



## Meeting Minutes

---

Wednesday, March 18, 2026, 6:30 P.M. North Avenue Library

---

### **Members Present**

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

### **Others Present**

Joseph Lowery, Civilian Review Board Manager  
Jon Bridges, Richmond Police Department  
Steven T.

### **Virtual Attendance**

Sean L.

### **Call to Order**

The meeting was called to order at 6:30 PM by the Chairperson.

### **Approval of Agenda**

A motion was made and seconded to approve the meeting agenda.  
Motion passed.

### **Approval of Minutes**

A motion was made and seconded to approve the following meeting minutes:

- February 18, 2026
- March 5, 2026

Motions passed.

### **CRB Manager Updates**

- The CRB Manager reported outreach to City Council members. CM Lynch extended an invitation to attend their April meeting.
- The Annual Board and Commissions Report is due yearly on December 31<sup>st</sup>. The CRB Annual Report is due yearly on October 1<sup>st</sup>. The CRB Annual Report will be incorporated into the Boards and Commissions Report at the end of the year.
- Members were reminded that stipend invoices must be submitted by May 2026.

### **Case Review and Subcommittee Assignments**

- The next Richmond Police Department case review is scheduled for March 25, 2026.
- Three subcommittee members were identified and assigned for the next review.
- An additional case review is anticipated during the first week of April, TBD.
- Members will have a limited period to sign up for review sessions, with participation determined based on member rotation and availability.

- The scheduling tool Doodle Poll was discussed as a potential method to improve coordination.

### **SOP Revision Subcommittee Formation**

The Board discussed forming a subcommittee to review the Standard Operating Procedures (SOPs) and recommend revisions.

- Members were encouraged to review the SOPs and identify areas for potential updates.
- Any proposed changes would require approval by City Council.
- The Chairperson will prepare a charter outlining the scope and responsibilities of the subcommittee.

### **Initial Review Subcommittee Determination Form**

The Board reviewed the proposed framework outlining the process for reviewing RPD cases.

Discussion included the need for sufficient access to information to support informed decision-making. The following elements were identified as part of the review process:

- Access to the original complaint
- Access to applicable prosecutorial documentation
- Review of available Body Worn Camera (BWC) footage
- Review of Internal Affairs summary reports
- Opportunity to ask questions of a designated RPD representative

Motion: A motion was made and seconded to adopt these guidelines for case review.

Outcome: Motion passed.

### **Public Comment**

One virtual participant introduced himself as a City resident and stated that he is observing the Civilian Review Board's progress and is pleased.

### **Board Open Discussion**

- Participation in ride-alongs was discussed as part of Board member responsibilities.
- Attendance expectations were reviewed to ensure the Board can maintain quorum and conduct business effectively.
- Discussions occurred regarding processes related to Board membership, including attendance and potential future appointments or term considerations.
- The CRB Manager announced that the Board's consultant is expected to attend the April meeting.

### **Case Review Report**

The Vice Chairperson provided a summary of the subcommittee's review of a previously examined case. The subcommittee concluded that applicable policies and procedures were followed. The Board discussed general considerations related to policy compliance and case review. The Board concurred with the subcommittee findings after the recommended updates are made.

### **Reporting Practices**

The Board discussed whether subcommittee member names should be included in publicly released reports.

Motion: A motion was made and seconded that reports issued by the CRB will not include the names of subcommittee members and will reflect the Board as a whole.

Outcome: Motion passed.

**FOIA Compliance**

General guidance was discussed regarding open meeting requirements, including that discussions involving three or more members constitute public business and must comply with applicable open meeting and records requirements.

**Next Meeting**

The next CRB meeting is scheduled for:

April 15, 2026

Time: 6:30 PM

Location: Hickory Hill Community Center

**Adjournment**

The meeting was adjourned at 7:45 PM.