

City of Keene
New Hampshire

AD HOC RACIAL JUSTICE AND COMMUNITY SAFETY COMMITTEE
MEETING MINUTES

Thursday, July 23, 2020

5:30 PM

Remote Meeting via Zoom

Members Present:

Dr. Dottie Morris, Co-Chair
Rick VanWickler, Co-Chair
Julia Atkins
Tia Hockett
Councilor Catherine Workman
Pierre Morton
Eli Rivera, Sheriff
Aditi Saleh
Gail Somers

Staff Present:

Rebecca Landry, IT Director/Assistant City
Manager
Shane Maxfield, KPD Lieutenant

Members Not Present:

Stacy Massiah

Co-Chair Morris read a prepared statement explaining how the Emergency Order #12, pursuant to Executive Order #2020-04 issued by the Governor of New Hampshire, waives certain provisions of RSA 91-A (which regulates the operation of public body meetings) during the declared COVID-19 State of Emergency. She called the meeting to order at 5:39 PM. Roll call was conducted. Co-Chair Morris stated that Co-Chair VanWickler lost connection/is not present. She continued that he will take the lead when he returns.

1) Accept Minutes of Previous Meeting

Ms. Atkins made a motion to accept the minutes from the last meeting. Councilor Workman seconded the motion. Co-Chair Morris asked for discussion or corrections. Hearing none, she asked for a vote. The minutes were approved by unanimous vote.

Ms. Landry gave information about how members of the public could participate in the meeting.

2) Observations from 6/15/2020 Racial Justice and Community Safety Forum

Co-Chair Morris asked if anyone had reflections on the last meeting. She continued that they received a packet of information from the Community Forum that the Mayor held. Does anyone have comments to make, after looking at those notes? Reactions or observations?

3) Draft “Bucket List” of Priorities – Pierre Morton

Chair Morris asked Mr. Morton to share the work he did.

Co-Chair VanWickler stated that his internet is down. He continued that he will participate via phone. It is fascinating to have the four categories/buckets, which are excellent ones. A public information campaign on each one would be an excellent starting place. He thanked Mr. Morton for the work he did in putting that together.

Mr. Morton stated that he is so proud of the leadership they have here. He continued that the document is in response to their collective agreement to put together a list with coding. He tried to code it as best as possible, knowing it is a living, breathing document and they can make changes as they go along. It is gleaned from his notes from the previous meeting and the notes of other committee members. Some of the information also came from the packet of information that Ms. Landry sent them after viewing the Police Chief’s video. It coincided with a lot of the data and information they collected during the Community Forum.

Mr. Morton continued that this is a “bucket list,” or a list of priorities, that he tried to put into a way that they can look at and use and figure out what they can begin to work on now. There are four areas. The first area is “Education & Schools.” There were 15 community comments regarding education and schools. He will not go through each one, just the themes. First is “training and programs.” In general, this was about providing additional training to K- high school + (up to university levels), surrounding “What is racism? What is white privilege? What does history have to do with where we are in present times?” It is also about having more diverse positions in the curriculum in all schools. He read: “In schools, K through high school and plus, training around implicit bias, individual and systemic racism and white privilege, history and the contributions of the BIPOC peoples, inculcated in all curriculum, conversations about inclusive thinking and behavior.” He continued that the second theme in this bucket list is about hiring practices. How do we recruit, select, hire, and maintain, throughout education, people who are diverse, through equitable hiring practices that are inclusive and accountable to include of people of all persuasions? The third theme is “Equitable disciplinary procedures.” This is in direct response to a few community members who have experienced bullying or issues regarding race or ethnicity. He read: “Equitable and disciplinary procedures that recognize the impact of racial aggression on a child’s sense of safety, and the difference between that and bullying.” He asked if anyone had questions about this bucket area.

Mr. Morton stated that the second bucket area is “Police & Policing.” He continued that there were 26 feedback comments about this topic. There were a few themes – first is “Training, Accountability, Transparency, and Transformation.” This includes training around implicit unconscious bias, de-escalation methods, and the question “What does racism look like to people of color?” Accountability includes police brutality and disciplinary steps, body and dash cams, and policies posted publicly. Transparency includes public access to disciplinary actions and records of police activity, including gender, race, and the dispensation of the particular

interaction or event. Transformation includes limiting the types of calls routed to the Police and re-routing appropriate calls to social services agencies to increase community engagement; implementing community policing practices; and attracting a more diverse candidate pool and hiring practices. The next theme is “Mental Health.” This is about better protection of mental health and well-being for every Police Officer and their family members. The next theme is “Budget.” There was a person who talked about reducing the [Police] budget. A few talked about removing the Bearcat and what that stands for, and reducing militarization dollars of the Police.

Ms. Landry asked if this is a good time for [Lieutenant] Shane Maxfield to respond to this and answer some of these questions, and tell them a little bit about what the KPD already does in regards to these themes. What access does the public have to records of disciplinary actions and police activity? What types of calls are being re-routed? What types of transformation and transparency are we already engaged in? Co-Chair Morris asked if the committee wants to hear about that right now or if they want Mr. Morton to continue. Co-Chair VanWickler and Ms. Hockett suggested they continue before having discussion. Co-Chair Morris agreed.

Mr. Morton continued that the third bucket list is “Laws & Policy.” About six community members provided feedback in this regard. The main theme is “Restorative and Equitable City Laws.” This is about examining City laws that have a disproportionate impact on specific groups. There was also a comment about decriminalizing marijuana.

He continued that the fourth bucket list is “Social & Community.” About 25 specific comments were about Social and Community. There are five themes. First is “Training and Education” – opportunities for the community to understand racism and its impact on mental health, policing, safety, poverty, access to healthcare and Planned Parenthood services, and other systemic issues. The next theme in this bucket list is “Community Conversations” – involve spiritual leaders, business leaders, and healthcare practitioners to help solve racial impact issues. The next theme is “Budget” – a study of best practices and gap analysis of community issues pertaining to racial impact and allocation of funds toward restorative justice programs and businesses, such as microbanking. The next theme is “Integration” - thoughtful and targeted opportunities for Police and public officials to interact with and become more integrated into the wider community. The last theme is “Social Services” – improve social services for mental health, child welfare, food, and security, and shift the Police burden to those areas within the community.

Co-Chair Morris thanked Mr. Morton for his organization and clarity and doing such a great job. She asked for comments, reactions, or reflections.

Ms. Somers stated that she echoes what she just said; Mr. Morton did a great job organizing these comments so they can see where people’s minds are. She wants to call out the presence of training and education – that seems to be a common theme running through each bucket. It is important as they think about next steps to keep that at the top of their minds. It tells her that whether it becomes a broader heading, probably they will end up incorporating the buckets if the

bucket titles become focus areas, or if they look through the themes to pick focus areas, she sees education and training really topping the list.

Mr. Morton stated that he echoes what Ms. Somers said. He continued that there are some themes that echo in all the bucket areas. Training and education definitely runs through all the areas. He thinks they might want to discuss whether that should be the foundation. Another that he would add is communication, to various constituent groups. "Training, education, and communication" seems to be a foundation, whether it is laws, policing, community involvement, or anything else. Any one of those involves an element of training, education, or communication. They could come up with a way to delineate the foundation for how to proceed.

Co-Chair Morris asked if the committee feels it is appropriate to hear more from the Keene Police Department now. Ms. Landry stated that based on the workshop information about the CALEA accreditation process, there may be information the KPD can provide, regarding how they are already providing some of these expectations and where there are gaps. If Lt. Maxfield is able to speak today, he could share what the KPD is already doing regarding "Training, Accountability, Transparency, and Transformation." What is already part of the CALEA accreditation process?

Lt. Maxfield stated that there are some standards CALEA is looking at revising, all in keeping with contemporary issues. He continued that regarding transparency, there are potential legislative actions addressing that. The KPD's personnel records currently are not publicly accessible. He asked what else he should speak about. Ms. Landry replied that there were comments about accountability for Police brutality and disciplinary steps, body and dash cams, and policies being publicly posted. Lt. Maxfield replied that recently the KPD distributed their Use of Force (UOF) policy and maybe others. He continued that regarding accountability, he teaches the UOF policy regularly. The KPD has high standards and holds their officers to the high standards.

Ms. Landry asked if the group wants an explanation of what CALEA is. Co-Chair Morris replied that they should talk about that. Lt. Maxfield stated that it is a national law enforcement accreditation agency. He continued that they recommend standards and best practices. About 4 or 5% of law enforcement agencies are CALEA-accredited. CALEA accreditation ensures that the KPD has excellent, thorough policies and that officers are in compliance with them. The KPD has an on-going routine of checks to make sure of that. It was an arduous process to get accredited but they achieved it and it is an ongoing process. It is not like they achieve the accreditation once and then relax; they are constantly vigilant to be sure they are doing the right thing.

Co-Chair Morris stated that she had a question for Sheriff Rivera. What are some requirements that the Sheriff's Department has? She is not sure if everyone knows what the connection between the two agencies is. Sheriff Rivera replied that he usually takes on a supportive role with the local agencies, as most of the communities have their own police department. The

Sheriff's Department has mandates from the State that they need to do and that are only done by the Sheriff's Department. Their hiring policies and practices are similar. He came from the KPD and thus adopted many of the policies he was familiar with from the KPD for the Sheriff's Department. The Sheriff's Department is reassessing their policies as well and have started to post them online for the sake of transparency and are looking at training programs to make sure they are covering everything that they feel is necessary to stay up with today's climate. The Department's interaction with the community might be a little different day-to-day, with the KPD responding to assaults or issues at schools, versus the Sheriff's Department maybe delivering civil papers and transporting prisoners, court security, and so on and so forth. They do have marked cruisers and wear uniforms and members of the Sheriff's Department go to the same Academy, so they all get trained the same when they first start. Many of the items on the bucket list apply to the Sheriff's Department as well and he will be taking this list to his office.

Co-Chair Morris asked for further thoughts about the bucket lists. Ms. Atkins asked Lt. Maxfield: when was the KPD first certified with CALEA? Lt. Maxfield replied several years ago but he does not know the exact date. Ms. Landry replied that it has been more than a decade. Lt. Maxfield stated that Chief Walker started it initially.

Councilor Workman asked Sheriff Rivera: could the Sheriff's Department become CALEA-accredited, or is that only open to municipalities? Sheriff Rivera replied that the Sheriff's Department could, but has not yet. He continued that he will look into it. It is very expensive to do and takes a lot of work to maintain; that is why he uses a lot of the KPD policies that have been CALEA recognized.

Councilor Workman replied that maybe this committee could look into getting funding for that. Mr. Morton stated that there is a lot of interest in CALEA but he will push back a bit: he thinks what he heard from constituents is they are looking for more than just "We keep our Police Officers in check." He continued that they would like at least an outline of the steps of the accountability process that the KPD has in place that holds our Police Officers accountable. The flip side is, he has never seen data from CALEA on its relationship on better outcomes for social justice and/or safety. They could have a much better conversation if they knew the direct outcomes of being CALEA-certified in relation to the committee's charge of racial justice and community safety.

Lt. Maxfield stated that he needs to clarify: he never said the KPD "holds our officers in check." He continued that that implies that they have officers who need to be held in check. What he said is that they have high standards and they are all accountable to those high standards.

Ms. Landry replied that she will try and get information for the committee, regarding Mr. Morton's question. She noted that a member of the public wants to speak. Co-Chair Morris asked the committee if they want to hear public input as it comes in. Members replied yes.

Katie Conley, of 8 Evergreen Ave., stated that she has a question about the “discipline equity” section on the education bucket list. She continued that she assumes that is mostly in reference to when a student of color feels they have been discriminated against and the individual needs disciplinary methods. Her son has gone through inconsistency with education as a person of color and disciplinary action being taken more strongly on him compared to white boys of the same age. She asked if that is also taken into account. There are statistics showing that in a school with only a few children of color the children of color are disciplined more harshly. That has happened for her child. She would like to know if that is part of the bucket.

Mr. Morton replied yes, he will make sure the word “Equitable” is in that theme area. He continued that what Ms. Conley speaks of is something they have heard. Ms. Conley stated that her son has had incidents occur but other (white) children who did the same action did not get in trouble. Co-Chair Morris stated that it sounds like an area they should check in with the School Board about to see if data about that is collected, so they could have more information about that as well.

Ms. Somers stated that given that Police and Policing is a very important aspect and she knows Lt. Maxfield has comments to share but was not necessarily prepared to speak of the details today she suggests they have a future meeting of this committee dedicated to that, for the benefit of the public, too. That would be of high value. Co-Chair Morris replied that is a great idea. Maybe for each bucket they could dedicate time. They can talk about the committee’s process.

4) Identification of Priorities and Objectives

Ms. Somers stated that walking away from their last meeting she raised the point of trying to gather all the input and narrow their thoughts to come together with goals, objectives, and priorities. She continued that she has something to share; it is just a starting point and is no means meant to be the final list. Like with what Mr. Morton did, they might put them into one format and then flip them around as needed. She shared a document and stated that she wants to read it, hoping that it plants a seed:

“The Keene Racial Justice Committee will strive to support people of color in our community through focused and measurable initiatives aimed at:

1. Fighting systemic racism in and around the Keene community to make Keene a safe community for all,
2. Building trust between government institutions and people of color in the community, and
3. Partnering with local institutional stakeholders to improve awareness around diversity, inclusion and justice for all people of color.
 - a. Training and Education”

Ms. Somers stated that “a. Training and Education” is similar to what Mr. Morton was talking about - How do we really look at improving? What is white privilege, and what does it mean? What is unconscious bias and how does that play a role in hiring practices at schools and other locations?

She continued reading the document: “We feel very strongly that this initiative will strengthen the fabric of our community and be a key pillar of success for Keene’s future in making the community a better place to live, invest and visit.” She continued that it is also important to think about and talk about how they will measure these things. What metrics will they use? She was thinking that a way they could measure this is looking at “how much” or “how many.” For example, they could look at how many educational events, meetings, or discussions they have. Another metric is “how well?” It is more than just having a talk or initiative; it is about how they will hold themselves accountable by measuring how well they did in getting their objectives across. It is harder to measure how much of an impact their actions have had, but it is important to try. At the end of the day they should be able to look back and see what impact or changes they have made.

Co-Chair Morris thanked Ms. Somers for her work. She continued that that puts a lot of things together and really complements the work that Mr. Morton did, in many ways. She asked if anyone had thoughts or responses.

Councilor Workman thanked Ms. Somers. She continued that it is a really good mission statement and encompasses what this group intends to achieve. Her only feedback would be to specifically include indigenous people as well, for complete inclusivity.

Mr. Morton praised Ms. Somers’s work. He continued that it really puts forth exactly what they want to do and he really appreciates it. He is having a difficult time with the exclusion of indigenous communities as well as the rest of the community. He thinks that racial justice includes everyone, not just people of color. He is wondering if they can consider including the words “for people of color and the wider community” or “BIPOC as well as the wider community.” He feels strongly that racism is an “everyone” dis-ease; it makes everyone ill at ease. They cannot do this work without white allies and the wider community. [They could] say “Building trust between government institutions and people of color as well as the wider community.” Then they can tease out making sure their initiatives are reaching a certain constituency. He really likes the first initiative that Ms. Somers listed. He would posit that they say it in a slightly different way. As Mother Teresa said, “If you invite me to rally to fight against something, I will not go, but if you invite me to a rally to promote peace, I will go.” They should frame it positively. He suggests that instead of having an initiative fighting systemic racism, they have an initiative promoting equity and inclusion, to make Keene a safer place. Racism is a dis-ease which effects all of us, although all of us differently. Those are the two items he would consider a discussion on.

Co-Chair Morris asked for responses. Sheriff Rivera stated that it looks great and he likes it. He continued that regarding the second initiative, he would like to see the words “Building trust between people of color and government institutions” changed to something like “Enhancing the trust between” or “continuing to build trust.” As written it sounds like there is no trust. He thinks there is some level of trust with our government institutions and the community; they just need to build upon those who have lost their trust. They are not building from scratch.

Ms. Somers stated that all of that is great feedback. She continued that she is excited to be a part of this. She especially likes the idea of changing it to “enhancing.” They do not want any of this to be offensive and they want others at the table to help them. They want to make it more inclusive. The one thing she would say is that she hopes they do not water down anything. She thinks sometimes by the time they go through the process of thinking of all the sensitivity and constituents and everyone else it kind of gets watered down. She thanks Councilor Workman for the addition of indigenous people. They can incorporate all of that feedback while being mindful to keep things as crystal clear as they can so they do not water down anything.

Ms. Landry stated that she thanks Ms. Somers and Mr. Morton because they are offering a foundation. She continued that the committee needs to bring a report to the City Council about what the problem is, what the goal is, what the facts and findings are, and what their recommendations are. What Ms. Somers has put forward, “...this initiative will strengthen the fabric of our community and be a key pillar of success for Keene’s future in making the community a better place to live, invest and visit,” sounds like the report’s opening statement right there. She also, like Ms. Somers, is very sensitive to making sure they are being safe but not so safe that things get watered down. She can help word things in the report in an effective manner that does not pull things apart and make them too safe. She will do her best to help with that and she thanks Ms. Somers for pointing that out.

Co-Chair Morris asked if there is any more public comment about this document. She noted that these are working documents.

Ms. Conley stated that in reference to Mr. Morton’s comments, she feels very strongly with him about watching their wording. She also understands about not watering it down. This committee will be as successful as it can be if they can build tons of allies with strong voices. Keene is primarily white and they need to say something like “promoting equity by the creation of strong, loud allies who fight against systemic racism in and around Keene to make Keene a safe community.” That does not water it down. They are definitely fighting because racism is definitely present. But they are also saying, “We need your help, we need all of your voices, to make this a marketable change that we can measure.” Ms. Conley thanked Mr. Morton and Ms. Somers for their beautifully written documents.

Co-Chair Morris thanked her. She stated that they want to make it as open and as inclusive as possible.

Chair Morris allowed a member of the public to speak. Lea of Howard St. stated that she commends Ms. Somers and Mr. Morton for the awesome work. She continued that she understands that they are working documents but she wonders if they can be made available to the public, to keep people updated on the goals and the progress of this committee. Co-Chair Morris replied that she would have to ask. Ms. Landry replied that anything the committee does has to be available to the public. She continued that all of it will be in the meeting minutes. If people on the committee want to send something that will be part of the agenda packet they

should send it a week in advance so staff can get everything into the agenda packet and get it published within the necessary timeframes. She asked the documents to be sent to her or the minute-taker. Ms. Somers replied that she will send the document along. She asked if she should first make the edits people have given today. Ms. Landry replied that if she makes edits it should be part of a future agenda packet. The minutes will capture the discussion.

Co-Chair Morris stated that she has ideas but also wants to hear from the committee members. What do they propose for the next steps? They have these amazing documents as a starting point. What can they do to make progress prior to the next meeting? A great deal of work has been done already. How do they build upon it?

5) Identification of Data Needed

Co-Chair Morris asked, as they think about all that they have in front of them already, are there other things they need to know or find out before they proceed? If so, does anyone have ideas on how to obtain that information?

Sheriff Rivera stated that he thinks they need to identify which items would have a local impact and can be taken care of locally, and which would require action such as advocating for change on the State level. He continued that some cannot be accomplished locally because they require legislation or other means of making them happen. Maybe they can label local ones with an “L,” or something like that. And which ones are protected by the Constitution and thus items that they cannot do much about?

Councilor Workman stated that Mr. Morton had mentioned at the last meeting the idea of pulling in people from the School Board and the KPD, key stakeholders from these bucket areas to get a feel for what is going on. She continued that she is pretty in the dark in terms of what happens in the school system here. She does not have children and did not go to the schools here. She would be interested in learning what is currently being taught K-university, the current hiring processes, and all of these corresponding themes. Maybe they could invite key stakeholders to come to the meetings and set up a schedule for getting information that way. Her second idea is to pull information from the last Census or any other records the City may keep on the community’s demographics.

Ms. Atkins stated that she reached out to SAU 29’s Superintendent and he was excited to hear that they are interested in hearing from the Keene School District. She continued that he would not be available before August 10, given all that he has going on regarding the schools’ reopening plans due to COVID-19. She would suggest they formulate specific topics or questions and give him a formal invite and come prepared to speak to those items.

Ms. Somers stated that in reflection on what Ms. Atkins and Councilor Workman just said, it almost sounds like that if they could invite or ask to hear from those key stakeholders it would allow the committee to listen to their input first. She continued that the bucket list was gathered

from input from community discussions and call-ins and concerns that they heard, and then they started working on goals and objectives. If they could dedicate the next couple meetings to listen in a bit more, to what the initiatives are already underway in the community, it would help them understand. They could narrow it down a bit more. They could see where the key stakeholders see gaps, and build some next steps.

Councilor Workman stated that she would be happy to volunteer to brainstorm a list of the key stakeholders she can think of and be prepared to present that at the next meeting, if the committee is interested. Co-Chair Morris stated that she was wondering if they could form four subcommittees or workgroups around the four bucket list topics and the work groups could talk about what data/information they might need and identify key stakeholders in each of those areas. The work would be to come up with the clear questions, like Ms. Atkins was talking about. That way people could come to the meetings prepared to give the information that the committee is looking for. Workgroups' tasks would be: 1) Determine what data is missing, 2) Formulate questions to send to the stakeholders, and 3) Do some outreach, along with the rest of the AHRJ Committee, to invite those stakeholders. This would be more efficient than just inviting people randomly. She asked what others think, or if she is misrepresenting what the body has said.

Ms. Atkins asked if the work groups would have to be public. Ms. Landry replied that it is a sensitive topic. She explained that if a subcommittee is taking actions or making decisions, yes, those would be public bodies; but if small discussion groups/workgroups are gathering information to bring back to the full group and the full group makes the decisions, that is okay and those meetings do not need to be open to the public. A work group would not be allowed to have a quorum of members from the Committee. Co-Chair Morris stated that having workgroups would be a way to keep the momentum going without the Committee meeting weekly.

Ms. Somers stated that she likes the idea, so they could work a little faster. She asked if the workgroup members need to all be members from the Committee. Ms. Landry replied that they do want to get work done. She thinks there is not a clear delineation there. What matters more than who is involved is that the workgroups only collect facts/information to bring to the full committee for decisions and actions, and do not make decisions without the full committee's input, and not having a quorum of Committee members. Discussion continued to clarify this.

Co-Chair Morris asked how they should go about selecting workgroups that people want to be on. Discussion ensued. Co-Chair Morris asked who wanted to be in each group. Ms. Somers asked if the last two buckets should be combined, since the Laws & Policies bucket only had one sub-item. Mr. Morton suggested that that sub-item gets combined with Police & Policing. He continued that the reason it was not put there at first was he thought they were separate powers and would have a separate approach, but he can see how they relate.

The following workgroups were identified:

Education & Schools: Ms. Atkins, Ms. Hockett, Co-Chair Morris, Mr. Morton

Police & Policing: Mr. Morton, Sheriff Rivera

Laws & Policies/ Social & Community: Ms. Somers, Ms. Hockett, Councilor Workman, Ms. Saleh, Co-Chair VanWickler

Sheriff Rivera asked if City staff are allowed to be in a work group. Ms. Landry replied yes, she would be happy to be involved. She continued that if they need to tap into other departments to get help and information she can be the conduit for that. Sheriff Rivera replied that the Police & Policing work group will need staff's assistance.

Ms. Conley stated that if the Education work group needs help from the public she is available. She continued that she has an elementary education background, and she has a biracial son and two white children, so she has been able to see very different experiences for them in the schools. When the work group creates questions for the SAU, [her input is that] the response [from the SAU] has been "We have all these programs in place and we're so amazing," but there never seems to be a way that it is measured to see if there is consistency and follow through. She thinks the SAU will talk about their amazing programs but there is no "proof in the pudding." Her family has had good experiences, too, but there needs to be a way to hold people accountable to following through on the programs and initiatives.

Co-Chair Morris replied that people from the public can come and participate in the discussion. For example, when they talk about the education piece they will welcome community input and make sure that the input of people who have experience in those areas is reflected. Ms. Conley stated that she does not want to say that the SAU is not doing any [anti-racist] programs, but she has seen inconsistencies and lack of training and knowledge.

Co-Chair Morris asked if one person from each work group could volunteer to be the one to send the other members an email to set up the first meeting. Discussion ensued and the following was determined: Co-Chair Morris will email the Education & Schools work group members, Mr. Morton will email the Police & Policing work group members, and Co-Chair VanWickler will email the Laws & Policies/Social & Community workgroup.

Co-Chair Morris asked if there was any more public input.

Meg Broadhead, of 135 Castle St., stated that she sent an email to the Cheshire County Historical Society, inviting them to host education or discussion about the namesake for Keene, Sir Benjamin Keene, whose involvement in the slave trade has come up in public. She continued that she has not heard back yet but would like to keep the Committee informed on how that might go.

6) **Public Input Plan**

7) **Future Meetings Schedule and Speakers**

Co-Chair Morris asked Ms. Landry to explain why meeting weekly is difficult. Ms. Landry replied that City staff (i.e. she and the minute-takers) would not be able to support weekly meetings due to the amount of other meetings they have to cover. She continued that they could support a monthly or twice a month meeting schedule.

Co-Chair Morris asked if it works to have each workgroup get together next week and come up with ideas to present to the full group, and for the AHRJ Committee to meet the following week – which would be two weeks from today. Ms. Somers asked if the meeting will be every other week. Co-Chair Morris replied that it seems like that is what can be accommodated. Discussion ensued about the meeting schedule options. The group decided to meet every three weeks. Discussion ensued about the meeting time. Co-Chair Morris stated that the next meeting will be 6:00 PM on Thursday, August 13. She continued that workgroups can bring information for the committee to act on.

There being no further business, Co-Chair Morris adjourned the meeting at 7:11 PM.

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed & Edited by Rebecca Landry, IT Director/ACM