

Ad Hoc Full Member Meeting Agenda

Date: 10/02/2024

Time: 6:00pm

Location: Delgado Community College (615 City Park Ave, New Orleans, LA 70119)

Building #10, 1st Floor Campus Police Conference Room

Community Advisory Board (CAB) Mission Statement: 1) To ensure that program activities reflect the insights of directly impacted community members; and 2) support the integration of MCIU responses as part of a more effective emergency response system.

1. Call to order:

In Attendance	Regrets
Voting Members Brianna Shon Thuy Katheryn LaTaisha Orlando	Jade Brandon
Non-voting Members Ben Travers Jan	
Additional Invitees None	

Quorum confirmed? **Yes** No

Review of Group Agreements

- Take space, make space
- Share responsibility for the success of the discussion
- Don't expect perfection, allow for mistakes
- Hard on systems, soft on people
- Limit distressing details about specific incidents

2. Adoption of Agenda

Moved: Brianna

Seconded: Shon

Motion: Approved

3. Ad Hoc Discussion

- Stakeholder contacts
 - Jan has to manage connections with Henrietta, Isis, and other RHD staff due to multiple programs and projects nationally.
 - Jan is contact for request from marketing and records with MCIU/RHD.
 - Ben and Travers contacts for NOHD and can help us to connect to other stakeholders if we are having issues connecting.
 - CAB is supposed to function independently, so we are able to reach out to and meet with other stakeholders, but the ask is that these efforts are communicated.
- Meetings
 - CAB wants players like Henrietta to come to meetings but not always realistic.
 - Jan will send report regarding marketing and marketing information for CAB's review.
 - Stakeholders need us to consider moving to quarterly meetings.
 - If CAB wants to continue meeting monthly in person, Ben is able to attend but not necessarily other stakeholders.
 - If we have requests/needs RHD, there is a form in development that would be sent to Ben. Can discuss to help identify a process.
 - CAB Voting Members may move to meet less due to clarified expectations. To be discussed at next voting meeting.
- Purpose
 - Evaluate data and information that is available/already in the process of being gathered and make suggestions for moving forward.
 - Can suggest additional data to be gathered, changes to be made for upcoming year, etc.
 - Create additional data (community-facing surveys, etc.) to gather what information is present in the community regarding MCIU and services provided
 - Assist with community outreach and partnerships
 - Relate requests for information back to the MCIU goals to prioritize our requests; to make sure the asks/needs are feasible and within our scope
 - Examples: information about dashboard, marketing, community feedback, etc.
 - Any suggestions can be shared with Ben to be communicated and prioritized suggestions can be shared with other stakeholders.
- Available Data

- Annual report will be released soon.
- Data shared weekly by Ben
- V1 of dashboard
- Community decides how to reach MCIU (911,988, suicide hotline, etc.)
 - Increased education can occur but want to ensure that communication/education is led by MCIU at this time as opposed to CAB due to some intricacies with funding (i.e. two “crisis intervention responses”)
 - Possibility of having this and marketing discussion as part of quarterly meeting
- Meeting Etiquette
 - For official meetings, people need to be in person (currently what is set in governing doc)
 - CAB needs to keep score on attendance and missed attendance.
 - Individuals get stipends if they attend an official meeting.
 - CAB to send in what stipends have been missed so that it can be corrected
- Governing Document
 - Brianna raised concerns about timeline with meetings moving to quarterly. Can contact Ben, Travers, and Jan with edits so that the new governing doc can be reviewed, edited, and approved by all in the contract.
 - Will officially vote in at the quarterly meeting
- Budget
 - Stipends will be paid for official meetings (i.e. quarterly meetings)
 - Food may be put into separate budget. NOHD/RHD working to identify who’s budget carries what expense.
- City Council Presentation
 - Use PMM and annual reports as guides for how to present to city
 - As first time presenting, will introduce what the CAB is and its importance/reasoning behind CAB’s development
 - BD on date - probably after Mardi Gras
 - Will be good to focus on outcomes of increased interest, such as Hurricane Francine, Super Bowl and Mardi Gras
 - Important to simultaneously be critical about what we see that could be addressed
- Communication
 - CAB officers are responsible for emailing agenda/info and scheduling calendar invite ahead of time of quarterly meetings.
 - Ben will be notified about any additional guests requested and will provide their information. May also send an email connecting guest/CAB officers, if that seems fitting.

- CAB voting members will identify possible quarterly meeting dates and get back with Ben regarding scheduling these dates.
- Have space available at Delgado for meetings (larger space than conference room available) but can also look into identifying different areas around the city.
 - For the first meeting and to get us rolling, we have decided to stick with Delgado as a fairly central location.

4. Old Business

- Scheduling of Next Meeting - 10/16, 10/23, or 10/30
- Training received by MCIU
- Relationship/contracts with other stakeholders

5. Other Business

- Possibility of connecting with juvenile court judges
 - Judge Cook-Calvin is a good connection for DCFS
 - Judge Smith can help us to get in front of en banc
- Importance of getting data surrounding how MCIU was able to intercept calls and ease NOPD workload, particularly during Super Bowl and Mardi Gras
- Think of additional data and information that might be pertinent for increased funding and alleviating the burden on other systems (ex: OPJC, JJIC, DCFS)
- Importance of gathering data surrounding training, community outreach, etc. to identify MCIU's full scope of impact
- How else can we simplify the process of getting data that is already collected

6. Performance Measurement and Management

- PMM was shared but was not able to be reviewed. CAB Voting Members will review at next meeting

7. Summary of Action Items/Responsible Party

Shon

- Send summary of meeting notes

Brianna

- Send stipend updates to Jan
- Send finalized/approved meeting notes to Jan, Ben, and Travers
- Work to set up meeting with judges at OPJC
- Work to gather additional information regarding the assessment center that is in progress
 - Youth only?
 - What is the interaction with the criminal legal system, if any?
 - Follow-up on connection with NOPD CAB

Jan

- Update stipends

- Send out advertisement report to CAB officers to share with CAB voting members
- Send invite for MHSD stakeholder meeting
- Send invite for other meeting (Participant Engagement?) This meeting is the group that just met, has a party in December, and will not meet again for a little bit but that it was identified as a good opportunity for CAB Voting Member involvement
- Send notes from weekly meeting regarding MCIU, NOHD, and RHD outreach efforts in relation to MCIU*

Ben

- Send MCIU goals
- Send updated PMM (would like information sent electronically so that it can also be stored on our Google Drive)
- Send MCIU outreach and event efforts from NOHD and RHD on a bi-weekly basis

Travers

- Send historical information about how MCIU got started (sent Task Force created by City Council)

CAB Voting Members

- Review PMM
- Update governing document
- Identify dates for quarterly meetings (emphasis on a meeting in November)

* Did not know who to identify as taking ownership of this task

8. Motion to Adjourn

Moved: Shon

Seconded: Brianna

Motion: Approved