

# Community Surveillance Working Group

## Meeting Minutes

June 21<sup>st</sup>, 2021

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**Working Group Members Present:** Rich Stolz, Kayleigh McNeil, Jennifer Lee, Joe Woolley,  
Michelle Merriweather

**City Staff:** Omari Stringer, Lise Kaye, Mary Dory, Cara Vallier, Gary  
Smith, Vinh Tang

**In Attendance:** Cynthia

*Surveillance Working Group meeting minutes are not an exact transcript and represent key points and the basis of discussion*

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**Omari:** There was a planned public engagement meeting yesterday, but it had to be postponed due to the SPD personnel being unavailable. Sorry about that and about the delay in getting that out. We do have the first meeting posted on the website. We will reschedule for about 2 weeks out and will post that online and on our social media. We will be holding open the comment period so people can provide their input until that second meeting.

We recently integrated WebEX and do not have a dial in number for this event but will be working on getting that set up prior to our next meeting.

**Joe** – we are only scheduled for 30 minutes. Key updates around the bylaws and membership changes. Let's start with Rich.

**Rich** – I've stepped down as exec director of one America which means as a representative of one of the community-based agencies described in the ordinance which means that I will need to step down from this working group and will need to figure out my replacement.

**Joe** – Thanks Rich. For the benefit to the group. I reached out to Asha and Masih about their prolonged absences. Asha responded and said that she communicated to the City back in 2019 about stepping down from her position which I thanked her for her notification. Masih did not respond and in the email I let them know that if they did not respond we would take that to mean they were no longer interested in participating in this body of work. Where does that leave us with replacements? Are we in a holding pattern?

**Lise** – we aren't in a holding pattern so I would go ahead and reach out to the Mayor's office and the Council about moving forward with appointments. Asha was a mayoral appointment.

**Omari** – I think the issue that we are running into is that we do not have a policy advisor in the mayors office at this time so no one has gotten back to us about getting these positions filled. For Rich, your spot would be filled by the appointing authority. I will send a roster out to the group to see where we stand.

**Rich** – for clarification does this constitute my resignation?

**Lise** – An email would be nice to make it official My records show that he was a council appointment.

**Joe** – as related to the bylaws on the website, the full roster will need to be

**Jennifer** – Would it be helpful for me to reach out to the orgs that Masih came from to see if they have someone else who is interested in doing this work.

**Omari** – I don't think there is a protocol. The entity that is responsible for filling these vacancies is still the mayor or the council but if we reached out to these orgs to see if they were still interested in taking part in this work and then let the mayor's office know that we're still working with the org and hoping to

**Joe** – Masih is no longer at CAIR-Wa so it would be beneficial to reach out to them and see if they have a new director. So, the issues with the Bylaws are that we are down to 4 for quorum and that with only 1 absence we won't have quorum. And then with the representation concern, with our vacancies we have gone down to two members from community orgs and 2 at-large.

**Omari** – responsibility of the group working at minimum capacity would still be the SIRs and making the assessments and review and providing input in the annual impact report.

**Joe** – do we have dates for the CTO equity reports and the SIRs?

**Omari** – SIRs will be delayed but the deadline for the Equity report is sept 15<sup>th</sup> so we try to give you a month on those. But we will give you 8 weeks for the 1<sup>st</sup> group of 4 and 8 weeks for the 2<sup>nd</sup> group 4 technologies. We take about 2 weeks after the close of the comment period to give to you.

**Joe** – so when will you need us to give you our comments back?

**Omari** – can't give you a firm deadline because it has been a moving target.

**Joe** – that would be helpful, that is something that we can push to urge council and the mayors office to fill these vacancies knowing that we are at limited capacity with half of our positions vacate because they haven't been appointing people.

**Joe** – The bylaws look good, only issue is with the name. The Community Surveillance Working Group is not what it is titled online. So we need to either fix that in the bylaws or make the change online.

**Omari** – it is called the Community Surveillance Working Group in the ordinance. I am not sure why it says advisory working group online.

**Kayleigh** – that was an issue we addressed at a previous meeting but still has not been updated online. Also, on the surveillance working group page, our meeting times, dates and locations are not updated. I added

something into the bylaws that requires that information to be publicly listed at least a week before our meetings. Omari, is that something that can be updated?

**Omari** – yes, it is posted in two places. The City’s public event calendar has all the meetings posted. The working group page hasn’t been updated in over a year and that is generally where the meeting agendas and minutes would be available. We can work on updating that although it is not automatic and will take a little bit of work.

**Kayleigh** - Great. I also added something to address the process for reviewing our membership quota under the representation goals of the ordinance. I modified the language to make it clear that we would be reviewing our own membership rather than compelling an outside agency or city department to do so. Like the discussion we had at the beginning of this meeting, we would simply look at our membership roster and then send a request in writing to council or the mayors office requesting appropriate action be taken to fill any vacancies.

Also there is a requirement in these bylaws that public engagement meetings shall be attended by at least 1 working group member. I don’t know how feasible that is. Thoughts?

**Joe** – I like that idea, I think it is good but is it required? I don’t know how possible it will be when our membership is so low. Can we soften that language so that we can make our best efforts to have someone attend but won’t be in violation of our own bylaws if we cannot?

**Kayleigh** – It is not a requirement so yes we can soften that language. I added it because I thought it would encourage more involvement and participation by members. And that is all the changes that I have made.

**Joe** – I move to approve bylaws,

**Michelle** – I second

**Bylaws Unanimously adopted by all present members**

**Joe** - Next steps – Omari will send roster. And update the website, we’ll reach out to the organizations previously represented to inquire as to interest in continuing this work and send recommendations to the appropriate entities. And Kayleigh, if you could send the final clean version of the

**Jennifer** – Omari will email us with the second public engagement meeting.

**Joe** - Meeting concluded. Thanks Rich for all of your work so far!