



CHARLOTTESVILLE POLICE CIVILIAN REVIEW BOARD MEETING

MINUTES

Date: April 14, 2022

Scheduled Time: 6:30 p.m.

Location: Virtual/Electronic Meeting

Board Members Attending: Nancy Carpenter, Jeff Fracher, Chair William “Bill” Mendez, Bellamy Brown

Board Members Not Attending: Vice Chair James Watson, Deirdre Gilmore

Staff: Remy Trail (communication) Hansel Aguilar (E.D.)

Guests: CRB Counsel Cynthia Hudson

Call to Order: Chair Mendez called the meeting to order at 6:32 p.m.

Announcements

E.D. Aguilar announced to the Board a reminder to connect with the retreat facilitators. Additionally, there is an evidence-based policing symposium at George Mason, and sign ups must occur soon. The Canadian version of NACOLE is having an annual meeting and members should let E.D. know if they'd like to attend virtually.

Approval of minutes

Member Brown motioned to approve the minutes. Member Fracher seconded the motion. The minutes were approved unanimously.

Approval of agenda

Member Brown motioned to approve the agenda. Member Fracher Seconded the motion. The agenda was approved unanimously.

Public Comments (I)

There were no hands raised for public comments.

Executive Director's Report

Activities

- Hiring of Administrative Assistant: Ella Nelsen

Budget to Actuals

- The Fiscal Year is coming to close in June
- New technology has been shipped, and should be here within 30 days
 - a. This will allow for more training
 - b. Training will include use of force training and other policing activities to prepare Board members for hearings

- There is still a significant amount of the budget available
- Status of complaints
 - a. INITIAL COMPLAINTS (1): RECEIVED SINCE LAST MEETING
 - i. This will be reviewed by CPD because Operation Procedures have not been approved
 - b. REVIEW REQUEST (0): NONE RECEIVED SINCE LAST MEETING
 - c. CLOSURE LETTERS (0):
 - d. PENDING INQUIRIES (2):
 - i. ED Attempting to contact complainant – no formal complaint filed
 - ii. One case has been filed anonymously to the police department
- Operating Procedures have been approved by the Board and submitted to the City Council. It is on the schedule for the April 18th meeting of City Council
- The tracking software contract and website has been finalized and the site creation is in progress
 - a. Tentative rollout date is in May
 - b. The website includes compliment and complaint form, data, FAQs and a case tracking feature
 - c. This will be the boards way of tracking complaints
- Retreat Preparations – pre retreat sessions will tell facilitators what needs to come from the retreat
- May 7, 14 or 28th for the retreat
 - a. The chair and Member Fracher compliment the retreat facilitators and express that they think the retreat will be productive

Discussion of Operating Procedures

- Chair Mendez expresses his regret for the lack of approval of Operating Procedures
- There have not been any negative points expressed by City Council
- Member Fracher asks if the council has any updates
 - The council has no additional comment on changes that need to be made
 - Thus, City Council should be able to move forward

Committee Template

- Chair Mendez introduces and new committee creation template for founding and maintaining committees of the Board
- Under new Operating Procedures – any member may propose a committee founding
 - Then a vote of the full Board must be taken to approve
- This template outlines the functions and needs of the board
- The Chair believes we need finance, outreach, and policy review committees
- The Chair also asks members to think of ways to fill in sections of the template
- Counsel notes that committees may just be made up of Board members
 - Once gathering exceed 2, it is a meeting under FOIA
 - Thus, 2 people is the optimal size for committees
 - Advisory groups can be made up of Board and public – cannot do business authorized to board
- Member Carpenter suggests a housing and homeless committee
- E.D. Aguilar suggests this be taken to account under the Policy and Review Committee
- Member Brown suggest refocusing ideas around the ordinance and its powers

Annual Report

- The E.D. and Chair are discussing how to bring the Annual Report to a conclusion
- The Chair expresses intent to bring a draft to the next meeting
- It is required by the ordinance to present an annual report by April 15

New Business

No new business was discussed.

Public Comments (II)

- A community member inquired about the power of the Board to investigate individual Board Members
 - Chair Mendez states City Council has an absolute right to remove an individual for a just cause and that City Council receives any complaints about Board members
 - The Board can exercise discipline on other members except the decision to exclude Board members from decision making processes

Adjournment

Member Brown motioned for adjournment which was seconded by Member Fracher.

The meeting was adjourned at 7:25 PM unanimously.

Next Meeting: May 12th, 6:30 PM.