

# **DRAFT**

## Community Outreach Subcommittee of the Northampton Policing Review Commission

MEETING MINUTES

Saturday February 13, 2021

2:30-4pm

### **To join the remote meeting:**

<https://zoom.us/j/92033807581?pwd=ODRTaGNNeKfwbG80bGM1VWVpdEg4Zz09>

**Meeting ID:** 920 3380 7581 **Passcode:** 312229

Or by telephone, call: +1 929 436 2866

1. Call to Order
  1. Announcement of Zoom Recording
  2. Roll Call
  3. Approval of meeting minutes
2. Workshop and Finalization of Outreach Document and Online form
3. Possible strategies to deploy the outreach document and Online form
4. New Business
5. Next Meeting Date
6. Adjourn

### **1. MEETING CALLED TO ORDER:**

The meeting was called to order by Commissioner Javier Luengo-Garrido at 2:030PM.

### **ANNOUNCEMENT OF ZOOM RECORDING**

Commissioner Javier Luengo-Garrido made an announcement that this meeting was being recorded for the public record and would be available on Northampton Open Media, as well as, the City of Northampton website.

### **Roll Call**

Commissioner Dan Cannity Present

Commissioner Javier Luengo-Garrido Present

Commissioner Carol Owen Present

Commissioner Kris Banks Present

## **2. Workshop and Finalization of Outreach Document and Online form**

Commissioner Javier Luengo-Garrido shared the committee going to try to finalize both the possible online intake and the hardcopy intake form. He asked for an update on the online form.

Commissioner Dan Cannity said he met with Frank, earlier this week. He said there's not a great way to accept anonymous files at all, in any system. He said from an IT security standpoint, that makes sense, because you don't want someone to upload just anything because it could have viruses. He said as an added layer, the city's domain for Google Forms doesn't allow you to attach files at all. He said the committee has one form which can be embedded into an iframe on a page.

The commissioners discussed how many gigabytes of storage space a google form allows.

Commissioner Dan Cannity said in terms of the hard copy of the form, he got a physical copy yesterday, that was mailed anonymously to city hall.

The commissioners discussed the demographic options to list on the online form.

## **3. Possible strategies to deploy the outreach document and Online form**

The commissioners discussed embedding the google form on the website.

Commissioner Dan Cannity said it sounds like the city is trying to get together a complaint form for multiple city websites, or multiple city services, but it doesn't sound like they'll have that up and running in a time that the committee could adapt that same thing in the web form which doesn't allow for video and photos.

## **10. Adjourn**

**Commissioner Javier Luengo-Garrido moved to adjourn the meeting at 4:00pm. Commissioner Dan Cannity seconded. The motion adjourn was passed unanimously.**