



Citizen Review Board Meeting Agenda

Tuesday, October 19, 2021

4:00 PM

- 1) Call to Order**
- 2) Roll Call of Members**
- 3) Approval of Minutes**
 - A) Minutes from 09-21-21 Meeting
- 4) Presentations/Special Guests**
- 5) Public Comments**
- 6) Unfinished Business**
- 7) New Business**
 - A) Draft Item #6
- 8) Adjourn**



Citizen Review Board Meeting Minutes

Tuesday, September 21, 2021

4:00 PM

1) Call to Order

The meeting was called to order by Ms. Hunt and seconded by Mr. Nathans.

2) Roll Call of Members

Members present: Ms. Hunt, Mr. Nathans, Mr. Soden, and Ms. Guzman

Others in attendance: Mayor Ben Kessler, Elizabeth Ellman, and Allison Irving

3) Approval of Minutes

A) Minutes from the 05-04-21 CRB Meeting

Motion to approve the May 4, 2021 meeting minutes made by Mr. Nathans; seconded by Mr. Soden.

B) Minutes from the 05-18-21 CRB Meeting

C) Minutes from the 06-15-21 CRB Meeting

Motion to approve the May 18, 2021 and June 15, 2021 meeting minutes by Mr. Soden; seconded by Ms. Hunt.

4) Presentations/Special Guests

Mayor Kessler indicated he was in attendance to answer questions from Board members. There was discussion between Mayor Kessler and members of the Board regarding filling the Board vacancy, the Boards' ability to develop bylaws, the way a complaint comes before the Board, and meeting cadence.

Mr. Soden read a purpose statement he drafted, and there was discussion about the Board's page on the City's website. Mayor Kessler indicated that election results, should the Charter Review provisions pass, should only affect the CRB regarding producing an annual report.

Board members reviewed the six items discussed in previous meetings; Mr. Soden will work preparing a draft of the third item.

There was discussion of meeting frequency and member attendance, as well as how departments handle the procedure of a complaint, a timeline, the use of mediation internally, and subpoena power.

Opinions regarding Board processes, structure, and governance, in light of not having had cases brought before the Board, were shared.

5) Public Comments

6) Unfinished Business

A) Discussion about appeal timeframes

A form on which to make an official appeal was explained, and there was discussion as to the length of time from which an appeal is received until a report is generated. This will be discussed further when Mr. Fishel is in attendance.

7) New Business

A) Discussion regarding CRB process as it relates to FOP

Mayor Kessler shared with the Board a conversation with the FOP; this can be discussed at a future meeting should Mr. Fishel want.

8) Adjourn

Motion to adjourn made by Mr. Nathans; seconded by Ms. Hunt. The meeting adjourned at 4:56.

The following items are tasked to the following individuals prior to the next meeting, on October 19, 2021 at 4:00 pm:

Create a draft for item 6 -- Mr. Soden

Appeal document -- Mayor Kessler

Subject to Members' refinements, it could include the following in our written guidelines:

1. Purpose, Authorization and Function of CRB (which would indicate the Ordinance, Mission, Role, Anticipated effort toward CRB consensus if possible, etc.). (process detailing)
2. Onboarding of Members of the CRB (expectations as to minimums - meeting attendance, Police Ride Along participation, etc.)
3. Meetings of CRB (frequency, format, typical agenda, sunshine law recognition, Video, Minutes reporting)
4. Reporting and Investigation Process (Could include how complaint is received from Mayor, consideration of complaint and Human Resources processes and procedures of various City departments, CRB role in receiving, documenting and investigating complaints - if hearing, mediation and/or subpoena power and how actuated, calling witnesses, Minutes recording process, etc.)
5. Outcomes - Written Report of CRB, format (written summary of facts, analysis by CRB based upon investigation, interviews, complainant(s), and written opinion as unanimous or majority with opportunity for dissenting opinion(s) if a CRB majority but not unanimous.
6. Follow-up and Review – Standby role of CRB subject to further request by Mayor related to a complaint. Review by CRB as to effect, lessons learned, etc. (consider whether or not a review time frame 30 – 90 days?)

There are many written bylaws and other examples of CRBs among cities of the US (Pittsburgh, Reynoldsburg and so many

others), however, most are focused upon citizens review of police with extensive detailing of investigation and hearing processes, my personal hope might be that we can provide a guideline and structure that is more concise and responsive to follow than a very detailed written pre-set rigid structure that might restrict the ability of the CRB to adapt the process to all city departments.

Bexley Citizen Review Board

Mission and Purpose:

The Bexley Citizen Review Board serves as an advisory board to the Mayor as established by executive order June 9, 2020, and as authorized, expanded and appointed by Ordinance No. 38-20 of Council October 13, 2020, creating Section 275.01.

At the request and initiation of the Mayor following appeal of an unresolved citizen complaint, the Bexley Citizen Review Advisory Board will provide citizens with opportunities for citizen review and input into such unsatisfied inquiries and complaints directed at city employees with transparency.

Further Scope and Charge of the Bexley Citizen Review Board:

The Bexley Citizen Review Advisory Board is charged with reviewing complaints pertaining to unlawful discrimination or bias by City employees that are under appeal to the Mayor;

All records pertaining to a case under appeal shall be made available, in full, to members of the Advisory Board;

Members of the Advisory Board are charged with non-disclosure of confidential information that is conveyed to them during the course of their review;

The Advisory Board may interview and subpoena individuals concerning the matter under review as well as access additional records pertinent to the case;

The Board shall work diligently to review all material and issue a consent decision, in writing, to the Mayor;

The Advisory Board must work cooperatively to arrive at a report that receives unanimity, if possible, approval from the Board. If the Board is not able to reach unanimous consent, then each member may provide an individual report on their findings to the Mayor.

On an annual basis the Bexley Citizen Review Board will provide the Mayor and Council with a summary of its work for the previous year.