

Police Conduct Oversight Commission

Minutes

Regular Meeting May 14, 2019

Starting at 6:15 p.m.

350 Fifth Street, Room 241, Minneapolis, MN 55407

Commission Members Present: Andrea Brown (Chair), Laura Westphal (Vice Chair), Lacy Schumacher, Caitlin Gokey, Jeffrey Wade, Afsheen Foroozan;

Commission Members Absent: Kate Bischoff

Staff Present: Ryan Patrick, Gabriel Ramirez, Ayan Adan, Assistant City Attorney Burt Osborne

Before the meeting, new Commissioners were sworn in. The existing commissioners also took the oath. The commissioners signed and turned in the Declarations.

Call to Order

Chair Brown called the meeting to order at **6:15 pm**

A quorum of the Commission was present.

Adoption of the Agenda

CHAIR BROWN moved to adopt the meeting agenda

Seconded.

No discussion. All in favor. None opposed.

The motion carried.

Acceptance of Minutes

CHAIR BROWN moved to accept the minutes from **March 12, 2019** and **April 9, 2019** with the following correction to the minutes from **March 12, 2019**.

Add Commissioner Gokey and Commissioner Schumacher as members of the Audit Committee.

Although, not a formal request for revision, the transcriptionist will note in future minutes that Joel Fussy is not a Commissioner, but an Assistant City Attorney.

No other additions or corrections.

Motion Seconded.

Pending Approval

1 No further discussion. All in favor. None opposed.

2 **The motion carried.**

3

4 **Public Comment**

5

6 **Chuck Turchick**

7

8 Chuck noted 3 items.

9

- 10
- 11 • Joel Fussy is listed as a Commissioner, who was present at both the March and April
12 meetings. The transcriptionist will make note of this going forward.
 - 13 • Chuck noticed in the March minutes that he had said if nothing publicly had been done
14 on the Office of Justice Program Implementation Committee recommendations that he
15 would raise the issue again at the next meeting. He reminded the Commissioners that
16 he expressed in March that this is shocking and disappointing. He first raised this issue
17 with the PCOC in July of 2018, and nothing has been done. No one from the PCOC, the
18 Mayor, the Public Safety Committee, or the Police Department has made a public
19 statement yet as to what happened with the recommendations after they came out of
20 the Steering Committee.

21

22 Chuck further expressed that this is not only shocking and embarrassing, it's disturbing
23 and incompetence. He wonders why there was never any discussion, at least one
24 discussion, as to whatever happened. He believes that if there are regular meetings
25 with the Chief, someone needs to find out from the Chief if the project was dropped. If
26 the project was dropped then a letter needs to be sent to the citizens who volunteered
27 their time, thank them for their time and effort and explain that the project was
28 dropped. Some of the subcommittees met for over one year.

29

30 Chuck believes this Board is the most responsive, and he did hear from one of the
31 Commissioners by email. The Commissioner thought it had something to do with the
32 Fed's involvement. The Fed's involvement ended in January of 2015 when the Office of
33 Justice Program Diagnostics Center issued their report. Then the Minneapolis Police
34 Department said they accepted all the recommendations and were going to form
35 Implementation Committees to determine how those recommendations should be
36 implemented. Nothing resulted from that. He knows all the committees met as he has
37 been able to gather, either by email, finding information on-line, or from the Police
38 Department, information from each one of those committees. But *zilch* from the
39 Steering Committee, who is the ultimate decider on that project.

40

41 *Commissioner Westphal interjected that she had a meeting last week with Deputy Chief*
42 *Halvorson and she raised this exact issue. She confirmed that she is the one who sent Chuck the*
43 *email. Commissioner Westphal reported that Deputy Chief Halvorson confirmed the Police*
44 *Department has not abandoned this project. He agrees and admits they are behind on getting it*

Pending Approval

1 *properly organized and keeping the PCOC updated. He promised Commissioner **Westphal**, and*
2 *he took notes, that he will get back to her.*

3
4 Chuck thanked Commissioner Westphal for the update, which was encouraging to him.
5 This is the first positive sign Chuck has gotten since July 2018, and he hopes he doesn't
6 have to raise the issue again at the next meeting. However, if nothing happens in a
7 month, he will raise it again.

8
9 Deputy Chief Halvorson was among those within the Police Department who Chuck
10 emailed 3-4 months ago -- after Commander Granger appeared before the PCOC.
11 Commander Granger referred Chuck to Deputy Chief Halvorson, but Chuck never heard
12 back from him. Chuck is glad Deputy Chief Halvorson is communicating with
13 Commissioner Westphal.

- 14
15 • The third topic, and he was a little disappointed, was regarding the lessons learned from
16 the Justine Damon trial. It was his hope that it would be an agenda item, specifically
17 what role they should play in determining the lessons learned from the trial and the
18 settlement of the civil suit. Chuck believes the PCOC is in the best position to follow up
19 on various issues.

20
21 For example, there have been discrepant rumors about whether the trial, the police
22 behavior at the crime scene, and police behavior with respect to the BCA investigators,
23 shows a Blue Code of Silence. The judge referred to a meeting that the police officers
24 had at the Hennepin County Government Center cafeteria as a conspiracy.

25
26 A week ago, Chief Arradondo said there is no Blue Code of Silence. The next day
27 according to a report on the CBSTV website¹, the Mayor announced he is going to take a
28 wrecking ball to the Police Department's Blue Wall of Silence. Chuck believes this is an
29 issue the PCOC should figure out, i.e. if there is an issue they should raise, anything they
30 should do or investigate as to whether the Police Department has a rampant Code of
31 Silence.

32
33 Chuck believes there were many things that happened during the trial, during the
34 investigation, and during the initial conduct at the scene that indicates a Blue Code of
35 Silence is prevalent within the Police Department. If this code exists and the Chief is
36 denying it, then PCOC should be the body that jumps in to investigate.

37
38 Another example is the BCA. The person who took over the BCA investigation said in
39 court, under oath, that when he took it over after 5 months, 2 police officers who
40 responded to the scene had been questioned. This appears to be fishy to Chuck and he
41 wonders if the PCOC should investigate this was well. Perhaps recommending to the
42 City that the City no longer refer cases to the BCA. The county attorney says that

¹ <https://minnesota.cbslocal.com/2019/05/09/mps-mayor-police-chief-promise-to-take-wrecking-ball-to-blue-wall-of-silence-after-noon-verdict/>

Pending Approval

1 problem has been solved but perhaps further investigation should continue as that is
2 also related to the Code of Silence.

- 3
- 4 • Chuck summarized by (1) encouraging the PCOC to both do something about the Office
5 of Justice Program Implementation Committee and (2) investigate whether the Damon
6 trial reveals a Blue Code of Silence within the Minneapolis Police Department.
- 7

8 **Maddie Peterson**

9
10 Maddie raised the following concerns.

- 11
- 12 • Maddie attended the Listening Session in the 5th Precinct last week. In attendance was
13 Mayor Jacob Frey, Council Member Linea Palmisano and Police Chief Arradondo. An
14 audience member asked Chief Arradondo if there was a Blue Wall of Silence among the
15 Minneapolis police officers. Chief Arradondo said there was not. There is no place for
16 lying in his department, and he believes the majority of his officers are good officers.
- 17

18 Maddie believes the Minneapolis police officers are good people. Perhaps what
19 Minneapolis needs is good officers, not good people. When Chief Arradondo said there
20 was no Blue Wall of Silence, she became concerned. The Chief's comment made her
21 wonder if the bad apples are running the department, and the good apples are staying
22 quiet out of fear of retaliation. She has this concern because she herself has faced a lot
23 of retaliation for speaking up. Considering all the mess in the media right now, Maddie
24 wonders if the PCOC could do a study on police officers leaving because of retaliation, or
25 at least start talking about it. She believes that once these issues start being discussed,
26 then perhaps changes can happen.

- 27
- 28 • Her second issue was on the complaints. She has a complaint pending with the OPCR
29 and she believes it was sent back to the 3rd Precinct. She has not heard anything
30 regarding this complaint. She was told they will contact her, but they haven't. She has
31 attempted to follow-up, but they have not yet responded. She has called the 3rd
32 Precinct front desk and was met with very aggressive and hostile attitudes regarding her
33 questions. She has called 311 more than the front desk, because she just does not want
34 to speak with them. That concerns her. She feels these officers are not wanting to help
35 the community and they're not community minded.
- 36

37 Maddie has become very community involved. As a result of all her experiences, she is
38 going into law enforcement. These officers have shown her how to be a better officer
39 because of the things they have done to her.

40
41 **Dave Bicking**

42
43 Dave expressed the following issues.

44

Pending Approval

- 1 • Dave appreciates that on the April agenda the white paper on surveillance was linked to
2 that agenda. But there are two other reports / presentations that he would like to have
3 linked to the agenda: (1) the PowerPoint presentation on the Co-Responder Report
4 Linked to the April agenda; and (2) he report that came from the National Institute for
5 Trust and Justice report given at the March meeting. Dave hopes that these items can
6 be linked.
7
- 8 • Last month's PCOC meeting, which Dave attended, was the same day as the opening
9 statements in the Noor trial. An awful lot has happened since then. Dave didn't want to
10 delve into all that has happened, but he did express the need to learn lessons from that
11 case. If for no other reason than the fact that Minnesota taxpayers have paid for those
12 lessons to the tune of almost \$50 for every man, woman and child in this City. These are
13 expensive lessons and there are a lot of lessons to be learned.
14

15 Chuck discussed some of the issues: the blue wall of silence, and the 20 officers who
16 would not testify. One of the reasons Michael Freeman was upset was because he had
17 to call a grand jury so he could issue subpoenas for the officers to testify. All it takes for
18 officers of the Minneapolis Police Department to testify is for the Chief to say, "you
19 must". We have a Chief of Police who apparently has so little control over his own
20 Department that he can't get 20 officers to testify in a case --something that is an
21 integral part of their job. Whether they're involved as a witness, a police shooting or
22 not, that's part of their job. The police officers didn't do their job. That should be a
23 termination offense for all twenty (20) officers. They won't be held to that, apparently,
24 or certainly the Chief didn't threaten that. It took a subpoena to do it. That's part of the
25 Blue Wall of Silence and something that should definitely be reviewed.
26

- 27 • As the trial progressed, it became clear a lot of things were done wrong in the
28 investigation. Some of the errors were by the BCA, some were from the Minneapolis
29 Police. Shannon Barnette testified there had been a slap on the car. We'll never know
30 whether there was or not. That is partly because the investigation was handled so
31 poorly. At the time she said that, and someone took that testimony and swore to it on a
32 search warrant for Justine Damon's house, that there had been a slap on the car. Even
33 if there was a slap on the car, she flat out lied, and in a way that made the papers and
34 everybody else assuming all along until the trial that there had been a slap on the car.
35 Dave himself had that same assumption. That is a lie. Chief Arradondo said last
36 Tuesday that he terminates any officer who lies.
37

38 It remains to be seen what will come down the road. Some of the issues will not go
39 through discipline until after the trial, and it's a lengthy process. If the officers had any
40 concern *what - soo - ever* that they would be disciplined for *ob-vi-ous* offenses this stuff
41 wouldn't happen. Dave has been saying to the PCOC Commissioners for 5 and ½ years
42 that there isn't enough discipline coming out of the OPCR for any officer on this police
43 force to take seriously. That something might actually happen to them if they go
44 directly and provably against policy.
45

Pending Approval

- 1 • Another subject was the body cameras. They had only one case of a 15 second loop and
2 a 7 second loop, and the defense attorney said, “well technology is . . .”

3
4 Everyone knows darn well, those who were here during the body camera policy
5 meeting, that there is a 30 second loop that’s set at the precinct. The officers can’t
6 change that, and the cameras aren’t that variable. We don’t know for sure – was it
7 policy that they have to activate it on them? They should have, obviously. But the policy
8 was fuzzy at that time. But the policy was absolutely clear you had to have the switch
9 set to the on position. Clearly, what happened is that they had the switch to the on
10 position and it took them 7 seconds to do that. This is another *cleaar* violation of the
11 body cam policy which no one is doing. Not to mention the on/off, on/off actions.

- 12
13 • What should be looked at is the protocol for investigations. Not just for officer-involved
14 shootings, but for any investigation whether it be a murder investigation or something
15 else. In this case, let’s hope it’s because it was an officer-involved shooting. They’re
16 hopelessly biased because otherwise they’re incompetent in all their investigations.

17
18 The question is: is the policy and protocol OK? And the officer is just not following it?
19 Or is there something the Commissioners should look at in policy and protocol?

20
21 The Commissioners review these case summaries, and based on the summaries do they
22 see patterns that should be reviewed? The PCOC has done an excellent job on some of
23 those issues. But frankly, there have been some incidences happen that are very
24 important. These incidences are not presented in a summary but they’re right out there
25 and the entire public knows it. This is something that should inform what you put to
26 your Audit Committee and work.

- 27
28 • Dave summarized that there are a lot of lessons to be learned from this trial and the
29 PCOC Commissioners should be among those working to learn those lessons and inform
30 the public.

31
32 With no additional members of the public wishing to speak, the Commission moved to the next
33 agenda item.

34
35 **New Business**

36 **Sexual Assault Policy and Protocol**

37
38 **Introduction**

39
40 Ryan Patrick introduced Deputy Chief Erick Fors, Deputy Chief of Investigations to discuss the
41 substantial changes the Minneapolis Police Department has made in the Sexual Assault
42 Investigative Response Policies.

43

Pending Approval

1 Deputy Fors oversees the Investigations Bureau which encompasses all the investigative units,
2 task forces and the crime lab. He was asked to come and discuss changes to the Sexual Assault
3 Response, which encompasses training, policy and additions to the Sexual Assault Unit.

4
5 **Note:** The numbered paragraphs and bullet points correspond to the numbers and bullet
6 points in the PowerPoint presentation.

8 Slide 1 – Topics

9
10 1. Through very clear and understandable criticism of how sex assault cases were being
11 handled, the Chief tasked the Investigations Bureau with devising a victim-centered
12 approach to responses and investigations of sexual assault.

13
14 The Investigations Bureau took a very comprehensive approach to sexual assault
15 investigations. They took a page out of how they handled issues such as domestic
16 assault. That means they wanted to embed advocates in the unit along with the county
17 attorney's office to provide not only advocacy, outreach and victim services on the front
18 end, but also interface with investigators and having the advice and guidance of a
19 prosecutor. They can then come at it from all different angles.

20
21 2. The advocate and the prosecutor from the attorney's office also sit on the case review
22 with the Lieutenant and review each individual case and provide feedback which
23 provides a lot more apprehensive look at the cases. The advocate goes out on calls,
24 goes out and meets with people with the detectives, and helps provide a more victim-
25 centered approach.

26
27 3. Additionally, they worked on development and implementation of a new policy on
28 sexual assault response based on the POST² Board model policy and recommendations
29 from the Attorney General's working group. Deputy Fors was part of a working group,
30 along with Commander Folkens of the Special Crimes Unit. They sat with other law
31 enforcement stake holders, people from advocacy and outreach groups and also
32 survivors, and worked on developing what became the POST Board model policy which
33 posts to all agencies as a blue print on how to craft and construct your sexual assault
34 policy.

35
36 4. Because of the new policy and a more substantial approach to victims an entire training
37 module related to sexual assault and response was created for officers. Specially
38 coming from a victim-centered response:

- 39 ✓ recognizing trauma and informed interviewing styles,
- 40 ✓ recognizing the neurobiology of trauma as why people may present and report
- 41 information in a different manner,
- 42

² Peace Officer Standards and Training

Pending Approval

- 1 ✓ how to respond to those situations,
- 2 ✓ how to get the initial information and process and deal with the scene so there
- 3 can be better success down the line.
- 4
- 5 5. Lastly, training for our investigators and that would be trauma -informed investigative
- 6 training that will be sent to all investigators from the unit who did not already have that
- 7 training. In addition, it will be sent to other investigators from other units who also
- 8 have not received training.
- 9

10 Slide 2 – Victim-Centered

- 11
- 12 • **Prioritizing the Needs and Wishes of Victims/Survivors.** When we discussed victim-
- 13 centered, and it's very much delineated in the policy, that is prioritizing the needs and
- 14 wishes of victims and survivors.
- 15
- 16 • **Listen Generously.** Ensuring that the officers/advocate are listening
- 17
- 18 • **Promoting Victim/Survivor Autonomy.** Detective Fors believes that with the addition
- 19 of their advocate proactively doing that, it puts power back to the victim and the
- 20 officers can give them as many options and resources as they can.
- 21
- 22 • **Coordinate and Collaborating to Improve Victim/Survivor Experience.** A lot of the
- 23 criticisms were very much about the Investigations Bureau process, how they were
- 24 handling people, how they were following up with people and what information they
- 25 were relaying to people.
- 26
- 27 • **Ensure Victim/Survivor Safety.** No further elaboration
- 28
- 29 • **Develop Just and Responsive Solutions for All.** No further elaboration
- 30
- 31 • **Hold Yourself and Others Accountable.** Really looking at what the Investigations
- 32 Bureau is doing and what our results are.
- 33

34 Slide 4 – A Comprehensive Approach

- 35
- 36 • **Initial Training.** The comprehensive approach focuses on what we are doing as an
- 37 organization in terms of sexual assault response. That starts with our initial training in
- 38 the academy, which is substantial training. We partner with people from the Sexual
- 39 Violence Center, who help us develop scenarios, and we bring in survivors and listen to
- 40 what it's like to be a victim. Our sexual assault investigators help craft sexual assault-
- 41 based experiences for our recruit officers to handle these calls. The recruit officers are
- 42 then critiqued in how they handle the situation, how they're interacting with people,
- 43 and how they are writing the reports.
- 44

- 1 • **New Policy on Sex Assault Response and Investigation.** Our new policy on sexual
2 assault response and investigation is much more substantive than the previous one.
3 The policy went from approximately 4 pages to approximately 12-13 pages. It's very
4 much descriptive on what victim-centered response is, very much on definitions, what
5 best practices are, what officers should do, and not do in some cases, in responding to
6 scenes, and how to get the best response.
7

8 In addition, we hold investigators accountable in ensuring that these cases are being
9 reviewed regularly and that the supervisors of these units are going over each case and
10 ensuring that they are being done in a proper manner.
11

- 12 • **Ongoing Training for all Officers.** The best way to reach everyone is to have every
13 single person in the department go through this training. From command staff down to
14 the officers. Every single person went through this module of training. Deputy Fors
15 found it to be very much in line with what the Investigations Bureau wants to see, i.e. in
16 line with their policy, victim-centered in discussing how people present what happens
17 when someone goes through trauma, what they experience, and how to best respond
18 and get the needed information in a manner that will best serve the victim.
19

- 20 • **External Partnerships**
- 21 • **Embedded Advocate in the Sex Crimes Unit**
- 22 • **Embedded Attorney from the HCAO in the Sex Crimes Unit**

23
24 External partnerships are very important, and we participate in the SMARTeam
25 with Hennepin County³. We meet with the Sexual Violence Center. We have an
26 embedded advocate with whom we work with to a great extent.
27

28 Working with the embedded attorney is a very systemic approach. Thus, we
29 need to be in partnership with the Hennepin County Attorney's Office (HCAO).
30 We need to be able to identify from them where gaps are occurring in these
31 cases. If there are gaps, how do we address them? HCAO gets to see things
32 from a different perspective in their regard as well. As much as Deputy Fors has
33 seen with their partnership with the City Attorney Domestic Assault Unit, they've
34 become a very cohesive team. Especially being a part of case review and seeing
35 things from the front end. It's very much educational for their unit lieutenant to
36 see this and hear right off the bat from a prosecutor what bits and pieces they
37 would need for this case to move forward rather than looking at it through a
38 different lens.
39

- 40 • **Trauma Informed Investigative Training.** As I described, we sent people to FETI
41 (Forensic Experiential Trauma Interview)⁴.

³ <https://www.sexualviolencecenter.org/smarteam>

⁴ <https://www.certifiedfeti.com/>

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11
- **Adding Investigators.** This truly is a compassion issue. We had at times between 6-7 investigators, we are back up to 8 investigators, and Deputy Fors is pushing for additional employees. His goal is to have at least 10 investigators in the unit. The investigations are geared toward technology. The amount of work that goes into each individual investigation has grown over time. There are a lot more things to track down. Almost everybody has smart phones, which adds an entire different avenue of information-gathering that needs to be reviewed and followed up. Quite simply, people expect a lot more detailed and thorough investigation. Deputy Fors wants to ensure they have the time and the effort that is going into these cases.

12 **Slide 5 – Development of New Policy.**

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- **Participation in POST Board Model Policy Working Group.** Read verbatim. No further elaboration.
 - **Attorney General’s Working Group on Sexual Assault.** Additionally, we took into account the Attorney General Working Group on Sexual Assault Report prepared by former Attorney General Lori Swanson. That contained recommendations for legislature, law enforcement, prosecution and the POST Board. We wanted to take all the recommendations from law enforcement and ensure we enfold those into our policy, mirroring, at least adding to, what the POST Board Model Policy Working Group developed.

25 **Slides 6 and 7 – Development of New Policy.**

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- **Attorney General’s Working Group on Sexual Assault.** There were seven recommendations for law enforcement. Some of these recommendations can be codified in policy. Some are philosophical and more department-aim or mission oriented, which is a more difficult to put into policy. Some recommendations we took action on immediately ([No. 3](#) and [No. 7](#)) before we even implemented the new policy. We put out administrative announcements to immediately address a couple of the recommendations. Deputy Fors discussed those.
 1. **Each LE Agency Should Adopt a Sexual Assault Policy.** There was a policy, but there is now a more expansive policy.
 2. **Agencies Should Provide Adequate Training to Officers Who Investigate Sexual Assaults.** This is when the Investigations Bureau took a look at what they were doing on the front end, how they’re continuing education through their in-service, and what they are doing for their investigators in ensuring that they’re finding training and getting them to training. Training really addresses the

1 specialized interview techniques that people should have who experience
2 traumatic victimization.

3
4 **3. Agencies Should Receive Reports of Sexual Assaults, Regardless of Jurisdiction.**

5 This was one of the recommendations that was immediately implemented and
6 put out in an administrative announcement. It is now policy that if one is a
7 victim of sexual assault and now is the time to report it and it did not happen in
8 Minneapolis, they will take the report. Prior to that, there were subsets in the
9 policy reports could only be made for crimes that occurred within Minneapolis.
10 That does not serve victims well. If this is a safe time for one to disclose what
11 happened, they will take the report, ensure it gets to the right jurisdiction, and
12 ensure there is follow-up on the report.

13
14 **4. Agency Leadership Should Foster a Culture That Values Sex Crimes**

15 **Assignments and Supports Sex Crimes Investigations.** This is something near
16 and dear to both the Chief and to Deputy Fors. Deputy Fors has been a detective
17 in his previous assignments, and he understands the work in the valley that goes
18 into that. The Investigations Bureau wants to very much make sure people are
19 put in these assignments who have the same passion and who want these
20 assignments.

21
22 Deputy Fors believes there is an exceptional amount of skill and heart that goes
23 into these cases. Deputy Fors wants to make sure that not only do they tell the
24 investigators that they are valued but they show the investigators they're
25 valued. That comes from finding and bringing more resources to them, including
26 bringing in advocates. Deputy Fors will tell you whole heartedly everyone in the
27 unit loves the advocates, and the detectives would love to have as many as
28 possible. The detectives never want to be without them. They see the true
29 value of working side by side with the advocates. They can see that there is
30 value and the detectives support them.

31
32 Getting people more resources is a great sign showing people you support them.
33 The Investigations Bureau understands this is a serious matter and they want to
34 get the detectives/investigators/advocates the phone numbers of people they
35 need to adequately feel they are addressing the issue. No one feels valued if
36 they're overworked or overburdened.

37
38 Generally meeting with them, and telling them what they're doing is
39 appreciated, and the Investigations Bureau understands the difficulties in this,
40 and they are working together. Deputy Fors wants to take a very honest look at
41 what they're doing and recognize that there are very valid criticisms. He wants
42 to come out of that with a system and a process the Investigations Bureau is
43 proud of and that other agencies can come and review.

1 **5. Communities can Strengthen Their Responses to Sexual Assaults by Using**
2 **Multi-Disciplinary Teams.** This is very much like the SMARTeam in which the
3 Investigation Bureau participates. We sit in with the County Attorney, a SARS
4 (Sexual Assault Resource Service) nurse from Hennepin County Medical Center,
5 the Sexual Violence Center, and all the different advocacy groups. They meet
6 regularly to review how are things happening, what and where are there gaps in
7 the process, what are they hearing, what is the Investigations Bureau hearing.
8 That’s a constant loop of feedback to see how we can improve. The
9 Investigations Bureau would not be anywhere without their partners.

10
11 **6. Agencies Should Consider Improving and Building upon their Handling of**
12 **Sexual Assault Investigations by Drawing Guidance from Outside Review**
13 **Organizations.** This is something Deputy Fors very much welcomes. They are
14 new into a new organization and implementation. What they recognize is that
15 the 2016 statistics from the US Bureau of Justice reveals an estimated 23%⁵ of
16 rapes are reported. Deputy Fors believes that is because of a distrust of the
17 system and from many other reasons. He believes that as they improve the trust
18 in the system, one of the improvements will be seeing more reports.

19
20 This is an unfortunate measure of whether there’s trust in what they’re doing.
21 The increase in reports comes down to regularly meeting with our partners, such
22 as advocacy, the County Attorney. Deputy Fors meets with them regularly and
23 asks where the gaps are, where do the partners see that they are not hitting the
24 mark? The partners are seeing / doing these cases, what are they seeing that is
25 not being done correctly? What do the partners believe can do done better?
26 Then take that information and address it systemically so everyone is hearing the
27 same message.

28
29 **7. Agencies Should Not Bring Charges for Underage Consumption, or Other Minor**
30 **Offenses, Against Reporters of Sexual Assault.** This is what was immediately
31 codified in the policy. As a practice it was something that most likely was not
32 happening very much, if at all. However, this recommendation is an important
33 sign of trust. It is something Deputy Fors very strongly believed needed to be
34 front and center in the policy.

35
36 **Slide 8 – Victim-Centered Sex Assault Response In-Service Training**

- 37
38 • **Developed in Cooperation with the Hennepin County Attorney’s Office and Advocate.**
39 They both provided feed back and as much as possible, the attorney also participated

⁵ <https://www.bjs.gov/content/pub/pdf/cv17.pdf>

This may not be the same source that Deputy Fors used, but the same info is summarized in the last bullet point in the “Highlights” section at the bottom of page 1.

Pending Approval

1 and helped present the training to our officers through all the different modules in-
2 service.

- 3
- 4 • **Presented to All Sworn Officers.** No further elaboration
- 5
- 6 • **How to Best Respond and Gather Information through a Trauma-Informed Approach.**
7 No further elaboration.
- 8
- 9 • **Reaffirms the Value, Partnership, and Participation of the Sex Assault Advocate.**
10 Deputy Fors wants to really hammer home how important this is in the process.
- 11
- 12 • **Provide Guidance and Best Practices for Evidence Collection and Victim Interaction.**
13 No further elaboration.
- 14

15 **Slide 9 – Trauma Informed Investigative Training**

- 16
- 17 • **All Sex Crimes Investigators Have Received Trauma-Informed Training in Accordance**
18 **with the Attorney General’s Working Group Recommendation.** That report has
19 recommendations for legislature for prosecution for the POST Board. One of the issues
20 discussed was that this is the type of training that should be mandated and funded and
21 that everyone should be having. The Investigation Bureau recognizes that, and they
22 partnered with a local agency to sponsor it. That way they were able to send as many
23 people as they could at once. They saw the value in that.
- 24

25 **Questions on the Presentation**

26

27 Chair **Brown** thanked Deputy Chief Erick Fors for his presentation and explained that this
28 presentation was put in the PCOC que by former Commissioner Jennifer **Singleton**.

29

30 *Commissioner Westphal*

31

32 *Commissioner Westphal also expressed her appreciation to Deputy Fors for his presentation.*
33 *She knows he works 28-hour days. She likes the tone of this new policy. She likes that there is*
34 *reaching out to the advocacy programs. She wondered if the Investigation Bureau reaches out*
35 *to coordinate this program with the Sheriff’s Department, Metro Transit, or the U of M.*

36

37 Deputy Fors explained that they have a very good and long-standing partnership with
38 the U of M. He does a lot of communication back and forth with Chief Clark. The U of M
39 was one who they partnered with to help get training going. They are definitely moving
40 forward, reaching out and seeing where the nexus can meet between those
41 organizations and different jurisdictions. The Unit participates in human trafficking with
42 the BCA. That gives them a little bit more of a cross-jurisdictional touch, but that isn’t
43 specifically related to only a sexual assault response.

Pending Approval

1 Deputy Fors expressed that Commissioner Westphal’s question is a very good point, and
2 he will delve into that. He believes there is better accomplishment when resources are
3 combined. Especially with transit running through our corridor. There is a lot of nexus
4 to transit as well.
5

6 *Commissioner **Westphal** asked if Deputy Fors is seeing an uplift in the attitude or morale*
7 *regarding this new policy.*
8

9 Deputy Fors believes there is a definite improvement in morale within the Unit. He has
10 people asking to join his unit, which is a good sign. People see there’s a lot of good
11 work going on that is truly valued. There was a lot of criticism of people who had been
12 assigned in years past; it was not a place of prestige. In earlier discussions in front of a
13 PSEM⁶, Deputy Fors asked quite honestly who is assigned to that and for what reason.
14 They were under administrators well before him. He doesn’t understand the rationale
15 behind why that was. It’s hard to describe or discuss it. But Deputy Fors can say
16 personally he has done detective work. He understands what goes into it and he
17 recognizes just how unique and special it is to handle these types of cases. He has
18 nothing but respect for them and he wants to find the best people that have the right
19 building blocks for that work.
20

21 He can teach skill, but compassion is something that comes with people. When he
22 selects people, he looks for their ability to be empathetic.
23

24 *Commissioner **Foroozan***

25
26 *Commissioner **Foroozan** thanked Deputy Fors for his presentation. He asked if the in-service*
27 *training will be an annual training.*
28

29 Deputy Fors explained that there is not, for example, 4 different quarterly in-service
30 training sessions. There are certain types of training blocks that are mandated. In
31 addition, they have set aside training blocks that they want addressed to everyone in
32 the program based upon the topics that they see are new.
33

34 They’re not going to hit on sex assault response every quarter, but it will probably be
35 yearly. Much like last year in the 3rd or 4th quarter when the entire module on domestic
36 assault was done. They went over the domestic assault response protocol and ensured
37 that people understand what is mandated, and what they need to do. It allows the
38 opportunity over the course of several weeks to have in the room every single person
39 within the department hearing the same message ensuring that they’re right in line.
40 line with the protocol.
41

⁶ Public Safety & Emergency Management Committee
<http://www.ci.minneapolis.mn.us/council/committees/PSEM>

Pending Approval

1 The training will not be every quarter because there are other issues that arise such as
2 changes to other policy that they want to also address. But they want to make sure the
3 in-service training is being refreshed at least yearly.
4

5 *Commissioner **Foroozan** explained that he is a former Navy JAG. He prosecuted, and also*
6 *defended, sex crimes. The military had a big issue with sexual assault, and they had a change in*
7 *their response. If someone is working in it every day it doesn't seem like overkill to have annual*
8 *training. For enlisted members who work with it every day, it was vitally important for them to*
9 *know the policy and to change the culture.*

10
11 *Commissioner **Foroozan** then asked about the outreach efforts. During his time as a Navy JAG*
12 *he saw the importance of not only training the people investigating the crimes, NCIS in his case,*
13 *but also the training was there to provide sailors with understanding of their rights. In addition*
14 *to the advocacy groups, Commissioner **Foroozan** wondered if Deputy Fors has reached out to*
15 *other community groups that don't specifically deal with sexual assault.*

16
17 *Many times, those community organizations are where people go when they have issues. It*
18 *would be important for them to know their rights, or what they can expect. Then they know if*
19 *they are a victim of sexual assault no matter where it happened, Minneapolis Police will take*
20 *that report, and the person should expect them to take that report. Taking that report would be*
21 *the bare minimum. Commissioner **Foroozan** suggested having a flyer or brochure as a means*
22 *for community organizations to learn of all or any other rights.*

23
24 Deputy Fors believes touching base with other social service agencies that have
25 extensive interactions with those victimized in this way is an excellent piece of advice
26

27 Deputy Fors explained that there is a blue card that has victim rights information, and
28 that has gone over regularly. It is recent and up to date, and there is a lot of information
29 on the card that covers the gamut. Deputy Fors further explained that he asked his
30 advocate, Shelby, if they can make a card specific to sexual assault response. She is
31 currently designing a teal-colored card for this purpose. The card will discuss all the
32 different options and services available. This new card can be provided to these other
33 social service organizations. The other social service organizations will then have
34 information on what a victim can do, how to report, and if the victim needs different
35 assistance.
36

37 Deputy Fors believes it is important that people feel empowered with knowledge. He
38 wants the trust factor, so victims come forward and report these incidences.
39

Pending Approval

1 *Commissioner Gokey*

2

3 *Commissioner Gokey asked to clarify if there was only one advocate from SVC⁷.*

4

5 Deputy Fors confirmed there is only one. That was a one-time funding effort from the
6 Mayor's budget. Deputy Fors is looking to expand that as he would like at least 2
7 advocates.

8

9 *Commissioner Gokey asked if the Police Department can absorb some of this cost or does*
10 *Deputy Fors believe there will be grant funding?*

11

12 Deputy Fors explained that they are going to find ways to continue to fund the advocate
13 they have.

14

15 *Commissioner Gokey asked if the advocate was involved in the in-service training.*

16

17 Deputy Fors explained that she provided input into the training. She is fairly new, and
18 she hit the ground running 100% in January 2019. Once Deputy Fors got the green light,
19 there was a timeline process. He had to have the contract with the SVC, post the job
20 announcement, find the advocate, have the advocate backgrounded and then the
21 training.

22

23 She provided the input into that training, but the county attorney is the one that really
24 participates. Deputy Fors also confirmed 2 of his detectives, who are excellent subject
25 matter and some of the most experienced investigators in the state, also participated in
26 training.

27

28 *Commissioner Gokey asked if Deputy Fors could clarify what the body camera policy is for*
29 *investigations into sexual assaults.*

30

31 Deputy Fors confirmed it is in line with what the body camera policy is now. When
32 you're going into, say, the Sexual Violence Center, they may ask, and it's the victim's
33 choice that they deactivate the camera, in which case they do.

34

35 *Commissioner Gokey asked if a first responder notifies the victim that the body camera is on.*

36

37 Deputy Fors explained when they're first responding to an initial call, they're not
38 proactively saying, "by the way I'm recording." The camera has an audible beep that
39 cycles that generally notifies people that the camera is recording. That's because as
40 events transpire information comes up. Yet, Deputy Fors does not want the body
41 camera policy to be such where there are a thousand different videos for an incident.
42 That is dis-jointed and does not capture the total picture. They very much recognize

⁷ <https://www.sexualviolencecenter.org/>

Pending Approval

1 that people do not want this to be on body camera. Understandable, they'll respect
2 that and make sure it's noted on the body camera.

3
4 *Commissioner Gokey asked if he was doing anything in tandem with the policy for officers and*
5 *investigators on vicarious trauma and avoiding cynicism.*

6
7 Deputy Fors explained that some of cynicism and vicarious trauma spills into all different
8 aspects, which leans into the subject of wellness. Deputy Fors believes cynicism and
9 vicarious trauma ties into a lot of their training and procedural justice in understanding.

10
11 When the concept of procedural justice was first introduced to the Department, Deputy
12 Fors was one of the original trainers. He did an entire module on cynicism and the
13 affects it has and how it affects interaction with people. This is something in which they
14 continue to do refreshers. Quite simply, it comes down to the personal interaction and
15 one treats people. Their continuing mantra is to treat someone like you want a family
16 member to be treated. If you do that, you can never go wrong.

17
18 *Commissioner Gokey asked if there are any mandatory rotation requirements for patrol officers*
19 *to spend time in an investigation to understand the lifeline of a case like this.*

20
21 Deputy Fors explained there is nothing mandatory. However, there are career
22 enrichment opportunities where officers come from the streets and do 90 days in
23 various investigative units. Deputy Fors believes this is invaluable because almost every
24 one of the officers returns and prepares much better reports. The officers see what
25 happens with reports that are lacking certain information. They get to see things from
26 that perspective.

27
28 One process the Department recently started is to put recruit officers, who have just
29 graduated from the Academy, into situations. Deputy Fors currently has a handful of
30 them in investigative units in other areas, such as the desk, and they are rotated before
31 they even begin their field training. They see what happens with the reports and the
32 interactions that take place.

33
34 Rather than waiting for styles or habits to form that maybe aren't the best, the officers
35 get to immediately see the byproduct; seeing what people are doing with the work-
36 product that is created in the street.

37
38 People believe the tradition is to go right to field training, and you're on the street, from
39 the Academy. The intent is to take a period of time to provide officers with another
40 layer of experience and observation. Deputy Fors explained that this process came as
41 feedback from his detectives who told him the recruit officers would benefit from
42 seeing / having this other layer of experience and observation.

43

Pending Approval

1 *Commissioner **Gokey** expressed how she believes the policy can be intangible if the sole focus*
2 *has been street officer / patrol officer. They can see how a case progresses, and how important*
3 *the reports are and it makes everyone better at their job.*

4
5 Deputy Fors absolutely agrees. One sees the different layers someone goes through and
6 gets to see when and where something came up lacking, and why something can't be
7 followed-up. A lot is information gathering. Deputy Fors tells officers to be curious,
8 take a lot of good notes, and make good reports.

9
10 *Commissioner **Gokey** reiterated what her colleague said -- i.e., it would be worthwhile to have*
11 *public interface with this policy to counter the narrative that came out a couple months ago*
12 *regarding the investigation of sexual assault cases throughout the Metro. Especially the point*
13 *of reporting the crime in the jurisdiction where the crime occurred. That can be a helpful*
14 *counter-narrative to that negative focus that was rather wide-spread. In addition to providing*
15 *resource guides to social service providers, the general public can also benefit from learning*
16 *about this policy.*

17
18 Deputy Fors believes it is important to get this message out. There were press
19 conferences with the partners of the Sexual Violence Center regarding the new policy to
20 get that narrative out. One can never do enough to spread this good word.

21
22 Deputy Fors agrees.

Commissioner Schumacher

23
24
25
26 *Commissioner **Schumacher** shared her background. She is a prosecutor for the Chisago County*
27 *Attorney's Office, and she also sits on Chisago County's Counsel on Domestic and Sexual Assault.*
28 *They have had meetings on this AG working group report as well to discuss how they will*
29 *respond to it. Commissioner **Schumacher** expressed her excitement when Deputy Fors began his*
30 *presentation because she is most interested in what other law enforcement agencies are doing*
31 *to respond.*

32
33 *Commissioner **Schumacher** asked what having an attorney embedded with the sex crimes unit*
34 *looks like day-to-day.*

35
36 Deputy Fors confirmed the attorney sits right in the cube; her cube is next to the
37 detectives.

38
39 *Commissioner **Schumacher** asked for confirmation if she is actually in the office.*

40
41 Deputy Fors confirmed she is in the office. She sits in with the lieutenant and the
42 advocate, and they review, go over and discuss each case.

43
44 *Commissioner **Schumacher** asked if the attorney gets involved in cases where a victim is filing a*
45 *police report without the intent of bringing charges.*

Pending Approval

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Deputy Fors explained she is definitely part of the review.

Commissioner Schumacher asked if this is policy now that there is an attorney embedded.

Deputy Fors confirmed they are very much a part of that.

Commissioner Schumacher explained she wrote down ten (10) other questions but then crossed them off because they are excessive for the purposes of this meeting. However, she might come back to Deputy Fors at a later time.

Her biggest concern on this Committee, based on the AG's report, is if there is a plan to track results of the change in policy. If there is a plan, what does that tracking look like? She asks this knowing how difficult sexual assault cases are in getting reports, in charging, in prosecuting, just generally difficult to track.

Deputy Fors explained they changed reporting systems half-way through last year. Because of the change, there are different data gathering metrics. The report system is like our life blood of data and how you look at things. It comes down to increasing their capacity in assigning more cases. Cases are not going to get charged unless they can get assigned and looked at.

Then it will be getting the metrics back from the County Attorney as to how many cases have been submitted, how many have been deferred, how many have been declined, how many have been charged. Obviously, looking for the metric of increasing the charge rate as they can. Deputy Fors explained that one of the byproducts of building trust may be more cases coming in, which is challenging.

You can look at the trend from regular feedback – i.e., what are we hearing? The cases are the cases in some regard. But if there is regular feedback from prosecutors that there are shortcomings, that's something that needs to be addressed. Is there regular feedback from advocacy groups? If so, how are they approached? How are they interacting with people? When officers went to the Sexual Violence Center, did they do a poor job? What Deputy Fors likes to hear when he gets good feedback is that the officers were outstanding and did a wonderful job. These are the types of feedback that one can get.

But it's going to come down to the numbers and whether they are increasing their capacity to bring justice for people. Deputy Fors believes this will happen through assigned cases and the successful referrals with the County Attorney.

Commissioner Schumacher asked if there are any plans for the investigators to look at past cases through the lens of this victim-informed interviewing and team approach given the report from the AG's office focused heavily on the shortcomings reported to the media.

Pending Approval

1 Deputy Fors knows that there has been some looking back on some specific cases with
2 the County Attorney. However, it's difficult to talk about specific cases or get into any of
3 the specifics regarding those cases.
4

5 *Commissioner **Schumacher** agreed it can be difficult but asked for confirmation if reviewing past*
6 *cases.*
7

8 Deputy Fors confirmed that they are always looking back. When there is critical
9 feedback, they want to look back and see what they're looking at. Every critical case
10 that was brought to them, they definitely looked at.
11

Chair Brown's Final Thoughts

12 *Chair **Brown** expressed the important of having cards or outreach to other community members*
13 *in multiple languages. This is a must.*
14

15 *Chair Brown is also interested in circling back with Deputy Fors to see the data. She is a public*
16 *defender and wants to ensure the justice for the victims is there. She also wants to ensure*
17 *constitutional rights as unfortunately there is also false reporting. She wants to ensure that*
18 *justice and constitutional rights are done with all the training they can have to make this the*
19 *best place they can for these crimes. These crimes are a very fine line.*
20
21

22 Deputy Fors believes that making sure they're taking an unbiased and thorough
23 approach is what truly brings trust to the process.
24
25

26 *Chair **Brown** is hopeful that the data will show that.*
27

28 Deputy Fors shared as they move forward that is also their hope.
29

30 *Chair **Brown** expressed how she appreciates that Deputy Fors is willing to work with everyone*
31 *else. She suggested this might be a time to collaborate with Metro Transit since they are*
32 *without a Chief. It is her understanding it will be awhile before they replace Dave "Hutch"*
33 *Hutchinson.*
34

Unfinished Business

Pending Research and Study Updates

35
36
37
38
39 Ryan Patrick will have a large presentation on the equity in recruiting work that he and Kayla
40 have been preparing with Internal Audit at the June meeting. Ryan believes it will be a solid
41 jumping-off point for the Commission in maintaining a diverse force in the Minneapolis Police
42 Department. In addition, not only making sure they're hiring a diverse pool of applicants,
43 everybody is having an equitable chance of getting a job with Minneapolis Police Department,
44 but that they're retaining officers and making sure they're respected as they continue to work
45 for the City.

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Committee Reports

Policy and Procedure:

Chair **Brown** reported they didn't meet.

Audit Committee

Commissioner **Foroozan** reported there was a meeting scheduled, but the meeting was not held because there wasn't a quorum.

Outreach Committee

Ad hoc – no meeting

Comments from the Chair

Chair **Brown** deferred to Commissioner **Westphal**, who had her first meeting with Deputy Chief Halvorson without Chair **Brown**. Commissioner **Westphal** reported that they discussed many things. She earlier [mentioned one topic](#) for Mr. Turchik's benefit, and Commissioner **Westphal** will follow up with Deputy Chief Halvorson on the justice issue.

Commissioner **Westphal** reminded him about putting together a better policy for the Community Navigators. This time he wrote it down. Later that day Commissioner **Westphal** ran into inspector Waite, and she told Inspector Waite that he wrote it down. Inspector Waite had just been at a meeting where she talked about expanding the Co-Responder idea to the Navigators so they can share and work on policy.

Commissioner **Westphal** told the Deputy Chief that the PCOC would like to be more involved with training matters. Commissioner **Westphal's** meeting with the Deputy Chief was the day after the verdict of former Officer Noor; they had just a very brief discussion about the verdict. Commissioner **Westphal** is working on her own thoughts and putting together something to discuss with her co-commissioners. Deputy Chief Halvorson was not ready to talk about lessons learned. Commissioner **Westphal** asked him about the morale of the Department, and he said the morale was OK. He further explained that Chief Arradondo had a difficult time because he was in on the negotiations and he was very compassionate for Ms. Daman's family. It was upsetting, all around so there will be more to discuss with him.

Later that evening, Commissioner **Westphal** went to the Listening Session with Mayor Jacob Frey, Council Member Linea Palmisano and Police Chief Arradondo.

Commissioner **Westphal** followed-up on another of Mr. Turchik's topics in that the Mayor officially said that the Minneapolis Police Officers are not to take any type of warrior training. Any training they take outside of the MPD list of offered courses, has to be approved by one of the Deputy Chiefs or Chief Arradondo.

1 Commissioner **Westphal** reported that they were very hard on Chief Arradondo at the
2 Listening Session. The Mayor did not say much as it was more of a listening session.
3 Commissioner **Westphal** believes there will be more of those. Commissioner **Westphal**
4 has a meeting with the President of the Federation before the end of the month and she
5 will discuss many issues with him.
6

7 One thing that resulted from the listening session is a lot of people wanted information,
8 details, and statistics about the police officers and crimes and how they're handled.
9 "Someone" actually said, "OPCR has a really good website". Commissioner **Westphal**
10 encouraged Ryan Patrick to advertise OPCR more.
11

12 Chair **Brown** gave her final thoughts. Everyone needs to take time to process the Noor
13 case in all its multiple facets. The verdict means a lot of things to a lot of different
14 people. The investigations mean a lot of different things to different people. Chair
15 **Brown** wants this topic as an agenda item in the future.
16

17 Her instinct is telling her that they've been discussing training for so long, that it now
18 needs to step up. But it is also important to take time and process this case because of
19 the many facets. Jamar Clark didn't get this opportunity, Philando Castile didn't get this
20 opportunity. There are blatantly obvious reasons why that we can visually see. Chair
21 **Brown** wants everyone to take time and process this case so they can be as pro-active
22 as possible. Especially when we deal with policy, procedure and training. If anything,
23 this should increase the amount of work the PCOC does on training. Chair **Brown** is
24 hopeful for the support of City Council and the Mayor. To be continued . . .
25

26 On another topic, Chair **Brown** was in New York at the Policing Project. The Policing
27 Project paired with NYU Law School and the Koch Brothers. They discussed with them
28 the Minneapolis Police Department, what they have done, the recent past and where
29 they are now in oversight. It was a really great experience.
30

31 Interesting enough, a lot of when we were establishing body cam policy and even
32 policies on how we were looking to continue to grow when we started this, was Seattle.
33 Seattle, my self and Los Angeles were at a session together. At that session,
34 Minneapolis marked the middle ground. Seattle's Oversight Commission has done great
35 things; however, their Commission decided to take political stands, making demands on
36 their City and Mayors. That now appears to not have been a good approach, and now
37 they're in crisis mode. LA, on the other hand, has what Minneapolis has but in a larger,
38 grander scale. In LA, the Chair is a full-time job.
39

40 They discussed how potentially they can get Minneapolis to that point. Chair **Brown**
41 knows and she shared with Seattle and LA that lot of our research and projects are
42 great. But everyone on the Minneapolis PCOC is a volunteer; all the Commissioners
43 have full-time jobs. As a result, sometimes they don't meet, sometimes they don't have
44 things happening because they are limited in their capacity. Those were great
45 conversations to have.

Pending Approval

1
2 in addition, Chair **Brown** had the office create packets for her so she can distribute
3 them. Someone from the Policing Project will be in Minneapolis on Wednesday and
4 Friday. Chair **Brown** believes they're meeting with CUAPB and then they're also
5 meeting with herself. She is going to bring them to the OPCR office on Friday.
6

7 Chair **Brown** is considering having someone give a presentation about all the material
8 she gets. She will pass on the information as it's released to her from the Policing
9 Project.
10

11 **March 2019 Case Summaries**

12
13 Gabriel Ramirez introduced Carolina Amini, the new OPCR Intake Investigator. Carolina
14 will be handling most of the case summaries today. Mr. Ramirez will be her backup for
15 cases in which she might need help. Mr. Rameriz will handle the specific questions, if
16 any, for No. 6.
17

18 Chair **Brown** explained the disclaimer, which is the Commissioners tend to grill
19 everybody. It's their nature, they're attorneys, it's what they do.
20

21 **Audit Summary and New Case Selection**

Brown	4, 6, 8	Wade	2, 4, 8
Westphal	6, 8, 10	Bischoff	
Schumacher	4, 6, 8	Foroozan	6, 8, 10
Gokey	2, 4, 10		

22
23
24 Chair **Brown** indicated the new case selections for discussion at the June 2019 meeting are **case**
25 **numbers 4, 6 and 8** as the top picks, which were selected by **unanimous consent of the**
26 **Commissioners.**

27 **Adjournment**

28
29 With all the Commission's business concluded, the Chair entertained a motion:
30

31 **Chair Brown moved to adjourn.**

32 Seconded.

33 All in favor. None opposed.

34 **The motion carried.**
35

36 **Chair Brown adjourned the meeting at 7:37 pm**
37