

PEACE OFFICER STANDARDS AND TRAINING COMMISSION

October 18, 2021

8:30 AM

**Peace Officer Standards and Training Commission  
Remote Participation**

PUBLIC MEETING MINUTES

**Documents Distributed in Advance of Meeting:**

- Draft Meeting Minutes of August 31 and September 14, 2021
- Memorandum regarding State Procurement Procedures and Red Book

**In Attendance:**

- Chair Margaret R. Hinkle
- Commissioner Hanya Bluestone
- Commissioner Lawrence Calderone
- Commissioner Clementina M. Chéry
- Commissioner Larry Ellison
- Commissioner Marsha V. Kazarosian
- Commissioner Charlene D. Luma
- Commissioner Kimberly P. West
- Commissioner Michael Wynn

1. Call to Order
  - The Chair recognized a quorum.
2. Approval of August 31 and September 14, 2021 Meeting Minutes
  - Commissioner Kazarosian moved to approve the minutes.
  - Commissioners Chéry and Wynn seconded the motion.
  - The Commission unanimously voted to approve the minutes.
3. Update from Executive Director Enrique Zuniga
  - Recent Meetings with Executive Stakeholders and State Agencies
    - Executive Director Zuniga summarized his weekly meetings with the Comptroller, Human Resources Department (HRD), Executive Office of Technology Services and Security (EOTSS), and Administration & Finance (A&F). The Comptroller has been assisting the Commission with its internal finances and inter-agency service agreements. EOTSS has been assisting the Commission with procuring and developing databases as required under Chapter 253. A&F has been assisting the Commission with requests for outside counsel, money transfers, and accounting.
    - Executive Director Zuniga updated the Commission on its financial status. Since its inception, the Commission has spent \$300,000, giving it a remaining balance of \$4.7 million. Executive

Director Zuniga noted that the Commission's expenses were likely to accelerate, especially with increases in staffing and the need to compensate other agencies for services provided.

- Executive Director Zuniga also provided updates on recent meetings with the Municipal Police Training Committee and the Executive Office of Public Safety and Security and Representative Day. Executive Director Zuniga stated that he will continue to meet with other stakeholders and will ask interested Commissioners to join him in those meeting.
  - Administrative Matters
    - Executive Director Zuniga provided an update on the Commission's hiring efforts, including the fact that negotiations with the prospective General Counsel were ongoing. He also introduced Janice Reilly, who has been hired to assist with administrative matters. Executive Director Zuniga provided that he and Commissioner Luma have started interviewing candidates for the position of Chief Technology Officer. The Commission recently opened a posting for the position of administrative manager and will next finalize and post positions for a Chief Financial and Administrative Officer. Executive Director Zuniga has also been developing job descriptions for the positions of Director of Standards and Director of Certification.
    - Executive Director Zuniga also anticipates posting a Request for Responses for outside counsel for services similar to those provided by Mr. Povich and Ms. Lee. Executive Director Zuniga stated that the Commission would follow state prescribed guidelines for procurement, including communication with potential bidders such that interactions and questions with Mr. Povich and Ms. Lee in matters relating to the RFR would follow the same processes as with any other bidder.
    - Executive Director Zuniga next reviewed a copy a letter sent to all police Chiefs on September 30 requesting past complaints against officers serving in Massachusetts law enforcement agencies. Executive Director Zuniga next presented a memorandum regarding state procurement rules and the Commission's exemption from it. However, he advised that the Commission follow those rules as a best practice and if the Commission needed to modify those rules, they could vote to do so. The memorandum also covered the recommendation to use the "Red Book" relative to compensation of executives and management. Executive Director Zuniga disclosed that he is compensated according to the Red Book so the Commission's adoption of the Red Book would affect him.
      - Chair Hinkle stated the Commission would consider his recommendations at the next Commission meeting.
2. Update from Lon Povich

- Mr. Povich updated the Commission on upcoming presentations at the MCOA meeting and to the Governor.
- a. Administrative Regulations Drafting
  - Mr. Povich updated that Commission that Anderson & Kreiger has been drafting regulations which detail rules around the submission of reports by law enforcement agencies to the Commission and subsequent hearings that ultimately may result in decertification. Those hearings are not discussed in depth in Chapter 253 so Anderson & Kreiger has drawn from other existing regulations. Once Director Zuniga and Chair Hinkle have approved the drafted regulations, Anderson & Kreiger will present the regulations to the Commission, which will then decide whether to publish the regulations for public notice and comment.
  - Mr. Povich reiterated that the Commission urgently needs to hire the Director of Standards and Director of Certification due to the need to recertify more than 10,000 police officers on July 1.
    - a. Commissioner Wynn echoed the urgency of recertification, stating that he had received many questions on the matter.
    - b. Commissioners Calderone and Ellison provided that they have also been receiving many questions about certification and whether there is flexibility in timing.
- 3. New Business the Chair Did Not Anticipate at the Time of Posting
  - There were no questions from the Commission or the public.
- 4. Adjournment
  - Commissioner Kazarosian moved to adjourn the meeting.
  - The Commission unanimously approved the motion to adjourn the meeting.