

## **MINUTES OF REGULAR MEETING**

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

**DATE:** August 27, 2008

**TIME:** 5:30 p.m.

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

**MEMBERS PRESENT:** Tom Costello, Diane Gottheil, Grace Mitchell, James McNeely, Ivy Williams (arrived 6 p.m.)

**MEMBERS ABSENT:** Phillip Shon, Scott Dossett

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

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

The meeting was called to order at 5:40 p.m. Roll call was taken, and a quorum was declared present.

#### **2 APPROVAL OF MINUTES**

The minutes of the meeting of July 23, 2008 were reviewed. A motion was made by Grace Mitchell to approve the minutes as submitted. The motion was seconded by Diane Gottheil. All voted aye. The minutes of the meeting of July 23, 2008 were approved.

#### **3. CHANGES TO THE AGENDA**

There were no changes made to the agenda.

**4. OLD BUSINESS**

A. Review and Discuss Rules and Procedures

Chair Costello indicated that the Rules are needed in order to have standard operating procedures but still be flexible. They should help the Board rather than constrain them.

Chair Costello reminded the Board that if there is a conflict between the Rules and Procedures and the Ordinance, the Ordinance would take precedence.

Grace Mitchell made a motion to approve the Policy and Procedure Manual with the changes made. The motion was seconded by Ivy Williams. There being no further discussion a vote was taken and all voted aye.

Diane Gottheil asked to recognize Todd Rent for his efforts on writing and revising the Policy and Procedure Manual.

B. Review and Discuss Website Summary

Todd Rent reviewed the layout of the website.

Mr. Rent indicated that he would like to develop some video for UPTV on what the Board does and who they are. He also indicated that he has asked the Mayor if she wants names and Wards listed on the web page.

**5. NEW BUSINESS**

A. Discussion of Notary Public Requirement

Mr. Rent reported that he has discussed this issue with the Legal Department, who has reviewed the language of the FOP Contract as well as the Illinois Peace Officer's Act and it is the opinion of the Legal Department that we must have the signature notarized. He stated that he has a plan to assist people in finding a notary.

**5. PUBLIC PARTICIPATION**

There was no public input.

**6. STAFF REPORT**

A. Cases Filed

Mr. Rent reported that he has had a case filed with the Police Department which has been investigated and reviewed. The Police Chief will be notifying the complainant of the decision. If there is an appeal, then it would come before this Board.

Mr. Rent distributed a copy of the Appeal Form and indicated that it will be included in the determination letter that is sent out by the Police Chief.

**7. ANNOUNCEMENTS**

Chair Costello recommended having one (1) more regular meeting and then begin meeting quarterly.

**8. ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Diane Gottheil to adjourn. Motion was seconded by James McNeely. All voted aye. The meeting was adjourned at 7:05 p.m. The next meeting will be scheduled for September 24, 2008 at 5:30 p.m.

Submitted,

Jolinda Ross  
Recording Secretary