



# Pennsylvania

## Citizen Law Enforcement Advisory & Review Commission

### The Pennsylvania Citizen Law Enforcement Advisory and Review (CLEAR) Commission Quarterly Meeting Minutes

**Monday, December 16, 2024, at 10:00 a.m.**

(In person and at The Pennsylvania Commission on Crime and Delinquency and  
Virtually via Microsoft Teams Platform)

#### **At 9:00 a.m. Administrative Session**

Christa Caceres, Commission Chairwoman, called to order the Administrative Session which included discussion of various administrative items and a review of the Commission's meeting Agenda. A pre-roll call was administered by Secretary Amy Zapp. Administrative and procedural matters were discussed.

**At 9:40 a.m.** The Administrative session was adjourned.

#### **At 10:03 a.m. Public Meeting Started and Recording Began**

Chairwoman Caceres opened the meeting stating the date, time and made the audience aware that the meeting was being recorded.

#### **At 10:04 a.m. Introduction of, and Roll Call by, Secretary Commissioner Amy Zapp**

Secretary Commissioner Amy Zapp, Esq read the names of all Commission voting members aloud and those present whether in person or virtually responded by announcing their presence. 8 voting members (**Commissioners Jeffrey Wilson and Leon Ford were absent**) were in attendance and a quorum of the Commission's voting members was met. A copy of the Roll Call and Attendance Form is attached [**see Attachment 1**]. Chair Caceres ascertained a quorum and moved the meeting forward.

#### **At 10:05 a.m. Introduction of Ex-Officio Members and Designees:**

**Representing the Office of Governor:** Deputy Chief of Staff Michael Pipe

**Representing the Office of General Counsel:** General Counsel Jennifer Selber

**General Counsel Designees:** Executive Deputy General Counsel Kelly Sekula and Deputy General Counsel Anne Gingrich Cornick

**Representing the Pennsylvania State Police:** Colonel Christopher L. Paris

**PA State Police Designees:** Major Jonathon Rush and Major Peter Gutowski

**Representing the PA Department of Conservation and Natural Resources:** Secretary Cindy Adams Dunn and the agency designee, Deputy Secretary John Norbeck

**Representing the Pennsylvania Commission on Crime and Delinquency:** Executive Director Michael Pennington

**Representing the Pennsylvania Department of Corrections:** Secretary Dr. Laurel Harry

**Representing the PA Department of Corrections:** Secretary Laurel Harry and the agency designee, Deputy Secretary for Parole Field Services Deborah Carpenter

and **Representing the Capitol Police:** Chief Joseph Jacob

**At 10:06 a.m. Adoption of September 23, 2024, meeting minutes**

Chair Caceres asked for a motion to adopt and accept the meeting minutes from the September 23<sup>rd</sup> meeting minutes. A unanimous vote to adopt the meeting minutes was taken and accepted as official record.

**At 10:07 a.m. Ratification of Final Reports**

Chair Caceres announced that the CLEAR Commission will ratify the final reports for the three designated committees', Critical Incident, Bias-Based and Use of Force, completed case reviews, as outlined in our Executive Order and Bylaws. The Commission's bylaws provide for the process by which the CLEAR Commission will follow under Sections 8.3 and 8.5:

**Section 8.3 Presentation of Preliminary Report to the Commission**

The Commission's Chair and/or the Review Committee's Chair will present the Preliminary Report including recommendations for corrective actions, if any, to the Commission for a vote during the next general, specific, or rescheduled Commission meeting. Before a report is final, the preliminary report and any recommendations within the preliminary report must be approved by a majority of the voting members of the Commission, and the Covered Agency must have had an opportunity (up to 60 days) to respond to the report.

**Section 8.5 Issuance and Publication of Final Report**

Once adopted and ratified by the Commission following consultation and review with the Office of State Inspector General Office of Chief Counsel, copies of all Final Reports (including written responses of Covered Agencies) will be posted publicly on the OSIG's website. The ratified documents will be made public for review by week's end.

**10:09 a.m. Chair Caceres Announced the Date of the Next Quarterly Meeting**

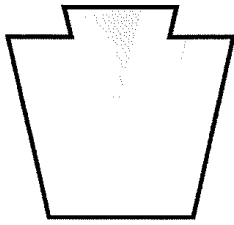
Tentative date of March 24: Philadelphia or Harrisburg, with more details to be announced in the coming weeks. We hope to see you at our first quarterly meeting of the new year.

**10:10 a.m. Public Comment**

Chair Caceres opened the floor for public comment – no public comment was offered.

**10:11 a.m. Motion to Adjourn**

Chair Caceres requested a motion to adjourn.



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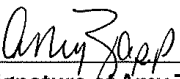
## Citizen Law Enforcement Advisory & Review Commission

### Roll Call and Attendance Form

Type of Commission Meeting: ☒ Quarterly ☐ Special ☐ Rescheduled  
Date and Time of Commission Meeting: 10/16/24 10:03 A.M.

Pursuant to Article 6, Sections 2 and 5 of the Pennsylvania Citizens Law Enforcement Advisory Commission's (CLEAR) Bylaws, I hereby attest to performing a Roll Call of Commission Membership at the above listed Commission meeting and recording attendance of Commission members as indicated below:

Name of Commission Member	Attendance		
	Present	Excused Absence	Absent
Christa Caceres	X		
David A. Sonenshein	Y		
Jeffrey Wilson		X	
Leon Ford		X	
Dr. John Rozel	X		X
Benjamin Lerner	X		
Francis "Fran" Chardo	X		
Amy Zapp	X		
Charles T. Bailey	X		
Kevin Mahoney	X		

  
Signature of Amy Zapp, Esq.  
Secretary of The CLEAR Commission

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