

CIVILIAN APPEAL BOARD MEETING
JUNE 15, 2022

These minutes are a summary of the discussions that took place during the last meeting of the Civilian Appeal Board. They are not a verbatim transcription of the remarks made by any individual.

CALL TO ORDER: 4:05 PM at City Hall Commission Chambers

Members Present: Michelle Williams
Russell Olmsted
Sophia Brewer
Bryndan Arnold

Member(s): Absent: Reginald Howard

Term Expired: Briana Trudell

Non-Members Present: Brandon Davis, Director of Oversight and Public
Accountability (*Board Liaison*)
Philip Strom, Deputy City Attorney
Claudette Henry, OPA Exec. Asst. (*Board Secretary*)

CALL TO ORDER

The regular meeting of the Civilian Appeal Board (CAB) of the City of Grand Rapids was called to order at 4:05 PM on June 15, 2022, in the Commission Chambers at City Hall by Mr. Davis. Mr. Davis welcomed everyone and requested a roll call.

ROLL CALL

A roll call was conducted. Members who were present or absent are listed above.

APPROVAL OF MEETING MINUTES

Mr. Davis called a motion for approval of the minutes of the regular meeting of the Board on May 18, 2022.

- Moved by Russell Olmsted and Seconded by Michelle Williams.
- Motion carried.

BOARD LIAISON REPORT

- **Board Term Expiration**

Mr. Davis informed Members that Briana Trudell's term expired and that she has decided not to renew her membership. Mr. Davis thanked Ms. Trudell for her service and contributions to the Board. Mr. Davis stated that the Board now has five (5) members and that the OPA has notified the Office of the City Clerk of all members who will not continue on the Board so it can process other appointments.

- **Board Training**

Mr. Davis informed Members that he plans to have a recap training at the next Board meeting. Mr. Davis said it will be an overview of the general laws and rules that guide the Board, which will be similar to past training, and that he plans to provide the same type of training each year. Mr. Davis further stated that he will arrange a more specific, in-depth training for new members and that he anticipates more new members and does not want to schedule training too soon, in case there are appointments over the next few weeks.

- **Job Openings**

Mr. Davis announced that the OPA is currently hiring for several permanent and temporary positions, including a lead investigative specialist and two justice analysts (grant-funded), and administrative support positions. The analysts will work on policies and educational programs relating to restorative justice. The OPA will also hire a community analyst to work on community engagement projects relating to public safety. Mr. Davis said the permanent positions are (or will be) posted on the City of Grand Rapids' Website and the temporary positions are hired through an agency [Management Business Solutions] and are posted on the OPA's Facebook Page.

OFFICER ELECTIONS

The Board nominates and elects from its membership a chairperson and a vice chair at the beginning of each calendar year or when the positions are open. Mr. Davis stated that both positions were open for nomination and described the function of each (below).

MOTION:

1. Sophia Brewer moved to nominate Russell Olmsted as Chairperson. Seconded by Michelle Williams. Motion carried and adopted.
2. Sophia Brewer moved to nominate Bryndan Arnold for Vice Chair. Seconded by Michelle Williams. Motion carried.

ROLE OF THE CHAIR

The Chair is the Presiding Officer of the meeting. The duties of the Chair are to:

1. Open the meeting on time and call the meeting to order. Before calling the meeting to order, the Chair must know whether a quorum is present. If there is not a quorum, the meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned.
2. See that the transaction of Board business is in accord with law and with the adopted Bylaws.
3. Announce in proper sequence the business on the agenda. Start a discussion with a few comments on the nature of the topic.
4. Recognize members who are entitled to the floor.
5. State and put to a vote all legitimate questions that arise during the meeting. If a motion is out of order; the Chair should rule it out of order.
6. Announce the result of the vote.
7. Enforce the rules regarding debates and keep order.
8. Expedite business in a way compatible with the rights of the members.
9. Enforce on all occasions the observance of order and decorum among the members.
10. Decide all questions of order (subject to an appeal to the Board by any two members) unless when in doubt he/she prefers to submit the question for the decision of the Board).
11. Authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the Board.
12. Respond to inquiries of members.
13. Declare the meeting adjourned.

Special meetings of the Board may be called by the Chair.

ROLE OF THE VICE CHAIR

In the absence of the Chair, the Vice-Chair shall be the presiding officer of the meeting and follow the above-listed duties. Additional information about officers is contained in the Board's Bylaws.

Chairperson Russell took office and chaired the meeting from this point forward.

OLD BUSINESS

None.

OPEN DISCUSSION

Next Board Meeting

A Board Member asked if a hybrid (virtual and in-person) Board meeting could be held in July. Mr. Davis said that the Board is not holding hybrid, public meetings, but the meeting could be canceled and the training could be done virtually if there were no other business. Mr. Davis said he would consult with the Deputy City Attorney to confirm if this would be acceptable.

Job Requirements

A Board Member asked about the minimum qualifications for some of the job openings. Mr. Davis explained that the lead investigative specialist involves auditing and monitoring the work of the Internal Affairs Unit relating to citizens' complaints against the Grand Rapids Police Department as well as reviewing policies, and requires at least a bachelor's degree. The analysts' positions are policy-based and involve analyzing GRPD's and GRFD's policies, looking for inequities and ways to improve those policies in partnership with the community and City departments. The analysts' positions include work on programs such as Know Your Rights – an advanced degree is preferred (bachelor's or higher). The administrative positions [require at least an associate degree].

GRPD Mayoral Procedures

A Board Member asked if the mayoral procedures are available to the public. Mr. Davis said the police mayoral procedures are available to the public on the City of Grand Rapids' Website.

PUBLIC COMMENT

None.

NEXT MEETING

The next Board Meeting is scheduled for Wednesday, July 20, 2022, at 4:00 PM.

ADJOURNMENT

The meeting was adjourned at 4:17 PM by Chairperson Russell.