

COAB Executive Committee
Hollywood Library
June 26, 2015
3:00-5:00 PM

Draft Minutes

Members present:

Bud Feules
Philip Wolfe
Sharon Maxwell
Avel Gordly (by phone)

Excused: Emanuel Price

Meeting commenced at 3:00 PM.

1. COCL updates

Office hours:

- **To be established with Mandi.**
- It will be a space for COAB members to work and have computer access.

Admin hired:

- Mandi Hood, starts Monday.
- **Kathleen will send a letter to the COAB introducing and welcoming her.**

Community survey:

- **Amy will send final survey out to COAB.**

COAB member changes:

- **Cory Murphy resigned; Vanessa Gonzalez removed due to unexcused absences.**

A record of COAB member responsibilities, terms is to be created – make the processes clearer.

- When somebody is an alternate, they move up, sign that piece of paper.
- Setting ground rules.

2. Budget Proposal

Sharon walked everyone through the proposal:

- It would incorporate tabling for community events (Sharon's note).
- Perhaps there is a need to rethink the budget: instead have it based on what COAB needs to do their work, not how to carve up \$30K.
- **Sharon to go to subcommittee chairs with a budget template to solicit feedback.**
- For retreat – \$4-5000, should take 2-3 months to plan.

3. The Community Engagement and Outreach Plan (CEO Plan)

A handout that Jimi referenced at last night's COAB meeting was briefly discussed.

- It could help with a timeline issue Bud raised

Members wanted to request the Portland Police Association (PPA) and the Albina Ministerial Alliance (AMA) side agreements.

4. Bylaw updates

This would incorporate the Data Systems, Use of Force and Compliance Subcommittee's (DSUFCS) request that the Executive Committee consider adding Accountability as a charge to DSUFCS or if it should be its own subcommittee.

- It would also address new members of subcommittees (including community members) and new subcommittees, per Sharon's note below.

Sub-Committee Votes:

The COAB shall appoint sub-committees to address specific aspects of the COAB's work as determined by the COAB. The creation of new subcommittees or changes to existing subcommittees, including a 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 of approval.

VOTE:

Sharon moved; Philip seconded

Yes: Bud Feules, Philip Wolfe, Sharon Maxwell, Avel Gordly

Motion passes unanimously, 4-0

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.

VOTE:

Bud moved, Sharon seconded

Yes: Bud Feules, Philip Wolfe, Sharon Maxwell, Avel Gordly

Motion passes unanimously, 4-0

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.

VOTE:

Bud moved, Philip seconded

Yes: Bud Feules, Philip Wolfe, Sharon Maxwell, Avel Gordly

Motion passes unanimously, 4-0

Each sub-committee must select a Chair. The Chair will be responsible for setting the agenda and leading subcommittee 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.

VOTE:

Bud moved; Sharon seconded

Yes: Bud Feules, Philip Wolfe, Sharon Maxwell, Avel Gordly

Motion passes unanimously, 4-0

COAB members may serve on no more than two subcommittees (including the Executive Committee), and may only chair or vice-chair one subcommittee at any time.

VOTE:

Sharon moved; Bud seconded

Yes: Bud Feules, Philip Wolfe, Sharon Maxwell, Avel Gordly

Motion passes unanimously, 4-0

Kathleen has a few additional ideas; will bring to a future Executive Committee meeting.

5. Judy Prosper discusses gifts

- Discussion of lobbying and gift rules.
- Present to COAB rules around being a public official.
- Process be established to accept, log, lend out, thank for resources.

6. Executive Committee charter

Bud highlighted the two changes DOJ suggested.

Move the charter to the full COAB for approval

VOTE:

Bud moved; Sharon seconded

Yes: Bud Feules, Philip Wolfe, Sharon Maxwell, Avel Gordly

Motion passes unanimously, 4-0

7. Other business/review additional proposals

Meeting adjourned at 5:00 PM.