

Washington State Office of Independent Investigations Advisory Board Meeting Minutes

Date: 6/27/2023

Time: 5:15 p.m. to 7:00 p.m.

Attendees:

Board Members:	
Fred Thomas	James Schrimpscher
Susie Kroll	Phillip Harju
Monica Alexander	Faapouaita Leapai
Monisha Harrell	
OII Staff:	
Roger Rogoff	Jane Nesbitt
Vicki Kamin	Annette Taylor
Antionette Manthey	Mark Toner
Jessica Berliner	Dana Boales
Tracy Lapps	Cathy Hakola

Welcome and Update – Fred Thomas, co-chair

Director’s Update – OII Roger Rogoff

- Provided an update on agency.
 - Location updates/co locate with other agencies in different regions.
 - Opening the agency soon for our first prior investigation within two weeks or so.
 - Thanks to the board members and staff for all their hard work on getting the prior investigation ready to open.

Communication – Kimberly Diaz, media relations coordinator

- Provided update on media release.
 - OII releases will be translated into Spanish – we are working on that translation process now.
 - New release is out on Advisory Board member vacant position.
 - Two news releases from OII are pending. We have decided to ensure all of our news releases are translated into Spanish when we issue them and are beginning with these two.
 - Have not yet had discussions on other languages for translations.
 - New board opening – This news release has been reviewed by the board chairs, and it’s currently being translated into Spanish. It will be issued once both the English and the Spanish versions are available.
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Equity – Dana Boales, organizational and development advisor

- Explicit Bias, Implicit Bias and Mindfulness Training

- There were 4 hours in person and 2 hours virtual.
- Explicit and Implicit Bias was defined and there was a common understanding.
- We discuss microaggressions in the training.
- We were taught how to have courageous conversations – which isn't always comfortable.
- Staff took the IAT implicit bias test – some staff took a few others took many. Staff were able to keep their results confidential.
- During the training we learn how to disrupt bias.
- Kaelyn Eisenmann, training administrator, and Dana worked on this for six months. Their hard work is appreciated.
- Finally, we want to make this training available to the Advisory Board
 - Roger added that he was happy to see all the staff engaged and actively participating in the training.

Administrative Services – Jane Nesbitt, chief of staff, speaking on behalf of Vicki Kamin, director of administrative services

- Staff hiring update – currently at 26 with 2 more Regional Investigator Supervisors that will be starting July 17th
 - Director's Office: 8 employees
 - Administrative Services: 8 employees
 - Communication & Community Services: 2 employees
 - Investigations: 8 employees
- More Position underway
 - Second Tribal Liaison starting 7/16 (East side of the state)
 - Perry Gordon (Employee Engagement Administrator) 7/6
 - 32 candidates for the Family Liaison Supervisor
 - Pending Creation – Administrative Assistant, Rules Coordinator, Community Liaisons, Investigative Analysts
- Budget – looking at our allotments and really looking at our bottom line, we are supported by OFM. Look closely at where we can cut costs in hopes of saving it for our new facility.
- There are a few contracts still pending: Procurement, Software, Technology, Training and Vehicles
- Policies pending: Administrative, Communications Diversity, Human Resources, Information Technology, Investigative.
- More vehicles are in the process of being ordered.
- Facilities – Looking into temporary evidence storage, we have some evidence storage at the Raad building. Working on the RFP so we can co-locate. Spokane facility: got all the contractors' bids for the location we identified and moving through lease agreements. Should be early July on those agreements.

Comments from Phillip Harju :

Thanked Jane for sending him the Advisory board handbook – Who is going to be sending out the minutes? And the way it is written in the handbook may not be feasible. Cathy Hakola (Fleet & Advisory Board Coordinator) will be getting with the Advisory Board to see what would be a feasible way to get the minutes to the board.

Action Item: Cathy Hakola will contact the board by email with options of how they would like the minutes to be sent to them, the time frame in which they will be completed and expectations when the board members should read and approve them.

Legal & Policy – Jessica Berliner, legal and policy advisor

- Conflict of Interest policy discussion. James felt it was well written but had a few suggestions along with Fred and Phil.

Action Items: Jessica will compile all the suggestions and edit the Conflict-of-Interest policies reflecting the comments and send them a new copy with updated edits.

Investigations – Tracy Lapps, director of investigations

- Mike Donaldson (Investigator) started June 16th.
- OII’s first three investigators hired have started the Basic Law Enforcement Academy. Monica Alexander was able to meet the three investigators the day before the training started. There will be 396 hours of training.
- Chris Liles has developed a feedback form for the three investigators on the Basic Law Enforcement training.
- July 11th and 12th we have been invited to audit interviewing class.

Round Robin – general comments by board members and staff

Fred: Commented that though he is seeing a lot of staff moves, and the loss of a board member, the OII team remains strong and cohesive. He expressed that he was impressed at the amount of work OII has accomplished with such a small staff.

Phil: Shared appreciation for the work Fred performs as co-chair, and thanked OII staff for their efforts.

Po: As an impacted family member, shared his appreciation for the work of OII.

Susie: Shared a quote, “We are what we repeatedly do. Excellence then, is not an act, but a habit. *Aristotle*”

James: Expressed appreciation for the work of the OII team and receiving documents early enough for proper review.

Monica: Thanked OII and the board, especially impacted family members who continue to show up . She expressed appreciation for how difficult it must be for impacted family to sacrifice in order to help the board grow. .

Monisha: Expressed appreciation for the work of the board and OII, acknowledged that the timeline given to this group was very tight and this group has wisely understood this work was going to last longer than the political cycle. Said that OII has taken care and has worked on putting this program together right and instead of putting it together fast due to pressure. Thanked the group for the level of patience to slow/correctly put this new agency together. Noted that she is leaving her post in Seattle, but remains committed to working with the board.

Antionette: Noted it was her one-year anniversary and that she is enjoying her work at OII and appreciates her colleagues.

Kimberly: Noted it is her six-month mark at OII and that she really enjoys the work.

Annette: Reported that Roger is in legislative district meetings across the state both Democrats and Republicans. He is meeting with key legislators during interim and building relationships before next legislature starts. Working on some decision packages – interim has been just as busy as during session.

Vicki: Reported that she is working on the budget and that OII has received its allocation numbers late last week from OFM office. She is working with OFM on what we can and can't spend and what we need to ask for.

Dana: She is on an intercultural competence tool with the leadership team as a pilot – which will help OII work better with different types of people and are more accepting. This work has required her to receive special certification, which she has done. She will be joining a team on a trip to Spokane and will work to recruit people.

Cathy: This was my first meeting as the FAB Coordinator. I ask the board to be patient with me through my learning process. Thank you to the board for all the work you do!

Cathy's Action items:

- The boards iPads are in. I will schedule a date and time with each board member to get their iPads set up.
- Email board members and leadership team the meeting minutes for approval by (6/30/2023)