



Meeting Minutes

1. Welcome and Introductions

Attending: Chauntyll Allen, Absir Ali, Ahmed Anshur, John Bandemer, Leonardo Castro, Chikamso Chijoke, Sam Clark, Shelley Cline, Sasha Cotton, Erin Delaney, Dan Ferralez, Lucy Gerold, Mike Hang, Erin Hayes, Cheniqua Johnson, Nick Kellum, B Kyle, Kathy Lantry, Karen Larson, Kaarin Long, Juan Lozoya, Laurie Marsh, Robert McClain, Christine (Chris) Michels, Deborah Montgomery, Manny Munson-Regala, Toni Newborn, Hao Nguyen, Kim Nguyen, Laurie Olson, Lynsey Olson, Jonathan Ortiz, Mark Ross, Alyssa Schlander, Liz Staberg, George Thawmoo, Rosa Tock, Ryan Vue

Community Attending: Star Tribune representative, Kare11 representative

2. Review the agenda and packet of information

Welcome everyone, thank you for participating in the selection process for the next Saint Paul Police Chief. Today we will be covering materials that we've provided in your folders, confidentiality, the hiring process, the timeline, do an activity, and cover next steps.

Folders

Left side: Biographies of committee members, Meeting Agenda, Name Tent

Right side: Confidentiality Agreement, Hiring Timeline, City Ordinance, Job Posting, Recruitment Brochure

3. Confidentiality

The confidentiality agreement in your folder covers what information must be kept confidential as part of this process. In general, personal information, such as names and demographic information is considered private and is therefore will be redacted in the application review process. This is to remove bias from the process and ensure candidates will be reviewed based on their qualifications and the application materials provided to the consulting firm.

The Co-Chairs have requested that any media requests to specific committee members first check in with them on what information can be shared. Their contact information is listed on the bottom of the agenda.

4. Overview of Police Chief hiring process

The following steps have been completed in the process:

- Notice of the vacancy was sent to the City Council by the Mayor.
- The City interviewed executive recruitment firms to assist with this process.
- AB Strategic Security Group was selected to recruit, interview, collect, and review application materials.
- The job announcement was posted June 23, 2022, and AB Strategic (AB) is currently accepting applications through July 22, 2022.
- This committee was created by the City Council to represent community interests.
- The committee was established through ordinance.
- The minimum qualifications were established by the City Council through ordinance and are included in the job posting document.

Over the next few meetings, this committee will meet and participate in a bias training, review application materials, conduct interviews, and ultimately select 5 finalists to move forward to the Mayor for consideration. The Mayor plans to conduct community engagement sessions with the finalists. The City also plans to attend community events to gather feedback on what they are looking for in the next Police Chief.

If the committee fails to select 5 finalists, then the position must be reposted, and the process will begin anew.

Committee Questions:

Question: How was search firm selected? Why not a local firm? What about the concerns (in the media) with this group?



- AB Strategic Security Group (AB) was selected for their understanding of 21st century policing which aligns with the work of Saint Paul Police Department and the Mayor's vision. Local firms did not mention 21st century policing in their interviews.
- The City reached out to other jurisdictions that have used AB Strategic for their selection processes. The feedback was positive. Information online related to AB Strategic and President Jesus Eddie Campa come from a site known for unsubstantiated and false information. The City did due diligence in discussing the information with Mr. Campa and found the claims to be unsubstantiated.

Question: When will applications be reviewed? Will this committee see all applications? What is the process?

- AB will first review the applications to ensure the candidates meet the minimum requirements.
- This committee will review the applications to determine which of those, who meet minimum requirements, should be interviewed.
- The committee will be reviewing applicants at the 3rd meeting on July 26th after the application period closes on July 22nd. We will confirm if this timeline is realistic.
- This is a community driven process and therefore the committee will ultimately make determinations on which applications to review, the process and next steps.
- We have developed an overall timeline, but this can change based on the needs and feedback from the committee.
- We can work with the consulting firm to determine the best method to inform the committee of the overall candidate pool.
- The committee requested they see all applications, whether they meet the minimum requirements or not, and if they don't meet minimum requirements, that a narrative be provided why they are not moving on in the process.

Question: Is the timing realistic given that the application period will close July 22nd and this committee meetings July 26th to review applicants?

- We have asked AB this question. They have not yet responded, but the established timeline can be adjusted based on the needs of the committee and process.

Question: It sounds like there are community events planned. Are these existing events or will there be specifically scheduled events to this process to gather feedback?

- There are some events planned throughout the community at which Human Resources will be interacting with the community to gather feedback on survey questions.
- We are also hoping to plan at least 1 event specific to this process in which the community can attend to provide their feedback.

Question: How many applications have been received? How many are expected? How many have been received in the past?

- There were a handful of applicants as of the last check-in, but that number may have changed. We can provide an update at our next meeting.
- For a position such as this we can likely expect at least 10-15, but there may be more. The number of applicants will likely dictate this committee's overall review process and timeline.
- In 2018, the committee failed to forward 5 names to the Mayor and the process had to begin anew. The position was reposted with new minimum requirements.

Question: If names will not be shared, how will the committee rule out concerning information in candidate's backgrounds?

- State statute determines that only the finalists names for this type of selection process is public. We have found that not sharing names protects candidates' identities and helps to eliminate implicit bias.
- Applicants are often still employed and may not have shared with their current employer that they are looking, and so redacting names up until finalists are selected is a best practice.
- We acknowledge your concerns and that this is an imperfect process, but changing this process is beyond the scope of this committee.



- The committee has requested the names of all candidates prior to interviews in order to research the candidates to select the best candidates to move forward.

Question: How will background checks be conducted? Will this committee be responsible?

- The Saint Paul Police Department does extensive background checks on all employees. A rigorous background check will be conducted as part of this process as well, as with all law enforcement candidates. Background checks are generally conducted on the finalist in the process.
- This committee will not be responsible for conducting background checks.
- Human Resources encourages committee members NOT to do their own research of candidates as there may be false information online and all candidates may not start out on the same level.

Question: Will this committee be determining interview questions?

- We can suggest interview questions for the committee to react to, but we are looking for the committee to create questions based on their knowledge of the position and needs of the community.
- We will assist the committee as needed or requested.
- Questions can be finalized at a future meeting and will use the information from our activity to assist with this task.

Question: Is there a way to see applications outside of the meeting? Is there a technological solution?

- We can note this question. We may be able to reserve spaces and times for the committee to review applicants in a secure space, such as a library or community center.
- While we would like to be able to offer a secured technology solution, we likely do not have the resources to pull this together for this process. We will check in with our Technology Department and let the committee know at a future meeting.



5. Committee Rules

The following rules will guide group discussions. The committee didn't have additions to this list.

- Be respectful
- Be on time
- Enter into the discussion enthusiastically
- Give freely of your experience
- Allow and encourage others to contribute
- Listen attentively
- Cellphone etiquette
- Ask questions when you don't understand
- Appreciate other peoples' point of view
- Confine your discussion to the topic and information provided

6. Activity

The activity we've planned for this evening will help us better understand what the committee is looking for in our next Police Chief. For the activity, it is important to note the **6 pillars of 21st century policing**. We can discuss these further at our next meeting, but briefly they are:

SIX PILLARS:

Pillar 1 — Building Trust and Legitimacy

Pillar 2 — Policy and Oversight

Pillar 3 — Technology and Social Media

Pillar 4 — Community Policing and Crime Reduction

Pillar 5 — Officer Training and Education

Pillar 6 — Officer Safety and Wellness



For this activity, we are inviting the committee to share skills, attributes, characteristics, priorities, and experiences you think are important in the next Police Chief of Saint Paul. Use the 3 post-it notes you have been given to write your items. For example, if you believe demonstrated experience engaging with youth, or that the next Chief should focus on youth engagement as a priority, you should write that down. Once done, you can give them to Liz or Dan and they will group them into categories. These attributes will be used to inform the process for this committee and the Mayor.

7. Next Meeting

For the next meeting, you may leave your folder with us or take home with you. We will be meeting at another community location in Saint Paul. Come prepared to learn about bias training and discuss the next steps in the process. We will have an agenda sent in advance of the meeting to orient you.

Please note that you may reach the committee Co-Chairs, Kathy and Sasha, at the contact information at the bottom of this evening's agenda.

Addendum:

Saint Paul City Charter Sec. 12.12.

Selection and tenure of Police Chief and Fire Chief

- Sec. 12.12.1. - Qualifications and examining committee.

To examine eligibles for appointment to the offices of chief of police and fire chief, the council, upon notification from the mayor of the existence of a vacancy in any of said offices and after establishing minimum qualifications, shall establish and appoint a qualifications and examining committee for each respective title with membership as provided by ordinance.

- Sec. 12.12.2. - Duties and procedures.

Each respective committee shall provide for competitive examinations to test the relative fitness of candidates, the grading of candidates, and the certification to the mayor of the five (5) best qualified candidates. The qualifications and examining committee shall give notice of examinations in the same manner as required in examinations for filling vacancies in the classified service. The council shall provide for the payment of reasonable and necessary expenses of the committee and for staff help through the director of human resources or otherwise as the mayor shall arrange.

- Sec. 12.12.3. - Appointment.

Upon receiving from a qualifications and examining committee five (5) names, the mayor shall appoint one of said certified names, subject to the approval of city council. If the council does not approve the appointment, the mayor shall in turn appoint each of the remaining candidates, each subject to council approval. The council must promptly consider and vote upon each candidate appointed by the mayor. If the council approves none of the candidates, the council will order a new selection process to commence by establishing and appointing a new qualifications and examining committee.

- Sec. 12.12.4. - Tenure of police chief and fire chief.

The term of each police chief and fire chief shall commence upon the expiration of the preceding term and they shall, except as provided in this section, serve a term of six (6) years and until their successors are appointed and qualified. During the first year of a term, a police chief or a fire chief may be removed by the mayor upon written notice and approval by the city council. They shall continue in office for terms of six (6) years from the expiration of their respective prior terms, each subsequent term subject to reconfirmation by the city council. They shall continue in office until action on the reconfirmation has been taken by the city council. Failure of council to reconfirm shall result in a vacancy of the position. Additionally, the mayor may, not more than ninety (90) days nor less than sixty (60) days before the end of a specific



term, determine to terminate an incumbency on the expiration date of that specific term. In that event and in any other case when a vacancy occurs, the mayor shall appoint an acting person and the committee herein provided for shall forthwith arrange for an examination to determine eligibles to fill any vacancy. They may be removed for cause by the mayor with the approval of the council by five (5) votes after hearing before the council; pending the hearing the employee may be suspended with or without pay by the mayor.

2022 Police Chief Selection Process Timeline

June 23, 2022	Post Police Chief Job Announcement and Brochure
July 07, 2022	Committee 1st Meeting Overview, introductions, confidentiality, committee rules, timeline
July 20, 2022	Committee 2nd Meeting Mayor/Deputy Mayor addresses committee, bias training
July 22, 2022	Application period closes
July 26, 2022	Committee 3rd Meeting Presentation of applicants, select candidates to interview
TBD (Full Day)	Committee 4th Meeting Conduct interviews and name top five finalists