Howard County Police Department (HCPD)
Citizens’ Advisory Council (CAC)
Member Meeting

Minutes
July 21, 2021

Opened: 7:00p
Closed: 8:15p
Location: Virtual (Zoom)

David Zeleznik, Vice-Chair, HCPD CAC, presiding, brought the meeting to order at 7:03p.

Welcome
- The Vice-Chair welcomed the members and HCPD personnel.
- The Vice-Chair announced that Chair Watkins would be absent from the meeting. Chair Watkins appointed, and the Executive Board (EB) approved Vice-Chair Zeleznick to preside over the July meeting.

Roll Call
- The roll was observed; the Secretary noted a quorum.

Member Roll Call:

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<tr>
<th>CAC Member</th>
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<tbody>
<tr>
<td>Larry Aaronson (E)</td>
<td>Eileen Harrity</td>
<td>Paul Rivers</td>
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<td>✓ Steve Bolen</td>
<td>✓ Linda Lee Hickerson</td>
<td>✓ Lewis Saunders</td>
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<td>✓ William Brockett</td>
<td>✓ Jacquelyn Hopkins</td>
<td>✓ Sami Saydjari</td>
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<td>✓ Denise Brockington</td>
<td>✓ Jeff Kulik</td>
<td>✓ Raghid Shourbaji</td>
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<td>✓ Larry Buehler</td>
<td>✓ Morris Levine</td>
<td>Susan Watkins</td>
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<td>✓ Sandy Cederbaum</td>
<td>✓ Keith McGuire</td>
<td>Camela Williams</td>
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<td>✓ Paul Edwards</td>
<td>✓ Adia Moore</td>
<td>✓ Nollie Wood</td>
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<td>✓ Lesley Flaim</td>
<td>✓ PeteR Newman</td>
<td>✓ Dave Zeleznik</td>
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<td>✓ Britany Gegor</td>
<td>✓ Chandrakant Patel</td>
<td>Jean Xu</td>
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<td>✓ Andrew Hall</td>
<td>✓ Steve Pidiliskey</td>
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<td>✓ Jim Happel</td>
<td>✓ Tim Pierce</td>
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(E) Denotes Emeritus Status
• Applicants in Attendance: Monique Jenkins
• HCPD in Attendance: Lt. Adrienne Thomas (CAC Advisor) and Lt. Ed Sprinkle
• Special Guest(s)/Presentation: Out-Brief of Large-Scale Drill; Members Keith McGuire (briefer), Larry Buehler, Chandrakant Patel, and Paul Rivers
• Other Guests in Attendance: None.

Chair Remarks/Announcements
• The Vice-Chair welcomed Lt. Adrienne Thomas and invited her to introduced herself to the CAC.

June Minutes and Chief’s Report
• The Vice-Chair asked the members if they received the June meeting minutes and the Chief’s Report; he asked if anyone had any questions on either.
• The Secretary stated that he received an email from Member Kulik that his attendance was not recorded in the June Minutes. Accordingly, the Vice-Chair asked that the June Minutes be updated to include his attendance.
• The Vice-Chair asked for a motion to approve the June Minutes as amended; a motion and second were made. The June Minutes were approved as amended.

Chief’s Remarks
• Lt. Thomas gave the Chief’s remarks.
• The HCPD signed a Memorandum of Understanding (MOU) with the Howard County Public School System (HCPSS) to allow School Resource Officers (SROs) to return to HCPSS high schools this Fall. The MOU will be reviewed in nine months.
• Six middle school SROs will not return to their school duty assignments; these officers will be reassigned to other duties.
• The County Executive recently asked the County Council to release funding for the Body-Worn Camera Program. The Council is withholding funds while it investigates the use of automation tools to redact videos. Automation could require fewer personnel for the Program than the HCPD has requested. The Department held a demonstration with the Council to show that automation would not be sufficient to redact videos.
• National Night Out is August 3 from 6:00 - 9:00p. The Chief will start at the East Columbia Library. Twenty-six vendors have signed up to participate.
• On July 19, Police Academy Class 46 began training.
• On June 26, the County held its Large-Scale Drill Incident. The incident was an active shooter event. Four members of the CAC participated as observers.
• On July 1, the HCPD command staff will take a tour of the new Ellicott City courthouse.
• Member Newman asked if the HCPD is aware of a student group that opposes SROs and if the Department had engaged with them or other similar groups. Lt. Thomas said that the Department
proactively reaches out to community groups, including youth groups, to help citizens to understand its activities better. However, she was not aware of any specific outreach to this group.

Discussion on Bylaws

- The Vice-Chair asked the members if they had received and reviewed the Bylaws. Not hearing anyone who had not received the Bylaws, he opened the floor for discussion.
- Member Wood asked if the Executive Board (EB) had received his comments on the Bylaws. The Vice-Chair said that the EB had received his comments and asked him to state his comments for the members.
- Member Wood asked that EB meetings be open to the membership and the dates/times and venue for the meetings be announced.
- The Vice-Chair stated that the EB meets on the second Monday of the month.
- The Immediate Past Chair (IPC) stated that EB members are either elected or appointed and that Board meetings are closed. If members would like to attend an EB meeting, they should contact the Chair.
- Member Wood said he would like to check with the County to see if CAC members can attend EB meetings as observers without participating. The IPC encouraged Member Wood to contact the County.
- The IPC said that the Board may conduct sensitive business that would require the Board to meet in a closed session - especially on topics that discuss members’ issues.
- The Vice-Chair asked the members to provide feedback on the Bylaws to the EB no later than August 18. Feedback on the Bylaws will be discussed at the September meeting.
- The Vice-Chair invited members to provide suggested wordage for those sections of the Bylaws that may be of concern to them.
- The Vice-Chair noted that a few members had questions and concerns about the wording of Section J. One member questioned the need for Section J.
- The Vice-Chair said that the CAC needs to include a “disqualification” clause so that a membership can be terminated due to cause unbecoming of a member. The Vice-Chair noted that the clause does not mean every member must wholly agree with HCPD policy all the time. But, members should act in “good” faith and in good conduct in upholding the mission of the CAC.
- Member Edwards suggested that wording in Section J should be clarified, so that being “critical” of Department policy is not the same as being negative.
- Member Moore stated that the problem with Section J as it is written is that it could be subjective.
• Member Moore suggested that wording for a “time-frame” be inserted into Section J. She was concerned that someone might have said something critical in the past that could be misconstrued, or they may have changed their opinion.

• Member Saydjari asked how the membership could be informed about other member’s comments and the Board’s decisions. He also asked how members could view suggestions on the Bylaws ahead of the next meeting. The Vice-Chair asked that comments to the Bylaws be submitted to the EB by August 18. The EB will review the comments and, if necessary, work with members submitting comments to determine the best solution to resolve their issues.

• The Vice-Chair restated that the EB welcomes members’ input to provide suggested wording for sections they may have concerns or questions about. The EB will make its best effort to reach a consensus on resolving members’ issues with any section of the Bylaws.

• Member Patel suggested breaking Section J down into smaller components to provide better wording for each piece.

• The IPC noted that we work at the pleasure of the Chief HCPD, who has the final word on membership status. He remarked that we do not want to weaken Section J too much. As members, we represent the CAC and work as the Department’s ambassadors to the community. If a member has a personal conflict, they will ultimately have to discuss that with the Chief.

• Members Harrity and Hickerson noted that, in the past, there had been issues with members’ conduct that included inappropriate behavior that needed to be handled discretely and which ultimately affected the member’s status. Member Hickerson further added that a “Section J” needs to be in the Bylaws for everyone’s protection and understanding that inappropriate behavior will not be tolerated.

• The IPC stated that the Bylaws represent the rules and policies of the organization.

• The Vice-Chair noted that our Bylaws are meant to ensure that we treat everyone fairly and consistently.

• Member Hickerson suggested that, since it is summer break and the CAC is not meeting in August, the August 18 deadline for comments to the Bylaws may need to be extended. Member Harrity added that the last time the Bylaws were reviewed it took several months to complete and finalize the review.

Presentation

Large-Scale Drill Outbrief

• Members Keith McGuire, Larry Buehler, Chandrakant Patel, and Paul Rivers participated in the Large-Scale Drill in Howard County on June 26. The drill was an active shooter exercise at a school. (Please see separate attachment for their briefing.)

• The members thanked the Chief and HCPD for allowing them to participate in the drill. The team complimented the HCPD, Department of Fire and Rescue Services, and the school transportation system on the professional way they reacted to the exercise.

• Member Newman asked at what point the officers knew that this was a training exercise. The team stated that once the officers arrived, they were met with training officers, their live
ammunition was put aside, and their weapons were put into safe mode. Member Rivers also stated that dispatch let the officers know that it was a drill when they got the call.

- Member Saunders asked if robots were used in the drill and if the Department had thought about using drones to enter the school. The team stated that robots were not used in the drill; one of the team’s recommendations was to use robots/drones to enter a building.
- Member Buehler stated that he was not aware of any robots being used in the school. He challenged the Department to try flying drones into a building to find and track suspects.
- Member Patel thought the drones could fly outside, but inside could be problematic without access to GPS. Other members thought that drones needed to stay within line-of-site of the operator which would make it hard for them to operate inside a building.
- Member McGuire talked about a Baltimore City drone that flew into a building to find and track a suspect.
- Member Buehler said that there were improvised explosive devices that were not clearly addressed during the drill.
- Member Newman commented on the team’s observation about allowing CAC members into the command post for observations. He had participated in a drill with the HCPD and John’s Hopkins Applied Physics Lab about ten years ago. He said he was allowed into the command post during that drill and agreed that CAC observers should be in the command post.
- Member Rivers said that the team did not see the entry of the first officer on the scene. He also commented that during an active shooter situation, there is no time to deploy a drone.
- Member Harrity asked Lt. Thomas if the CAC could get feedback from the Department on their assessment of the drill.

Adjournment

- The Vice-Chair stated that there would not be a meeting in August; the next meeting will take place on September 15 starting at 7:00p.
- The Vice-Chair stated that the next meeting might be delayed since it falls on a religious holiday and some members may not be able to attend. He also added that the final vote on finalizing the Bylaws may be delayed to the October meeting.
- Tentatively, the September meeting venue will be hybrid - virtual and in-person. The in-person location will be at the HCPD Columbia Gateway Facility. Directions to the Gateway Facility will be provided closer to the meeting date.
- The next meeting will likely run for 90 minutes to accommodate continued discussion on the Bylaws and to include a presentation on Crime Analysis.
- The Vice-Chair asked if anyone had any other questions or business to discuss. No other questions or comments were heard.

Vice-Chair Zeleznick adjourned the meeting at 8:15p.

The Howard County Police Department, Citizens’ Advisory Council stands in adjournment until September 15, 2021 at 7:00p.
Minutes taken by Steven Bolen, Secretary.

Susan Watkins  David Zeleznik  Eileen Harrity  Andrew Hall
Chair       Vice-Chair *(Presiding)*  Member-at-Large  Immediate Past Chair