

INVOICE

From **Effective Law Enforcement for All, Inc.**
1905 Elkhart St.
Silver Spring, MD 209110

Invoice ID **20**
PO Number **MPLMN-0000926499**
Issue Date **11/24/2025**
Due Date **12/24/2025 (Net 30)**
Subject **Effective Law Enforcement for All (Supplier 0000033526), Invoice for September 18 - October 17 2025**

Invoice For **City of Minneapolis**
505 4th Avenue S
Room 310
Minneapolis, MN 55415

Item Type	Description	Quantity	Unit Price	Amount
Service	09/18/2025 - Meeting, Ad Hoc: External / Julie Solomon: Review Peer Support policy with MDHR	1.00	\$280.00	\$280.00
Service	09/18/2025 - Document review: Policies / Mary Ann Viverette: Prepared for and participated in review of Peer Support Policy with ELEFA and MDHR	1.00	\$280.00	\$280.00
Service	09/18/2025 - Meeting, Ad Hoc: External / Julie Solomon: Meeting with MDHR/MPD re: 40 hour CIT + prep	1.00	\$280.00	\$280.00
Service	09/18/2025 - Report Preparation / Mary Ann Viverette: Coaching audit report development	1.00	\$280.00	\$280.00
Service	09/18/2025 - Meeting, Ad Hoc: External / Eric Melancon: Meeting with City to discuss Technical Assistance Request	0.25	\$280.00	\$70.00
Service	09/18/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: Help Julie find some archived documents	0.25	\$100.00	\$25.00
Service	09/18/2025 - Meeting, Ad Hoc: External / Michael Harrison: Meeting with Lisa: Policy, Meeting with BC Ganisha Martin, Follow-up with David on both meetings 11a-12pm	1.00	\$350.00	\$350.00
Service	09/18/2025 - Document review: Policies / Lisa Fink: Review peer support policy comments	0.25	\$280.00	\$70.00
Service	09/18/2025 - Meeting, Ad Hoc: External / Lisa Fink: Participate in call with MDHR re Peer Support Policy	0.75	\$280.00	\$210.00
Service	09/18/2025 - Document review: Policies / Lisa Fink: Finalizing comments on IA/OPCR manuals and quick call with A Westbrook to finalize	0.25	\$280.00	\$70.00
Service	09/18/2025 - Meeting, Ad Hoc: External / Lisa Fink: Calls with S Palini and A Westbrook and finalizing IA/OPCR comments, returned to MPD and City	0.50	\$280.00	\$140.00
Service	09/18/2025 - Fact Finding & Analysis / Lisa Fink: Research and response to Ciana regarding SSCA policies	0.25	\$280.00	\$70.00

Service	09/18/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Call with M Harrison and review of notes re policy writing	0.25	\$280.00	\$70.00
Service	09/18/2025 - Document review: Reports & Other Documents / Lisa Fink: Review paragraph compliance and approval memo for IA & OPCR investigations manuals	0.25	\$280.00	\$70.00
Service	09/18/2025 - Meeting, Ad Hoc: External / David Douglass: Call with City re implementation issues	0.75	\$350.00	\$262.50
Service	09/18/2025 - Workshopping Session: Training Development / Bill Murphy: Conferred with MDHR on CIT 40-hour Course comments to the training.	2.00	\$280.00	\$560.00
Service	09/18/2025 - Workshopping Session: Training Development / Bill Murphy: Conferred with CMD Brown on CIT 40-hour Course.	0.50	\$280.00	\$140.00
Service	09/18/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Bill Murphy: Conferred with Michael on Supervisor Leadership Training letter. Prepared letter and forwarded letter to him and David for their review and approval.	2.00	\$280.00	\$560.00
Service	09/18/2025 - Meeting, Ad Hoc: Internal / Bill Murphy: Conferred with Arlinda and Mary Ann on IA 40-Course RFP.	0.25	\$280.00	\$70.00
Service	09/19/2025 - Meeting, Ad Hoc: External / Julie Solomon: Meeting with MPD and MNCIT re: CIT training and a new CIT Coordinator	0.75	\$280.00	\$210.00
Service	09/19/2025 - Fact Finding & Analysis / Julie Solomon: Comparison between ESP and Peer Policy to finalize ELEFA comments + phone call with LF	1.00	\$280.00	\$280.00
Service	09/19/2025 - Meeting, Recurring: External / Eric Melancon: Biweekly meeting with IT Director	0.50	\$280.00	\$140.00
Service	09/19/2025 - Document review: Reports & Other Documents / Mary Ann Viverette: Review of IA OPCR training RFP with CAO, training and IA and OPCR staff and A Westbrook	1.75	\$280.00	\$490.00
Service	09/19/2025 - Admin: Document Coding, Storage, and Tracking / Lisa Fink: Accessing and sending Employee Support Plan to J Solomon for peer support policy review	0.25	\$280.00	\$70.00
Service	09/19/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Drafting communications regarding paragraph compliance on IA and OPCR manuals	0.25	\$280.00	\$70.00
Service	09/19/2025 - Meeting, Ad Hoc: External / Lisa Fink: Call with MDHR regarding various policy reviews	0.50	\$280.00	\$140.00
Service	09/19/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Call with A Westbrook regarding compliance assessments for IA and OPCR manuals	0.25	\$280.00	\$70.00
Service	09/19/2025 - Meeting Prep / Lisa Fink: Planning for future meetings regarding policy writing and reviews with MPD and ELEFA members	0.25	\$280.00	\$70.00
Service	09/19/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Call with J Solomon to finalize peer support comments	0.25	\$280.00	\$70.00
Service	09/19/2025 - Document review: Policies / Lisa Fink: Finalize and sent Peer Support policy to MPD, updated trackers	0.25	\$280.00	\$70.00

Service	09/19/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Communications with MDHR about finalizing BWC/ICC policies	0.25	\$280.00	\$70.00
Service	09/19/2025 - Document review: Policies / Lisa Fink: Finalize comments on BWC/ICC and returned to MPD	0.75	\$280.00	\$210.00
Service	09/19/2025 - Admin: Document Coding, Storage, and Tracking / Lisa Fink: Uploading, tracking and sharing policies for review	0.25	\$280.00	\$70.00
Service	09/19/2025 - Meeting, Recurring: External / Arlinda Westbrook: Meeting on IA/OPCR Training RFP	1.75	\$280.00	\$490.00
Service	09/19/2025 - Community Engagement Activities / Carolina Maberry: UCMT Contract Edits	1.00	\$30.00	\$30.00
Service	09/22/2025 - Meeting, Ad Hoc: External / Julie Solomon: EIS Meeting with MPD	1.00	\$280.00	\$280.00
Service	09/22/2025 - Technical Assistance to MPD or the City / Eric Melancon: Change management implementation meeting for EIS	1.00	\$280.00	\$280.00
Service	09/22/2025 - Meeting, Ad Hoc: External / Michael Harrison: Policy meeting with Lisa and Dep. Chief Martin 11-11:45am	0.75	\$350.00	\$262.50
Service	09/22/2025 - Meeting Prep / John Salomone: PM Meeting prep	0.25	\$100.00	\$25.00
Service	09/22/2025 - Meeting, Recurring: Internal / John Salomone: PM Meeting	0.50	\$100.00	\$50.00
Service	09/22/2025 - Meeting, Recurring: Internal / Michael Harrison: Project management meeting	0.50	\$350.00	\$175.00
Service	09/22/2025 - Fact Finding & Analysis / Julie Solomon: Write Progress Report	1.00	\$280.00	\$280.00
Service	09/22/2025 - Meeting, Recurring: Internal / Michael Harrison: Policy call with David and Lisa	1.00	\$350.00	\$350.00
Service	09/22/2025 - Planning / Lisa Fink: Receive, distribute and track various policies for ELEFA review	0.50	\$280.00	\$140.00
Service	09/22/2025 - Meeting Prep / Lisa Fink: Prep for meeting with G Martin re policy writing process	0.25	\$280.00	\$70.00
Service	09/22/2025 - Meeting, Ad Hoc: External / Lisa Fink: Participate in call with G Martin and M Harrison regarding policy writing and process	0.75	\$280.00	\$210.00
Service	09/22/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Follow-up communications with G Martin regarding policy process	0.50	\$280.00	\$140.00
Service	09/22/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Drafting policy writing tips document	0.50	\$280.00	\$140.00
Service	09/22/2025 - Document review: Policies / Lisa Fink: EIS policy review and comments	0.50	\$280.00	\$140.00
Service	09/22/2025 - Meeting, Recurring: External / Lisa Fink: Participate in biweekly meeting with MPD Policy Team	0.50	\$280.00	\$140.00

Service	09/22/2025 - Document review: Policies / Lisa Fink: Conduct review of latest IA/OPCR Manual submission	0.75	\$280.00	\$210.00
Service	09/22/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Call with M Viverette regarding several policy and manual reviews	0.25	\$280.00	\$70.00
Service	09/22/2025 - Meeting Prep / Lisa Fink: Update slides for weekly ELEFA meeting	0.25	\$280.00	\$70.00
Service	09/22/2025 - Meeting Prep / Lisa Fink: Prepare for weekly policy meeting with ELEFA leads	0.25	\$280.00	\$70.00
Service	09/22/2025 - Meeting, Recurring: Internal / Lisa Fink: Participate in weekly policy meeting with ELEFA leads	1.00	\$280.00	\$280.00
Service	09/22/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Follow-up communications regarding policy statuses	0.25	\$280.00	\$70.00
Service	09/22/2025 - Document review: Data Sets / Eric Melancon: Review of BWC audit methodology with MPD IU	2.00	\$280.00	\$560.00
Service	09/22/2025 - Document review: Policies / David Douglass: Policy group meeting	0.50	\$350.00	\$175.00
Service	09/23/2025 - Meeting Prep / Eric Melancon: Updated slides for weekly meeting and reviewed ReformStat deck	0.25	\$280.00	\$70.00
Service	09/23/2025 - Document review: Policies / Julie Solomon: EIS Policy Review	1.75	\$280.00	\$490.00
Service	09/23/2025 - Meeting, Recurring: Internal / Julie Solomon: Weekly team meeting	2.00	\$280.00	\$560.00
Service	09/23/2025 - Meeting, Recurring: Internal / Eric Melancon: Weekly team meeting	1.75	\$280.00	\$490.00
Service	09/23/2025 - Meeting, Recurring: Internal / Michael Harrison: Weekly team meeting	2.00	\$350.00	\$700.00
Service	09/23/2025 - Meeting, Recurring: Internal / John Salomone: Team meeting, plus follow-up actions (due-outs to Michael, agenda items for future meetings as discussed)	2.00	\$100.00	\$200.00
Service	09/23/2025 - Document review: Policies / Lisa Fink: Review of MDHR's comments on QRP policy	0.25	\$280.00	\$70.00
Service	09/23/2025 - Document review: Policies / Lisa Fink: Reviewed updated versions of BWC/ICC policies	0.25	\$280.00	\$70.00
Service	09/23/2025 - Workshopping Session: Policy Development / Lisa Fink: QRP policy workshop with parties	0.50	\$280.00	\$140.00
Service	09/23/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Finished drafting policy writing tips and sent to ELEFA leads	0.25	\$280.00	\$70.00
Service	09/23/2025 - Meeting, Recurring: Internal / Lisa Fink: Participate in ELEFA weekly meeting	1.25	\$280.00	\$350.00
Service	09/23/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Edits to leadership training approval letter	0.25	\$280.00	\$70.00

Service	09/23/2025 - Report Preparation / Bill Murphy: Updated training and Use of Force paragraph status in the semi-annual report.	0.75	\$280.00	\$210.00
Service	09/23/2025 - Meeting, Recurring: Internal / Bill Murphy: Conferred with ELEFA Team on project status. prep for meeting.	1.00	\$280.00	\$280.00
Service	09/23/2025 - Meeting, Ad Hoc: External / Arlinda Westbrook: IA Group Intake Meeting	1.50	\$280.00	\$420.00
Service	09/23/2025 - Meeting, Recurring: Internal / Arlinda Westbrook	2.00	\$280.00	\$560.00
Service	09/23/2025 - Meeting, Recurring: Internal / Carolina Maberry	1.00	\$30.00	\$30.00
Service	09/24/2025 - Meeting, Recurring: Internal / John Salomone: Team leads meeting	0.25	\$100.00	\$25.00
Service	09/24/2025 - Meeting, Ad Hoc: Internal / Julie Solomon: Internal meeting with LF and EM re: EIS policy	1.50	\$280.00	\$420.00
Service	09/24/2025 - Document review: Policies / Eric Melancon: Review of EIS policy for workshopping	2.00	\$280.00	\$560.00
Service	09/24/2025 - Audit / Eric Melancon: Revised report on coaching review	2.00	\$280.00	\$560.00
Service	09/24/2025 - Meeting Prep / John Salomone: Set agenda for Parties' Meeting	1.00	\$100.00	\$100.00
Service	09/24/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: IA & OPCR Investigations Manuals IE Response Letter and Supervisor Leadership Training Materials Approval Letter: editing, confer with Lisa, format, send, file	1.00	\$100.00	\$100.00
Service	09/24/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: Update Smartsheet tracker	0.25	\$100.00	\$25.00
Service	09/24/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Finalized IA & OPCR manuals approval letter and sent to J Salomone for distribution	0.50	\$280.00	\$140.00
Service	09/24/2025 - Document review: Policies / Lisa Fink: In-depth review and evaluation of 2-100s policies (misconduct)	3.50	\$280.00	\$980.00
Service	09/24/2025 - Document review: Policies / Lisa Fink: Reviewed EIS policy comments to prep for internal meeting	0.25	\$280.00	\$70.00
Service	09/24/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Internal ELEFA call regarding EIS policy comments	1.50	\$280.00	\$420.00
Service	09/24/2025 - Document review: Policies / Lisa Fink: Finalized ELEFA comments on EIS policy and sent to MDHR	0.50	\$280.00	\$140.00
Service	09/24/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Complete BWC policy approval letter and sent to ELEFA leads	0.25	\$280.00	\$70.00
Service	09/24/2025 - Document review: Reports & Other Documents / Bill Murphy: Responded to multiple emails.	0.25	\$280.00	\$70.00
Service	09/24/2025 - Meeting, Ad Hoc: External / Bill Murphy: Conferred with CMD Brown on UOF Day 3 training and the Annual Training Plan.	0.25	\$280.00	\$70.00

Service	09/24/2025 - Report Preparation / Arlinda Westbrook: Report prep	1.00	\$280.00	\$280.00
Service	09/24/2025 - Meeting, Recurring: External / Arlinda Westbrook: Elefa/OPCR Weekly meeting	1.00	\$280.00	\$280.00
Service	09/24/2025 - Meeting, Recurring: Internal / Arlinda Westbrook: Team Leadership meeting	1.00	\$280.00	\$280.00
Service	09/24/2025 - Audit / Arlinda Westbrook: IA coaching audit	4.00	\$280.00	\$1,120.00
Service	09/25/2025 - Report Preparation / Mary Ann Viverette: with A. Westbrook coaching audit report	1.00	\$280.00	\$280.00
Service	09/25/2025 - Meeting, Recurring: External / Mary Ann Viverette: Meeting with IA supervisors with A Westbrook (she stayed on longer)	1.25	\$280.00	\$350.00
Service	09/25/2025 - Meeting, Recurring: Internal / Julie Solomon: Meeting to review/update Facilities Tracker with EM	1.00	\$280.00	\$280.00
Service	09/25/2025 - Meeting, Ad Hoc: Internal / Michael Harrison: MPD timelines meeting with Lisa	0.25	\$350.00	\$87.50
Service	09/25/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: BWC/ICC approval letter prep, sending, storage	0.50	\$100.00	\$50.00
Service	09/25/2025 - Document review: Reports & Other Documents / Lisa Fink: Review of MPD's policy timeline documents	0.50	\$280.00	\$140.00
Service	09/25/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Met with M Harrison about MPD policy timelines	0.25	\$280.00	\$70.00
Service	09/25/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Met with D Douglass about policy writing tips document	0.25	\$280.00	\$70.00
Service	09/25/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Met with D Douglass about MPD policy timelines	0.25	\$280.00	\$70.00
Service	09/25/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Lisa Fink: Follow-up to R Diaz for assistance with policy timelines documentation	0.25	\$280.00	\$70.00
Service	09/25/2025 - Document review: Policies / Lisa Fink: Continued in-depth review and evaluation of 2-100s policies (misconduct)	4.25	\$280.00	\$1,190.00
Service	09/25/2025 - Evaluate Training or Operations / Bill Murphy: Observed UOF Day 3 training by Sergeant Joshua Rick.	4.00	\$280.00	\$1,120.00
Service	09/25/2025 - Meeting, Recurring: External / Arlinda Westbrook: Elefa/Fit/IA Weekly meeting	1.50	\$280.00	\$420.00
Service	09/25/2025 - Audit / Arlinda Westbrook: OPCR coaching Audit	4.00	\$280.00	\$1,120.00
Service	09/25/2025 - Report Preparation / Arlinda Westbrook: Internal meeting on report	1.00	\$280.00	\$280.00
Service	09/25/2025 - Meeting, Ad Hoc: Internal / Carolina Maberry: UCMT Contract	1.00	\$30.00	\$30.00
Service	09/25/2025 - Community Engagement Activities / Carolina Maberry: Transcribing notes from Arlinda and David UCMT meeting, adding edits to contract	1.00	\$30.00	\$30.00

Service	09/25/2025 - Meeting, Ad Hoc: Internal / Arlinda Westbrook: Ucmt contract	0.50	\$280.00	\$140.00
Service	09/25/2025 - Progress Evaluation & Reporting / David Douglass: Review MPD's policy drafting timeline and confer with Ms. Fink re same	1.00	\$350.00	\$350.00
Service	09/26/2025 - Document review: Policies / Mary Ann Viverette: 2-100 Policy review	1.25	\$280.00	\$350.00
Service	09/26/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Julie Solomon: Email	0.25	\$280.00	\$70.00
Service	09/26/2025 - Technical Assistance to MPD or the City / Eric Melancon: Research into Chicago EIS implementation for comparative purposes	0.50	\$280.00	\$140.00
Service	09/26/2025 - Audit / Eric Melancon: Drafted methodology for UOF pointing of firearms audit	1.50	\$280.00	\$420.00
Service	09/26/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Eric Melancon: Memo on BWC audit and start up checks	0.50	\$280.00	\$140.00
Service	09/26/2025 - Report Preparation / Mary Ann Viverette: Coaching audit and Semi Annual report discussion with A. Westbrook and Carolina Maberry	1.00	\$280.00	\$280.00
Service	09/26/2025 - Document review: Training / Bill Murphy: Evaluated Supervisor Force Review training documents. Forwarded comments to MPD and MDHR.	1.75	\$280.00	\$490.00
Service	09/26/2025 - Document review: Policies / Arlinda Westbrook: Document review 2-100	1.25	\$280.00	\$350.00
Service	09/26/2025 - Report Preparation / Arlinda Westbrook: Coaching audit and semi annual report	1.00	\$280.00	\$280.00
Service	09/26/2025 - Report Preparation / Carolina Maberry: Coaching report edits and visualizations	3.00	\$30.00	\$90.00
Service	09/27/2025 - Report Preparation / Mary Ann Viverette: Progress report - Accountability	3.00	\$280.00	\$840.00
Service	09/28/2025 - Report Preparation / Mary Ann Viverette: 3rd ELEFA report prep for accountability section	2.00	\$280.00	\$560.00
Service	09/28/2025 - Report Preparation / Arlinda Westbrook: 3rd semi annual report	2.00	\$280.00	\$560.00
Service	09/29/2025 - Report Preparation / Mary Ann Viverette: 3rd Progress report - Accountability	1.00	\$280.00	\$280.00
Service	09/29/2025 - Technical Assistance to MPD or the City / Eric Melancon: Review of EIS informational materials	0.50	\$280.00	\$140.00
Service	09/29/2025 - Meeting, Recurring: External / Julie Solomon: EIS Tech Assistance	1.00	\$280.00	\$280.00
Service	09/29/2025 - Technical Assistance to MPD or the City / Eric Melancon: Meeting to discuss EIS change management strategies	1.00	\$280.00	\$280.00

Service	09/29/2025 - Meeting, Recurring: External / Julie Solomon: Meeting with MDHR re: EIS policy + prep	1.00	\$280.00	\$280.00
Service	09/29/2025 - Document review: Policies / Eric Melancon: Review of policy edits with MDHR on EIS policy	0.75	\$280.00	\$210.00
Service	09/29/2025 - Meeting, Ad Hoc: Internal / Eric Melancon: Meeting with survey vendor to coordinate efforts on project plan	0.50	\$280.00	\$140.00
Service	09/29/2025 - Document review: Training / Julie Solomon: Review 8 hour Officer Wellness and EIS training	2.00	\$280.00	\$560.00
Service	09/29/2025 - Meeting, Ad Hoc: Internal / John Salomone: Meet with Alex del Carmen	0.50	\$100.00	\$50.00
Service	09/29/2025 - Report Preparation / Mary Ann Viverette: Coaching and 3rd Progress report with A. Westbrook	1.50	\$280.00	\$420.00
Service	09/29/2025 - Meeting, Recurring: Internal / John Salomone: PM Meeting	0.50	\$100.00	\$50.00
Service	09/29/2025 - Meeting, Recurring: Internal / Michael Harrison: Policy call with Lisa & David	0.75	\$350.00	\$262.50
Service	09/29/2025 - Document review: Policies / Lisa Fink: Reviewed MDHR's comments on EIS policy	0.25	\$280.00	\$70.00
Service	09/29/2025 - Document review: Policies / Lisa Fink: Finished comment review and SA mapping cross-check of 2-100s policies	2.00	\$280.00	\$560.00
Service	09/29/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Call with A Westbrook regarding 2-100s review	0.25	\$280.00	\$70.00
Service	09/29/2025 - Meeting, Ad Hoc: External / Lisa Fink: Call with MDHR on EIS policy	1.00	\$280.00	\$280.00
Service	09/29/2025 - Meeting, Recurring: Internal / Lisa Fink: Weekly policy call with ELEFA leads	0.50	\$280.00	\$140.00
Service	09/29/2025 - Progress Evaluation & Reporting / Lisa Fink: Drafting 3rd semiannual progress report	4.25	\$280.00	\$1,190.00
Service	09/29/2025 - Report Preparation / Carolina Maberry: Coaching Audit editing	1.50	\$30.00	\$45.00
Service	09/29/2025 - Report Preparation / Arlinda Westbrook: 3rd progress report accountability	1.00	\$280.00	\$280.00
Service	09/29/2025 - Report Preparation / Arlinda Westbrook: Coaching and 3rd semi annual progress report edits	1.50	\$280.00	\$420.00
Service	09/29/2025 - Meeting, Recurring: External / David Douglass: EIS meeting	0.50	\$350.00	\$175.00
Service	09/30/2025 - Document review: Policies / Mary Ann Viverette: Reviewed 9-100 again per L. Fink	1.25	\$280.00	\$350.00
Service	09/30/2025 - Document review: Training / Julie Solomon: Finish HWU/EIS training review + draft comments	1.00	\$280.00	\$280.00
Service	09/30/2025 - Evaluate Training or Operations / Julie Solomon: Mastering the Art of the Quick Check In re: Wellness training	1.00	\$280.00	\$280.00

Service	09/30/2025 - Meeting, Recurring: External / Julie Solomon: Supervisor Focus Group	1.00	\$280.00	\$280.00
Service	09/30/2025 - Meeting, Recurring: Internal / Julie Solomon: Weekly team meeting	1.75	\$280.00	\$490.00
Service	09/30/2025 - Meeting Prep / John Salomone: Slide deck prep for Team Meeting	0.25	\$100.00	\$25.00
Service	09/30/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: Updating smartsheet	0.50	\$100.00	\$50.00
Service	09/30/2025 - Meeting, Recurring: External / Mary Ann Viverette: Supervisor Focus Group - Immigration policy	1.00	\$280.00	\$280.00
Service	09/30/2025 - Document review: Training / Julie Solomon: MECC Training review	1.75	\$280.00	\$490.00
Service	09/30/2025 - Document review: Data Sets / Eric Melancon: Extract of OPCR and IA case management data	1.00	\$280.00	\$280.00
Service	09/30/2025 - Document review: Training / Eric Melancon: Review of EIS and wellness training	1.00	\$280.00	\$280.00
Service	09/30/2025 - Meeting, Recurring: Internal / John Salomone: Team Meeting	1.75	\$100.00	\$175.00
Service	09/30/2025 - Meeting, Recurring: Internal / Eric Melancon: Weekly team meeting	1.75	\$280.00	\$490.00
Service	09/30/2025 - Report Preparation / Mary Ann Viverette: 3rd Progress report and Coaching with A Westbrook and Carolina Mayberry	0.75	\$280.00	\$210.00
Service	09/30/2025 - Technical Assistance to MPD or the City / Eric Melancon: Prepared notes on EIS implementation meeting	0.25	\$280.00	\$70.00
Service	09/30/2025 - Meeting, Ad Hoc: Internal / Arlinda Westbrook: Mpls team meeting	1.75	\$280.00	\$490.00
Service	09/30/2025 - Meeting, Ad Hoc: External / Michael Harrison: Meeting with BC Ganisha Martin 7:30-9:30pm	2.00	\$350.00	\$700.00
Service	09/30/2025 - Meeting, Recurring: Internal / Michael Harrison: Weekly ELEFA team meeting 3:30-4:40pm	1.00	\$350.00	\$350.00
Service	09/30/2025 - Meeting Prep / Lisa Fink: Completed slides for ELEFA weekly meeting	0.25	\$280.00	\$70.00
Service	09/30/2025 - Document review: Policies / Lisa Fink: Reviewing SSCA policies	2.25	\$280.00	\$630.00
Service	09/30/2025 - Document review: Reports & Other Documents / Lisa Fink: Reviewing firearm pointing/display baseline assessment methodology document	0.50	\$280.00	\$140.00
Service	09/30/2025 - Meeting, Recurring: Internal / Lisa Fink: Participate in weekly ELEFA meeting	1.25	\$280.00	\$350.00
Service	09/30/2025 - Document review: Training / Bill Murphy: Evaluated Health and Wellness and EIS training documents.	0.75	\$280.00	\$210.00

Service	09/30/2025 - Meeting, Recurring: Internal / Bill Murphy: Conferred with ELEFA Team on project status.	1.75	\$280.00	\$490.00
Service	09/30/2025 - Meeting, Recurring: Internal / Carolina Maberry	1.00	\$30.00	\$30.00
Service	09/30/2025 - Meeting, Recurring: Internal / Mary Ann Viverette: ELEFA Team Meeting	1.50	\$280.00	\$420.00
Service	09/30/2025 - Report Preparation / Arlinda Westbrook: 3rd progress report and Coaching	0.75	\$280.00	\$210.00
Service	09/30/2025 - Meeting, Recurring: External / Arlinda Westbrook: IA Group intake meeting	2.00	\$280.00	\$560.00
Service	10/01/2025 - Meeting, Recurring: External / Michael Harrison: Weekly MDHR/ELEFA meeting	1.00	\$350.00	\$350.00
Service	10/01/2025 - Meeting, Recurring: Internal / Michael Harrison: Team leadership meeting	0.75	\$350.00	\$262.50
Service	10/01/2025 - Meeting, Recurring: Internal / John Salomone: Team leads meeting	1.00	\$100.00	\$100.00
Service	10/01/2025 - Meeting, Recurring: External / Arlinda Westbrook: MDHR/Elefa update meeting	1.00	\$280.00	\$280.00
Service	10/01/2025 - Meeting, Recurring: External / Mary Ann Viverette: MDHR ELEFA Meeting	1.00	\$280.00	\$280.00
Service	10/01/2025 - Meeting, Recurring: Internal / Mary Ann Viverette: ELEFA Leadership meeting	0.75	\$280.00	\$210.00
Service	10/01/2025 - Document review: Policies / Mary Ann Viverette: 2-100 IA Policy with A Westbrook and L. Fink	2.00	\$280.00	\$560.00
Service	10/01/2025 - Meeting, Recurring: External / Mary Ann Viverette: Officer focus group feedback on Immigration Policy 9-401 and notes	1.25	\$280.00	\$350.00
Service	10/01/2025 - Document review: Policies / Mary Ann Viverette: SSCA with L. Fink - 9-200	1.00	\$280.00	\$280.00
Service	10/01/2025 - Evaluate Training or Operations / Michael Harrison: 4th Precinct Roll call and one-on-one conversations 3:30-6:30pm	3.00	\$350.00	\$1,050.00
Service	10/01/2025 - Evaluate Training or Operations / Michael Harrison: 3rd Precinct roll call and one-on-one conversations 8-10:30pm	2.50	\$350.00	\$875.00
Service	10/01/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Internal call to discuss ELEFA comments on 2-100s policies	2.00	\$280.00	\$560.00
Service	10/01/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Call with M Viverette regarding SSCA policy comments	0.75	\$280.00	\$210.00
Service	10/01/2025 - Meeting, Recurring: External / David Douglass: Weekly MDHR check in	1.00	\$350.00	\$350.00
Service	10/01/2025 - Meeting, Recurring: External / David Douglass: Restructure processes and meeting sequence.	1.00	\$350.00	\$350.00
Service	10/01/2025 - Report Preparation / Carolina Maberry: Coaching Review Report	2.00	\$30.00	\$60.00

Service	10/01/2025 - Meeting, Recurring: Internal / Arlinda Westbrook: Elefa leadership meeting	0.75	\$280.00	\$210.00
Service	10/01/2025 - Document review: Policies / Arlinda Westbrook: Review of 2-100	2.00	\$280.00	\$560.00
Service	10/01/2025 - Meeting, Recurring: External / Arlinda Westbrook: Elefa/OPCR	1.00	\$280.00	\$280.00
Service	10/02/2025 - Document review: Training / Eric Melancon: Reviewed response to training submission on EIS / Wellness	0.25	\$280.00	\$70.00
Service	10/02/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Julie Solomon: Phone calls with David and Eric re: formal compliance communication on EIS/HWU training + internal/external email + revisions to compliance letter.	1.00	\$280.00	\$280.00
Service	10/02/2025 - Meeting, Ad Hoc: Internal / Michael Harrison: Team member phone calls 10-11am	1.00	\$350.00	\$350.00
Service	10/02/2025 - Meeting, Recurring: External / Mary Ann Viverette: IA weekly updates	1.00	\$280.00	\$280.00
Service	10/02/2025 - Meeting, Recurring: External / Mary Ann Viverette: OPCR Intake of more serious two cases with A Westbrook	1.00	\$280.00	\$280.00
Service	10/02/2025 - Report Preparation / Mary Ann Viverette: 3rd Q progress report and coaching report	0.75	\$280.00	\$210.00
Service	10/02/2025 - Meeting, Ad Hoc: Internal / Arlinda Westbrook: Meeting on 3rd semi annual report	0.75	\$280.00	\$210.00
Service	10/02/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: HWU and EIS 8-Hr in-service training response letter	0.50	\$100.00	\$50.00
Service	10/02/2025 - Meeting, Ad Hoc: Internal / Michael Harrison: Debrief meeting with BC Martin 2-3:30pm	1.50	\$350.00	\$525.00
Service	10/02/2025 - Document review: Policies / Lisa Fink: Finalize ELEFA SSCA policy comments and reviewed related community feedback, sent to MDHR	2.00	\$280.00	\$560.00
Service	10/02/2025 - Document review: Policies / Lisa Fink: Review of community feedback on 2-100s policies and flagged several for consideration	2.00	\$280.00	\$560.00
Service	10/02/2025 - Evaluate Training or Operations / Michael Harrison: Day 3 Use of Force Training 3:30-7:30pm	4.00	\$350.00	\$1,400.00
Service	10/02/2025 - Planning / David Douglass: Review and revise draft survey contract.	0.50	\$350.00	\$175.00
Service	10/02/2025 - Planning / David Douglass: Restructure processes and schedules and confirm with team members re same	1.00	\$350.00	\$350.00
Service	10/02/2025 - Prepare Memoranda, Correspondence, or other Written Communications / David Douglass: Review and revise compliance determination letter for early intervention, system, and health and wellness.	0.50	\$350.00	\$175.00

Service	10/02/2025 - Document review: Training / Bill Murphy: Reviewed comments on UOF Day-3 training, conferred with Michael on training.	0.50	\$280.00	\$140.00
Service	10/02/2025 - Report Preparation / Carolina Maberry: Coaching report	3.00	\$30.00	\$90.00
Service	10/02/2025 - Meeting, Recurring: External / Arlinda Westbrook: IA/Elefa	1.00	\$280.00	\$280.00
Service	10/02/2025 - Meeting, Recurring: External / Arlinda Westbrook: OPCR Intake	1.00	\$280.00	\$280.00
Service	10/03/2025 - Meeting, Recurring: External / Eric Melancon: Biweekly meeting with IT Department	0.50	\$280.00	\$140.00
Service	10/03/2025 - Report Preparation / Mary Ann Viverette: Coaching and 3rd Quarter progress report	1.00	\$280.00	\$280.00
Service	10/03/2025 - Admin: Scheduling and Coordination / John Salomone: Team leads meeting invite; schedule review	0.25	\$100.00	\$25.00
Service	10/03/2025 - Document review: Policies / Lisa Fink: Reviewed ELEFA comments on 2-100s policies and sent to MDHR	0.75	\$280.00	\$210.00
Service	10/03/2025 - Progress Evaluation & Reporting / Carolina Maberry: Part 10 Accountability	3.00	\$30.00	\$90.00
Service	10/03/2025 - Meeting, Ad Hoc: Internal / Carolina Maberry: Report meeting	1.00	\$30.00	\$30.00
Service	10/03/2025 - Report Preparation / Arlinda Westbrook: 3rd semi annual comments review	1.00	\$280.00	\$280.00
Service	10/03/2025 - Evaluate Training or Operations / Arlinda Westbrook: CCPO February 3 meeting for 339 assesment	2.50	\$280.00	\$700.00
Service	10/05/2025 - Meeting, Ad Hoc: Internal / Carolina Maberry: Calls and edits to Coaching review report and Progress Review	2.00	\$30.00	\$60.00
Service	10/06/2025 - Technical Assistance to MPD or the City / Eric Melancon: Developed agenda for meeting on EIS change management	0.25	\$280.00	\$70.00
Service	10/06/2025 - Technical Assistance to MPD or the City / Eric Melancon: Meeting with City/MPD on EIS change management topics	1.00	\$280.00	\$280.00
Service	10/06/2025 - Meeting, Recurring: External / Julie Solomon: EIS TA Weekly meeting	1.00	\$280.00	\$280.00
Service	10/06/2025 - Report Preparation / Mary Ann Viverette: 3rd progress report with Westbrook and Maberry	1.00	\$280.00	\$280.00
Service	10/06/2025 - Meeting, Ad Hoc: External / Michael Harrison: IU Policy team meeting	0.50	\$350.00	\$175.00
Service	10/06/2025 - Admin: Systems Setup and Maintenance / John Salomone: Finalize contract, setup Smartsheet rebuild meeting schedule	0.50	\$100.00	\$50.00

Service	10/06/2025 - Prepare Memoranda, Correspondence, or other Written Communications / John Salomone: Revised the contract for Dr del Carmen to add the payment schedule and terms	0.25	\$100.00	\$25.00
Service	10/06/2025 - Meeting, Recurring: Internal / Michael Harrison: Team leadership meeting	0.75	\$350.00	\$262.50
Service	10/06/2025 - Meeting, Ad Hoc: Internal / Mary Ann Viverette: ELEFA Internal Leadership meeting	0.75	\$280.00	\$210.00
Service	10/06/2025 - Report Preparation / Arlinda Westbrook: 3rd semi annual report and coaching audit report	6.00	\$280.00	\$1,680.00
Service	10/06/2025 - Meeting, Recurring: Internal / Arlinda Westbrook: Mpls team Leadership meeting	0.75	\$280.00	\$210.00
Service	10/06/2025 - Meeting, Recurring: Internal / Michael Harrison: Weekly policy call with Lisa	0.75	\$350.00	\$262.50
Service	10/06/2025 - Report Preparation / Eric Melancon: Updated content for 3rd semi annual report	0.25	\$280.00	\$70.00
Service	10/06/2025 - Document review: Policies / Lisa Fink: Conducted thorough review of FTO SOP	4.25	\$280.00	\$1,190.00
Service	10/06/2025 - Meeting, Recurring: External / Lisa Fink: Participated in biweekly meeting with MPD Policy Team	0.75	\$280.00	\$210.00
Service	10/06/2025 - Progress Evaluation & Reporting / Lisa Fink: Edited 3rd semiannual report	1.00	\$280.00	\$280.00
Service	10/06/2025 - Progress Evaluation & Reporting / Lisa Fink: Weekly policy call with M Harrison and follow-ups with D Douglass on issues raised	1.00	\$280.00	\$280.00
Service	10/06/2025 - Document review: Policies / Bill Murphy: Evaluated updated FTO-SOP and added comments.	1.00	\$280.00	\$280.00
Service	10/06/2025 - Report Preparation / Carolina Maberry: Review of IA Backlog numbers	2.00	\$30.00	\$60.00
Service	10/06/2025 - Meeting, Ad Hoc: External / Carolina Maberry: Conversations with Lily Hastings regarding IA data	1.00	\$30.00	\$30.00
Service	10/06/2025 - Report Preparation / Arlinda Westbrook: 3rd annual report prep	1.00	\$280.00	\$280.00
Service	10/07/2025 - Document review: Training / Julie Solomon: Draft MECC formal comments on CI training + formal comments on HWU training + internal/external email	1.50	\$280.00	\$420.00
Service	10/07/2025 - Prepare Memoranda, Correspondence, or other Written Communications / John Salomone: Check and edit Dr del Carmen Retention Agreement	0.25	\$100.00	\$25.00
Service	10/07/2025 - Prepare Memoranda, Correspondence, or other Written Communications / John Salomone: Meeting with Sudhir (Upwork) re: redesign and modification of Smartsheet	0.50	\$100.00	\$50.00
Service	10/07/2025 - Meeting, Recurring: External / Julie Solomon: Bi-weekly Health and Wellness Unit meeting	0.50	\$280.00	\$140.00

Service	10/07/2025 - Report Preparation / Eric Melancon: 3rd Semi Annual Report	5.00	\$280.00	\$1,400.00
Service	10/07/2025 - Prepare Memoranda, Correspondence, or other Written Communications / John Salomone: Review Community Survey Methodology	0.25	\$100.00	\$25.00
Service	10/07/2025 - Meeting, Ad Hoc: Internal / Julie Solomon: Weekly internal meeting	1.50	\$280.00	\$420.00
Service	10/07/2025 - Meeting Prep / John Salomone: Prep Team Meeting slides	0.75	\$100.00	\$75.00
Service	10/07/2025 - Meeting, Recurring: Internal / Michael Harrison: Weekly ELEFA team meeting	1.50	\$350.00	\$525.00
Service	10/07/2025 - Meeting, Recurring: Internal / John Salomone: Team Meeting	1.50	\$100.00	\$150.00
Service	10/07/2025 - Meeting, Recurring: Internal / Eric Melancon: Weekly Team Meeting	1.50	\$280.00	\$420.00
Service	10/07/2025 - Meeting, Recurring: Internal / Mary Ann Viverette: ELEFA Team meeting	1.50	\$280.00	\$420.00
Service	10/07/2025 - Document review: Policies / Lisa Fink: Continued review of FTO SOP	0.75	\$280.00	\$210.00
Service	10/07/2025 - Meeting Prep / Lisa Fink: Updated ELEFA weekly meeting slides	0.25	\$280.00	\$70.00
Service	10/07/2025 - Meeting, Ad Hoc: External / Lisa Fink: Calls and follow-up communications with MDHR regarding FTO SOP	1.00	\$280.00	\$280.00
Service	10/07/2025 - Meeting, Ad Hoc: External / Lisa Fink: Call with MPD policy writer regarding EIS policy edits	1.00	\$280.00	\$280.00
Service	10/07/2025 - Meeting, Recurring: Internal / Lisa Fink: Participated in weekly ELEFA team call (left early)	0.75	\$280.00	\$210.00
Service	10/07/2025 - Report Preparation / Bill Murphy: Updated semi-annual report addressed comments by ELEFA Team members. Also, exchanged texts on FTO-SOP.	1.00	\$280.00	\$280.00
Service	10/07/2025 - Meeting, Ad Hoc: Internal / Bill Murphy: Conferred with Michael and Lisa on FTO-SOP status.	0.50	\$280.00	\$140.00
Service	10/07/2025 - Report Preparation / Carolina Maberry: Final Edits to Coaching Review Report	2.00	\$30.00	\$60.00
Service	10/07/2025 - Meeting, Recurring: Internal / Carolina Maberry	1.50	\$30.00	\$45.00
Service	10/07/2025 - Meeting, Recurring: Internal / Arlinda Westbrook: Mpls team meeting	1.50	\$280.00	\$420.00
Service	10/08/2025 - Document review: Training / Julie Solomon: Review 40 hour CIT training, draft comments; finalize comments on MECC and HWU training	2.00	\$280.00	\$560.00
Service	10/08/2025 - Meeting, Recurring: External / Michael Harrison: Weekly MDHR/ELEFA meeting	1.00	\$350.00	\$350.00

Service	10/08/2025 - Meeting, Recurring: External / Mary Ann Viverette: ELEFA Leadership meeting with MDHR	1.00	\$280.00	\$280.00
Service	10/08/2025 - Meeting, Ad Hoc: External / John Salomone: Meet with Smartsheet consultant	0.50	\$100.00	\$50.00
Service	10/08/2025 - Meeting, Ad Hoc: External / Mary Ann Viverette: Meeting on Benchmark and new IA and OPCR forms	2.00	\$280.00	\$560.00
Service	10/08/2025 - Meeting, Ad Hoc: External / Arlinda Westbrook: Benchmark OPCR/IA Presentation	2.00	\$280.00	\$560.00
Service	10/08/2025 - Meeting, Recurring: External / Arlinda Westbrook: MDHR/Elefa weekly check in	1.00	\$280.00	\$280.00
Service	10/08/2025 - Fact Finding & Analysis / Eric Melancon: Review of IA OPCR Case Management System and follow up discussion with ELEFA team	2.25	\$280.00	\$630.00
Service	10/08/2025 - Report Preparation / Eric Melancon: Updated content for 3rd semi annual report	2.00	\$280.00	\$560.00
Service	10/08/2025 - Document review: Policies / Lisa Fink: Prepare for FTO SOP Workshop	1.25	\$280.00	\$350.00
Service	10/08/2025 - Workshopping Session: Policy Development / Lisa Fink: Conduct FTO SOP Workshop	1.50	\$280.00	\$420.00
Service	10/08/2025 - Document review: Policies / Lisa Fink: Additional review and edits to FTO SOP	0.50	\$280.00	\$140.00
Service	10/08/2025 - Meeting, Recurring: Internal / Lisa Fink: Call with ELEFA members regarding approval letters	0.50	\$280.00	\$140.00
Service	10/08/2025 - Planning / Lisa Fink: Follow up tracking and planning of policy review statuses	0.25	\$280.00	\$70.00
Service	10/08/2025 - Report Preparation / Bill Murphy: Updated semi-annual report. Note: My time is from Japanese time zone.	1.00	\$280.00	\$280.00
Service	10/08/2025 - Meeting, Recurring: Internal / Bill Murphy: Conferred with ELEFA Team on project status.	1.50	\$280.00	\$420.00
Service	10/09/2025 - Document review: Training / Julie Solomon: Final revisions of 3 letters sent for signature. MECC training, 40 hour Basic CIT, and HWU training	0.75	\$280.00	\$210.00
Service	10/09/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Michael Harrison: Reviewed and approved three response letters to MPD. 10-11am	1.00	\$350.00	\$350.00
Service	10/09/2025 - Document review: Reports & Other Documents / Julie Solomon: Bi-annual report	0.25	\$280.00	\$70.00
Service	10/09/2025 - Meeting, Recurring: External / John Salomone: Parties' meeting	0.50	\$100.00	\$50.00
Service	10/09/2025 - Report Preparation / Eric Melancon: Updated content for 3rd semi annual report	4.50	\$280.00	\$1,260.00
Service	10/09/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Meeting with smartsheet SME for compliance tracker	0.50	\$280.00	\$140.00

Service	10/09/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Developed crosswalk of compliance measures for Smartsheet tracker	1.25	\$280.00	\$350.00
Service	10/09/2025 - Audit / Eric Melancon: Updated content for Coaching Audit report	0.25	\$280.00	\$70.00
Service	10/09/2025 - Meeting, Recurring: External / Mary Ann Viverette: IA FIT	0.75	\$280.00	\$210.00
Service	10/09/2025 - Meeting, Recurring: External / Mary Ann Viverette: Parties Meeting	0.50	\$280.00	\$140.00
Service	10/09/2025 - Meeting, Ad Hoc: Internal / Eric Melancon: Coordination with Arlinda on compliance definitions	0.50	\$280.00	\$140.00
Service	10/09/2025 - Report Preparation / Mary Ann Viverette: Review of latest version of Progress report sections 5 and 10	1.00	\$280.00	\$280.00
Service	10/09/2025 - Document review: Policies / Lisa Fink: Continued editing ELEFA comments on FTO SOP	1.50	\$280.00	\$420.00
Service	10/09/2025 - Meeting, Recurring: External / Lisa Fink: Participated in weekly meeting with the Parties	0.50	\$280.00	\$140.00
Service	10/09/2025 - Progress Evaluation & Reporting / Lisa Fink: Made additional edits to the 3rd semiannual report	2.00	\$280.00	\$560.00
Service	10/09/2025 - Progress Evaluation & Reporting / Lisa Fink: Call with J Salomone about smartsheet for project management	0.25	\$280.00	\$70.00
Service	10/09/2025 - Meeting, Ad Hoc: External / Bill Murphy: Conferred with MDHR on FTO-SOP status.	1.50	\$280.00	\$420.00
Service	10/09/2025 - Meeting, Recurring: External / Arlinda Westbrook: IA/Elefa	0.75	\$280.00	\$210.00
Service	10/09/2025 - Meeting, Recurring: External / Arlinda Westbrook: Parties meeting	0.50	\$280.00	\$140.00
Service	10/10/2025 - Meeting, Recurring: External / John Salomone: Prepare, transmit, and store approval letters	2.00	\$100.00	\$200.00
Service	10/10/2025 - Report Preparation / Eric Melancon: Updated content for 3rd semi annual report	2.00	\$280.00	\$560.00
Service	10/10/2025 - Document review: Policies / Julie Solomon: Review and comment on the Peer Support Policy	1.25	\$280.00	\$350.00
Service	10/10/2025 - Prepare Memoranda, Correspondence, or other Written Communications / Michael Harrison: Worked on portion of 3rd Semi-annual report	1.50	\$350.00	\$525.00
Service	10/10/2025 - Planning / Lisa Fink: Managing and distributing to ELEFA members the Peer Support Approval Submission by MPD	0.25	\$280.00	\$70.00
Service	10/10/2025 - Report Preparation / Bill Murphy: Updated semi-annual report training and Use of Force paragraphs.	1.00	\$280.00	\$280.00
Service	10/10/2025 - Evaluate Training or Operations / Arlinda Westbrook: CCPO May 13, 2025 meeting review for 339 assesment	2.00	\$280.00	\$560.00

Service	10/10/2025 - Evaluate Training or Operations / Arlinda Westbrook: CCPO July meeting observation for 339 compliance assessment	2.25	\$280.00	\$630.00
Service	10/11/2025 - Document review: Policies / Bill Murphy: Reviewed FTO-SOP updates and worked on semi-annual report.	1.50	\$280.00	\$420.00
Service	10/12/2025 - Document review: Policies / Lisa Fink: Finalized comments on FTO SOP and sent to MPD	0.75	\$280.00	\$210.00
Service	10/13/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Review of updated smartsheet tracker	0.50	\$280.00	\$140.00
Service	10/13/2025 - Planning / Eric Melancon: Review of officer survey methodology and questions	0.50	\$280.00	\$140.00
Service	10/13/2025 - Document review: Training / Julie Solomon: Revise HWU training letter for compliance	0.25	\$280.00	\$70.00
Service	10/13/2025 - Document review: Reports & Other Documents / Julie Solomon: Writing Progress Report + review MPD report on their progress for this reporting period + internal/external email	2.00	\$280.00	\$560.00
Service	10/13/2025 - Report Preparation / Eric Melancon: Updated content for 3rd semi annual report	3.75	\$280.00	\$1,050.00
Service	10/13/2025 - Document review: Policies / Mary Ann Viverette: 2-100 with L. Fink, A Westbrook and MDHR	1.25	\$280.00	\$350.00
Service	10/13/2025 - Meeting, Ad Hoc: External / Arlinda Westbrook: Elefa/MDHR 2-100 policy meeting	1.50	\$280.00	\$420.00
Service	10/13/2025 - Meeting, Ad Hoc: External / Arlinda Westbrook: Meeting with MDHR on Paragraph's 404, 413(e),440 and 441	1.00	\$280.00	\$280.00
Service	10/13/2025 - Document review: Policies / Lisa Fink: Review MDHR's comments on 2-100 to prepare for call with MDHR.	1.25	\$280.00	\$350.00
Service	10/13/2025 - Document review: Reports & Other Documents / Lisa Fink: Review IU accomplishments document for 3rd Semiannual Report.	0.50	\$280.00	\$140.00
Service	10/13/2025 - Meeting, Ad Hoc: External / Lisa Fink: Participate in call with MDHR regarding policy 2-100	1.50	\$280.00	\$420.00
Service	10/13/2025 - Document review: Policies / Lisa Fink: Finalize comments in 2-100s and sent to MPD for review prior to workshopping.	0.25	\$280.00	\$70.00
Service	10/13/2025 - Progress Evaluation & Reporting / David Douglass: Meeting with health and wellness unit	0.75	\$350.00	\$262.50
Service	10/14/2025 - Admin: Document Coding, Storage, and Tracking / John Salomone: Prep, edit, transmit, and store compliance letters	1.75	\$100.00	\$175.00
Service	10/14/2025 - Meeting, Ad Hoc: External / Julie Solomon: Meeting with the City/MECC re: BCR-SA and CD + prep	2.00	\$280.00	\$560.00
Service	10/14/2025 - Meeting, Recurring: Internal / Michael Harrison: Weekly ELEFA team meeting	1.25	\$350.00	\$437.50
Service	10/14/2025 - Meeting, Recurring: Internal / Julie Solomon: Internal Team Meeting + response to David re: MDHR letter discussed on the meeting	1.50	\$280.00	\$420.00

Service	10/14/2025 - Meeting, Recurring: Internal / Arlinda Westbrook: Mpls Team meeting	1.00	\$280.00	\$280.00
Service	10/14/2025 - Document review: Policies / Mary Ann Viverette: With MDHR and L. Fink on SSCA policy	1.00	\$280.00	\$280.00
Service	10/14/2025 - Meeting, Recurring: Internal / Mary Ann Viverette: ELEFA Team meeting	1.00	\$280.00	\$280.00
Service	10/14/2025 - Meeting, Recurring: Internal / Eric Melancon: Weekly team meeting	0.50	\$280.00	\$140.00
Service	10/14/2025 - Meeting, Ad Hoc: External / Eric Melancon: Review of BCR dashboard with City	0.75	\$280.00	\$210.00
Service	10/14/2025 - Document review: Policies / Lisa Fink: Reviewed MDHR's comments on SSCA policies and flagged discussion points	1.25	\$280.00	\$350.00
Service	10/14/2025 - Meeting Prep / Lisa Fink: Updated slides for ELEFA weekly meeting	0.25	\$280.00	\$70.00
Service	10/14/2025 - Meeting, Ad Hoc: External / Lisa Fink: Prepare for and participate in call with MDHR on SSCA comments	1.25	\$280.00	\$350.00
Service	10/14/2025 - Document review: Policies / Lisa Fink: Finalize comments on SSCA policies and sent to MPD	1.00	\$280.00	\$280.00
Service	10/14/2025 - Meeting, Recurring: Internal / Lisa Fink: Participated in weekly ELEFA team meeting	1.00	\$280.00	\$280.00
Service	10/14/2025 - Report Preparation / Bill Murphy: Updated semi-annual report sections four and seven.	1.25	\$280.00	\$350.00
Service	10/14/2025 - Admin: Document Coding, Storage, and Tracking / Carolina Maberry: Redacting Timesheets for Website	3.00	\$30.00	\$90.00
Service	10/14/2025 - Meeting, Recurring: Internal / Carolina Maberry	1.50	\$30.00	\$45.00
Service	10/14/2025 - Meeting, Recurring: External / David Douglass: monthly coordinating meeting with Mr. Jeffries, Ms. Saunders, and BC Martin	1.00	\$350.00	\$350.00
Service	10/15/2025 - Meeting, Recurring: External / Michael Harrison: Weekly ELEFA/MDHR meeting	0.75	\$350.00	\$262.50
Service	10/15/2025 - Meeting, Recurring: External / Arlinda Westbrook: MDHR/Elefa checking	0.75	\$280.00	\$210.00
Service	10/15/2025 - Meeting, Ad Hoc: Internal / Julie Solomon: Internal meeting with ELEFA re: HWU Training-MDHR discussion + internal/external email + phone call with DD re: MDHR/MPD/ELEFA	1.50	\$280.00	\$420.00
Service	10/15/2025 - Meeting, Recurring: External / Michael Harrison: Follow up meeting with David, Arlinda, Mary Ann and Julie	1.00	\$350.00	\$350.00
Service	10/15/2025 - Meeting, Recurring: External / Mary Ann Viverette: ELEFA leadership with MDHR	0.75	\$280.00	\$210.00
Service	10/15/2025 - Meeting, Ad Hoc: Internal / Mary Ann Viverette: Meeting about H and W training approval issues	1.00	\$280.00	\$280.00

Service	10/15/2025 - Document review: Reports & Other Documents / Julie Solomon: Progress Report Updates + review MDHR comments on HWU training	1.00	\$280.00	\$280.00
Service	10/15/2025 - Admin: Systems Setup and Maintenance / John Salomone: New Smartsheet tracker internal meeting	1.00	\$100.00	\$100.00
Service	10/15/2025 - Meeting, Ad Hoc: Internal / Arlinda Westbrook: Meeting on EIS/Wellness training	1.00	\$280.00	\$280.00
Service	10/15/2025 - Meeting, Ad Hoc: External / Eric Melancon: Meeting with MPD and City on Dashboard Review process related to Part 11 requirements	0.50	\$280.00	\$140.00
Service	10/15/2025 - Meeting, Recurring: Internal / Eric Melancon: Internal review of compliance tracking system	1.00	\$280.00	\$280.00
Service	10/15/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Updated compliance tracking system to include policy and training task status	0.50	\$280.00	\$140.00
Service	10/15/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Internal review of compliance tracking system	3.00	\$280.00	\$840.00
Service	10/15/2025 - Progress Evaluation & Reporting / Lisa Fink: Updated content in 3rd semiannual report	1.75	\$280.00	\$490.00
Service	10/15/2025 - Meeting, Ad Hoc: Internal / Lisa Fink: Participate in internal ELEFA call about new Smartsheet tracker	1.00	\$280.00	\$280.00
Service	10/15/2025 - Document review: Reports & Other Documents / Arlinda Westbrook: 339 Compliance submission review	2.00	\$280.00	\$560.00
Service	10/15/2025 - Report Preparation / Bill Murphy: Updated semi-annual report sections four and seven.	0.50	\$280.00	\$140.00
Service	10/15/2025 - Document review: Reports & Other Documents / David Douglass: review and revise draft semi-annual report	6.00	\$350.00	\$2,100.00
Service	10/15/2025 - Progress Evaluation & Reporting / David Douglass: Health and wellness training slides and confer with Ms. Solomon re same	1.75	\$350.00	\$612.50
Service	10/16/2025 - Document review: Reports & Other Documents / Mary Ann Viverette: Review of assigned sections 3rd Progress report	0.75	\$280.00	\$210.00
Service	10/16/2025 - Meeting, Recurring: External / Mary Ann Viverette: Update meeting with IA and A. Westbrook (Hastings and Lt Avarado	1.00	\$280.00	\$280.00
Service	10/16/2025 - Meeting Prep / John Salomone: Parties' meeting smartsheet rehearsal	1.00	\$100.00	\$100.00
Service	10/16/2025 - Progress Evaluation & Reporting / Lisa Fink: Made additional edits to 3rd semiannual report	0.25	\$280.00	\$70.00
Service	10/16/2025 - Document review: Policies / Lisa Fink: Conduct review of peer support policy	1.25	\$280.00	\$350.00
Service	10/16/2025 - Admin: Document Coding, Storage, and Tracking / Lisa Fink: Organize notes on key points from Settlement Agreement for future reference	0.25	\$280.00	\$70.00

Service	10/16/2025 - Admin: Document Coding, Storage, and Tracking / Lisa Fink: Receipt and organization of updated UOF policies for ELEFA's review.	0.25	\$280.00	\$70.00
Service	10/16/2025 - Meeting Prep / Lisa Fink: Updated slides for ELEFA weekly meeting	0.25	\$280.00	\$70.00
Service	10/16/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Updated compliance tracking system to include policy and training task status	5.75	\$280.00	\$1,610.00
Service	10/16/2025 - Document review: Reports & Other Documents / John Salomone: Review of officer survey	0.25	\$100.00	\$25.00
Service	10/16/2025 - Meeting, Ad Hoc: Internal / Arlinda Westbrook: 339 Discussion	1.50	\$280.00	\$420.00
Service	10/16/2025 - Meeting, Ad Hoc: External / Arlinda Westbrook: Group Intake Meeting-IA	2.00	\$280.00	\$560.00
Service	10/16/2025 - Report Preparation / Arlinda Westbrook: Report comment review and edit	0.75	\$280.00	\$210.00
Service	10/16/2025 - Meeting, Recurring: External / Arlinda Westbrook: IA/Fit/Elefa meeting	1.00	\$280.00	\$280.00
Service	10/16/2025 - Progress Evaluation & Reporting / David Douglass: follow up re health and wellness training slides	0.50	\$350.00	\$175.00
Service	10/16/2025 - Progress Evaluation & Reporting / David Douglass: Meeting with Ms. Anderson-Kelleher re compliance status and issues	1.00	\$350.00	\$350.00
Service	10/16/2025 - Document review: Reports & Other Documents / David Douglass: prepare draft semi-annual progress report	3.00	\$350.00	\$1,050.00
Service	10/17/2025 - Fact Finding & Analysis / Mary Ann Viverette: Reviewed June CCPO meeting minutes and developed checklist for future standardized reviews	1.50	\$280.00	\$420.00
Service	10/17/2025 - Meeting, Ad Hoc: Internal / Eric Melancon: Briefing of Arlinda on Status of IA case management project and BWC audits	1.00	\$280.00	\$280.00
Service	10/17/2025 - Meeting, Recurring: External / Eric Melancon: Biweekly meeting with IT department on data plan status	0.50	\$280.00	\$140.00
Service	10/17/2025 - Admin: Systems Setup and Maintenance / Eric Melancon: Updated compliance tracker status	0.25	\$280.00	\$70.00
Service	10/17/2025 - Planning / Lisa Fink: Reviewed compliance tracker information for smartsheet development	0.25	\$280.00	\$70.00
Service	10/17/2025 - Document review: Policies / Lisa Fink: Reviewed QRP policy, including feedback document and policy mapping document	0.75	\$280.00	\$210.00
Service	10/17/2025 - Report Preparation / Arlinda Westbrook: 3rd Semi Annual Report preparation	4.00	\$280.00	\$1,120.00
Product	09/30/2025 - Per Diem: Partial Day (day of travel) / Michael Harrison	1.00	\$59.25	\$59.25
Product	09/30/2025 - Airfare / Michael Harrison: Delta Airlines	1.00	\$777.96	\$777.96

Product	10/01/2025 - Per Diem: Full Day / Michael Harrison	1.00	\$79.00	\$79.00
Product	10/01/2025 - In and Around Transportation (Uber, Taxi, Bus, Rail) / Michael Harrison: Uber from airport to hotel	1.00	\$33.96	\$33.96
Product	10/01/2025 - In and Around Transportation (Uber, Taxi, Bus, Rail) / Michael Harrison: Uber from hotel to 4th Precinct	1.00	\$10.99	\$10.99
Product	10/02/2025 - Per Diem: Full Day / Michael Harrison	1.00	\$79.00	\$79.00
Product	10/02/2025 - In and Around Transportation (Uber, Taxi, Bus, Rail) / Michael Harrison: Uber from city hall to training academy	1.00	\$17.99	\$17.99
Product	10/02/2025 - In and Around Transportation (Uber, Taxi, Bus, Rail) / Michael Harrison: Uber from training academy to hotel	1.00	\$20.94	\$20.94
Product	10/03/2025 - Per Diem: Partial Day (day of travel) / Michael Harrison	1.00	\$59.25	\$59.25
Product	10/03/2025 - Lodging / Michael Harrison: Emory Hotel	1.00	\$589.80	\$589.80
Product	10/03/2025 - In and Around Transportation (Uber, Taxi, Bus, Rail) / Michael Harrison: Uber from hotel to airport	1.00	\$42.44	\$42.44
Product	10/03/2025 - In and Around Transportation (Uber, Taxi, Bus, Rail) / Michael Harrison: Airport parking	1.00	\$48.00	\$48.00

Subtotal	\$116,341.08
Payments	-\$116,341.08

Amount Due	\$0.00
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Notes

This invoice covers time worked and travel cost reimbursement for work on the dates shown as the Independent Evaluator for the Consent Judgment between the MDHR and the City of Minneapolis governing the reform of the Minneapolis Police Department. The Contract ID is COM0007874.