



## Meeting Minutes

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Thursday, March 5, 2026, 7:00 P.M. Virtual Meeting

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### **Members Present**

Angela Fontaine (Chair)  
Shawn Singleton (Co-Chair)  
Jannie Hawkins (Secretary)  
Alicia Brown  
Evan Feinman  
Donte McCutchen  
David Poole  
Rafaella Sale

### **Others Present**

Joseph Lowery, Civilian Review Board Manager

### **Call to Order**

The meeting was called to order at 7:20 PM by the Co-Chairperson.

### **CRB Manager Updates**

- The CRB Manager reported completion of the Boards and Commissions Report that was due on December 31, 2025. The report will be distributed to all CRB members via email.
- The stipend submission process was reviewed again. Members were reminded that stipend invoices must be submitted by May 1, 2026.
- Meeting logistics were discussed in an effort to improve timeliness. The Board agreed that future meetings will remain on the third Wednesday of each month but will begin at 6:30 PM to allow members adequate time to arrive and prepare.
- The CRB Manager advised that three Richmond Police Department cases are expected to come before the Board for review in the next few weeks.
  - Three members previously reviewed summary materials and Body Worn Camera (BWC) footage for the first case.
  - Those members will serve as the initial case review subcommittee.
  - Additional review sessions for other members were not available due to logistical issues at the Richmond Police Department; other members did not have the opportunity to review the materials at that time.

### **Board Open Discussion**

- The case review subcommittee will present its findings at the March 18, 2026, CRB meeting, including the methodology used during the initial review.

- Meeting logistics were discussed to improve timeliness. The Board agreed that future meetings will continue to be held on the third Wednesday of each month but will begin at 6:30 PM to allow members adequate time to arrive and prepare.
- It was also noted that the February CRB meeting did not have a quorum (five members). Any actions voted on at that meeting must therefore be reconsidered during a meeting where a quorum is present.
- The CRB Manager reviewed quorum and voting requirements:
  - A quorum requires five members.
  - A supermajority requires at least six CRB members.
  - The CRB Manager is not a voting member and is not counted toward quorum or supermajority requirements.

### **Subcommittee Discussion**

- Due to the lack of a quorum at the previous meeting, the Board revisited the decision regarding the formation of a subcommittee to review and recommend revisions to the CRB Standard Operating Procedures (SOPs).
- Motion: It was moved and properly seconded that a subcommittee be formed to review the SOPs and recommend revisions.
  - Motion passed
- Discussion occurred regarding the development of a formal procedure for reviewing Richmond Police Department cases. The CRB Manager stated that he will prepare a draft outline of a proposed review procedure to present at the March 18, 2026, CRB meeting.

### **Future Subcommittee Formation**

- The Board discussed the process for assigning members to case review subcommittees. It was determined that subcommittee membership will be based on member availability when the Richmond Police Department schedules review sessions for summary materials and body-worn camera (BWC) footage.

### **Additional Comments**

- The Body Worn Camera footage previously reviewed by the subcommittee will be discussed at the March 18, 2026, CRB meeting.
- A suggestion was made regarding software that could allow multiple BWC recordings to be viewed simultaneously. At this time, Richmond Police Department policy requires that BWC footage be viewed in designated locations and in the presence of RPD personnel.
- A suggestion was made that the CRB Manager invite Dr. Pelfrey, the CRB consultant, to a future meeting to discuss the scope of his end-of-year report.

### **Public Comment**

No public comments were received.

### **Adjournment**

The meeting was adjourned at 8:11 PM.