

Frederick Police Chief External Search Committee Meeting

Minutes · October 29, 2020 · 11:30 a.m.

Teresa Bean, Committee Chair, called the meeting to order at 11:30 a.m. Participating were:

Committee Members:

- Teresa Bean, Committee Chair, Law Professor and former prosecutor
- Kavonte Duckett, Committee Vice Chair, Director of Alan P. Linton Emergency Shelter
- Derek Shackelford, Alderman
- Julia Schaeffer, Resident and Neighborhood Advisory Council (NAC) 11 Coordinator
- Kiesha Edmonds, Housing Authority of the City of Frederick
- Willie Ollie, Resident and retired Frederick County Sheriff's Dept. Detective
- Danielle Doll, Downtown Frederick Partnership
- Nkem Wellington, Resident and NAC 11 Coordinator
- Sgt. Jonathan Shatlock, Frederick Police Department
- Chelsea Kadish, Attorney
- Eliezar Valentin-Castanon, Pastor, Trinity United Methodist Church

International Association of Chiefs of Police (IACP):

- Jim Baker

City Staff:

- Gayon Sampson, Executive Assistant to the Mayor
- Karen Paulson, Director of Human Resources
- Sandra Nickols, City Attorney
- Phyllis Hane, Legislative Clerk

I. Approval of Minutes

A motion was made by Sgt. Shatlock and seconded by Mr. Duckett to accept the minutes of the October 22, 2020 meeting with the following amendment:

The fourth bullet under item II. General Discussion/Review of Timeline should conclude with "She also noted that the message tailored to the NAC community accurately reflects the committee's letter to the community and includes a link to that letter."

The motion was approved 11-0.

On a motion made by Ms. Schaeffer and seconded by Ms. Kadish the Committee approved the minutes of the October 27, 2020 Public Comment Session 6-0 with Mr. Ollie, Ms. Schaeffer, Ms. Kadish, Alderman Shackelford, Mr. Duckett and Ms. Bean in favor. Other members were not present for that meeting.

II. General Discussion of Community Engagement

Ms. Bean announced that as of approximately 11:00 a.m. 459 external and 110 FPD internal surveys have been completed. She noted this number only reflects electronic responses and does not include hard copies. She reminded members of the community that the surveys are to close on November 1 and that a special public comment session was scheduled for that evening at 6:00 p.m.

Ms. Schaeffer addressed the targeted outreach efforts, stating several more organizations had recently been added to the list, bringing the total to nearly 70. In response to public comment asking how the list has been compiled and requesting the list be made public, she stated this could be done through a statement on the web page. Ms. Schaeffer shared a statement she had drafted, and Alderman Shackelford recommended some minor changes to the wording. The statement as amended reads:

Since the search for a new Chief of Police was announced and the External Search Committee was formed, there has been ongoing community engagement on the process, desired leadership qualities, and areas of focus for the new Chief. Through a variety of means outlined in the External Search Committee's Letter to the Community [Link], the public has been encouraged to provide comment.

To enhance the community engagement effort, search committee members have reached out to 65+ organizations that are broadly representative of the Frederick community, encouraging them to provide input on the search for a new Police Chief. The list of organizations was compiled by committee members, who represent a broad cross-section of the community and consultation with the Office of the Mayor. It is by no means exhaustive, and the committee welcomes additions. Please contact Gayon Sampson, Executive Assistant to the Mayor, at ... to suggest additional organizations.

Ms. Doll noted that publishing the statement and list of organizations at this time leaves a very tight turnaround time for any additional organizations to respond before the planned closing of the survey. She suggested the survey be extended one week to allow outreach to additional organizations and for those organizations to respond.

Mr. Ollie and Ms. Bean both noted outreach has been going on for some time to organizations included on the list as well as others of which individual members are aware.

Sgt. Shatlock questioned if delaying the deadline by a few days would delay the interviewing of candidates, stating he felt the impact would be minimal. Ms. Bean noted time is needed to analyze the data following the close of the survey and the survey results are needed for developing interview questions. Ms. Schaeffer agreed with Sgt. Shatlock, stating she felt more time was needed and that, while extending the survey would create a delay, it would also add more credibility to the process.

Alderman Shackelford made a motion to extend the survey period to 5:00 p.m. on Friday, November 6, 2020. The motion was seconded by Ms. Schaeffer and approved 11-0.

Following the vote, Ms. Bean made a statement to applicants that the committee remains committed to the timeline set forth in the Mayor's three phase plan.

Ms. Kadish made a motion to accept the statement drafted by Ms. Schaeffer, as amended by Alderman Shackelford. The motion was seconded by Ms. Schaeffer and approved 11-0.

Mr. Ollie asked that the list of organizations contacted be amended to indicate his outreach to the Boys and Girls Club and Hood College.

III. Selection Process

Ms. Paulson announced that 32 of the 35 applicants met the minimum qualifications for the position. She then outlined a potential process for selecting applicants for recommendation to the Mayor, in which the committee would convene in a large space such as the gym at Talley Rec center, where each member would be given a binder to review containing all of the applications. The committee would then narrow the pool of applicants to determine which would be invited for a first-round interview. Following the in-person meeting, the binders would be returned.

Mr. Baker then reviewed some processes frequently followed by IACP in which applicants screened to determine if they meet the basic requirements, then carefully reviewed by subject matter experts and divided into three groups: A, B, and C, with the A group being the strongest candidates. If this group is large, phone screenings may follow to determine who would move forward in the interview process. In this case, the committee will do the screening and IACP will be available to assist. Both Ms. Paulson and Mr. Baker recommended a blind process for the initial review, in which all personally identifying information is removed from the applications.

Sgt. Shatlock made a motion for the committee to perform an initial blind screening of the candidates and, based on that, to categorize them into A, B, and C groups. At that point a decision will be made regarding the interview process. Ms. Doll seconded the motion.

Discussion: There was discussion of the proposed process. Ms. Kadish inquired if members of the committee could be provided the resumes of the applicants to rank individually, with those scores than averaged to determine the top candidates. Sgt Shatlock stated he preferred the idea of a group discussion, with which Ms. Schaeffer concurred. It was determined that, for purposes of maintaining confidentiality, the resumes could not be distributed but must remain in the City's custody at all times. Ms. Schaeffer suggested the in-person meeting consist of two sessions, with the earlier session dedicated to committee members' individual review of the candidates and a later session for discussion and ranking.

The motion was approved 11-0.

Sgt. Shatlock and Danielle Doll will draft a summary of the proposed process.

IV. Old Business

There was no old business.

V. New Business

There was no additional new business.

VI. Public Comment

Public comment was received.

Alderman Kelly Russell commented regarding the extension of the survey period and the proposed selection process.

Reverend Valentin-Castanon made a motion, seconded by Mr. Duckett, to adjourn the meeting at 1:27 p.m. The motion was approved 11-0.

Respectfully submitted,

Phyllis Hane
Legislative Clerk