



**Meeting of the Independent Police Review Board
June 21, 2023 – 3:30 PM**

I. Call to Order

Chair McDonough called the June 21, 2023 meeting of the Independent Police Review Board to order at 3:40 p.m. following technical difficulties with the virtual meeting. The meeting was held in Conference Room 1 of the Allegheny County Courthouse.

II. Roll Call

The following board members were present:

- Lynn Banaszak (by telephone)
- Richard Garland
- Stacey Hawthorne
- Coleman McDonough
- J. Leavitt Pearl
- Rev. Regina Ragin-Dykes

Additionally, staff members Jared Barker and Amie Downs were present, along with county assistant solicitor Rosalyn Guy-McCorkle by telephone.

III. Approval of Minutes

The minutes of the May 17, 2023 board meeting were reviewed by the members. A motion was made by Ms. Hawthorne to approve the minutes as presented. The motion was seconded by Vice Chair Leavitt Pearl and unanimously approved.

IV. Public Comment on Agenda Items

There was no public comment.

V. Old Business**a. Required Training for Board Members**

Chair McDonough indicated that members have had a variety of training, with just two members receiving everything that is required under the ordinance (Section 905.05(b)). It was determined that a survey would be sent to members to determine who needs what and to arrange accordingly. There was also reference made to the fact that new board members (two seats are currently vacant) will need to be trained. In-person training is a priority, but there was also discussion about whether future trainings could be taped and provided as training modules for new board members.

b. Board Offices/Staff Updates

Chair McDonough advised that space has been identified in the Courthouse for the office, but that the manager's office is currently working with the current occupants to arrange for occupancy and build out of the space. He also reported that a liaison has been identified and is working with the Law Department on a contract for staffing the board.

Chair McDonough also advised that Mr. Boddorf has resigned as his current employment conflicts with the terms of the ordinance. Mr. Mark Bibro, former executive director of the Birmingham Foundation, has been put forward as a joint appointment. The appointment was referred to committee on June 6, but a meeting of the Appointment Review Committee has not yet been scheduled. The seat for Mr. Bob Meinert who had resigned because he had moved out of county remains open.

c. Website/Complaint Form Status

The board members discussed the revised paper draft and the online version of the form. A motion was made by Vice Chair Leavitt Pearl to approve the complaint form as presented. The motion was seconded by Ms. Hawthorne and unanimously approved.

Ms. Downs will begin the work to have the complaint in both paper and electronic form posted on the IPRB website.

VI. New Business

Chair McDonough presented two sample letters for the board to review – the first acknowledges receipt of a complaint while the second refers the complainant to another agency. It was suggested that the letter of acknowledgement should also contain a place where the complaint number would be added as a reference. After discussion, it was determined that a third letter should be drafted that would be specific to the City of Pittsburgh and would provide the complainant with information for both the Pittsburgh Bureau of Police and the Citizen's Review Board. Ms. Downs indicated that she would update the letters and craft the third one for their consideration. The board will consider and vote on those templates at their next meeting.

Ms. Downs indicated that with the complaint forms now complete, she would work on the requested press release and marketing materials. The priority will be the press release with a draft sent to the board for their consideration by the end of the month.

Vice Chair Leavitt Pearl indicated that a locked office and locked file cabinet would be necessary before the board could begin accepting complaints. He asked what would happen if they do not currently have any space. Ms. Downs indicated that anything received would be sent to the solicitor for her to handle until the liaison and policies are in place. The complaint would still be secure following that process.

VII. Public Comment on General Items

There were no public comments.

VIII. Adjournment

There being no further business, the meeting was adjourned at 4:17 p.m.