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**OHIO PEACE OFFICER TRAINING COMMISSION MEETING
THURSDAY, MAY 15, 2014
OHIO PEACE OFFICER TRAINING ACADEMY
1650 STATE ROUTE 56 S.W.
LONDON, OHIO 43140**

MINUTES

I. OPENING

A. CALL TO ORDER

Chairperson Stanforth called the meeting to order at 10:52 a.m.
Sheriff Michael Heldman led the Pledge of Allegiance.
Ms. Donna Long called the Roll Call.

COMMISSION MEMBERS PRESENT

Sheriff Vernon Stanforth, Chairperson
Mr. Stephen Schumaker
Sgt. Troy Mineard
Colonel Paul Pride
Chief Paul Denton
Sheriff Michael Heldman

B. WELCOME AND INTRODUCTION OF GUESTS AND STAFF

Mr. Ellis Pete Willis	Sinclair Community College
Mr. Jeff Clark	OPOTC Legal Council
Ms. Mary Davis	OPOTC Executive Director
Ms. Donna Long	OPOTC Secretary
Mr. Justin Hykes	OPOTC Assistant Attorney General
Mr. Lou Agosta	OPOTA Deputy Director
Ms. Jessica Didion	OPOTA Deputy Director
Mr. James Burke	OPOTC Deputy Director
Ms. Jill Cury	OPOTC Staff
Ms. Alice Robinson-Bond	OPOTC Deputy Director
Ms. Arienne Fauber	OPOTC Staff
Mr. Eric Schaefer	OPOTC Staff
Ms. Sarah Thomas	OPOTC Staff
Ms. Brittany Thompson	OPOTC Staff

II. CHAIRPERSON REPORT

Chairperson Stanforth stated he had nothing to report and asked for a motion to approve the minutes from March 27, 2014.

MOTION

Mr. Stephen Schumaker motioned that the minutes of the March 27, 2014, meeting be approved, Sheriff Michael Heldman seconded the motion. No discussion was forthcoming; a vote was taken and passed unanimously.

That concluded the Chairperson's Report.

III. CURRICULUM COMMITTEE

Chief Paul Denton
Committee Chairperson

Committee Chair, Chief Denton stated the curriculum committee didn't meet prior to this meeting, but noted for the record that he received information on two items that were referred to the curriculum committee at the March 27, 2014 meeting. 1). prior equivalent determination on the amount of basic training needed for officers with prior service and 2). a proposal for the new police chief training program. The curriculum committee will meet to discuss and plan for both. That concluded the curriculum committee report.

IV. LEGISLATIVE COMMITTEE

Chief David Wiseman
Committee Chairperson

Committee Chair, Chief David Wiseman was absent from the meeting and the OPOTC members in attendance had nothing to report. That concluded the Legislative Committee.

V. HOUSE COMMITTEE

Colonel Paul Pride
Committee Chairperson

Committee Chair, Colonel Pride stated there was nothing to report at this time. That concluded the House Committee report.

VI. CONTINUING PROFESSIONAL TRAINING COMMITTEE

Sheriff Michael Heldman
Committee Chairperson

Committee Chair, Sheriff Heldman stated there was nothing new to report at this time. That concluded the Continuing Professional Training Committee report.

STAFF REPORTS

VII. COMMISSION AND ACADEMY UPDATES

Executive Director Mary Davis

Ms. Davis discussed a draft document “Operational Rules” date January 29, 1998 that staff recently came across. The document was presented seeking direction on if the commission desired to finalize it or continue working without it, as it is not required. Since some of the rules no longer meet code, if finalized, the rules would need reviewed prior to adoption. There was a desire to finalize the document and Ms. Davis suggested the OPOTC house committee review the current codes and create a revised document.

Mr. Clark went through the document explaining what no longer meet revised code or administrative rule. The following areas were discussed:

- Absences – not currently a commission rule a revised code sets the requirement
- Quorum – revised codes sets 5 as a minimum; the commission has also set 5 as a minimum
- Proxy – not currently a commission rule and not permitted by law; member must be present in person to vote on matters
- Filling vacancies – could just follow Robert’s Rule and not restrict the commission
- Appointment of Committees – even drafts of commission reports and recommendations are public record

Mr. Clark reminded the commission this was a draft, it was never adopted.

After a brief discussion, Chairperson Stanforth asked if Mr. Hykes would be able to go through the past OPOTC minutes to extract the information needed, and then refer the document to the OPOTC house committee for review. This is not time sensitive; the time needed to gather all the information and create a document that meets the current codes and rules will be taken.

Some items that need addressed:

- Who will act in the absence of the chairperson?
- What is the procedure for selecting the member to chair?
- What does a proxy allow?

Colonel Pride, house committee chair will schedule a meeting with Mr. Hykes and Ms. Davis to discuss. That concluded the executive director’s report.

VIII. OLD BUSINESS

Chairperson Vernon Stanforth

Mr. Schumaker asked that any suggestions for future CPT courses be submitted. Chairperson Stanforth asked if all the 2013 rosters have been turned in. Ms. Robinson-Bond stated there were currently 5 outstanding rosters; she expects everything to be completed within the next couple weeks.

VIII. NEW BUSINESS

Chairperson Vernon Stanforth

Mr. Hykes requested approval for a new rule(s). These rule(s) are in response to reference rules that JCARR is enforcing much more thoroughly and frequently. It requires that anytime an administrative code provision mentions a form, the code revision is also required to mention where someone in the public can locate the form, either by a web link, email address, or by attaching the form to the rule. After the March 27, 2014 OPOTC meeting, 20 amendments were approved, the rules were submitted to JCARR. JCARR reviewed them and requested that we pull those rules due to not providing the location of the required forms. After working with JCARR, a compromise was met and the best solution would be to create a new rule in each chapter of our administrative code for each program. The new rule would read:

All forms referenced in this Chapter can be found online at <http://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Law-Forforcement/Law-Enforcement=Training-Forms.aspx> or by contacting the Ohio Peace Officer Training Academy at AskOPOTA@OhioAttorneyGeneral.gov

Mr. Hykes stated that we need approval from the OPOTC to go forward with each rule.

MOTION

Sgt. Mineard made the motion to approve moving forward with the rules. The motion was seconded by Sheriff Heldman. No discussion was forthcoming; a vote was taken and passed unanimously.

That concluded the new business.

X. GUEST FORUM

Chairperson Vernon Stanforth

Chairperson Stanforth asked if there were concerns or comments from guests. Ms. Robinson-Bond introduced Brittany Thompson who was promoted to the position of Certification Officer. With nothing further forthcoming that concluded the guest forum.

XI. MOTION TO ADJOURN

Chairperson Stanforth asked if there was anything further to address. With nothing forthcoming, he asked for a motion to adjourn.

Mr. Stephen Schumaker motioned to adjourn the meeting. Colonel Paul Pride seconded the motion. The vote passed unanimously. Meeting adjourned.

Time: 11:23 a.m.


Chairperson

These transcripts are not verbatim. Audio recordings are available upon request.