

**MEMORANDUM**  
**Community Advisory on Public Safety (CAPS) Commission**  
**Tuesday, May 18, 2021**

*Per the Governor's Executive Orders, this meeting was conducted electronically via Zoom.*

Meeting called to order: 7:09 pm

**Commission members present via Zoom:** Jon Wunrow, Nicole Johnson, Nejla Routsong, Kamala Brown-Sparks, Heather Lake, Alexander Mann, Renee Miller, Arvind Jagdish

**Commission members absent:** Mateo Perez, Matthew Diaz, Derek House

**City staff and officials present:** Stephen Lucas, Steve Volan, Isabel Piedmont-Smith, Becky Boustani

**Introductions**

Discussion on how to ask questions to gather data.

Suggestion to hold a monthly meeting and a monthly work session.

Discussion on election of an interim chair

Request for a shared Google Drive

Short Presentation on how to run a meeting (Roberts Rules) by Steve Volan

MOTION: Brown-Sparks moved and it was seconded to schedule a work session in 2 weeks.

ACTION: The motion to schedule meeting on June 3 at 6:30 received a roll call vote of Ayes: 8, Nays:0, Abstain:0.

Steve Volan is invited to work session to continue discussion on Robert's Rules. Brainstorming ideas planned for work session as well.

Piedmont Smith suggested an election of temporary officers.

Kamala Brown-Sparks - volunteered for temporary chair

Renee Miller - volunteered for temporary vice chair

Heather Lake - volunteered for temporary secretary

MOTION: Alex Mann moved and it was seconded that the volunteer slate of temporary officers be elected.

ACTION: The motion received a roll call vote of Ayes: 8, Nays:0, Abstain:0

Request to send a Doodle Poll to Commission members to find a permanent meeting time

Meeting Ended: 9:01 pm