



**Community Safety & Social Justice Committee Agenda **Revised****

**Wednesday, October 11, 2023**

**6:30 PM via Zoom**

<https://amherstma.zoom.us/j/86101661528>

**Or join by phone:**

301-715-8592 or 305-224-1968

**Webinar ID: 861 0166 1528**

With the extension of Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone, see instructions below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means

**1. Call to Order:**

Welcome, Announcements, Agenda Review, Approval **01/24/2023** 02/10/2023 and 03/16/2023 meeting minutes.

**2. Public Comment:**

**3. Member Reports:**

**4. Action and Discussion Items:**

- a. CRESS/DEI Updates
- b. Election of Chair/Co-Chair
- c. CSO Co- Responder with the APD
- d. ROB RFP Consultant Update
- e. Update on Police Chief Search
- f. CSSJC Retreat
- g. Youth Empowerment -AmeriCorps Volunteer
- h. Translation Services

**5. Public Comment:**

**6. Upcoming Agenda Items & Meeting Schedules:**

**7. Other Topics:**

Other topics the Chair did not reasonably anticipate 48 hours in advance of the meeting

**8. Adjourn:**

**\*Public Comment:** During the public comment period, the Chair will recognize members of the public. When called on, please identify yourself by stating your full name, preferred pronouns, and residential address. Residents are welcome to express their views for up to 3 minutes, at the discretion of the Chair based upon the number of people who wish to speak; no speaker can cede their time to another speaker. The CSSJC will not engage in a dialogue or comment on a matter raised during Public Comment.

[Join the meeting!](#)

**Or join by phone:**

301-715-8592 or 305-224-1968

**Webinar ID:** 861 0166 1528

To indicate you wish to make a comment click “raise hand” To join the CSSJC meeting via telephone: Call Enter webinar ID when prompted: When prompted to enter your participant number press # To indicate you wish to make a comment, press \*9 on your telephone.



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## Community Safety & Social Justice Committee Agenda

Tuesday, January 24, 2023

At 6:00 pm via Zoom

Members Present: Allegra Clark, Co-Chair, Dr. Dee Shabazz, Co-Chair, Philip Avila, Debora Ferreira, Dr. Ette Freke.

Members Absent: None

Others Present: Earl Miller Director of CRESS and Jennifer Moyston, Staff Liaison

### **1. Call to Order:** 6:00 pm

Welcome, Announcements, Agenda Review, and Approval of 11/09/2022 and 12/07/2022 Meeting Minutes

### **Announcements:**

- **Clark:** Attended the HRC MLK event and read a passage from the MLK Speech
- **Ononibaku:** Thanked HRC for the events they have been creating.  
Watched the Personnel Board Meeting
  1. Salary audit
  2. Staff Appreciation
  3. There should be a Committee Appreciation
- **Moyston:** Lunar New Year Celebration:
  1. First in person
  2. Dr. Lily Soh will explain origins and traditions of Lunar New
  3. Food to be provided.
  4. East Culture Art to perform traditional song and dance.

### **Following Changes for the Minutes of December 2022:**

- Statement “CRESS put out an RFP for Mental Health and they selected from those that responded was said by Miller not Ms. Pat
- Should state RFQ not RFP for Mental Health
- Wildflower not Wildfire DEI
- Several grammatical typo’s

**Dr. Shabazz:** I move that we approve November and December 2022 minutes pending those edits to be made prior to posting.

**Minutes seconded by Ms. Pat**

**Dr. Shabazz, Yes; Ms. Pat, Yes; Avila, Yes; Dr. Ette, Yes; Ferreira, Yes; Clark, Yes**

Minutes approved Unanimously, with 6 Yes’s and 0 Abstentions and 0 No’s

## **2. Public Comment:**

None:

## **Member Reports:**

Clark: Attended the day of Racial Healing facilitated by CRESS which was a good event

## **3. Action and Discussion Items:**

a. CRESS & DEI Update

### **Miller CRESS**

- Busy but has not turned anyone away.
- Prioritize calls.
- Nature of our work and a staff 10.
- Need help to educate people some individuals do not wish to be sheltered.
- We try to support the individual.
- First year for CRESS.
- Good to have an event to showcase accomplishments.

### **CSSJC members appreciate the work of Earl and CRESS**

- Still asking for feedback from Community.
- Question about an Audit and involvement at the Chambers upcoming event
- Wants to help support CRESS: Funding

### **Miller:**

- Not an audit goal is to have live data available for the public. Dashboard
- I will not turn down the opportunity to speak to anyone.
- We take the slow approach.
- Prevent people from going into crises by trying to get at the root of the issue.
- Communities across the country would like to speak with Amherst community members in the summer. Let me know if interested.
- Working with the Colleges in variety of ways

**Moyston:** Gave brief description of the Chamber event.

**Moyston:** Gave update on DEI department. Please see attachments.

Members are interested in the Resident Oversight Board. Any update on the Police Department and their interaction with the Amherst Nine. There needs to be more work regarding translation services.

**Avila and Clark:** Diverse group of attendees at the National Racial Healing Event. Having childcare was great. Parents stated that they would have not been able to attend. Only take away would be to have infinity groups. Maybe different times of day.

Transportation needs to be available for those who for whatever reason do not have it.

### **b. CSSJC Email address**

**Clark:** As a result of a missing comment that we received late. Is it possible for the CSSJC to have an email address for the public to send comments and the Chairs will respond.

**Moyston:** Explained that it is not Town practice due to public records request. But will look into it

**c. POST Update:**

Police Officer Standards and Training Commission (POST) update

**Clark** filed a joint complaint form on behalf of the HRC and CSSJC to POST regarding the July 5<sup>th</sup> incident with the Police and the Town's handling of the incident.

- Concern incident violated professional standards, and dishonest conduct.
- Towns follow up around the incident the Town/Police did not report the complaint made by HRC to the POST commission.
- The complaint by a parent of the youth was not reported to POST.

**d. Child and Elder Care Stipend**

**Ms. Pat:** We need to push for child and elderly care stipends. Having no stipend is a barrier to some community.

**Dr. Shabazz:** Shared the City of Montpelier VT Pilot Stipend Program

**f. Town Council Stipends:** To be combined with Child and Elder Care Stipends. If there is a higher stipend for Council more people may become involved. Clark and Ms. Pat to work on document.

**e. ARPA Distribution:** Ms. Pat: (Dr. Shabazz shared screen see packet)

- We need to rethink economic development it is not only store fronts.
- None store front business should be included in ARPA funds.
- 30% went to BIPOC businesses while non BIPOC businesses received 70%
- Not against non-BIPOC businesses
- Women who identify as white is a minoritized group when it comes to business, was there a look at brown, black and Asian businesses equally
- Was the information put out in an equitable way?
- 40 K is unclear BID opened another grant. Three new BIPOC businesses are receiving funds, but we do not know how much they are receiving.
- We have asked for information on the amount distributed. Feels like CSSJC is marginalized.
- Not all communities used their Chamber of Commerce. There are fees attached to the Chamber which not all businesses are a part of.
- The BBA (Black Business Association) received none.
- Better outreach
- Wants the BBA to receive own money and make our own decision without having to go through BID/Chamber, BBA is part of the economic development.
- This is about equity and self-efficacy.

**Listening Session**

- March 25<sup>th</sup> (10 am – 12:00 pm)
- CRESS
- Time TBD
- Hybrid (Amherst Regional High School Library)
- Offer Transportation
- Translation

- Childcare
- Hear from the Youth
- 2 to 3 sessions a year
- 1. Session specifically geared to Latinx community (what are the equitable issues for them) translator to attend.
- Some with different Committees and stakeholders
  - b. Youth Empowerment Center
    - Youth Empowerment Center is not a priority for the Town.
    - Jennifer to find out more info on the Youth Empowerment Center

**Upcoming Agenda Items & Meeting Schedules:**

02/10/2022 at 6:00 pm

**Other Topics:**

Other topics the Chair did not reasonably anticipate 48 hours in advance of the meeting.

**Communications:**

Moyston shared AHRA Engage page.

Allegra will reach out to Brianna Sunryd regarding Engage Amherst

Clark: Will we still have the same Council Liaison

Councilor Pam: I am still your liaison and Pat is the liaison for another committee.

Public Comment: Vira Cage:

- Thank you for your work.
- Can't over promise and under deliver.
- Transform Institutions
- Change the system to better support the family and individuals.
- ARPA money could help provide incentives for residents to start a business
- Think about long term solution.
- Think about how we prioritize our funding.

**Adjourn: 9:38pm**



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**Community Safety & Social Justice Committee Agenda**

Friday, February 10, 2023

At 6:00 pm via Zoom

**Members Present:** Allegra Clark, Co-Chair, Dr. Dee Shabazz, Co-Chair, Philip Avila, Dr. Freke Ette, Debora Ferreira, Ms. Pat Ononibaku.

**Members absent:** None.

**Others Present:** Dr. Irv Rhodes, and Dr. Amilcar Shabazz, AHRA members; Brianna Own, Former CSWG member, Rani Parker, Victor Cruz, and Liz Haygood, HRC members.

**1. Call to Order: 6:05 pm**

Welcome, Announcements, Agenda Review, and Approval of 01/24/2023 Meeting Minutes

**Dr. Shabazz** welcomed members from the HRC, AHRA, and former CSWG.

01/24/2023 Meeting Minutes are tabled for the March meeting.

**2. Public Comment:**

**Lauren Mills:** Ms. Pat suggested I make a public comment regarding CRESS and its involvement in the public school particularly in the middle school. What or where is the line between CRESS responders surveilling the community and getting to know the community.

**3. Member Reports:**

**Ms. Ferreira:** Shared her experience as a participant of the grief circle that the Town hosted at the Bangs Center. People talked through feelings and thoughts of the murder of Tyrell Nichols.

**Ms. Pat:** Why grateful for the Town creating the grief circle we need action.

**Ms. Clark** acknowledged the work of the CSWG as there most likely would not have been a grief circle without the recommendations of the CSWG.

**Ms. Ferreira:** There are still other recommendations from the CSWG.

**4. Action and Discussion Items:**

a. Conversation with HRC, and Former CSWG members re: Culture of Policing Nationally and Locally

**Dr. Shabazz:** We have been seeing how something simple as a traffic stop particularly with BIPOC people becomes an opportunity where something can go sideways, and people are harmed if not worse. There is not a concerted effort to put the recommendations of the CSWG in motion. CRESS is a start. Would like to look back at the recommendations CSWG has made and consider them and really push and challenge our community to take all the recommendations up before something horrible occurs. This community has just been lucky.

The Committee members discussed the importance of the CSWG recommendations. National police issues and how they connect to use locally. And how to create an antiracist Town.

- Thinking about low level crimes such as traffic stops, trespassing, and shoplifting. Think about the impact on the individuals. Having CRESS respond instead of the Police.
- A lack of funding to support CRESS. Funded halfway.
- How is CRESS being deployed in relationship to the original mission?

Owen: People came in confidence and in other ways to share their trauma. It is painfully disrespectful to hear that more work needs to be done and investigated such as investigating the ROB and or a needs assessment for the Youth Empowerment Center. That is why we cannot move forward. People are being harmed and there is no accountability.

- Youth Empowerment Center
- Resident Oversight Board
- Question
- Systematic racism in Police Departments nationally
- Better communication from the Town to the Community
- Town priorities align with the BIPOC community as well.
- Representation. Those who try to change the status quo are ignored.
- CRESS to be rand remain its own department.
- Prioritizing Black businesses
- Prioritizing funding Put your money where your mouth is
- Cultivating and mentoring for BIPOC businesses
- Do not use data over the lived experience of the BIPOC Community
- Transparency
- Using the CSWG report Part b action steps

CSSJC Actionable items from discussion:

- CSSJC to reprioritize recommendations from Part A and B of the CSWG Report as some do not require a budget (policy changes)
- More funding for CRESS
- Check in with the community to see what they want.
- All three committees go before the Town Council to present the common good and interest.
- Pull recommendations and data from the CSWG reports and turn it into something digestible for the broader community. Many people have not read the reports.
- Stipends, childcare, and elder care will help to motivate people to participate in local government as well as attract diverse community members.

**Owen** offered to help to look through CSWG recommendations. Also thinks it is suspicious that CRESS is getting National praise even from Canada on the program. They are using the LEAP report, but LEAP is nowhere to be found to analyze how efficient CRESS has been.

Brianna and Dee will go through the CSWG reports.



- b. Listening Session will be 03/25/2023. This is a listening session for CRESS and the community. CRESS has been running for 6 months. The proposed time and location are 2:00 pm in the Town Room of Town Hall.
- c. POST Update  
Clark: Has not heard from POST regarding the complaint that she filed regarding the Youth from July 5<sup>th</sup>.
- d. Letter of Support for CRESS/DEI  
**Clark:** Shared screen with the letter of support for CRESS/DEI. Wants to acknowledge that CRESS is getting national attention and yet the funding isn't there.

Members discuss when and how they will submit the letter of support for CRESS/DEI to the Council.

**Ms. Pat:** It should wait to be part of the presentation to the Council.

**Clark:** It could be both. Submit now and then a different document during the presentation.

**Ferreira:** Put everything in one coherent letter. Very clear like an executive summary.

**Dr. Shabazz:** Feels that it is important to include data.

Members decided to submit the letter as just the CSSJC and not as a group letter. They also would like to meet with Council. The members decided to ask for a meeting in March and if not in March, then April. No action is being taken currently with the letter of support. This way additional information can be included in the report.

**5. Public Comment:**

**6. Upcoming Agenda Items & Meeting Schedules:**

March 1, 2023, Review of the letter of support

March 15, 2023, Regular meeting

March 25, 2023, Listening Session (Ask DEI to facilitate and host)

April 3, 2023, tentative meeting with Town Council Dr. Shabazz to request

April 12, 2023, Regular meeting

**7. Other Topics:**

Other topics the Chair did not reasonably anticipate 48 hours in advance of the meeting

**8. Adjourn: 8:43 pm**

**\*Public Comment:** During the public comment period, the Chair will recognize members of the public. When called on, please identify yourself by stating your full name, preferred pronouns, and residential address. Residents are welcome to express their views for up to 3 minutes, at the discretion of the Chair based upon the number of people who wish to speak; no speaker can cede their time to another speaker. The CSSJC will not engage in a dialogue or comment on a matter raised during Public Comment.

### **Interim Leadership Team:**

- An Interim Leadership Team has been established by the town. DEI Director Pamela Nolan-Young leads the team that includes Fire Chief Tim Nelson, Police Sergeant Janet Griffin, and CRESS Implementation Manager Kat Newman to help stabilize the department at the present moment
  - o Pamela, Janet, and Kat meet every morning to discuss the ongoing operations/day-to-day aspects of the department
  - o Pamela, Janet, and Kat also meet with the department overall each morning to help structure the day, review the day before (reviewing and updating, if necessary, the department's daily log), and to help provide guidance and resources on active cases
- On 09/19 the Interim Leadership Team met with the department for a 1-day retreat to allow responders to ask questions of the Leadership Team, participate in a restorative justice circle, set expectations, and review the CRESS Department's mission and values
- The Leadership Team has established weekly in-service days to promote ongoing training for the department and professional development for the CRESS Responders.
  - o Some examples of in-service topics/trainings include:
    - (09/26) Radio review, communication policies, and call types (IT and Dispatch)
    - (10/03) Trauma-Informed Training on Intimate Partner Abuse (led by Janet)
    - (Upcoming, 10/04 and 10/05) CIT Youth training (hosted by Western MA CIT and TTAC)
- On 09/22 CRESS Responders, the Interim Leadership Team, Senior Accountant, and Town Manager hosted three staff members from the Department of Public Health for CRESS's first-ever site visit for CRESS's Equitable Approaches to Public Safety (EAPS) grant

### **Community engagement:**

- CRESS Department staff continue to engage in a variety of community engagement events
  - o Some examples of recent/upcoming events include:
    - Neighborhood Resource Fairs
      - 09/14 (Phillips Street)
      - 09/19 (Valley Lane)
    - Block Party (09/21)
    - Monthly Veteran's Luncheon at the Unitarian Universalist Society (09/27)
    - Annual Rolling Green Pizza Party Event (CRESS will lead a children's slime making activity, 10/03)
    - (09/21, upcoming 10/05) CRESS worked with the Asian American Club at Amherst Regional High School to support with powerlifting 101 sessions with students.
    - Upcoming, 10/10) Crocker Farm PreK Open House (CRESS will help provide transportation to families who otherwise would be unable to attend due to transportation barriers)

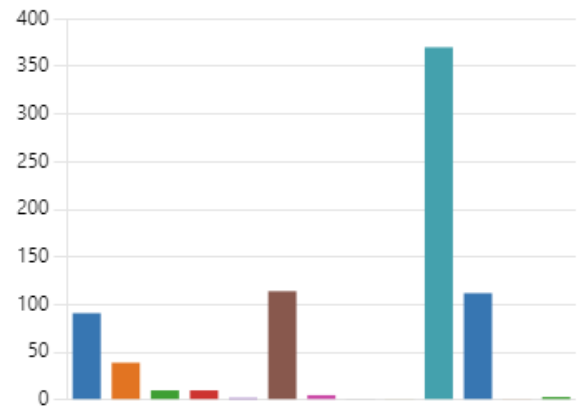
### **Examples of Departmental Collaborations:**

- Three CRESS staff and the shared DEI/CRESS AmeriCorps member attended the Liberatory Visioning sessions on 09/25 and 09/26 from 5:00PM-9:30PM conducted by Dr. Barbara Love to facilitate Liberatory Visioning Circles that DEI hosted.
- (Upcoming, 10/06) CRESS and the Jones Library established a monthly meeting to support ongoing CRESS/library relations
- The Leadership Team established an IT meeting to support equipment needs/to support department expansion

**Operations-Related:**

- The CRESS Department is operating from 8:00AM-4:30PM (M-F), and 10:00AM-6:00PM (Sat)
- *Individual case highlight:* CRESS, along with Veteran’s Services and APD Animal Welfare Officer, were able to support housing for a senior vet and animal in need
- *Community engagement/impact highlight:*
  - o When CRESS met with Dispatch, Dispatch stated they noted a decrease in calls from the Jones Library. CRESS Responders have had an office space and ongoing presence in the Jones Library since this spring.
- *Citizen assists, business/town department assists, CRESS follow-ups, and wellness checks continue to be the majority of CRESS Department calls.*
  - o We have experienced an uptick in calls for senior citizen support in the last month (wellbeing checks and CRESS follow-ups via phone and e-mail)
  - o Here is a snapshot of call types-to date (759 calls, as of 10/03/23):

● CRESS follow up	91
● Wellness check	39
● Mental health call	10
● Non-violent school call	10
● Non-trespassed vagrancy (publi...	2
● Community engagement	114
● Assist APD	5
● Assist AFD	1
● Assist other PD	1
● Assist citizen	370
● Assist business (includes town d...	112
● Misc. calls determined by Public...	1
● Other	3



### Interim Leadership Team:

With the Earl Miller being on paid leave, I established an Interim Leadership Team to fill the need for leadership in the Department. This team is led by DEI Director Pamela Nolan-Young and includes Fire Chief Tim Nelson, Police Sergeant Janet Griffin, and CRESS Implementation Manager Kat Newman. The Interim Leadership Team's mission is to help stabilize the department at the present moment so it can continue and further develop the Department's work. It is important to recognize that all members of the Interim Leadership Team - and I, as Town Manager - are committed to the continued establishment of the CRESS Department as an important part of the Town's public safety response.

This leadership structure is similar to the Implementation Team that worked to establish CRESS and move it from concept to a real department. That Implementation Team included the Police Chief Scott Livingstone, Fire Chief Tim Nelson, the current Assistant DEI Director Jennifer Moyston, and the co-chairs of the former Community Safety Working Group, Brianna Owen and Elisha Walker. Others participating included Captain Ting and CSWG member Russ Vernon Jones and Dispatch Leadership and others from time to time.

Daily, Pamela, Janet, and Kat meet every morning to discuss the ongoing operations/day-to-day aspects of the department. These three members of the Leadership Team also meet with the community responders each morning to help structure the day, review the day before (reviewing and updating, if necessary, the department's daily log), and to help provide guidance and resources on active cases.

On September 19th, the Interim Leadership Team dedicated the day to an all-day retreat to allow responders to ask questions of the Interim Leadership Team, participate in a restorative justice circle, set expectations, and review the CRESS Department's mission and values.

Two weeks ago, CRESS Responders, all members of the Interim Leadership Team, the Town's Senior Accountant, and Town Manager hosted three representatives from the Massachusetts Department of Public Health for CRESS's first-ever site visit for CRESS's Equitable Approaches to Public Safety (EAPS) grant, a major source of funding for the Department.

The Interim Leadership Team has established weekly in-service days to promote ongoing training for the department and professional development for the CRESS Responders. Some examples of in-service topics/trainings include:

- Radio review, communication policies, and call types (IT and Dispatch)
- Trauma-Informed Training on Intimate Partner Abuse (led by Janet)
- CIT Youth training (hosted by Western MA CIT and TTAC)

### Staffing:

There is funding for eight Community Responders. Eight were hired and went through the training in the summer of 2022. One Community Responder resigned at the end of the training. A new Community Responder was hired to replace that person and that kept the staffing at eight. A couple months ago, a Community Responder resigned and that position had yet to be filled. More recently, two Community Responders gave notice of their intention to resign. One said he would be working in the School District. With these two resignations, we are down to five

Community Responders working daily. We will be recruiting for new Community Responders to fill the vacancies.

#### 911 Calls:

Dispatching certain 911 calls directly to the Community Responders without a co-response is a major goal for the Town. This is a complex issue that must be done with great care and attention to the public's safety. In speaking with other similar departments around the country, we know accepting and responding to these emergency calls is very important - and it takes a lot of time to make sure we get it right. Through collective bargaining, we have successfully addressed some of the important issues raised by our Dispatchers. We have more work to do on this to ensure both the Dispatchers and the Community Responders are prepared when we begin dispatching calls.

#### Amherst Police Department CSO staff:

For years, the Amherst Police Department has worked with Clinical & Support Options (CSO), which provides mental health services including, most recently, a co-responder housed in the Police Department. The person who had been serving in this position resigned and CSO has been recruiting for a new position to fill this role. It is not a Town employee.

#### Community engagement:

Members of the CRESS Department staff continue to engage in a variety of community engagement events

Some examples of recent/upcoming events include:

- ▪ Neighborhood Resource Fairs
  - 09/14 (Phillips Street)
  - 09/19 (Valley Lane)
- ▪ Block Party (09/21)
- ▪ Monthly Veteran's Luncheon at the Unitarian Universalist Society (09/27)
- ▪ Annual Rolling Green Pizza Party Event (CRESS will lead a children's slime making activity, 10/03)
- ▪ (09/21, upcoming 10/05) CRESS worked with the Asian American Club at Amherst Regional High School to support with powerlifting 101 sessions with students.
- ▪ Upcoming, 10/10) Crocker Farm PreK Open House (CRESS will help provide transportation to families who otherwise would be unable to attend due to transportation barriers)
  
- Three CRESS staff and the shared DEI/CRESS AmeriCorps member attended the Liberatory Visioning sessions on 09/25 and 09/26 from 5:00PM-9:30PM conducted by Dr. Barbara Love to facilitate Liberatory Visioning Circles that DEI hosted.
- (Upcoming, 10/06) CRESS and the Jones Library established a monthly meeting to support ongoing CRESS/library relations
- The Leadership Team established an IT meeting to support equipment needs/to support department expansion
  
- *Individual case highlight:*

- CRESS, along with Veteran's Services and APD Animal Welfare Officer, were able to support housing for a senior vet and animal in need
- When CRESS met with Dispatch, Dispatch stated they noted a decrease in calls from the Jones Library. CRESS Responders have had an office space and ongoing presence in the Jones Library since this spring.
- Citizen assists, business/town department assists, CRESS follow-ups, and wellness checks continue to be the majority of CRESS Department calls.
- We have experienced an uptick in calls for senior citizen support in the last month (wellbeing checks and CRESS follow-ups via phone and e-mail)

Paul Bockelman  
Town Manager  
Town of Amherst  
4 Boltwood Avenue  
Amherst, Massachusetts 01002  
413-259-3002

[TownManager@amherstma.gov](mailto:TownManager@amherstma.gov)  
[www.amherstma.gov](http://www.amherstma.gov)  
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To: Town Council

Fr: Paul Bockelman, Town Manager  
Melissa Loidice-Walker, Human Resources Director

Dt: August 12, 2023 [Updated August 19, 2023]

Re: Police Chief Search Process

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## **BACKGROUND**

As you know, former Police Chief Scott Livingstone retired from the Town, and I appointed Captain Gabe Ting as the Temporary Police Chief.

Under Section 3.3(a) of the Town Charter, the Town Manager is the appointing authority for all department heads, including the Police Chief. Under 2.11(a) of the Town Charter, the Town Manager is required to refer department head appointments to the Town Council, which has 14 days to approve or reject the appointment or take no action, in which case the appointment is approved.

## **PROCESS**

In accordance with the Town Charter, the Town is engaged in a search to ensure that the person appointed by the Town Manager is done on the basis of merit “demonstrated by examination, past performance, or other evidence of competence” and shall be a person “especially fitted by education, training, and previous work experience to perform the duties of the office or position”. (See section 6.2 of the Town Charter.)

The Town Manager has asked the Human Resources Director to be the staff lead in recruiting, interviewing, and recommending finalist candidates to the Town Manager.

To support this work, the Town Manager will appoint an advisory screening committee to assist in the review of applications and conduct the initial interviews of candidates. I will ask the advisory screening committee to provide me with advice and counsel on the appointment.

We have engaged a professional search firm, GovHR, Inc. <https://www.govhrusa.com/> to conduct outreach to the community; develop a position profile; support the Human Resources Director in advertising and recruiting; develop interview standards and questions; and conduct a background check on the appointed candidate.

## SCHEDULE

- Community Engagement
  - GovHR will:
    - Conduct two in-person open forums with members of the public
      - *September 11-12*
    - Engage in targeted outreach to specific community groups (staff, youth, community groups)
      - *September 11-12*
    - Conduct one-on-one meetings with key stakeholders (Town Council, Community Safety and Social Justice Committee, Human Rights Commission, key Town staff, Police staff, etc.)
      - *September 18-19*
    - Provide a summary report based on the information gathered during the interviews and open forums and review with the Town Manager and Human Resources Director
      - *September*
    - Develop and provide a draft position announcement to the Human Resources Director
      - *September*
  - Town Manager and Human Resources Director will:
    - Develop charge for advisory screening committee
      - *August-September*
    - Recruit and appoint members to serve on the advisory screening committee
      - *August-September*
    - Finalize criteria for Police Chief
      - *September*
- Advertising and Outreach
  - Human Resources Director will:
    - Draft and finalize criteria and position announcement
    - Place ads, purchase online advertising, and conduct candidate outreach
    - Conduct and manage all candidate outreach
      - *September - October*
  - GovHR will:
    - Review and provide suggested revisions of position announcement to maximize candidate interest
    - Provide a list of suggested online advertising sources
      - *September - October*
- Candidate Evaluation, Screening, and Appointment
  - Human Resources Director will:
    - Review all candidates
    - Staff the advisory screening committee



- Develop draft questions to ask during the interview process
  - Manage all contacts with candidates
  - Schedule and oversee interviews
    - *October-November*
  
- GovHR will:
  - Meet with the Advisory Screening Committee to provide an orientation and protocols for the interviews
  - Review final candidates and provide due diligence services including:
    - Candidate questionnaire
    - Internet search
    - Social media search
    - News media search
  - Meet with the Advisory Screening Committee to present information provided in the due diligence process
  - Conduct deep background screening of the finalist selected by the Town Manager
    - *September - November*
  
- Advisory Screening Committee will:
  - Review and approve questions to ask during the interview process
  - Review candidates in accordance with criteria
  - Select candidates to interview
  - Meet with GovHR to prepare for interviews and set protocols for interviews
  - Narrow the candidate pool to up to three finalists to recommend to the Town Manager
  - Meet with the Town Manager to discuss candidates
    - *October-November*
  
- Town Manager will:
  - Conduct interviews of finalists
  - Make appointment
  - Refer appointment to the Town Council
    - *October-November*
  - Request extension of time for Temporary Police Chief
    - *(October 23rd per Charter Section 3.3(b))*
  
- Town Council will:
  - Review appointment and vote to approve, reject, or take no action within 14 days of referral
    - *November*