



**CITY OF ALBANY  
COMMUNITY POLICE REVIEW BOARD  
PUBLIC MONTHLY MEETING  
MEETING MINUTES**

*August 11, 2022, at 6:00 p.m.  
via Zoom*

---

**I. CALL TO ORDER AND ROLL CALL** (Vives & Dr. Harden)

Chair Nairobi Vives called the meeting to order at 6:00PM.

**COMMITTEE MEMBERS PRESENT:** Nairobi Vives, Dr. Veneilya Harden, Zach Garafalo, John Levendosky, Victor Person, Matt Ingram, Kevin Cannizzaro

**EXCUSED:** Paul Collins-Hackett, Dr. Rev. Collier

**OTHERS PRESENT:** GLC Deputy Director Patrick Woods, CPRB Program Manager Michele Andre, Matt Toporowski, Andrew Lah

**II. APPROVAL OF THE AGENDA** (Vives)

Chair Nairobi Vives moved to approve the agenda. Upon motion and seconded, the agenda was approved.

**III. PUBLIC COMMENT**

There was no public comment.

**IV. REPORT FROM ANDREW LAH OF MOEEL LAH FAKHOURY**

The consulting team spoke about the trip the consultants took to Albany to meet with the Board. On July 28th, the consulting team worked with the Board to look at legal issues it would deal with during its investigations of complaints. They laid the groundwork in working with the Board for investigators and on outreach efforts.

Chair Vives thanked Mr. Lah for the consulting group's work so far. Assistant Corporation Counsel Toporowski asked if the consulting group was planning on coming back to Albany in 2022. Mr. Lah states there are no plans currently, but they are hoping to make it back to Albany in the future.

## **V. CASE REVIEW/UPDATE**

There are no cases to review. Chair Vives spoke about prioritizing the backlog of cases going forward. Chair Vives requested to move to the next item on the agenda.

## **VI. COMMITTEE REPORTS**

### **BY-LAWS AND RULES**

(M. Ingram)

Board Member Mr. Ingram stated that there is no substantive update as the July meeting was canceled. He hopes to reschedule the Bylaws and Rules Committee meetings in the future. Mr. Ingram invites everyone to come to the committee meetings. He further stated that proposed changes were discussed during the CPRB retreat and that procedures should be put into the Board's bylaws and rules. There were concerns raised during the council meeting regarding remote meeting procedures.

### **COMMUNITY OUTREACH**

(P. Collins-Hackett)

Board Member, Mr. Collins-Hackett was excused from the meeting. Chair Vives requested to move to the next item on the Committee Reports.

### **MEDIATION**

(V. Collier)

Board Member Dr. Rev. Collier was excused from the meeting. Vice Chair Dr. Harden provided the mediation report, stating that two cases were referred for mediation. There will be more to come on those cases.

### **POLICE LIAISON COMMITTEE**

(Dr. Harden)

Vice Chair Dr. Harden reported that the committee was looking for an update on the confidentiality agreement. Vice Chair Dr. Harden asked Mr. Toporowski to provide an update on the confidentiality agreement to the Board and the public. Mr. Toporowski said there was one portion of the confidentiality agreement that the Albany Police Department (APD) and its support staff still wanted to look at. APD wants to look at the qualified person's portion of the agreement, which refers to when the Board hires consultants, employees, or investigators to be recognized as qualified people and they had to sign confidentiality agreements. Mr. Toporowski and Chair Vives will work to set up a meeting about this to address the concerns about the sections to prevent potential delays in executing the agreement. Mr. Toporowski also states that the APD command staff would like to meet with the consultants, Board, and union leadership to discuss the confidentiality agreement.

**VII. REPORT FROM PUBLIC LIAISON**

(N. Vives)

Chair Vives stated that their presentation with the Common Council went well. The work that has happened since Local Law J was passed was spoken about during the presentation, and some changes that the Board is looking at for the future. The PowerPoint is available on the website and through social media. Chair Vives thanked the Board members who attended the presentation. Chair Vives, Vice Chair Dr. Harden, and Mr. Collins-Hackett delivered the presentation. The Common Council was supportive of the work and the changes of the Board. The Board expressed budget concerns and planned to follow up with the Common Council. Board Member Kevin Cannizzaro thanked Chair Vives, Vice Chair Dr. Veneilya Harden, and Paul Collins-Hackett for providing the presentation for the CPRB and thanked those who helped prepare the presentation. Chair Vives thanked Ms. Andre for her work on the presentation. Board Member Victor Person commented that the Board did well at the meeting, and those who gave the presentation represented the Board well and thanked those who helped at the tabling events. Chair Vives thanked Mr. Person for assistance with community outreach.

**VIII. REPORT FROM GOVERNMENT LAW CENTER**

(P. Woods and M. Andre)

Ms. Andre reported that members of the community submitted nine complaints to the Board and two complaints that have been recommended for mediation—waiting to hear from the complainants to see if they agree to mediation. Ms. Andre is looking into purchasing laptops for secure complaint and case reviews and an iPad for community events so that members of the public can file complaints live and subscribe to get CPRB updates at community events. The GLC has finalized the job description for the investigator position, waiting for feedback so she can post it as soon as possible to start interviewing. Ms. Andre asked for help sharing it with the community once it's published. Ms. Andre has a meeting with HighQ, a possible case management software for the Board that will streamline internal processes—planning to have a follow-up meeting with HighQ to discuss their cost proposal and customer service support. Ms. Andre is working on the 2023 budget proposal for the Board. Mr. Woods asks the Board to consent to fix the drafting error on the already approved report. Chair Vives states that they are trying to get the internal structure together so that equipment is there to review cases and that the work is more automated and streamlined, resulting in a more efficient and effective Board.

**IX. REPORT FROM OPS**

(J. Laiacona)

Commander Laiacona is also excused for the night. Chair Vives asks Mr. Toporowski if he has anything to add. Mr. Toporowski states that he'll get the comments back to the board on the investigator job description. Has resources from hiring that have been used in the past that can be changed to be used for those hired for this position.

**X. REPORT FROM THE CHAIR**

(N. Vives)

The report from the Chair was skipped (combined with the Report form the Public Liaison).

**XI. NEW BUSINESS**

(N. Vives)

Chair Vives asked Board Member John Levendosky and/or Zach Garafalo if they would like to add anything about the investigative committee. Chair Vives brought up the possible concerns with the Bylaws and Rules. Chair Vives states that Mr. Garafalo will be the Chair of the committee, and Mr. Levendosky, Vice Chair Dr. Harden, and Mr. Collins-Hackett will be members of the committee. Ms. Andre stated that NACOLE annual conference is coming up on September 11 to September 15 in Fort Worth, Texas. Currently, she has Chair Vives, Vice Chair Dr. Harden, Secretary Paul Collins-Hackett, Mr. Garafalo, and herself attending the in-person conference. The NACOLE may have some conflicts with upcoming meetings, and there are virtual options for the conference.

Approval of minutes from the July 14 public monthly meeting and approval for change of the clerical of the 2021 Q4 report. Vives moves to approve both, seconded. Motion approved with one abstention.

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Michele Andre  
Program Manager