

**MINUTES OF COMMUNITY ADVISORY BOARD MEETING
TUESDAY, 2/12/13, 4:15 P.M.**

Board Members Present: Dave Thomason, Bonnie LaForest, Barbara Buchanan, Ed Johnson, Cathy Niiro, Jo Balda, Gene Barner

Not Present: Lauren Nelson

Dept. Staff Present: Chief Ed Green, Martha Folsom

Also Present: Jan Stetler and Margie Forbes, DSHS (arrived after meeting began)

After discussion, it was decided that Thomason would open the meeting, and transfer the Chairperson duties to Johnson.

The meeting was called to order by Dave Thomason at 4:15 p.m. in the Police Department Conference Room.

AGENDA TOPICS

1. **January Minutes:** No discussion. Buchanan moved to approve the January minutes, Niiro seconded. Unanimous approval. The January minutes were approved as presented.

Thomason turned over the chair to Johnson.

Agenda Modification: Chief Green wished to change up the agenda, and add the topic of the CAB Annual Report back in, as it had been postponed to the February 19th City Council meeting.

2. **CAB Annual Report:** Johnson said that time will be limited at the Council meeting for the CAB's report, and he would suggest we have the Chief speak, then Thomason and them himself, to speak to the goals for the next year. Chief Green said that they are looking forward to hearing the CAB report, and time has been loosened up a bit, because the hearing on the Element has been moved into March. So there will probably be 15-20 minutes for the presentation. Chief Green will introduce the CAB, Thomason will summarize the past year, and announce that he has stepped down as Chair, and then new Chair Johnson will talk about CAB goals (in general) for the next year.

Introduction of Visitors: LaForest introduced two visitors who had arrived during the previous discussion. They were Jan Stetler, the Administrator for Childrens Services, and Margie Forbes, who will be taking Ms. Stetler's position. La Forest said that she had spoken to Ms. Stetler about the CAB and the survey they were working on, and Ms. Stetler had nice things to say about the police department. Ms. Stetler said that they (DSHS) have had a good relationship with the Police Department, and the department has been very responsive to their needs. She wanted to convey this to Chief Green, and to tell him thank you. Chief Green welcomed Ms. Stetler and Ms. Forbes.

3. **CAB Survey:** Johnson feels that we need to do a lot of public awareness, get people excited about the CAB and to know that we are here to help them. After we get feedback from the surveys, we can address issues that come forth. CAB needs to be the driving force in getting information back to the PD. Chief Green reiterated that he didn't see the need for anything over 10 questions on the survey.

The feeling was to use the Charleston survey and tailor it to the different target groups. It was suggested that somewhere on the survey, we mention the Neighborhood Watch Program and give information on how they can participate in that. We could do the same with soliciting people interested in volunteering with the PD.

Niiro asked if we have gone to the Chamber (of Commerce) yet to announce our Neighborhood Watch program. She will get in touch with Officer Yzaguirre about it.

LaForest said she felt like we needed to get a little more "concrete" on the survey. Johnson said we will get there, that we have lots of things floating out there and we just need to focus in on it. Between now and our next meeting, he asked that everyone formulate a rough draft of the kind of questions they'd like to see,

maybe ten or so. Chief Green suggested to have a place on the survey where the person filling it out would indicate which of the target groups they were from. There will probably be different concerns based on the group to which the person belongs. Barner asked if we could re-state the target groups. They are (1) military; (2) public/citizens; (3) high school/young college students; (4) businesses; and (5) any government entity. If that were put on the survey in a checkbox format, that would save having to create five separate surveys.

Extensive discussion was held on methods to get the survey distributed, including mailing out with the City utility bills, through the PD's email alert system (300 subscribers, mostly business people), website, Facebook. Mass mailing would be too expensive, and sending with utility bills involves 20,000+ sheets of paper and is done over a 2-month period. On-line methods were discussed (Survey Monkey), which is free. Thomason suggested starting with the least expensive method, and see what kind of "bite" we get. Having a drawing for some sort of gift card (one winner) would help get surveys completed, Niiro will work on that through United Way. It was discussed that there should probably be a return/end date, when we would want the surveys returned/filled out, so we could start to gather data. Niiro suggested that members start writing down ways/methods/groups through which we can get the word out about the survey. Discussion was held on keeping the format for the replies portion of the survey consistent. Thomason pointed out how, on the Charleston survey, the replies are formatted differently. Most use a rating from 1 through 5 format, but other sections use a "Strongly Agree/Agree/Disagree/Strongly Disagree" format. He feels the formats should be the same, (1 to 5 rating). Niiro volunteered to keep track of questions and ideas, and keep a "working draft" of the survey for the group.

GENERAL DISCUSSION

1. **Homelessness Forum:** Niiro advised that there will be a forum on March 14th in Coupeville, at the Rec Hall. She said other communities are doing a lot of good work to end homelessness, and they will be having speakers coming in, who will give suggestions and present models. We do have a (homeless) population out there and we need to address the needs in the community, Niiro said.
2. **Grant Opportunity:** Niiro advised that as a result of the Youth Commission's Healthy Youth Survey, there were some concerns over issues concerning drug and alcohol use by teens. One of the disturbing things was the fact that the kids did not believe that if they got caught by the police, there would be any repercussions. Also, that parents were not realizing their responsibility when the (teen) parties are held at their home, whether they are present or not. A grant opportunity became available and they will be partnering with the Police Department on doing some education. Discussion was held on ways to get the word out and educate parents and teens on these issues. There may be some action taken to address adults who purchase alcohol for minors. Chief Green said the grant will reimburse for overtime, allowing him to put officers in areas where we can take some action. Niiro said there will be training involved as part of the grant also, and if there is any money left, perhaps some equipment can be purchased. It is not a large grant – \$7500.
3. Chief Green, in closing, just wanted to tell the CAB that there is a lot of change going on (in the PD) and the CAB members are the ones who are out in the community – and asked them to talk to people and ask them what they think. Take notes, don't have to get the person's name – he would just like to know if we are going in the right direction. Is there anything the community would like us to change? Johnson said that each of us has our sphere of influence, groups or activities in which we are involved, and those are an avenue for getting some of this information – a good place to start. Thomason said he sees this as an informal opportunity, that CAB should get out there, "put on your CAB shirts" and talk to people. It is like an informal survey, and we get feedback right away.

Johnson made a motion to adjourn the meeting, LaForest seconded. Meeting was adjourned at 5:02 p.m. on 2/12/13.

The next CAB meeting will be held on Tuesday, 3/12/2013 in the OHPD Conference Room.
Prepared by M. Folsom