

Date: 6/4/2024

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

Attendees:

Board Members:	
Fred Thomas	Eric Drever
Norma Gallegos	Tony Golik
Monisha Harrell	Dustin Howie
Faapouaita Leapai	
Philip Harju	
James Schrimpsheer	
OII Staff:	
Roger Rogoff	Antionette Manthey
Vicki Kamin	Perry Gordon
Jane Nesbitt	Jessica Berliner
Joanna Cams	Kiley Conaway
Cathy Hakola	Chris Liles
Angie Smith	Dusty Breen
Ang Rogness	Tracy Lapps
Hector Castro	Josh Dossett
Francesca Nix	Dana Boales
Matt Musselwhite	Patrick Moen
Scott Robb	Jon Ames

Welcome and Update – Eric Drever, Co-Chair.

Director's Welcome – OII Director Roger Rogoff

Follow-up Action items from Special Sunday, May 5 meeting – Co Chairs

• **Advisory Board responsibilities/roles/expectations**

- Chapter 43.102 RCW: Office of Independent Investigations
 - Fred reported he had reviewed the statute regarding responsibilities and rights of the advisory board, sharing that he believes the board should guide and help in the hiring process.
- OII Advisory Board Handbook
 - Fred requested board members review the Advisory Board Handbook and identify any proposed changes.
- Non-Disclosure Agreement
 - Eric discussed the NDA and reminded board members to adhere to it, particularly those involved in interview panels and reminded them of the need to maintain confidential information regarding candidates.

▪ **Advisory Board technology – Co Chairs**

- Tablets/iPhone
 - Board members were advised to return iPhones and iPads to OII if they are not using the devices. Eric reminded board members that their communications are subject to Public Disclosure.
- OII Advisory Board issued email
 - The board was reminded they can access their OII email on any device and that OII can provide IT support if assistance is needed.

Action item: Board members were requested to provide current contact and advise OII if they do not want the OII-issued iPad or iPhone.

▪ **Potential workgroups Co-Chairs**

- Purpose of workgroups
 - Fred discussed forming a work group with Advisory Board members and some members of the Governor’s Task Force on Independent Investigations to review OII job descriptions. Fred also would like to get job announcements out to more communities. He will be reaching out for ideas on that.

Task force letter/OII response – Director Rogoff

- OII received a letter signed by some members of the Governor’s Task Force on Independent Investigations, expressing concerns regarding OII recruitment. OII met with the group and discussed OII hiring and recruiting strategies and shared the strategy behind hiring experienced investigators who are current or former law enforcement.

Communications & Community Relations – Hector Castor

- Community Liaison position reopened for two more weeks. Email will go to AB with the job announcement and other information concerning the position.
- OII is establishing a distribution list for people who want to be advised of new job announcements. A news release will be issued once it has been established.
- News release issued on Dustin Howie joining the board.
- OII is hiring two additional Family Liaisons, one in Central Washington, lives in Yakima and is fluent in Spanish and the other in Western Washington and lives in Tacoma. Po and Susie participated on the interview panels.

Equity and Organizational Development – Dana Boales

- Members of the Athena Group, a contractor working with OII on the Pro-Equity Anti-Racism (PEAR) Team, will make a presentation to staff at the all-staff meeting on June 5. OII is still recruiting community members to join this team. Board members were asked to share any suggestions with OII. The PEAR Team is working on equity impact assessment.
- Anti-Racism/Anti-Bias Trainings – the Athena Group will be holding 10 trainings for staff.

Open session: James Schrimpscher made a motion to amend the OII Advisory Board bylaws to allow for the super majority of board members that are present during the meeting and/or voting by proxy.

- Phil motioned to table the motion by James until all 11 board members were present, but there was no second.
- James' initial motion was approved (8 approved, one abstained)
- Quorum will remain the same as currently stated in the handbook

Administrative Services – Vicki Kamin, Director of Administrative Services

- Demographics – Vicki presented two slides regarding agency demographics from September 2023 and May 2024. The first slide displayed demographics of the current OII staff. The second slide displayed demographic comparisons between OII and State government in general.
- Hiring Investigators – Jane requested more information on what the board is seeking regarding background checks and requested board members provide current email address to receive information.
- Discussion about purpose and extent of full background check, including polygraph and psychological test. Confirmed that both extensive reference checks and social media review of potential candidates.

Tribal Liaison – Angie Smith, Director of Tribal Relations

- Update on Tribal Relations
 - Angie has met with a third of the tribes already.
 - Reference checks are underway for a candidate for the tribal liaison. This position will be in Western Washington.

OII Advisory Board final items – Cathy Hakola, Fleet & Advisory Board Coordinator

- April meeting minutes were approved.

Employee Engagement Administrator – Perry Gordon

- Executive Session
 - The board approved two investigator candidates.