



**Neighborhood Watch
Meeting Minutes
Monday, June 13, 2022 — 6:00 p.m.
Daniel Boone Regional Library (DBRL) Conference Room A**

“The mission of Columbia Neighborhood Watch is to inform, train and encourage residents to work together to establish neighborhood watch programs with the goal of reducing crime.”

Attendees: Herb Watchinski, Al Barrier, Jeff Hempstead, Michele Hager, Jason McClintic, Susan Dickerson, Jacob Novak

Call to Order at 1800 hrs by Herb.

Welcome New Board Members
Michele Hager
Susan Dickerson

Board introductions were made.

Secretary’s Report – Jeff

- Relearning system.
- Trying to get back into accounts as Nolanda and Kathy changed the passwords. Jeff has reached out to them via phone, text, and email without response.
- Nolanda and Kathy did not use their computers, so there are no records to access.
- The only records that may exist will be anything uploaded via Gmail account.

Previous Meeting minutes:

- Jeff researched and found minutes which he sent to all board members.
- Special meetings were to interview board candidates Michele and Susan
- Approval of April 2022 board meeting minutes.
 - April meeting minutes not sent out by Kathy
 - Emergency minutes May 16, 2022 – Sent out by Jacob
 - Special meeting May 31, 2022, 6 pm– Sent out by Jeff
 - Special meeting May 31, 2022, 6:30 pm– Sent out by Jeff
- Motion to approve meeting minutes-Jeff and seconded - Al.
- Minutes unanimously approved.

Treasurer's Report: Herb

- Herb walked through the various reports which were sent out June 2, 2022.

- As of today, for the month of June, no income, or expenses.
- Cash flow forecast: CNW will go negative Feb/Mar of 2023 based on assumptions of income, expenses, based on last five (5) years actuals and inflation.
- The floor opened for questions on treasurer reports presented.
- Chief Jones said he has money on hand and wants to transfer \$2500 but needs the city manager and council to move on it.
 - Any response from city? Jeff has called and no one in finance knows anything about it. They said it is required to go through city council/city manager.
- Jason stated crime prevention is the number one survey topic in 2017, 18,19, 20, 21. It is a priority. CNW is the only contingent of crime prevention in Columbia.
- CPD may be replacing Jason on CNW in Nov, but probably later.
 - CPD is down 42 out of 187 officers (22% down).
 - Trying to get someone to replace Jason for training.
- Columbia went from 1.7 officers to .7 officers per 1000 people in Columbia.
- The American Rescue Funds (pandemic money): Jeff has applied for funds for CNW.
- The public must be more vocal at city council meetings.
- Approval of Treasurer Report
 - Treasurer report voted on and unanimously accepted.

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Sign Committee Report: Jacob

- The board queried the history of the work that has been done, e.g., what signs were replaced/removed, new signs and their locations. Jacob stated he put two signs up and agreed to provide more detailed information. He has not taken down any signs.
 - Note: Signs are placed when enough people in that block have been trained (50% of households within the designated block).
- The board requested a current inventory that Jacob possessed. Jacob agreed to provide the information.

CPD Liaison Report: Jason

- This is Jason's last meeting as he is retiring from CPD, effective June 14.
- Tony Messina, CPD, is the best point person for outreach going forward.
- CNW should be asked to attend the beat watch meetings. Jason agreed and stated that citizens help themselves by training on CNW. He also noted that the CPD focus is the beat watch. CNW would be there to support the beat watch meeting(s).
- Citizens can sign up for a registry of personally owned observation equipment e.g., 'ring doorbell' to be used by detectives.
- Sean Dutton, Jason's supervisor, will assume all Jason's work. Expect that Jason's work will be spread out over Sean's staff.
- There are officers interested in Jason's position, but due to manpower shortages and seniority, may not be filled quickly.
- Ted Grillo was a speaker last night at Jason's East Side mtg.
- Al asked if Jason would be willing to come back and participate in training. Jason will be starting another job, so the CPD needs to step in to assist with the training.

Captain/Co-Captain Liaison Report – Al

- Al provided a brief history of the outreach.
 - To be functional in Columbia, need active captains/co-captains.
 - Need continuing dialogue from the captains/co-captains to the board and vice versa.
 - Al suggested monthly meetings with captains/co-captains to keep them engaged and interactive with the board. Can meet in the various neighborhoods. Suggest start

developing this. Topic at each meeting. Keep them involved. Jason said they got beat officers at last minute for the event last night.

- Board agreed monthly is too frequent. Suggested quarterly. Could get beat officers and supervisors to show up.
- Toni Messina is supposed to meet with each neighborhood association multiple times per year.
- More effective if done with small groups.
- Agreed that it cannot be set up like Coffee with a Cop since that is city wide and the focus should be on each neighborhood as they have disparate issues.
- Al moved to establish quarterly captain/co-captain meetings. He will work with Toni.
- Jacob amended the motion to pick a date.
- Jeff amended to work with Toni for an exploratory meeting and report back to CNW.
- Board discussion led to the following information request:
 - List of topics that need to be discussed with captain/co-captains.
 - Written script that will be used to contact captains/co-captains so the message and results remain consistent. Will be presented to the board for approval before calls commence.
 - How the interactions will be documented.
 - Who has already been contacted?
- The motion to move forward with captain/co-captain activities was seconded and approved (5 yea, 1 nay Jacob) for the following:
 - Al to work with Toni as she works with neighborhood associations.
 - Al to provide the requested information above before calling or setting the first meeting date.
- Michele and Jeff to help Al with captains/co-captain's project.
- Jason to send Toni's info to the board.
- Future planning: After the above is completed, a letter will be drafted, obtain board approval, then Jeff will send out to all captains/co-captains through constant contact.

Updates on Grants (AWS & others) – Jeff

- Jeff is spending a substantial amount of time recovering hardware and access to software since Nolanda and Kathy changed the passwords.
- Filed a grant with Amazon web services. It is a two-phase application process. Generalized grant request.
- Herb and Jeff met with Chief Jones and staff for a discussion on access to crime stats.
 - Create a map on our web site where all our members and updated crime stats will be reported.
 - Lexis-Nexis used to be managed by the city but was dropped City use to provide record data to Lexis-Nexis for them to use in their mapping application. With the change in dispatch and record systems, this information is no longer sent, therefore no mapping for Columbia. Sam Shelby is our web master, who works for the city. Depends upon Sam Shelby if he wants to buy or create software with that type of access. Many have annual fee. Raid was before Lexis-Nexis which produced interactive maps and which the city linked to. Joint communications and CPD both changed systems.
 - Jeff found a grant to re-instate this ability: Primary purpose of the project would be to overlay map of our active watch areas with interactive maps of crime stats.
 - CPD has a new crime analyst, Roy Thorsby, who is working on internal equivalent. During the Jeff & Herb meeting with the Chief and command staff, it was determined CPD, and CNW would run in parallel and hopefully converge. CPD is using Power PI and a couple off the shelf applications and doing some programming.
 - There was not a lot of emphasis placed on the technical convergence of the systems since this could be an entire project upon itself.

Collection of Support Hours and other transition notes: Jeff

- Month of May – Herb and Jeff are the only ones that have submitted hours.
- No hours were recorded for April
- Jeff has spent hours trying to get into system.
- The board members that resigned are legally obligated to turn info over.
- Jacob was advised if he has contact with them, to make them aware of their legal obligation.
- Do everything by email to get a record.

Old Business:

- CoMo Gives - 2022 participation – Jeff will be point
 - Al's effort with captains/co-captains are critical.
- Filling vacant board positions & Officers- Updates
 - All members to reach out to possible candidates.
 - Jeff was able to come up with the roster from the November training session. 4 people indicated interest of serving on the board. Herb sent out email to the four. No response yet.
 - Jason provided his non-CPD email: Jasonmclintic5@gmail.com
- 2-Step verification for CNW emails, Constant Contact, and other issues
 - Constant contact requires it.
 - Can more than one person manage the verification code? Jeff is still researching.
- Board Meetings & Training Sessions – dates, style, etc.
 - Each of the even months is a board meeting on the second Monday of the month.
 - Each of the odd months is training. Since we don't have a room, still virtual.
 - There are a lot of places to meet around town, but there is usually a cost.
 - Barbara Buffalo – pushing to meet in city hall on first floor. City council must approve.
 - Al has been in contact with her and will follow up.
 - Once CPD liaison is selected, we may be able to use the North (24x7) secure facility. Training facility on south side is an option, but only open until 5. Do not know if building security on the North side will be an issue.
 - Jill Schlude is in charge of building. Note that right now they are not set up for meetings at the North side facility. Herb will follow-up.
 - ARC cost money. Library is booked. By end of week, the next training session will be virtual if we don't have a location. Al volunteered during last meeting to try and find locations.
 - The training needs to be announced.
 - Jeff email on constant contact.
 - Notifies neighborhood services to announce on Nextdoor.
 - Notifies 3 or 4 management companies and distribute to neighborhood.
 - Contact TV station community bulletin boards
- Next training session – July 11th (Virtual or in-person)
 - As previously stated, will be virtual if a location is not found within a week.
- Auxiliary board – Jeff

- Linda Mundane, auxiliary member. Cannot get her neighborhood to participate. She is no longer a member. Auxiliary members are:
 - Mark Lammy - has generated half our income from Broadway Farms and provided us a meeting place at Community United Methodist Church
 - Irwin Schneider – past president.
- The auxiliary board was originally created for those that might be interested in joining the board, which has not worked as planned.
- It is now a working board.
- The board members agreed to the following: the auxiliary board is considered an active board and operates the same as the primary CNW board except for regular meeting attendance requirements. Membership will be reviewed annually at the beginning of the fiscal year.
- Newsletter
 - There isn't one. The last one was sent out by Jeff in Sept.
 - Nolanda sent one to Kathy, but it was never sent out.
 - Our annual goal is to send out 4 newsletters , March, June, Sep, Dec
 - Herb will take the lead on getting the next newsletter out.
 - Jeff still has template.
- Veterans United – Herb
 - There was an email that Nolanda had gone after a free video offer. It was with John Baker, videographer in town. Suppose to hear back in June, so assuming we did not get picked. The board was queried if anyone knows about the free video Nolanda signed up for? The answer: No
 - Jeff went for a grant with Veterans United and it was denied. They will not pay any money for operations. At one time, they gave us \$500. We have talked about redoing the video for quite some time. It currently significantly overlaps with the PowerPoint presentation. Going to shorten the video and use as a general overview.
 - Veterans United agreeable that they would provide money for the video. Delay pursuing funding from Veterans United until concept and specs are created.
 - To move forward with the grant, will need to solicit bids from video vendors. The following information is needed.
 - Scope of work.
 - Detail layout of current video. What each scene is and what will be in it.
 - Create new layout
 - List of vendors
 - Eventually, send out an RFI, work effort, estimate for costs based upon specs.
 - Video concept discussion: Videos of national night out, new uniforms, new patches. More of a marketing tool, hook. Could also be used for speaker's bureau.
 - Herb and Susan will work on proof of concept to present to board. Jacob was to look at presentation to identify duplication.... e.g., camera systems and come back with recommendations. Reassigned to Herb and Susan
- Updating Roster with New Members – Jeff

- Kathy was not updating roster. Not one person that has been trained has been put in the roster. Jeff has all but the May training updated. Nolanda gave the complete list.
- Posting of Board Meeting Minutes - Jeff
 - Everything up to date but April. Jeff will contact Kathy to see if she has them.
- Postage costs - Updates – Jacob
 - Not feasible. We don't fall under the write groups for discounts.
 - Coming out with new regs – be prepared to pay more. Jeff.

New Business:

- Setting annual meeting date (Herb)
 - Don't have a normal meeting date in Sept. Training Sept 12. Have same day?
 - \$500 grant from Gerbes
 - Police dept has a food budget so can participate.
 - Propose have it at a shelter, more picnic style. Collaborate with CPD. Evening or Sat.
 - Voted and unanimous approval.
 - Al will discuss with Toni – high priority. Herb to assist.
- Transition Activities & Assignments
 - Move forward with new board.
 - Susan is picking up Secretary position.
 - Michelle work with Al on captain/co-captains
 - Voted and approved.
- Events: Boone County Ready Festival Sept 1
 - Boone county Ready Festival – 4 hours instead of all day.
 - Oakland Park, 4-8 p.m.
- Resignation of Nolanda & Kathy – Resignation letters sent out by Jacob
 - Jacob requested the resignation letters be included in the minutes.
 - Jeff stated that the letters cannot be included for legal reasons.
 - Jacob objected to board behavior. No specific examples were provided.
 - Jacob ~~will not continue on the board. He~~ resigned effective immediately.

Other

- Al moved and Jeff seconded that the following officers be approved by the Board:
 - Herb – President
 - Jeff – Vice President
 - Susan – Secretary

Motion passed unanimously.

- Jeff asked if anyone has room to store CNW stuff – most are in plastic containers or boxes. Need access to items on evenings on weekends. These are currently stored at Irwin's home.

Meeting Adjourned at: 2045 hours

**Neighborhood Watch
Action Items - June 13, 2022**

Herb

- Herb will take the lead on getting the next newsletter out. (Jeff has template.)
- Herb and Susan will work on proof of concept for new video to present to board.
- Reach out to CPD, Jill Schlude, RE: using north facility for meetings/training.
- Work with AI on annual meeting.
- Look at video and PowerPoint to identify duplication.

Jason

- Send Toni Messina's and Sean Dutton contact info to the board. (Completed)

Jacob RESIGNED (AI will contact Jacob)

- Provide detailed info on what signs were put up or replaced.
- Turn over current inventory of signs to the board.

AI

- Ref captains/co-captains next steps
 - o List of topics that need to be discussed with captains/co-captains.
 - o Written script that will be used to contact captains/co-captains so the message and results remain consistent. Will be presented to the board for approval before calls commence.
 - o How the interactions will be documented.
 - o Provide documentation of who has already been contacted?
- Toni Messina is supposed to meet with each neighborhood association multiple times per year. AI to work with Toni to coordinate with captains/co-captains
- Engage Michele and Jeff to help with captains/co-captains project.
- Research locations for training sessions.
 - o Follow up with Barbara Buffalo RE: meetings/training in city hall on first floor.
- Work with Herb on annual meeting.
- Contact Jacob RE: signs and hardware

Jeff

- Jeff to continue working on grants:
 - o Found grant to re-instate overlay map of our active watch areas.
- Re-establish access to systems where passwords were changed.
- Point for CoMoGives
- Updating Roster with New Members that went through training.
- Jeff will contact Kathy to see if she has April minutes.
- Send newsletter template to Herb.
- Help AI with captains/co-captain's project.
- Announce training

Michele

- Help AI with captains/co-captain project.

Susan

- Help Herb with proof of concept/specs for video.
- Look at video and PowerPoint to identify duplication.

All Board Members

- Submit support hours
- Reach out to possible candidates for the board.
- Find location to store CNW items at Irwin's home.