

Meeting Notice and Agenda Community Advisory on Public Safety Commission

Monday, May 1, 2023 at 12:30 pm – 2:00 pm
Hooker Conference Room (#245), Showers Building, 401 N. Morton Street
The public may also access the meeting at the following link:

<https://bloomington.zoom.us/j/82618346916?pwd=MU9UUUnVGR1dFcWo1bUxSNy9QUk5mZz09>

- I. ROLL CALL & INTRODUCTIONS (name & pronouns)
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MEMORANDA/MINUTES
Regular Session Minutes – April 3, 2023
- IV. REPORTS (if any)
 - a. Co-Chairs
 - b. Individual Members
 - c. Committees
 - i. Report from Alternative Public Safety Outreach Special Committee on Town Hall Event
 - d. Staff
- V. REPORTS FROM THE PUBLIC / PUBLIC COMMENT

- *BRIEF RECESS* -
- VI. NEW BUSINESS
 - a. Scheduling Regular Meetings
 - b. CAPS Annual Report to Council
 - c. Preparation for Council’s 2-year review of CAPS Commission (per Ordinance 20-20)
- VII. OTHER BUSINESS
 - a. START Program Update
 - b. Juneteenth Event
- VIII. TOPIC SUGGESTIONS FOR FUTURE AGENDAS
 - a. Budget Proposals for 2024
 - b. Deaf Club
 - c. Implicit bias training
 - d. Updating Procedures & Bylaws
 - i. Possible Amendment(s) to Conflict Resolution Procedures, Adopted 3/6/2023?
- IX. ADJOURNMENT

CAPS Commission Goals and Purpose:

Perform research and gather data on the perceptions and preferences about public safety from community members, with specific focus on perceptions and preference data gathered from minority community members, individuals who are disabled, and other often marginalized community members

Research evidence-based alternatives to traditional policing

Identify best practices in public safety globally and evaluate the efficacy of such practices for implementation in Bloomington.

Make recommendations to the Common Council, the Board of Public Safety, and/or the Mayor or the Mayor's designee on policies and programs that enhance public safety for all community members.



City of Bloomington

NOTICE

Monday, 1 May 2023 at 12:30 – 2:00 p.m. **Community Advisory on Public Safety Commission**

This meeting will be held in the Hooker Conference Room (Suite 245, City Hall, 401 N. Morton St) and may also be accessed electronically via Zoom (see information below).

Join Zoom Meeting

<https://bloomington.zoom.us/j/82618346916?pwd=MU9UUUnVGR1dFcWo1bUxSNy9QUk5mZz09>

Meeting ID: 826 1834 6916

Passcode: 667953

One tap mobile

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Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 309 205 3325 US

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+1 929 205 6099 US (New York)

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

Meeting ID: 826 1834 6916

Find your local number: <https://bloomington.zoom.us/j/82618346916>

As a quorum of this Commission or its committees may be present, this gathering constitutes a meeting under the Indiana Open Door Law (I.C. § 5-14-1.5). For that reason, this statement provides notice that this meeting will occur and is open for the public to attend, observe, and record what transpires.

MEMORANDUM

**Community Advisory on Public Safety (CAPS) Commission
Monday, April 3, 2023, 12:30 p.m. – Hooker Conference Room (#245),
401 N. Morton Street, Bloomington, Indiana**

The Regular Session meeting was called to order.

Commission members present in person: Matthew Needler, Shelby Ford, Nejla Routsong

Commission members absent: Jason Michálek, Kamala Brown-Sparks

City staff present: Stephen Lucas

Public present: Mary Morgan & Tatiana Wheeler (guest speakers), and two members of the public were present on Zoom

INTRODUCTION AND ROLL CALL

- Election of co-chairs: Cm. Ford volunteered to be co-chair along with Cm. Needler.

APPROVAL OF AGENDA: Cm. Routsong moved and it was seconded to amend the agenda to remove an item from the agenda. The motion was adopted by unanimous consent.

APPROVAL OF MINUTES: Cm. Needler moved and it was seconded to approve the minutes from 6 March 2023. The motion was adopted by unanimous consent.

REPORTS

Co-chairs:

- Cm. Needler had no report
- Cm. Ford had no report

Committees:

- Cm. Routsong reported from the Alternative Public Safety Outreach Special Committee that it is conducting outreach and sent out invitations for the 11 April 2023 town hall event, and Cm. Routsong invited remaining CAPS members to attend and spread the word about the event.
- Cm. Ford reported from the Research Committee that it is wrapping up individual research projects in preparation for a full report.

Staff:

- Staff member Lucas notified the Commission that the Common Council interview committees are meeting to fill vacancies on boards and commissions, including the CAPS Commission.

Public: none.

NEW BUSINESS: guest speakers Mary Morgan & Tatiana Wheeler from Heading Home of South Central Indiana gave a presentation and answered questions.

OTHER BUSINESS:

Research Committee Membership: Cm. Needler expressed interest in joining this Committee, depending on scheduling.

Juneteenth Event:

- Cm. Routsong requested the Commission assist with planning and hosting a Juneteenth event partnering with the Monroe County Historical Society & Indianapolis Black Genealogy organization.
- Cms. Ford and Needler had questions about the connecting this event to the purpose of the CAPS Commission and coordinating with the City's Juneteenth events. Staff member Lucas suggested contacting the Community and Family Resources Department and Civil City Director who were involved in last year's Juneteenth celebrations through the City.

Tabled Items from 6 March 2023

- START Program: The discussion was tabled to May meeting due to Cm. Michalek's absence.
- BPD Questions: Cm. Routsong informed the Commission that the Alternatives to Public Safety Outreach Special Committee is conducting separate outreach to BPD for the 11 April 2023 town hall event. Cm. Routsong proposed to take this item off the agenda. Discussion was held. Members agreed to take the item off the agenda.
- Amending conflict resolution procedures, adopted 3/6/2023: This item was added to Topics for Future Agendas.

Topic Suggestions for Future Agendas

- Scheduling: Cm. Needler proposed later meeting times due to work hours. Cm. Ford proposed filling out and updating the availability in the scheduling sheet on Google Drive. Staff agreed to assist with sending out the scheduling sheet to members.
- Additions or deletions to the list of topics for future agendas:
 - o Propose deleting items added by former Cms. who are no longer members, including "e," "g," and "h."
 - o Propose keeping yearly CAPS report and scheduling as agenda items in next month's meeting.
 - o Propose adding report from Alternative Public Safety Outreach Special Committee on how 11 April 2023 event went, including summary of feedback, and report from Research Committee on types of research done.

Meeting adjourned.

Memorandum prepared by:
Ash Kulak, Staff

Conflict Resolution - Adopted 3.6.2023

1. Procedures: It is vital for the functioning of the Commission that members identify and resolve interpersonal conflicts in an effective and meaningful way. A conflict between members is a dispute or disagreement between two or more members that hinders the functioning of the Commission. In the event that a Commission member experiences such a conflict with one or more members of the Commission, that member may notify the staff liaison of their intention to request mediation between the parties experiencing conflict. Commission members shall not retaliate against any member who requests mediation or is a party to a conflict. Retaliation is considered a separate instance of conflict subject to mediation under these rules.
2. Mediation: Upon such notification by the member requesting mediation, the staff liaison shall promptly inform all parties with whom the requesting member wishes to mediate. Subject to circumstances noted below, the Community Justice and Mediation Center ("CJAM") shall be the service used to mediate the conflict. The member requesting mediation or staff liaison may contact CJAM (or, should the contingencies below apply, other third party mediation or conflict resolution services as stipulated below) to initiate the process. Subject to extraneous circumstances or scheduling issues among CJAM staff and the parties, mediation shall be scheduled within one month of the notification to the Chair and/or staff liaison.
3. Contingencies: If CJAM cannot mediate due to any reason outside the merits of the case to be mediated, or if CJAM no longer exists, then a majority of the Commission will decide what outside third party will provide mediation or conflict resolution services. The outside third party services decided upon should be free. Should these services cost funds, then the Commission shall request a conflict resolution budget from the City in the next Commission report delivered before the Common Council budget session. Under no circumstances should Commission members pay for Commission-related mediation services.
4. Resolution: The party who requested mediation services shall promptly notify the staff liaison upon successful or unsuccessful mediation, or upon CJAM's decision to not mediate for any reason. This completes the conflict resolution process.
5. Recommendation for removal: If any member refuses to participate in mediation as requested by another member, and that person continues to hinder the functioning of the Commission, then any member of the Commission may make a motion at the next regular session for the Commission to recommend the governing body (the Common Council) remove that member from the Commission for cause. If two or more mediations deemed to have merit by CJAM have been requested of any member, and that person continues to hinder the functioning of the Commission, then any member of the Commission may make the motion described above. A motion to recommend removal is debatable and amendable. During debate, no member shall discuss any of the substantive matters discussed during mediation. The motion must pass by a majority vote. If passed, the Commission shall designate a member to write an explanation recommending removal to be forwarded to the appointing body.

Bylaws of the Community Advisory on Public Safety Commission

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Article I. Members

Section 1: Appointment – The Community Advisory on Public Safety Commission (“Commission”) shall be composed of eleven (11) voting members appointed by the Common Council. Each member shall have one (1) vote and shall serve without compensation.

Section 2: Qualifications – Commission members must be at least eighteen years of age and reside within the City of Bloomington.

Section 3: Terms – The initial terms of five city resident appointments shall expire on January 31, 2022. The term of the remaining initial six city resident appointments shall expire on January 31, 2023. Thereafter, all terms of city resident appointments shall be for two years and expire on January 31.

Section 4: Meetings – The Commission shall meet one time each month, every month of the year unless it decides to cancel the meeting. At least four meetings shall be held each year.

Section 5: Attendance – Members shall give prior notice to the Chairperson or the staff liaison appointed by the Council Office if they are unable to attend a regular or special meeting.

Section 6: Resignation - A member wishing to resign shall do so by providing written notice to the appointing body.

Section 7: Removal of Members - A member may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the Commission or four regularly scheduled meetings in any twelve-month period; provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Acceptance of extenuating factors by the appointing body puts the member on notice that further excessive absenteeism shall result in removal.

Section 8: Vacancies – Vacancies on the Commission, whether due to resignation, disqualification, removal for cause, or any other reason, shall be filled pursuant to Bloomington Municipal Code (“BMC”) Chapter 2.02 and Section 2.08.020.

Article II. Officers.

Section 1: Positions - Officers of the Commission may include but are not limited to the Chairperson, the Vice-Chairperson, and the Secretary.

Section 2: Eligibility - All officers shall be members of the Commission. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson (except for the first Chairperson of the Commission).

Section 3: Election - All officers shall be selected by a vote of the Commission at the annual meeting.

Section 4: Term - Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5: Vacancies – If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 6: Chairperson Duties - The Chairperson shall prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair should prepare and distribute an annual report of the previous year's activities.

Section 7: Vice Chairperson Duties - The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson, shall perform all duties that may be delegated by the Chairperson, shall aid the Chairperson on request, and shall perform such other duties applicable to the office

Section 8: Secretary Duties - In addition to the duties stated in BMC Section 2.08.020(10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, commission reports, etc. are kept on file in the Office of the Bloomington Common Council

Section 9: Staff Liaison Duties – The Office of the Bloomington Common Council staff liaison shall provide general administrative support for the Commission, including posting all required notices for Commission meetings under the Indiana Open Door Law.

Article III Meetings.

Section 1: Regular Meetings - Regular meetings of the Commission shall be held monthly.

Section 2: Annual Meetings - The regular meeting in January shall be known as the annual meeting and shall be held to elect officers and to take up any other business that may arise.

Section 3: Special Meetings - BMC Section 2.08.020(11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4: Notice - Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda, if one is utilized. Notice shall also be provided in accordance with Indiana Code Chapter 5-14-1.5 et seq.

Section 5: Quorum - BMC Section 2.08.020(7) or its successors specify requirements for a quorum. A majority of the members serving on the Commission constitute a quorum for purpose of conducting the official business of the Commission.

Section 6: Votes - Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws. Majority vote means a majority of the members of the Commission who are present and voting.

Section 7: Parliamentary Authority - BMC Section 2.08.020(8) or its successors specifies requirements for Parliamentary Authority. Meetings of the Commission shall be conducted according to procedures set forth in Roberts Rules of Order.

Draft Bylaws - based on Bloomington Commission on the Status of Women
As discussed in CAPS meetings on 7.22 and 7.29.2021

ARTICLE I.

Members.

Section 1. Appointment. The Community Advisory on Public Safety Commission (“Commission”) shall be composed of eleven (11) voting members appointed by the Common Council. Each member shall have one (1) vote and shall serve without compensation. Bloomington Municipal Code (BMC) Section 2.12.120 (c) or its successors specifies the appointment mechanism. BMC Section 2.08.020 (5) or its successors specifies filling of vacancies.

Section 2. Qualifications. Commission members must be at least eighteen years of age and reside within the City of Bloomington. In addition to the qualifications stated in BMC Section 2.12.120 (d) or its successors, members are *encouraged* to attend regular monthly meetings and contribute to programs and projects of the Commission.

Section 3. Attendance. BMC Section 2.08.020 (4) or its successors specify attendance requirements. Members shall give prior notice to the Chairperson or the Council Office Liaison if they are unable to attend a regular or special meeting.

Section 4. Removal of Members - A member may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the Commission or four regularly scheduled meetings in any twelve-month period. If a member meets these criteria, the Commission shall add to the agenda of the next regular meeting, a removal review. ~~provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached.~~ Acceptance of extenuating factors by the appointing body puts the member on notice that further excessive absenteeism shall result in removal.

Section. 4. Resignation. Resignation shall be communicated to the Chairperson and/or the Office of the Bloomington Common Council.

ARTICLE II.

Facilitators

Suggestion (rotating facilitator?)

Section 1. Positions. Facilitators of the Commission can include but not be limited to the Lead Facilitator, the Supporting Facilitator, the Recorder, and/or whatever the Commission determines best carries out the functioning of the Commission. The Common Council Office staff liaison to the Commission is not a member of the Commission.

----- End of discussion on 7.21.2021 -----

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson.

Section 3. Election. All officers shall be elected at the annual meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer may be removed for cause, provided a member or members of the commission submit(s) a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members; a written response within ten days of receipt of the stated causes from the officer in question; decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson should prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair shall appoint a nominating committee prior to the annual election of officers; the Chair should prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. In addition to the duties stated in BMC Section 2.08.020 (10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, etc. are kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Community and Family Resources Department staff duties. CFR staff will provide notice of all Commission meetings as required by IND. CODE 5-14-1.5-1 through 7 or its successors; and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

ARTICLE III.

Meetings.

(Suggestion - Round Robin style debate)

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly. (4th Thursday of each month?)

Section 2. Annual meetings. The regular meeting in April shall be known as the annual meeting and shall be to elect officers and for any other business that may arise.

Section 3. Special meetings. BMC Section 2.08.020 (II) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum. (Specify?)

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

ARTICLE IV.

Parliamentary Authority.

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Authority.

ARTICLE V.

Amendment of Bylaws.

BMC Section 2.23.060 (4) or its successors describes the procedure required to change these bylaws or any other rules of the Commission. In addition, amendments shall be discussed at the regular meeting immediately prior to the meeting in which the vote is taken on the proposed amendment. Notice of such a meeting shall be given to all members not less than 14 days before such meeting.

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Proposed Bylaws

Attendance. BMC Section 2.08.020 (4) or its successors specify attendance requirements. Members shall give prior notice to the Chairperson(s) or the Council Office liaison if they are unable to attend a regular or special meeting.

Removal of Members – Under BMC Section 2.08.020 (4), a member may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the Commission or four regularly scheduled meetings in any twelve-month period. If a member meets these criteria, the Commission may add to the agenda of the next regular meeting a recommendation for removal. Acceptance of extenuating factors puts the member on notice that further excessive absenteeism shall result in removal.

Selection of Chairperson – The Commission shall select a member to serve as Chairperson or may select two members to serve as co-chairs. Members selected to serve as chairperson will serve for three months. At the last regular meeting before the term of the current chairperson(s) has ended, the Commission shall select a new chairperson or new co-chairs. Members selected to serve as chairperson may not serve two consecutive terms in a row.

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