

**Washington State Office of Independent Investigations
Advisory Board
Meeting Minutes**

Date: 8/22/2023

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

Attendees:

Board Members:	
Fred Thomas	Eric Drever
Susie Kroll	Philip Harju
Monica Alexander	Tony Golik
Norma Gallegos	Monisha Harrell
James Schrimsher	
OII Staff:	
Roger Rogoff	Jane Nesbitt
Vicki Kamin	Annette Taylor
Antoinette Manthey	Perry Gordon
Jessica Berliner	Dana Boales
Tracy Lapps	Cathy Hakola
Hector Castro	Angie Smith

Welcome and Update – Fred Thomas, co-chair

Director’s Welcome – OII Roger Rogoff

- Senior investigator candidate to be approved by board.
- Jane: Introduced Angie Smith, Tribal Liaison.

Legislative Update – Annette Taylor, Legislative Director

- Legislative Language Proposal Introduction.
- Email sent to board with proposed changes and explanation.
- Further discussion of proposed changes.
- Questions/input from board members included:
 - Susie Kroll – pertaining to already existing mental health exemptions from HIPPA.
 - Monisha Harrell – policies should include authorization from supervisor personnel only, ensure not used to publicly criminalize deceased persons.
 - Tony Golik –necessary to address as re-occurring issue.
- Annette is contact for further questions or concerns.

Communication – Hector Castro, Director of Communications and Community Relations

- Media outreach planned regarding OII staff training at the CJTC.
- Interviews completed for the Family Liaison Supervisor.
- Advisory Board minutes are now on OII website.

- Still need updated bios of board members. Media relations coordinator Kimberly Diaz is handling this matter.
- Second tribal liaison withdrew, position will be re-posted as joint tribal/family liaison.

Equity – Dana Boales, Organizational and Development Advisor

- Development of the PEAR Committee is in progress.
 - OII will seek advisory board input on potential members.
- Crucial Conversations Training – attended by OII leadership
- Discussion of board member participation in outreach

Administrative Services – Vicki Kamin, Director of Administrative Services

- Staff hiring update – currently at 28 employees.
 - Director’s Office: 8 employees
 - Administrative Services: 8 employees
 - Communication & Community Services: 2 employees
 - Investigations: 10 employees
- Diversity of OII staff
 - 14 Women, 18 Over 40, 1 Veteran, 2 Disabled, 1 LGBTQ+, 1 American Indian/Alaska Native, 1 Asian, 6 Black or African American and 2 Latino. Note that these numbers may not accurately completely reflect the diversity of OII staff because employees are not required to provide this information to HR.
- Investigative Candidates
 - Investigators – In background process: 2 in Olympia and 1 in Central Washington
 - Sr. Investigators – In background process: King County -1, Pending board approval: Olympia 1
Pending SME Review: Multiple Locations 9
 - Regional supervisors – In Background Process: 1 Eastern Washington
- More Positions underway
 - Tribal Family Liaison – Changing from Tribal Liaison to Family Liaison – West
 - Family Liaison Supervisor – Offer Pending – West
 - Administrative Assistants – One for Communications/Legislative – recruiting soon. One for Investigations – recruiting soon.
 - Pending Creation – Community Liaisons, Legislative Rules Coordinator, OII Project Manager.
- Training
 - Modified Basic Law Enforcement Academy
 - First group is halfway completed.
 - Identified areas for more in-depth training post academy.
 - Forensic Training
 - Crime Scene Response training program
 - Courses both OII specific and offered to law enforcement.
 - Anticipated in early 2024.
 - Field Training
 - Final phase of Investigator training program.
 - TracWire software to aid in tracking employee progress throughout field training.
 - Anti-Racism Training
 - Foundational training to align with RCW for all staff.
 - Developing cadence for continued learning.

Legal & Policy – Jessica Berliner, Legal and Policy Advisor

- Prior investigations program
 - Received 6 requests to date.

- Two did not meet criteria for full review.
- One will be fully reviewed. Will not be public until both family of deceased and involved officer are notified.
- Still processing remaining three requests.
- May update policies and procedures as more is learned about the submissions OII receives.

Executive Session

- Prior law enforcement approval
 - Was approved by the board.
- Facilities update

OII Advisory Board final items – Cathy & Jane

- July OII Advisory Board meeting minutes were approved by the board.
- Continued efforts to provide board members with iPads to facilitate participation.
- One application to date for Defense Attorney position on the board.