

**NOTICE AND AGENDA  
COMMUNITY ADVISORY ON PUBLIC SAFETY COMMISSION**

**COMMISSION MEETING  
THURSDAY, 24 JUNE 2021 AT 12:30 PM**

***Per IC 5-14-1.5-3.7, this meeting will be conducted electronically.***

***The public may access the meeting at the following link:***

<https://bloomington.zoom.us/j/91061563308?pwd=QitXd0JRamp0UDl6cDNVZ3FlbnhTUT09>

- I. Introduction and Roll Call
- II. Approval of Minutes – 03 June 2021; 18 May 2021
- III. Old Business
  - a. Housekeeping- Time keeper, Elections, email new list & new topic/new email
  - b. Discuss the list of Topics/Questions each Commissioner is to have at tonight’s meeting
  - c. Each Commissioner is to present their initial definition of what safety means to them
- IV. New Business
  - a. Discuss attendance code: *“A member of a board, commission or council may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the board, commission, or council or four regularly scheduled meetings in any twelve-month period.”*
  - b. Discuss attendance of Derek House & Matt Diaz
  - c. Create Commission dismissal policy
  - d. Electronic Meeting Policy
  - e. Begin working on Bylaws
    - i. Discuss possible work group
- V. Adjournment

**STATEMENT ON PUBLIC MEETINGS DURING THE PUBLIC HEALTH EMERGENCY**

*Under Indiana Code 5-14-1.5-3.7, during a declared public health emergency, the Council and its committees may meet by electronic means. The public may simultaneously attend and observe this meeting at the link provided above. Please check <https://bloomington.in.gov/council> for the most up-to-date information on how the public can access Council meetings during the public health emergency.*



**City of Bloomington  
Office of the Common Council**

# **NOTICE**

**Thursday, 24 June 2021**

**Community Advisory on Public Safety  
Meeting  
at 12:30 pm**

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As a quorum of the Council 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**  
**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

**Meeting Minutes**  
**Community Advisory on Public Safety (CAPS) Commission**  
**Thursday, June 03, 2021**

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

**Work session started at 6:37**

**Commission Co-Chairs Kamala Brown Sparks and Renee Miller presided.**

**Commissioners present via Zoom:** Arvind Jagdish, Nicole Johnson, Alex Mann, Jon Wunrow, Heather Lake, Renee Miller, Kamala Brown-Sparks

**Commissioners absent:** Derek House, Nejla Routsong, Matthew Diaz

**City Staff and officials present:** Rebekka Boustani, Steve Volan, Stephen Lucas

**Commissioner Mateo Perez resigned**

Council Member Volan gave a presentation on the ways to have a good meeting. Steve will email slides to committee members.

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**Topics Discussed:** There was a slide presentation by Steve Volan and clarification and discussion of how to conduct a good meeting. Next item on agenda was ways to work together on tasks and information to share with the group. Group discussed brainstorming ideas and research questions to bring to their assorted groups and people. Final agenda item was time for next meeting.

Dropped below a quorum at 8:20pm

End of agenda at 8:30pm

Chair Commissioner Brown-Sparks called meeting adjourned at 8:36

Memorandum prepared by:  
Heather Lake, INTERIM SECRETARY  
CAPS Commission

## RESOLUTION 21-01

### A RESOLUTION ESTABLISHING THE POLICY BY WHICH MEMBERS OF THE COMMUNITY ADVISORY ON PUBLIC SAFETY COMMISSION MAY PARTICIPATE IN MEETINGS BY ELECTRONIC MEANS OF COMMUNICATION

WHEREAS, the Indiana General Assembly adopted HEA 1437 in the 2021 Regular Session, which amended Indiana Code (IC) 5-14-1.5-1 et seq. (Act) by amending IC 5-14-1.5-3.5 to prescribe new requirements by which members of the governing body of a public agency of a political subdivision may participate in a meeting by an electronic means of communication; and

WHEREAS, a member of the governing body may participate by any means of communication that:

- allows all participating members of the governing body to simultaneously communicate with each other; and
- except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting; and

WHEREAS, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication and allows the governing body to adopt procedures that are more restrictive than the procedures established by IC 5-14-1.5-3.5; and

WHEREAS, the Community Advisory on Public Safety Commission is a governing body of the City of Bloomington, Indiana and wishes to adopt such a policy;

THEREFORE, BE IT RESOLVED BY THE COMMUNITY ADVISORY ON PUBLIC SAFETY COMMISSION OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

Section I. The Community Advisory on Public Safety Commission adopts the following policy, which shall be incorporated into any bylaws adopted by the Commission, on the participation of a member of the Commission in a meeting by an electronic means of communication:

#### ELECTRONIC MEETINGS POLICY

##### Section 1.

- (a) The provisions of the Act, including definitions, apply to this resolution.
- (b) This resolution shall be known as the "Electronic Meetings Policy" and applies to the Commission and any of its committees.

##### Section 2.

- (a) Subject to Sections 3 and 5, any member may participate in a meeting by any electronic means of communication that:
  - (1) allows all participating members of the governing body to simultaneously communicate with each other; and
  - (2) other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.
- (b) A member who participates by an electronic means of communication:
  - (1) shall be considered present for purposes of establishing a quorum; and
  - (2) may participate in final action only if the member can be seen and heard.
- (c) All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.

### Section 3.

(a) At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.

(b) A member may not attend more than a fifty percent (50%) of the meetings in a calendar year by an electronic means of communication unless the member's electronic participation is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

(c) A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

### Section 4.

The memoranda and any minutes prepared for a meeting at which any member participates by electronic means of communication must:

- (1) identify each member who:
  - (A) was physically present at the meeting;
  - (B) participated in the meeting by electronic means of communication; and
  - (C) was absent; and
- (2) identify the electronic means of communication by which:
  - (A) members participated in the meeting; and
  - (B) members of the public attended and observed the meeting, if the meeting was not an executive session.

### Section 5.

No member of the Commission may participate by means of electronic communication in a meeting if the Commission is attempting to take final action to:

- (1) adopt a budget;
- (2) make a reduction in personnel;
- (3) initiate a referendum;
- (4) impose or increase a fee;
- (5) impose or increase a penalty;
- (6) use the Council's eminent domain authority; or
- (7) establish, raise or renew a tax.

Section 6. In the event the governor declares a disaster emergency under IC 10-14-3-12 or the executive (as defined in IC 36-1-2-5) of a political subdivision declares a local disaster emergency under IC 10-14-3-29, the Commission may meet by any means of electronic communication if the following requirements of IC 5-14-1.5-3.7 are satisfied:

- (1) At least a quorum of the members of the Commission participate in the meeting by means of electronic communication or in person.
- (2) The public is able to simultaneously attend and observe the meeting. However, this subdivision does not apply to a meeting held in executive session.

- (3) The memoranda and any minutes prepared for a meeting held under this section must:
- (A) state the name of each member of the Commission who:
    - (i) participated in the meeting by using any electronic means of communication; and
    - (ii) was absent; and
  - (B) identify the electronic means of communication by which:
    - (i) members of the Commission participated in the meeting; and
    - (ii) members of the public attended and observed the meeting, if the meeting was not an executive session.
- (4) All votes taken during a meeting under this section must be taken by roll call vote.

Section 7. Members of the public shall be able to attend and observe meetings of the Commission via electronic means. Subject to any rules for making public comment adopted by the Commission, members of the public may also participate in the meeting via electronic means. Meeting notices shall be posted as required by law, and will include information about how to access meetings electronically.

Section 8. Staff members may participate in meetings of the Commission via electronic means, provided there is no actual need for a staff member to be physically present at a particular meeting. Such need shall be determined in the sole discretion of the presiding officer.

SECTION II. If any sections, sentence or provision of this resolution, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

SECTION III. This resolution shall be in full force and effect from and after its passage by the Community Advisory on Public Safety Commission.

PASSED by the Community Advisory on Public Safety Commission of the City of Bloomington, Monroe County, Indiana, upon this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
\_\_\_\_\_, President  
Community Advisory on Public Safety Commission

#### SYNOPSIS

This resolution adopts an Electronic Meetings Policy pursuant to newly-enacted state statutes concerning electronic meetings. The Policy establishes the procedures that apply to a member's participation in a meeting by an electronic means of communication, as well as to the participation of the public and city staff members by electronic means of communication.

# Bylaws of the Community Advisory on Public Safety Commission

## DRAFT

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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.