

EMAIL PSSC meeting notes — August, 23, 2023

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To: Ifo Pili <ipili@lascruces.gov>; Linda Samples <lsamples@lascruces.gov>; Jocelyn Garrison <jgarrison@lascruces.gov>; Jeremy Story <jstory@lascruces.gov>

Subject: OIR Group Contract Revisions

Attachments:

OIR Group Fourth LCPD Semi Annual Report - August 2023.pdf R 21-128 Police Auditor OIR Group.pdf 19-20-077A Police Auditor Services Year 3 of 5.pdf

Good morning, everyone!

On Monday, August 28, 2023, the OIR Group will be here to present their 4th Semi-Annual Report to Council. I've attached the report and their contract as an FYI. I would like to meet with you all to confirm a few details so we can move forward with the revisions. I will check everyone's schedules and set something up.

Below are notes I took at the last Public Safety Select Committee meeting. If there is anything I misstated or left out, please let me know. We will need to estimate the additional costs and may need to take a budget adjustment to Council for approval. The original contract was \$75k and required Council approval. However, the new requirement is \$100k. Even if the proposed new contract amount is less than \$100k, we may still be required to take the amendment to Council because it was originally created at the lesser requirement. I followed up with Finance on this and they will have to get back to me.

1. Additional Services Requested: Community Outreach Meetings

To be led by the OIR Group with LCPD and/or Legal (City representation to properly field questions).

Frequency: Twice per year following the scheduled semi-annual reports to Council. *Need to clarify if it was decided to have 2 more meetings that coincide with LCPD's quarterly town halls. Confirm if 2 or 4 meetings annually.

Duration: Limit of 2 hours immediately following the OIR Group's semi-annual presentations to Council. *Time will increase if the City agrees to quarterly meetings.

Location: TBD – Can we use Council Chambers? Where are LCPD Town Hall meetings held?

Scope of Work: I am not sure about these details. I recommend we be specific in the contract to clearly outline (as much as possible) the City's

expectations and deliverables. Will the discussions be limited to completed OIR Group reviews?

Meeting Structure: I am not sure about these details either. I recommend we schedule a meeting with Legal, LCPD, CMO, and Internal Audit to clarify. The Chief suggested using note cards to write down questions so they can be routed to the appropriate person to answer.

Feedback: We will need to develop a process to obtain feedback from the community following these meetings. Will the City facilitate this? Will OIR Group? If the OIR Group, I recommend this be included in the contract to support scope of work, deliverables, and budget adjustment request.

OIR Group is interested in conducting Community Outreach meetings.

2. Billing Questions: OIR Group

I spoke to Teresa Magula (OIR Group) yesterday and she clarified some billing questions.

Yes, the OIR Group has received a number of contacts regarding a Citizens Review Board due to their work done like this in other jurisdictions.

No, they have not recorded these contacts on their invoices.

No, they have not billed us for these contacts.

Yes, they all round their billable hours up or down, depending on the person.

Michael Gennaco rounds up/down to the nearest half hour (30-minute increments).

Stephen Connolly rounds up/down to the nearest half hour (30-minute increments).

Teresa Magula rounds up/down to the nearest quarter hour (15-minute increments).

3. Additional Random Reviews

It was determined by the City Manager that no random reviews of Use of Force (or any kind) will be added to the OIR Contract. Please correct me if I did not report this correctly.

Teresa Magula mentioned there has been interest to have the OIR Group review Use of Force and they are very interested in doing so to give them a more wholistic view.

Since the City has not yet had an official meeting with the OIR Group regarding contract revisions, I did not comment after she mentioned their interest in performing additional reviews.

These are the items I would like to discuss before contract revisions are drafted. Please share your thoughts, comments and I will prepare the draft.

Thank you!

Viola M. Perea, CIA, CFE

City Auditor / Internal Audit / Office of the City Manager