

COAB Executive Committee Meeting

Friday, May 22 • 3 to 5 pm

Hollywood Library

3:00 pm — Community Liaison update

3:10 pm — Town Hall format details for May 28

- Consider CEOPS recommendation and finalize format and agenda for May 28 (see below)

3:40 pm — Discuss direction for subcommittees & COAB members on how to manage Quarterly Report feedback

- After discussion on the 28th, how will feedback/recommendations be consolidated and approved by the group on June 11?
- One option: Subcommittees vote on recommendations to the full COAB

4:10 pm — Bylaw updates

4:20 pm — Executive Committee Charter

4:40 pm — COAB proposals—we have a few for brief consideration

4:50 pm — Public comment/Other business?

Meeting adjourned at 5:00 pm

May 28 Town Hall/COAB Meeting Agenda

TIME	PURPOSE	SPEAKER/LOGISTICS
5:00 – 5:30		<ul style="list-style-type: none"> • Food/refreshments in lobby • Staffed testimony sign in table <ul style="list-style-type: none"> ○ Sign in sheet ○ Larger printout of agenda, with public input opportunities highlighted • Materials at front table: <ul style="list-style-type: none"> ○ Copies of Quarterly Report ○ 2-sided feedback sheet (printed on colored paper) ○ Agenda/next steps sheet
5:30		<p>Meeting opens with COAB sitting as a panel at the front of the auditorium, between the stage and audience seating.</p> <ul style="list-style-type: none"> • One standing microphone at front of center aisle, between COAB and audience. • One standing mic at front side of the room, for public comment for individuals who wish to not be on camera • One roaming microphone (or multiple)
5:30 – 5:35	<p>Welcome & Announcements</p> <ul style="list-style-type: none"> • Welcome • [Details of food, restrooms, child care, safety measures] • Testimony sign in sheet and quarterly reports located in the back • Brad on hand for accommodations [Brad waves] • Detailed agendas are on your seat; the COAB’s Community Engagement and Outreach subcommittee worked to create a format tonight that maximizes public testimony, and also allows the COAB an opportunity to ask the COCL questions about the report. The COAB does need a few 	<p>Dennis and/or Amy at standing microphone facing the audience</p>

	<p>minutes at the end of tonight’s meeting to conduct other business.</p> <ul style="list-style-type: none"> • There are also feedback forms, with space to provide comment on the report on one side, and to provide comment on tonight’s Town Hall on the other. Your feedback will not only help us finalize this first quarterly report, but will help improve future quarterly Town Halls. 	
5:35 – 5:40	<p>Intro—why we are here</p> <ul style="list-style-type: none"> • Context—we are here because harms have happened in our community. • What this Settlement Agreement is about, how the Quarterly Report is part of the process • What success looks like overall—and what success tonight would look like • Our hope is that in the future when things like this happen, the outcome can be better for everyone. 	<p>CEOPS recommends Avel Gordly speak</p> <p>←reference to last weekend’s shooting of Michael Harrison</p>
5:40 – 5:50	<p>Community greetings—why are you here?</p>	<p>Audience is invited to turn to nearby neighbors, introduce themselves, and talk about why they are here tonight.</p>
5:50 – 6:00	<p>COAB/COCL introductions</p>	<p>COAB and COCL members make <u>very</u> brief introductions</p>
6:00 – 6:15	<p>Initial Public Input—opportunity for members of the public to briefly note questions/concerns; highlights of why they are here tonight.</p> <ul style="list-style-type: none"> • These will be posted on the wall for COAB/COCL to keep in mind during initial Quarterly Report discussion • Any questions that aren’t answered during tonight’s Town Hall will be posted to COCL-COAB.org with responses 	<ul style="list-style-type: none"> • Amy R with roaming microphone gathers input • Scribe (TBD) captures questions/comments on chartpaks • Second staffer helps scribe post chartpak papers on a wall where all can view
6:15 – 6:35	<p>COAB/COCL questions/discussion</p> <ul style="list-style-type: none"> • Opportunity for COAB to ask COCL 	<p>COAB remains in panel between stage and audience and uses roaming mic to ask</p>

	<p>questions about the report, incorporating public's questions</p>	<p>questions; COCL uses standing mic to respond.</p> <p>At conclusion of discussion, COAB leaves panel area, and takes seats in the audience.</p> <ul style="list-style-type: none"> • Staff to reserve aisle seats for easier seating of COAB members
6:35 – 7:35	<p>Public Comment Round 1</p> <ul style="list-style-type: none"> • Called up in order of sign up • 4 minutes each (approx. 15 speakers) • Anyone allowed to speak, but speakers asked to note whether they've reviewed the report 	<ul style="list-style-type: none"> • One standing microphone at front of center aisle, between COAB and audience. • One standing mic at front side of the room, for public comment for individuals who wish to not be on camera • COAB sitting in audience. COCL team sitting in front row. • Amy R and scribe in front row, timekeeping and calling up next speakers
7:35 – 7:50	<p>Break</p>	<p>COAB members encouraged to mingle with public and continue conversations about the report/feedback</p>
7:50 – 7:55	<p>COCL report back: What we've heard so far</p> <ul style="list-style-type: none"> • Dennis and/or Amy report out highlights of what they've heard so far; less about responding, and more about demonstrating that public is being heard 	<p>Standing mic at front of center aisle</p>
7:55 – 8:15	<p>Public Comment Round 2</p> <ul style="list-style-type: none"> • Called up in order of sign up • 4 minutes each (approx. 5 speakers) 	<ul style="list-style-type: none"> • One standing microphone at front of center aisle, between COAB and audience. • One standing mic at front side of the room, for public comment for individuals who wish to not be on camera • COAB sitting in audience. COCL team sitting in front row. • Amy and scribe in front row,

		timekeeping and calling up next speakers
8:15 – 8:30	<p>Next steps / additional COAB business</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Dennis and/or Amy: Tonight is not the only opportunity to comment; The comment period on this report closes at 5 pm on Saturday, June 13. Written feedback can be submitted in several ways; please see the back of your agenda for additional information. • The COAB's three subcommittees will be meeting over the next two weeks, to create and vote on recommendations and feedback on this report. • Those recommendations will come back to the full COAB on June 11 for consideration. • The COCL will be summarizing all feedback from the COAB and the public, as an appendix to the report. We will consider this feedback as we finalize the report by the end of June. <p>Additional COAB work:</p> <ul style="list-style-type: none"> • MHCRS policy directive recommendations • Hand out proposed bylaw changes for a vote on June 11 • Update on community survey contract 	<p>COAB moves back to panel seating</p> <p>Dennis and/or Amy steps to microphone at front of center aisle, between COAB and audience to announce next steps.</p> <p>Dennis/Amy/CL facilitate and MHCRS chairs guide COAB through a vote on recommendations</p> <p>Executive Committee representative highlights proposed bylaw changes, notes full discussion and vote will happen on June 11.</p> <p>Jimi (CEOPS Chair) briefly highlights CEOPS process and outcome for community survey contract</p>

Proposed Bylaw Update

Notes:

- Original bylaw is in black.
- Bud's proposed bylaw amendment regarding alternates as chairs in red

- COCL proposed bylaw amendment regarding creation/amending of subcommittees is in [blue](#).
- Prompted by DSUFC conversation about adding “Accountability” to the name/scope. DOJ notes COAB must create the subcommittee, and COCL as chair may establish procedure to do so. (DOJ also noted that creating a fourth subcommittee to address EIS/Accountability may be advisable, so committees can focus.)
- Proposed bylaws regarding other subcommittee-related issues that have arisen are in [green](#).
- Goal is to provide clarity on who can vote on what, how members of the public become subcommittee members, and whether COAB members can serve on and/or chair multiple committees—all questions that have come up.

Bylaw Amending Procedure:

- Per current bylaws, COAB needs 7 days notice to approve new bylaw amendments. These could not be fully approved until June 11 at the earliest.
 - Also note that current bylaws do not require proposed amendments to go through Executive Committee, but building on Bud’s work, Executive Committee review and discussion can facilitate a smooth process.
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Sub-Committees

The COAB shall appoint sub-committees to address specific aspects of the COAB’s work as determined by the COAB. [New subcommittees or changes to existing subcommittees’ description and scope may be proposed to the Executive Committee by the COCL or by a majority vote of the voting COAB members of an existing subcommittee. The Executive Committee shall vote to forward a recommendation to the full COAB for a vote.](#)

[The entire membership of a subcommittee may vote on procedural issues related to the subcommittee’s work, including selection of a chair and vice-chair. Recommendations to the Executive Committee and/or full COAB may only be made by a majority vote of the voting COAB members of a subcommittee.](#)

[Sub-committees may include non-voting COAB members previously designated as alternates, and members of public. A member of the public who wishes to serve on a subcommittee may be nominated by a voting COAB member after attending two subcommittee meetings. A majority vote of the voting COAB members of the subcommittee is required to confirm the membership of a member of the public.](#)

[Each sub-committee must select a Chair. The Chair will be responsible for setting the agenda and leading sub-committees meetings. The Chair will also speak for the sub-committee at any meetings, including status reporting at regular meetings of the COAB. In order to maintain the balance and integrity of COAB's carefully selected representation, the Chair must be a voting member of the COAB. A Vice Chair, also a voting member of COAB, may also be selected to act as a stand-in for the Chair in the case of their unavailability. COAB members may serve on multiple subcommittees, but may only chair or vice-chair one subcommittee at any time.](#)

Community Oversight Advisory Board (COAB)
DRAFT (3) Executive Committee Charter for COAB Review and Approval

1. Purpose

The Executive Committee serves to guide and aid the COAB in accomplishing its charges as directed by the Settlement Agreement, paragraph 141 [141] to:

- (a) Independently assess the implementation of this Agreement;
- (b) Make recommendations to the Parties and the COCL on additional actions;
- (c) Advise the Chief and the Police Commissioner on strategies to improve community relations;
- (d) Provide the community with information on the Agreement and its implementation;
- (e) Contribute to the development and implementation of a PPB Community Engagement and Outreach Plan (“CEO Plan”); and
- (f) Receive public comments and concerns.

The Executive Committee will further guide the COAB in its tasks specified in the Settlement Agreement under [146-152], consulting with the COCL, DOJ, the City Attorney, and PPB.

2. Duties

- Represent the COAB while working with the COCL on agendas for monthly meetings, public hearings, quarterly meetings, and other events/meetings/consultations that are required of the COAB under the Settlement Agreement. This includes consultation with the Community Police Relations Committee, PPB Advisory councils, with the City on the survey results [146 a-h], and semi-annual meetings with Precinct commanders, Neighborhood response teams, and Office of Neighborhood Involvement Crime Prevention [152].
- Serve as the COAB representatives, consulting with PPB on data collection efforts [148].
- Coordinate and consult with DOJ and City Attorney, as needed, on behalf of the COAB."
- Act as a point of escalation for the COAB and its subcommittees for any and all issues impacting progress or the ability to carry out the Settlement Agreement and, where it cannot resolve those issues itself, escalate to the COCL as appropriate.
- Ensure that the COAB reviews for feedback and comment all subcommittee reports, recommendations, findings, metrics, or other outcomes and that the COAB voting members vote on all recommendations regarding implementation of the settlement agreement [151] prior to delivery, including:
 - a) PPB’s Annual Report [150]
 - b) COCL’s quarterly reports [163]
 - c) PPB’s prior community outreach plan for the development of a new CEO plan [146(c)]
 - d) The CEO plan (including final recommendation to the Chief) [146(g-h)]
- Provide regular monthly reporting on the COAB and subcommittee progress, key dates, accomplishments, and issues to the COCL.
- Create and maintain COAB Executive Committee Bylaws or operating procedures as needed.

3. Membership

- 3.1. Membership of this committee shall consist of one COAB voting member appointed from each of the following stakeholder groups:
 - a) Portland Commission on Disability and Human Rights Commission (joint appointee)
 - b) Portland Commission on Disability
 - c) Human Rights Commission
 - d) Portland City Commissioners

e) Community Committees

3.2. Alternates and advisory COAB members shall not serve on this committee.

3.3. Non-committee members shall not act as committee members.

3.4. Committee members shall elect by nomination and majority vote a Committee Chair and Committee Vice Chair.

3.4.1 The Committee Chair shall chair all formal meetings of this Committee and vote to break all ties.

3.4.2 The Committee Vice Chair shall act in place of the Committee Chair in the case of the Chair's absence.

COAB Member Proposals

Date Requested	Issue/Request	Additional Information	Requestor	COCL Recommendation	Executive Committee Recommendation
5/21/2015	I propose a 6 month term limit for each position on the COAB Executive Committee.		Myrlaviani Rivier	delegate to Executive Committee/COAB	
5/21/2015	I propose the EC bylaws be amendable.	EC does not current have bylaws; charter allows for their creation as needed. COAB bylaws are amendable, and current amendments are being contemplated	Myrlaviani Rivier	Resolved	
5/21/2015	I propose the EC move the general COAB meetings to the JCC for the Summer season at least. (It is well within the current budget, is a much larger space, has free parking, ten minutes from downtown, on the #44 bus line, does not pose an issue for those who have difficulties with stairs and it has air conditioning.		Myrlaviani Rivier	Hold for Admin to review space criteria and options with Executive Committee	
5/21/2015	I propose a communications/media subcommittee be created by the EC wherein people with lived experience chairs the subcommittee and is supported by others who are deemed advocates by those with lived experience who are serving on the COAB.	Current bylaws: "The COAB shall make official statements for the COAB. However, nothing shall prohibit a COAB member from expressing their opinion or perspective on a matter involving the COAB."	Myrlaviani Rivier	need clarity on goals and objectives of this request—is it to make statements on behalf of COAB? To provide support to or gain insight from people with lived experience?	