



Meeting Minutes

1. Welcome and Introductions of Guests

Attending: Abshir Ali, Ahmed Anshur, John Bandemer, Leonardo Castro, Shelley Cline, Sasha Cotton, Erin Delaney, Mike Hang, Erin Hayes, Cheniqua Johnson, Nick Kellum, B Kyle, Kathy Lantry, Karen Larson, Kaarin Long, Juan Lozoya, Robert McClain, Deborah Montgomery, Manny Munson-Regala, Toni Newborn, Hao Nguyen, Kim Nguyen, Laurie Olson, Lynsey Olson, Richard Pittman, Alyssa Schlender, Liz Staberg, George Thawmoo, Rosa Tock, Ryan Vue, Mayor Melvin Carter

Community Attending: Lynn Wilde (retired police), Sage Holden (community member), Dyke (retired city employee, community member), Eram Cowlas (WCCO TV)

We will leave open space for community guests to comment or share their feedback with the committee, this will remain a part of our agenda moving forward. All our meetings are public and this is a public process, but we will also have well-advertised options for the community to provide feedback.

2. Review Meeting Minutes from 1st Meeting

Please review and let us know if there is anything missing or if there are clarifications on what was discussed at our last meeting. Missing Mark Ross and Absir Ali from previous notes as attendees.

Committee Questions:

Question: Will minutes be posted online for public to view?

- Yes, there will be a website for that purpose. All of our items, such as agenda, will also be included.

3. Clarify Council Process vs. Mayoral Process

Council establishes minimum requirements and this committee. The committee selects 5 finalists to move on to the Mayor. The Mayor then conducts interviews and makes a final selection.

Question: Will Mayor make selection from the 5 candidates forwarded?

- Yes, the Mayor will make a selection from the candidates forwarded.

Question: Will the committee need to rank?

- No, the committee will not need to rank candidates.



Question: Will the Council need to ratify the Mayor's appointment?

- Yes, the Council will ratify the appointment.
- This stage of the process is where Council and Administration are working together.

Administration is responsible for facilitating the hiring process:

- Posting, working with the recruiting firm, and working with this body appointed by the Council to select 5 finalists

4. Update on Applicant Data

As previously mentioned, the City retained AB Strategic Security to assist in the recruitment of individuals for this position. Referring to our notes from the recruiting firm, we have received:

- 18 applicants
 - Of total applicants (18)
 - 3 Women
 - 15 Men
 - 7 African American/Black
 - 10 White
 - 1 Latino/Latina
 - (8) meet minimum qualifications
 - 2 Women
 - 6 Men
 - 4 African American/Black
 - 3 White
 - 1 Latino/Latina

Question: Are they local to MN or internal to Department?

- 3 are local (from MN) out of the 18, 1 is internal

Question: Are you happy with the total applicants? Who would decide to extend?

- History on this position: 6 years ago (2016) we had 12 applicants and had to post twice because only 3 met minimum qualifications initially. For the purposes of this process, we're using that data to decide whether or not to extend. The Mayor will make the decision with input from HR. The decision will be made based on the gender and racial diversity and from the recruiter's standpoint if the position should be extended.



Question: Out of 18 applications on file, only 3 are local?

- Yes, that's correct.

Timeline for Closure of position:

- The posting closes on Friday.
- The decision to extend will likely be made tomorrow. We want to make this decision in advance of the closing so that we can communicate out to the community and those who may be interested, who may have not yet completed an application, that the posting has been extended.

Minimum Qualifications:

- The recruiter has received 20-22 calls from interested candidates but did not meet minimum qualifications. That is another decision point to consider in this process.
- One item under consideration is the requirement for a Chief with experience serving a community of at least 200,000 residents.
 - "Applicant must include supervision and leadership of law sworn enforcement personnel in a metropolitan area with at least 200,000 residents receiving direct service from that agency."
 - The level of experience is also a factor - whether Command level experience of other jurisdictions is equivalent to the rank of Commander in Saint Paul.

Question: The minimum qualification of a community of at least 200,000 residents seems like an artificial barrier. How can any limiting requirements be changed? Can the committee review those who did not meet the 200,000 minimum requirement? Can the committee push that back to City Council? What is the process?

- This would require changing the minimum requirement as set forth by Council in city ordinance. That question may go to the City Attorney's Office to determine legality. There is a process to make a change to the minimum requirements – this would not be done by this committee or the Administration but rather City Council.
- It is not the charge of the committee to review or establish minimum requirements. This committee is charged with reviewing applicants that meet minimum qualifications.



Question: Where has the recruitment firm posted and how?

- We don't have the specifics, but we have information from where applicants have applied which indicates it has been a national search.

Question: Is the recruiter reviewing based on titles or duties as described in job descriptions?

Can we extend even though there are more than 5 applicants.

- Job duties to ensure duties are equivalent to SPPD Commander.
- It is not unusual for the City to extend open postings, and is a common practice.

Question: Is 18 with 8 qualified a good or a bad number, compared to other communities of our size/complexity? Are these qualifications different from prior postings and how do they compare to other communities? What were the calls from applicants that were questioning if they were qualified in regard to (ex. 200,000 requirement)?

- Difficult to compare previous application processes with where we are currently, after the murder of George Floyd, and the pandemic.
- Average is about 30 applicants for this type of position.
- For Golden Valley (about 6 months ago with the same recruiting firm), they received more applications, closer to 30 applicants.
- According to recruiter, population was one of the data points we received.
- We can make the data around changes to qualifications available to this group.

Question: The Mayor will decide if this pool is adequate, not this committee, correct?

- Yes, there are a few factors:
 - Overall applicant pool numbers
 - Diversity of applicant pool
 - HR will share the committee's concerns (ex. the population limitation and the low number of applicants, the fact that committee would like to understand why candidate may have been excluded) and make a recommendation to the Mayor regarding whether or not we extend the posting.
 - Minimum qualifications



- Based on feedback from the recruiter, whether additional time is needed to revise minimum qualifications if this is the main reason applicants are not qualified to apply.

Question: When will this committee notified if there is an extension?

- Yes, we will notify the committee.
- We need to make some decisions this week and that will dictate if we meet next week.
- This decision will hopefully be made tomorrow but perhaps on Friday depending on scheduling.
- We've found that internal applicants typically wait until the last minute to apply. We are anticipating between now and Friday that there may be additional applicants and the number will increase.

Question: Can HR share a concern about population and about command experience? 4 years of command experience may be a barrier for females.

- We will review that with the Mayor, thank you for sharing that concern.

Question: Is it possible that the salary is an issue (it appears to be low compared to other jurisdictions)? Can we consider other factors that may impact the number of applicants?

- The recruiter shared that this has been indicated by a few candidates, but those applicants were conflating with Minneapolis.
- We will come back to the question around salary. There are legal parameters around this and we will research.

Question: Can we get a portable PA system for future meetings?

- Yes, we can do that.

5. Post-It Note Activity - Review Trends

You should have items in your packet – both raw data and an executive summary.

Findings:

- Community Orientation (30 comments)
- SPPD Culture (15)
- Public Safety (11)
- Integrity and Empathy (7)
- Innovation (8)



- Leadership (6)
- Local Connection (5)
- Mental Health (4)
- Youth (2)

Anything that was missing? Comments? Is this relevant and reflective of conversations?

Additional Comments from Committee:

- Gender based violence, domestic and sexual violence needs to be a priority
- Availability of Chief to interact with community
 - Ex. recent event around understanding of autism and interacting with members of community (officers need training on this)
 - Does responsiveness under community capture some of this comment?
- Awareness of gender and racial-based biases in systems and community
 - That this includes transexual and non-binary violence
 - That the Chief use and refer to pronouns
- Historical trauma to be added under mental health

Question: Is it possible to have applicants sign an acknowledgement or agreement for accountability/commitment to these items? Can we provide this to candidates prior to interview, so they understand what the community values?

- This is something we would be open to in this process.
- We can use this information in developing interview questions for candidates.

Question: Can we ask if the Chief lives or plans to live in Saint Paul?

- No, we cannot ask that because we cannot require the Chief to live in the City.
- We can ask questions in the interview process to determine their commitment to engagement with community.

Question: Can we engage the community at the planned events and offer the opportunity to engage anonymously just like we did with this activity?

- The engagement process will be similar to this activity, and we've included survey questions in your packet that we would like to ask your feedback on – we haven't yet started the process. That is in line with what we do with all of our engagement processes (Community First Public Safety Roundtables, etc.)



Mayor's Carter:

Thank you for signing up for this role – there is nothing more critical and important to the community than choosing the next Police Chief. This group represents a cross-section of the community. We're hoping you are bringing the voices of your neighbors, family, coworkers, and discussing their questions and concerns. We're inviting you all to be architects in this process and having conversations with each other, your communities, and me.

Question: If we give you 5 names and you pick 1, the Police Chief isn't at the will of the Mayor like other Administration positions. What do you need and want and how do we tease that out in this process?

- You're right, absent some outlandish circumstances we are hiring someone for 6 years.
- You will be evaluating a body of work, the values that person brings into that work in addition to their interview. The actions they have taken in their law enforcement career will also speak to their values.

Question: What criteria will you be looking at in a pool of applicants? Is there a target number? If there is a concern, will that be taken into account?

- We need a collection of candidates that reflect the diversity of our community. If we don't, then that means there is something limiting the pool of applicants. We trust, appreciate, and rely on you to evaluate who we get but also ensure we're conducting an open and fair process and the candidates we evaluate reflect the values of the City.
- Yes, this is a diverse group and if you can agree to something, then it must be important. If there is a concern, it will be taken seriously.
- This phase of this process is in your hands. People are asking if we're going to look outside of the department (we have a history of internal hires). We need to be able to say we looked across the globe, at a diverse set of folks from diverse perspectives and places, and of all of these, this is the person we're elevating to guide our police department and public safety.

Question: If there is something we have a concern on, it will be heard? Such as criteria.

- Any recommendation will be heard, not necessarily acted upon, but it will be heard.



Question: Is there an appetite for an extension?

- I won't have a position on that until I hear from this committee. I will receive any suggestion that comes from this space.

6. Survey Questions Review

This will be part of our agenda next time.

Question: Can we make sure we have the survey available in multiple languages?

- We will look into this as an option.

7. Next Meeting TBD

NOTE: We will do an email poll. We would need to send this in advance of the posting closing because it is our preference to extend prior to the position closing. Information will be sent by noon tomorrow and HR/Co-Chairs will need to know by 5 pm (via email) if the committee would like to request an extension.

ADDENDUM:

The co-chairs sent an email to the committee on July 21st with updated applicant information, requesting the committee members vote with their recommendation to extend or not extend the job posting date by 4:00pm. The votes were as follows:

- 20-No Reply
- 10-Yes, extend
- 7-No, do not extend
- 1-if you get to 10 qualified apps, do not extend

Human Resources received the recommendation by the committee to extend the posting and that was communicated to the Mayor. The Mayor extended the job posting deadline 2 weeks.