seconded by Diane Gottheil. All voted aye. The minutes were approved.

4. OLD BUSINESS

E. Discussion of Process for Generating Annual Report

Todd Rent reported that a draft of the annual report was included in the packet. He has incorporated comments that he received previously. He stated that since

the message from the HRO is coming from his office he would accept any grammatical changes but would be taking complete ownership of that section.

Discussion followed.

Mr. Rent asked for each board member to provide a head shot photo to be included in the annual report. He indicated that if members did not have one available, his office could take one for them.

Mr. Rent stated that he would need to coordinate a date between the Chair and Co-Chair to be able to attend the City Council meeting in order to present the Annual Report to them.

Grace Mitchell made a motion that the annual report be accepted for distribution. Motion seconded by Ivy Williams. All voted aye. The Annual Report was approved.

A. CPRB Reporting Schedule

This item was done at the last meeting.

B. CPRB Know Your Rights Insert

Scott Dossett reported that he and Diane Gottheil met on this item and also met with Mr. Rent and Lt. Cobb. He suggested that he and Ms. Gottheil come up with two or three versions to present to the Board for discussion.

C. Determination of Languages for Complaint Forms

Chair Costello recommended putting the complaint on the web page with a link to Google Translator or some other translating software.

D. CPRB Activities List

The previous activities list was discussed.

F. Discussion of Process for Generating Community Outreach Plan

It was reported that there is currently a meeting scheduled with the Ministerial Alliance for October 3, 2009.

5. NEW BUSINESS

A. Outreach

Scott Dossett reported that he has reviewed the Portland, OR outreach document and thinks that the document could be modeled to fit for the UCPRB.

B. Scenario Based Training

Mr. Rent suggested that a three hour block of time would be needed and he will send out some possible dates for the members to get back to him on their availability.

6. PUBLIC PARTICIPATION

There was no public participation.

7. STAFF REPORT

A. Complaint Report

Mr. Rent reviewed the complaint report.

8. ANNOUNCEMENTS

There were no announcements.

9. ADJOURNMENT

There being no further business to come before the Board, a motion was made by Scott Dossett to adjourn. Motion was seconded by Diane Gottheil. All voted aye. The meeting was adjourned at 6:45 p.m.

Submitted,

Jolinda Ross
Recording Secretary