

Community Oversight Board

MEETING MINUTES

Tuesday, February 12, 2019 – 4:00 PM to 5:30 PM

**Metro Historic Courthouse – Jury Assembly Room
1 Public Square Nashville, TN 37201**

1. **Call to order** – Mayor David Briley called the inaugural meeting of the Community Oversight Board to order at 4:00 p.m.

Board Members in Attendance: *Jamel R. Campbell-Gooch, Robert E. Cooper, Jr., Ashlee Jene' Davis, Phyllis Hildreth, Walter L. Holloway, Adele M. Lewis, Danita Marsh, Andres A. Martinez, Brenda J. Ross, Matthew Sweeney, Emmett Turner*

Others in Attendance: *Mayor David Briley, Alex Dickerson (Metro Legal), Marcus Floyd (Mayor's Office), Mel Fowler-Green (MHRC), Barbara Gunn Lartey (MHRC), Shannon Hall (HR), Members of the Public*

Mayor David Briley began the meeting with opening remarks. After congratulating the board members on their appointment, he yielded the meeting to Ms. Mel Fowler-Green.

2. **Introduction by facilitator**

Mel Fowler-Green, Executive Director, Metro Human Relations Commission noted that in light of there being no COB chair at the moment, she had been asked to serve as the parliamentarian for the COB until a chair is elected.

Barbara Gunn Lartey, introduced as the Director of Community Engagement with Metro Human Relations Commission, memorialized this initial meeting by taking the minutes.

Ms. Fowler Green asked board members to briefly introduce themselves.

Board members introductions (in order of seating, not alphabetical):

- Jamel R. Campbell-Gooch—*teacher, youth advocate*
- Robert Cooper—*former state attorney general and counsel to the governor*
- Ashlee Jené Davis—*diversity and inclusion practitioner*
- Phyllis Hildreth—*former public defender; juvenile justice; conflict management; civil engagement, systems & processes*
- Walter L. Holloway—*retired police officer; works with youth in gangs*
- Adele M. Lewis—*forensic pathologist, trained to identify bias*
- Danita Marsh—*retired police officer; conflict management*
- Andrés Martínez—*represents immigrant communities; expertise in policy and communications*
- Brenda J. Ross—*community activist*
- Matthew Sweeney—*former judge, mediator, conflict resolution*
- Emmett Turner—*former MNP Chief—expansive experience in law enforcement*

3. **Establish Quorum**

A quorum was established at the meeting's inception.

4. **Adoption of Robert's Rules of Order as default parliamentary procedure**

Motion to adopt Robert's Rules of Order as the default parliamentary procedure for the COB.

- Board Member Cooper moved to adopt the Rules.
- Board Member Turner seconded.
- **Motion Passes:** Robert's Rules of Order was adopted as the default parliamentary procedure for COB meetings by a voice vote of the Board.

5. **Laws and policies related to meetings of the board** – Alex Dickerson, Metro Legal

Mr. Dickerson will provide legal guidance to the COB until a full-time staff attorney is hired.

Mr. Dickerson reviewed the following policies as provided to the members of the Board in advance.

- Open Meetings Policy
- Public Notice
- Charter definition of a Meeting, and
- Additional procedures, policies, and mandates that govern Metro Boards and Commissions.

As the liaison between the Mayor's Office and the COB, Marcus Floyd will provide administrative support to facilitate communication among Board Members.

Board Member Hildreth confirmed that Metro has established an official COB website and encouraged board members to publish official documents on and regularly review the website.

6. **Adoption of a publication policy**—Alex Dickerson

Mr. Dickerson summarized the proposed publication policies related to board meetings, specifically minutes and agendas.

Board Meeting Publication:

- Board Member Lewis moved to adopt the board meeting publication policy as offered as the default meeting publication policy.
- Board Member Ross seconded.
 - Board Member Cooper moved to amend sections II. and III. of the Board Meeting Publication Policy to read:
 - The Metro Community Board Oversight Board ***and any committee comprised of two or more board members***
 - Said motion was properly seconded and adopted by a voice vote of the Board.
- Board Member Lewis moved to adopt the meeting publication policy as amended.
- Board Member Davis seconded.
- **Motion Passes:** The Board Meeting Publication policy as amended was adopted by a voice vote of the Board. A copy of the policy as approved is attached as Exhibit A.

Board Minutes Publication:

- Board Member Cooper moved to adopt the board minutes publication policy as offered as the default minute publication policy.
- Board Member Martinez seconded
- Board Member Cooper moved to amend his motion to include adopting a minutes publication policy for committees.
- Board Member Lewis seconded.
- **Motion Passes:** The Board Minutes Publication policy as amended was adopted by a voice vote of the Board. A copy of the policy as approved is attached as Exhibit B.

7. Adoption of an appeals statement—Alex Dickerson

Mr. Dickerson reviewed the appeals statement, noting that it must be read at beginning of all meetings and included on all public notifications. After discussion, this item was deferred to the next regular meeting of the Board.

8. Adoption of procedure for Election of Officers—Alex Dickerson

Mr. Dickerson discussed the chair, vice chair, secretary, and treasurer positions. Ms. Fowler-Green briefly explained the duties and responsibilities of these officers, noting that officer duties may be delegated to staff member.

- Board Member Davis moved to nominate officers to serve six months.
- Board Member Lewis seconded.
- **Motion Passes:** COB members elected to the offices of chair, vice chair, treasurer and secretary will serve six months by a voice vote of the Board.

- Board Member Holloway moved to nominate elect Board Member Phyllis Hildreth as the chair.
- Board Member Cooper seconded
- Board Member Ross nominated Board Member Davis for chair.
- Board Member Hildreth respectfully declined and Board Member Holloway withdrew his motion to nominate her.
- **Motion Passes:** Board Member Davis was elected chair of the COB and will serve six months by a voice vote of the Board.

Chair Davis asked that Ms. Fowler-Green remain the parliamentarian for the remainder of this meeting.

Other officers:

- Board Member Hildreth moved to elect an executive committee comprised of the duly elected chair, a first vice chair, a second vice chair and a secretary.
- Board Member Lewis moved to continue officer nominations for a six-month term.
- Board Member Hildreth seconded.
- **Motion Passes:** The COB will nominate officers to serve a six-month term during this meeting by a voice vote of the Board.

- Board Member Hildreth self-nominated to serve as **second vice chair**.
- Board Member Campbell-Gooch seconded.
- **Motion Passes:** Board Member Hildreth will serve as second vice chair of the COB for six months by a voice vote of the Board.

- Board Member Campbell-Gooch motioned to self-nominate to serve as first vice chair.
- Board Member Sweeney seconded.
- **Motion Passes:** Board Member Campbell-Gooch will serve as first vice chair of the COB for six months by a voice vote of the Board.

- Chair Davis nominated Board Member Marsh to serve as **secretary**.
- Board Member Marsh respectfully declined and moved to nominate Board Member Emmett Turner.
- Board Member Turner respectfully declined.
- Board Member Lewis nominated Board Member Cooper to serve as secretary.
- Board Member Holloway seconded.
- **Motion Passes:** Board Member Cooper will serve as secretary of the COB for six months by a voice vote of the Board.

The Executive Board of the inaugural Community Oversight Board of the Metropolitan Government of Nashville and Davidson County having been duly elected are as follows:

- **Chair:** Ashlee Davis
- **First Vice Chair:** Jamel Campbell-Gooch
- **Second Vice Chair:** Phyllis Hildreth
- **Secretary:** Robert Cooper

9. **Procedure for drafting and adopting bylaws**—Alex Dickerson

Mr. Dickerson explained there could be a bylaws committee and described its basic function.

- Board Member Hildreth moved to create a bylaws committee.
- Board Member Martinez seconded
- **Motion Passes:** The COB will create a bylaws committee by a voice vote of the Board.
- Board Member Cooper moved for Board Member Sweeney to chair the bylaws committee.
- Chair Davis seconded.
- **Motion Passes:** Board Member Sweeney will serve as the chair of the bylaws committee by a voice vote of the Board.
- Board Member Martinez moved to self-nominate to serve on the bylaws committee.
- Board Member Lewis seconded.
- **Motion Passes:** Board Member Martinez will serve on the bylaws committee by a voice vote of the Board.

Mr. Dickerson noted that there will be no term-limit for this committee. It will function until COB bylaws are defined and adopted.

10. **Executive Director search** – Shannon Hall, Metro Human Resources

Shannon Hall introduced herself and two members of her executive team, Mike Taylor (Assistant Director of Personnel) and Wanda Hadley (Recruitment and Training Manager). Ms. Hall announced that as a team they have a unified goal of securing highly qualified candidates to meet the deadline of March 29, 2019, as mandated by Metro Charter.

a. Procedure and timing

- Ms. Hall summarized the following positions, which are Civil Service:
 - Assistant Executive Director
 - three investigators
 - two research analysts
 - one community engagement liaison, and
 - one legal resource advisor

- **Timing—Executive Director**
 - HR is prepared to release a three-week job posting for the Executive Director on Friday, February 15, closing at midnight on Sunday, March 3.
 - HR will start narrowing the candidates the first week of March.
 - The top six to eight candidates will be recommended for the interview panel.
 - The top two to five candidates will be presented to the COB in a public meeting.
 - The ED will be chosen by the week of March 25 if possible.

- **Timing—Civil Service Positions**

Ms. Hall noted the key job postings are planned to run concurrently in March, with a goal for applicants to be selected no later than the end of May.

b. Qualifications and duties

- Board Member Cooper moved to delete language from the duties and responsibilities requiring the ED to report to the Mayor.
- Board Member Hildreth seconded.
- **Motion Passes:** Language from the duties and responsibilities requiring the ED to report to the Mayor was deleted by a voice vote of the Board.

- Board Member Cooper -moved to adopt the Executive Director Job Posting, as revised based on consensus discussion of the Board.
- Board Member Sweeney seconded.
- **Motion Passes:** The Executive Director Job Posting is adopted, as revised by a voice vote of the Board.

- Board Member Cooper moves to adopt the Executive Director preferred qualifications, as revised based on Board Member Sweeney’s recommendations.
- Board Member Martinez seconded.
- **Motion Passes:** The Executive Director preferred qualifications are adopted, as revised by a voice vote of the Board.

- Board Member Sweeney moved to include the following NACOLE standards to preferred qualifications, as amended:
 1. Ability to supervise complex and difficult investigations, including those involving serious allegation of misconduct (such as officer-involved shooting and in-custody deaths), investigation involving a large number of complainants, witnesses or officers, high-profile investigations and those involving multipole law enforcement agencies or significant policy issues.
 2. Ability to review the work of investigators to ensure that the investigation is thorough and the factual findings and analyses are sound.
 3. Commitment to civil oversight.
- Board Member Cooper seconded.
- **Motion Passes:** The NACOLE language, as amended, will be incorporated into the preferred qualifications of the job posting by a voice vote of the Board.

A copy of the posting as approved is attached as Exhibit C.

c. Selection of a board designee

Ms. Hall requested a volunteer or two to serve as a liaison for the interview panel and /or for the narrowing of candidates of the initial process after applications are closed.

- Board Member Campbell-Gooch volunteered for interview panel.
- Board Member Ross volunteered to serve as the liaison for narrowing of candidates.
- Board Member Lewis motioned to extend deadline for selecting the ED, if necessary.
- Board Member Cooper seconded.
- **Motion Passes:** The application deadline will be extended, if necessary by a voice vote of the Board.

11. Announcements

The Bylaws Committee announced that it will meet next Friday, February 22, 2019, 2:00p, in the Historic Metro Courthouse in a room to be determined. Mr. Floyd will coordinate and publicly notice.

- Board Member Hildreth moved that the next meeting dates be:
 - Tuesday, February 26, 2019
 - Tuesday, March 12, 2019
 - Tuesday, March 26, 2019
 - Board Member Ross inquired about meeting time. Board Member Hildreth suggested 4:00p.
 - Ms. Fowler-Green asked about meeting space.
 - Mr. Floyd responded that he will confirm spaces and will arrange with Metro Nashville Network to broadcast and record.
- Board Member Sweeney seconded.
- **Motion Passes:** Upon a voice vote of the Board, the COB will meet:
 - Tuesday, February 26, 2019

- Tuesday, March 12, 2019
- Tuesday, March 26, 2019
- at 4:00p
- on Metro property to be determined and confirmed by Mr. Floyd

12. Adjourn

- Board Member Ross moved to adjourn.
- Board Member Sweeney seconded.
- **Motion Passes:** Meeting was adjourned at 6:55p.

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY COMMUNITY OVERSIGHT BOARD

Board Meeting Publication

Policy Name:	Board Meeting Publication		
Category:	Metro Community Oversight Board		
Effective Date	Feb. 13, 2019	Last Reissue/Revision Date: Feb. 13, 2019	
Responsible Program or Bureau:	Executive Director	Review-By Date: Feb. 13, 2023	
Contact:	Executive Director	Phone Number: TBD	

I. Policy Summary

By authority of Metro Code Section 2.68.020(A): "Each board or commission of the metropolitan government shall develop a policy, approved by the department of law, for providing adequate notice of all board or commission meeting dates, times, locations and agendas. Such policy shall include a procedure for submitting such information to the department of information technology services for posting on the website calendar as provided in Section 2.24.146 of this code."

II. Policy

The Metro Community Oversight Board and any committee composed of two or more board members will provide reasonable advance notification of its meeting dates, times, locations and agendas.

III. Applicability

All Metro Community Oversight Board meetings and any committee meeting composed of two of more board members

IV. Procedure

The required steps for compliance with Metro Code Section 2.68.020(A) are as follows:

- a. Regardless of postings elsewhere on the web, meeting dates, times, locations and agendas of the Metro Community Oversight Board are to be posted directly to the Calendar Events Page on Nashville.gov at: <https://www.nashville.gov/News-Media/Calendar-of-Events.aspx>.

- b. Agendas of the proceedings, in PDF format, which will include meeting dates, times, and locations, are to be provided to the Nashville.gov web team via email at: webteam@nashville.gov for posting to the Calendar Events page.
- c. All agendas of proceedings are to be searchable PDFs, either directly from a word processing program OR by having an optical character recognition (OCR) run on a printed and scanned document.
- d. All agendas will be posted within a time period to give the public reasonable advance notice of the proceedings.

V. Related Links and Information

[Metropolitan Ordinance No. BL2004-245](#)

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
RECOMMENDED BY:**

APPROVED BY:



Ashlee Davis
Chair, Metro Community Oversight Board

2/26/19

Date

APPROVED AS TO FORM AND LEGALITY:



Assistant Metropolitan Attorney

2/26/19

Date

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY COMMUNITY OVERSIGHT BOARD

Board Minutes Publication

Policy Name:	Board Minutes Publication		
Category:	Metro Community Oversight Board		
Effective Date	Feb. 13, 2019	Last Reissue/Revision Date: Feb. 13, 2019	
Responsible Program or Bureau:	Executive Director	Review-By Date: Feb. 13, 2023	
Contact:	Executive Director	Phone Number: TBD	

I. Policy Summary

By authority of Metro Code Section 2.68.020(B): "Each board or commission of the metropolitan government shall develop a policy, approved by the department of information technology services for providing minutes of proceedings in a consistent format as soon as practicable after meeting dates. Such policy shall include a procedure for submitting agendas and minutes in a searchable electronic format for posting onto the nashville.gov website of the submitting board or commission."

II. Policy

The Metro Community Oversight Board and any committee composed of two or more board members will provide minutes of its proceedings in a consistent format as soon as practicable after they are approved by the Board.

III. Applicability

All Metro Community Oversight Board meetings and any committee meeting composed of two of more board members

IV. Procedure

The required steps for compliance with Metro Code Section 2.68.020(B) are as follows:

- a. Regardless of postings elsewhere on the web, meeting minutes of proceedings of the Board of Health are to be posted directly to the Boards and Commissions page on Nashville.gov at: <http://www.nashville.gov/Government/Boards-and-Commissions.aspx>.
- b. Minutes of the proceedings, in PDF format, are to be provided to the Nashville.gov web team via email at: webteam@nashville.gov for posting to the board page.
- c. All minutes of proceedings are to be searchable PDFs, either directly from a word processing program OR by having an optical character recognition (OCR) run on a printed and scanned document.
- d. All minutes of proceedings will be posted following approval as soon as practicable.

V. Related Links and Information

[Metropolitan Ordinance No. BL2017-612](#)

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

RECOMMENDED BY:

APPROVED BY:



Ashlee Davis
Chair, Metro Community Oversight Board

2/26/19

Date

APPROVED AS TO FORM AND LEGALITY:



Assistant Metropolitan Attorney

2/26/19

Date

**METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON
COUNTY**

Department of Human Resources

<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>



Invites Applications For The Position Of:

**Community Oversight Board Executive
Director**

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

SALARY: Depends on Qualifications
DEPARTMENT: Community Oversight Board
OPENING DATE: 02/15/19
CLOSING DATE: 03/03/19 11:59 PM

POSITION DESCRIPTION:

The Community Oversight Board Executive Director reports to the Community Oversight Board and is responsible for overseeing all operations of the Community Oversight department, including administration duties involved in planning, organizing, and directing programs and services of the Community Oversight Board. *****All applications are subject to public disclosure.*****

The Executive Director must have a demonstrated knowledge of issues pertaining to civil rights and equity and have experience with criminal justice and policing matters. The Board has the power to investigate allegations that Metropolitan Nashville Police Department (MNP) officers have committed misconduct against members of the public, as well as issue policy advisory and resolution reports assessing allegations of misconduct by MNP, recommendations to agencies involved in public safety and the administration of justice, and have the option of establishing a monitoring program that provides an ongoing review or audit of the complaint process administered by the MNP Office of Professional Accountability ("OPA") or equivalent internal affairs program in MNP.

TYPICAL DUTIES:

- Resolves significant and controversial issues, contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Presents the findings of investigations to Community Oversight Board in written and oral form.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Confers with the Mayor, members of Metropolitan Council, and other officials and administrators concerning activities and services of the department.
- Oversees the budget process for the department, including preparation, justification, and presentation.
- Directs the forecast of funds needed for staffing, equipment, materials, and supplies; and implements adjustments as necessary.
- Directly supervises top-level managers and has general supervisory responsibility over all employees in the department.

Exhibit C

- Attends meetings and provides staff support to commissions, committees, and task forces, as needed.

PERFORMANCE STANDARDS

- Thorough knowledge of managerial and administrative principles and practices.
- Thorough knowledge of the principles of public budgeting and personnel administration.
- Knowledge of state and federal civil rights laws, legislation, and guidelines.
- Ability to plan, organize, and supervise comprehensive business and administrative services.
- Ability to analyze and evaluate programs and to measure their effectiveness.
- Ability to plan, organize, and supervise the activities of the department.
- Ability to implement program changes in an efficient manner.
- Ability to allocate resources.
- Ability to monitor and analyze activities.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university and eight (8) years of progressively responsible experience in Community Relations, Criminal Justice, Law or a closely related field, including four (4) years management experience. ****No substitutions.****

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

- Juris Doctor (JD) degree.
- Commitment to civilian oversight.
- Ability to supervise complex and difficult investigations, including those involving serious allegations of misconduct (such as officer-involved shootings and in-custody deaths), investigations involving a large number of complainants, witnesses or officers, high-profile investigations and those involving multiple law enforcement agencies or significant policy issues.
- Ability to review the work of investigators to ensure that investigations are thorough and factual findings and analysis are sound.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

Requests for ADA accommodation for the recruitment process should be directed to 615-862-6640.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

Position #NCS02122019
 COMMUNITY OVERSIGHT BOARD EXECUTIVE DIRECTOR
 RP

Human Resources Department
 404 James Robertson Parkway, Suite 1000
 Nashville, TN 37219
 (615) 862-6640

metrojobs@nashville.gov

Requests for ADA accommodation for the recruitment process should be directed to 615-862-6640.

Community Oversight Board Executive Director Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree from an accredited college or university?

Yes No

- * 2. If you answered yes to the previous question, please provide type of degree and major. Example: BS/Business Administration If no degree, please mark as "N/A."
- * 3. How many years of work experience do you have in the areas of community relations, criminal justice, or law?
- No Experience
 1 to 4 years
 5 to 7 years
 8 years or more
4. Please indicate the number of years of management experience.
- None
 Less than 4 years
 4 years or more
5. Please describe your experience with monitoring changes in laws and regulations that may affect an organization's operations.
6. Provide an example of your experience with resolving issues that were significant and/or controversial to the organization.

* Required Question