

## **MINUTES OF REGULAR MEETING**

### **URBANA CIVILIAN POLICE REVIEW BOARD**

**DATE:** April 21, 2008

**TIME:** 6:30 p.m.

**PLACE:** Urbana City Building  
2<sup>nd</sup> Floor Conference Room  
400 S. Vine Street  
Urbana, IL 61801

**MEMBERS PRESENT:** Diane Gottheil, Tom Costello, Grace Mitchell, Ivy Williams,  
Phillip Chong Ho Shon, Scott Dossett, James McNeeley

**STAFF PRESENT:** Todd Rent, Human Relations Officer, Jolinda Ross, Secretary to  
Human Relations Officer

**OTHERS PRESENT:** Jenny Gastwirth, WCIA

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#### **1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

The meeting was called to order at 6:34 p.m. Roll call was taken, and a quorum was declared present.

#### **2. ADOPTION OF ROBERT'S RULE OF ORDER**

Chair Costello reported that the Board will be using a modified Robert's Rule of Order to conduct the meetings. He indicated that he will modify to where he feels appropriate. He also stated that the Board would have the right to follow Robert's Rules.

A motion was made by Grace Mitchell to adopt Robert's Rules of Order with modifications as deemed necessary by the Chair. Motion seconded by Phillip Chong Ho Shon.

A discussion followed.

All voted aye. The motion carried.

#### **3. APPROVAL OF AGENDA**

The agenda was approved as submitted.

#### **4. OLD BUSINESS**

There was no old business to be discussed.

#### **5. NEW BUSINESS**

##### **A. Designation of Meeting Time and Frequency**

There was a discussion about the meeting time and frequency of meetings. It was decided that meetings would be held quarterly but, if a case or situation occurred a meeting could be called immediately.

Chair Costello suggested meeting for the next two months monthly and then quarterly after that.

Following further discussion, it was agreed that the May and June meetings would be held on the 4<sup>th</sup> Wednesday at 5:30 p.m.

##### **B. Designation of Standing Committees**

###### **i. Rules Committee**

It was discussed that there should be at least two members on each committee. Chair Costello asked Vice Chair Mitchell to chair the Rules Committee. The Rules Committee will consist of Ivy Williams, Grace Mitchell and Todd Rent

###### **ii. Training Committee**

After discussion it was agreed that the Training Committee would consist of James McNeeley, Phillip Chong Ho Shon, Ivy Williams.

###### **iii. Public Education Committee**

After discussion it was agreed the Public Education Committee would consist of Scott Dossett, Diane Gottheil and Phillip Chong Ho Shon.

Quorum requirements were discussed and a quorum would be a majority of the sitting members (4).

It was agreed that the complaint form will be developed by the Education Committee. Mr. Rent will develop a rough draft to be distributed.

Mr. Rent reported that a budget for the Board has been submitted.

Chair Costello indicated that he would like for members of the Board to be able to attend the NACOLE conference which will be held in Cincinnati, OH this year.

Scott Dossett indicated that he would like for the Board to educate the community by making sure it is known what police and citizen responsibilities are.

Phillip Shon indicated that in developing a complaint form it would be helpful to see a sample of the types of complaints that have been filed and the actions that were taken.

Mr. Rent suggested having closed sessions to discuss specific complaints.

Grace Mitchell asked for some sample copies of rules.

**6. PUBLIC PARTICIPATION**

There was no public participation

**7. OFFICERS REPORT**

There was no officer's report this month.

**8. ANNOUNCEMENTS**

The complaint form and the Rules will be discussed at the next meeting. Mr. Rent indicated that he would email the complaint forms to the members along with his proposed form.

**9. ADJOURNMENT**

A motion was made by Grace Mitchell to adjourn. Motion seconded. All voted aye. The meeting was adjourned at 7:30 p.m.

Submitted,

Jolinda Ross  
Recording Secretary