

**MINUTES**  
**CITIZENS' LAW ENFORCEMENT REVIEW BOARD**  
**MEETING**  
**July 11, 2017**

**Attachment A**

- Roll Call**                   ▪    The Board meeting was held at the County Administration Center and came to order at 4 p.m. All Board members except Courtney Chase, Delores Chavez-Harmes, and Jordan Gascon were present.
- Minutes Approval**       a)   Minutes of the June 2017 Regular Meeting  
                                  i.   The June 2017 meeting minutes were approved by motion with corrections to the spelling of Mr. Myers's last name and Mr. Harrison's first name.
- Presentation/Training** a)   N/A
- Board Chair**               ▪    Paul Parker is attending his first official Board meeting as the Executive Officer.
- Lynn Setzler is to be commended for her spectacular job as the Interim Executive Officer. From January through June in addition to her job as Special Investigator, she assumed:
- o    All responsibilities of EO
- o    Educating a new Board Chair
- o    Along with Mark Watkins, decreased the number of open death investigations
- o    Took over responsibilities of Administrative Secretary
- o    Completed 2015 Annual Report
- o    Started 2016 Annual Report
- There will be no September meeting since three Board Members (Ms. Arkin, Ms. Hoang, and Ms. Silva) and two staff members (Ms. Setzler and Mr. Parker) will be going to NACOLE in Spokane.
- Ron Lane of the Public Safety Group and his staff arranged for the air conditioning to be on when CLERB has its Board meetings. He will also resolve the issue of CLERB paying for extra security.
- At the June 27, 2017 Board of Supervisors meeting, Rules and Regulations Sections 3.7(a) and 3.9 were approved on the consent agenda. One dealt with who should be setting the agenda and the other with the EO's responsibilities when it comes to staff.
- Mr. Lane conducted new Board member orientation for Jordon Gascon and Robert Spriggs Jr.
- Executive Officer (EO)**   a)   The Investigative Workload & Classification Report:  
                                  i.   As of June 30, 2017, there were **100** open investigations; **13** new complaints were received, and **6** cases were closed.
- ii.  Paul Parker echoed and added to the Board Chair's comments about Ms. Setzler, recognized Mr. Watkins, and commented that he is honored to be working with competent and dedicated professionals who work well together.
- New Business**             •    N/A
- Unfinished Business**   a)   Establish CLERB's regular meeting schedule:  
                                  i.   The start time for future Board meetings will be 5:30 p.m.
- ii.  The next regular scheduled meeting is set for **August 8, 2017, at 5:30 p.m.**
- b)   CLERB Rules and Regulations Subcommittee Update  
                                  i.   Report-out by Kim-Thoa Hoang: The Sub-committee met on 4/27, 5/15, and 6/20 and so far have worked on the first rough draft of Sections 1-9. We will continue to work on the remaining section(s) in July. The next meeting will occur on 7/20/17. It will be an extended working session with the hope of finishing the review in July, subsequently present the first draft to the Board for review and approval, and then to County Counsel for legal revision in September. Ms. Hoang finished the prior revisions and will send to Ms. Setzler for distribution to committee members.
- Board Comments**       •    Lourdes Silva: Advised discretionary leave for Investigative staff who have taken on additional responsibilities.  
                                  And requested meals since CLERB meetings will be held during evening hours.

**Public Comments** • N/A

**Inquiries** • Comment by Sergeant Perkins, and on behalf of Lt. Gilmore: Welcome to Paul Parker, who he worked with previously while at the Medical Examiner's Office; "he was very professional and a thorough investigator."  
Also on behalf of the Sheriff's Department, "We would like to give thanks to Ms. Setzler for filling in, with the help of Mr. Watkins; she did a great job as the director. We really appreciated her work and we worked very well together to complete both our missions."

The Board entered closed session at 4:15 p.m.

- Closed Session**
- a) **PUBLIC EMPLOYEE APPOINTMENT:**  
(Government Code section 54957)  
Title: Administrative Secretary III
  - b) **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
**Discussion & Consideration of Complaints & Reports:** Pursuant to Government Code Section 54957 to hear complaints or charges brought against Sheriff or Probation employees by a citizen (unless the employee requests a public session). Notice pursuant to Government Code Section 54957 for deliberations regarding consideration of subject officer discipline recommendation (if applicable)

<u>CASE NO</u>	<u>LAST NAME</u>
16-058	Ryon
16-066	Lewis
16-067	Gordon
17-006	Snell

The Board resumed open session at 4:35 p.m.

**Open Session** • Sandra Arkin announced the appointment of Tamicha Husband as CLERB's Administrative Secretary III, effective August 18, 2017.

The meeting was adjourned at 4:37 p.m.

*Minutes prepared by Lynn Setzler, Special Investigator*



PAUL R. PARKER III,  
Executive Officer



KIM - THOA HOANG,  
Secretary of the Board