

Office of Independent Investigations Advisory Board
September 5, 2024 Meeting

Location: Zoom
Date: 9/5/2024
Time: 4:30 p.m. to 5:30 p.m.
Facilitator: Cathy Hakola

Attendees:

Board Members:	
Fred Thomas	Eric Drever
Monica Alexander	Tony Golik
Monisha Harrell	Susie Kroll
Faapouaita Leapai	Norma Gallegos
Philip Harju	
James Schrimpsheer	
OII Staff:	
Roger Rogoff	Cathy Hakola
Jane Nesbitt	Jessica Berliner
Tracy Lapps	Cynthia Gonzalez (OFM)
Joanna Carns	Teresa Gleason (OFM)
Antionette Manthey	

Board Decision Making – Board Co-Chair Eric Drever

- Voting Process – clarifying that the quorum will remain the same.
- Clarification regarding Advisory Board handbook
 - Amendment proposed re: email voting
 - Motion was made by Phil and seconded by Norma - The board members shall vote during the meeting. If a board member knows they cannot be present, they may vote via email before the meeting starts.
 - If something occurs that causes a participant in the meeting to leave unexpectedly, the board chairs may, at their discretion, determine how to handle that potential vote.
 - Motion passed unanimously.

If a board member is unable to make a meeting, please notify the co-chairs.

- Abstain vs Recuse
 - James proposed these definitions to be added to the Advisory Board our bylaws:
 - Abstaining from a vote is when a board member chooses not to cast a vote on

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a particular matter. When a board member abstains from a vote, the majority needed to pass a vote decreases by one.

- Recusing from a vote is when a board member disqualifies themselves from voting on a particular matter due to a conflict of interest or other ethical considerations. When a board member recuses themselves from a vote, the majority needed to pass a vote also decreases by one vote.
- Motion was made by James and Monisha seconded the motion.
- Motion passed unanimously.

Joanna Carns will work on revising the handbook and will return to the Advisory Board with a revised draft for board approval.

- **5:00 PM – Bi-Weekly Meetings**

- No motion was made for bi-weekly meetings. Monisha stated she wanted to table this issue until the meeting runs out of time again at a future meeting. If an extra meeting is necessary, OII staff is to ask the board co-chairs and the co-chairs will determine whether an unscheduled meeting is necessary.