



CPRA Ad Hoc Committee Meeting Minutes

Date: 6/17/2024

Time: 4:30 pm

Attendees:

- Karely Ordaz (Chair)
- Ricardo Garcia - Acosta (Commissioner)
- Mac Muir (Director)
- Roger Smith (Chief)
- Mykah Montgomery (Chief of Staff)

Agenda:

1. Introduction and Roll Call
 2. Review and Discussion of Manual Sections
 3. Annual Report Review
 4. Frequency of Future Meetings
 5. Open Discussion and Q&A
 6. Adjournment
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1. Introduction and Roll Call:

- Meeting called to order by Chair Karely Ordaz.
- Roll call of attendees.

2. Review and Discussion of Manual Sections:

Introduction:

- Status: Complete.
- Feedback: Incorporated internal and external feedback.

Definitions:

- Status: Complete.
- Feedback: Comprehensive review to ensure accuracy.

Organization Structure:

- Status: Complete.
- Feedback: Aligned with current practices.

Policies and Procedures:

- Status: In Progress.
- Need: More staff and legal feedback.

Complaint Process:

- Status: In Progress.
- Need: Community feedback for clarity.

Investigative Process:

- Status: In Progress.
- Need: Additional legal input and staff feedback.

Allegations:

- Status: In Progress.
- Need: More content and clarification.

Interviewing:

- Status: In Progress.
- Need: More staff input.

Reports and Documentation:

- Status: In Progress.
- Need: More legal review.

Disciplinary Process:

- Status: In Progress.
- Need: Detailed content and legal review.

Main Discussion Points:

- Focus on making the manual user-friendly and accessible.
- Emphasis on visual aids and clear, concise language.
- Importance of community engagement and feedback.
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3. Annual Report Review:

- Current Status: Draft completed.
- Main Points:
 - Accomplishments over the past year.
 - Challenges and goals.
 - Community engagement and outreach.
- Feedback:
 - Adjust section order to highlight accomplishments.
 - Make the report visually appealing with graphics and infographics.
 - Ensure translation into multiple languages.
 - Consider creating a slide deck for broader dissemination.
- Action Items:
 - Adjust section order as discussed.
 - Add visual elements.
 - Translate report.
 - Create a summary slide deck.

4. Frequency of Future Meetings:

- Discussion on the optimal frequency of meetings to maintain consistency and progress.
- Proposal to discuss with all commissioners and finalize the schedule.

5. Open Discussion and Q&A:

- Questions about the mission statement and its alignment with other jurisdictions.
- Suggestion to include the Department of Race and Equity in reviewing the mission statement.
- Agreement to move forward with the report as is, with the adjustments discussed.
- Decision to consult with the full Commission for final feedback.

6. Adjournment:

- Meeting adjourned by Chair Karely Ordaz.
- Next steps:
 - Continue internal and external review of manual sections.
 - Prepare final adjustments for the annual report.
 - Schedule follow-up meeting to finalize details and gather additional feedback.

Next Steps:

- Incorporate feedback from the meeting into the manual and annual report.
- Consult with the Department of Race and Equity regarding the mission statement.
- Prepare visual elements and translations for the annual report.
- Coordinate with commissioners to finalize the frequency of meetings.