



Meeting Minutes

Wednesday, April 15, 2026, 6:30 P.M. Hickory Hill Community Center

Members Present

Angela Fontaine (Chair)
Shawn Singleton (Co-Chair)
Jannie Hawkins (Secretary)
David Poole
Evan Feinman

Others Present

Joseph Lowery, Civilian Review Board Manager
Jon Bridges, RPD Director
Ten (10) citizens attended virtually

Members Attending Virtually

Alicia Brown
Rafaella Sale

Call to Order

The meeting was called to order at 6:33 PM by the Co-Chair.

Approval of Agenda

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

Approval of Minutes

A motion was made to approve the March 18, 2026 meeting minutes.
Motion passed.

CRB Manager Report

- CM Stephanie Lynch invited the CRB to attend her 5th district meeting scheduled for September 17th, with the location to be determined.
- The next case review has been postponed pending completion of a ballistics report. The Richmond Police Department will notify the CRB when the case is ready for review.
- The original task force report establishing the CRB is available for member review upon request.
- Members were reminded that 2026 stipend submissions are due by May 2026. Submissions after that date will be applied to the next fiscal cycle.

Case Review and Subcommittee Assignments

- Members will use the Doodle Poll scheduling tool to coordinate participation in the next case review.

- Discussion occurred regarding the number of cases reviewed by the CRB, which has been significantly lower than projected during training. It was noted that the original estimates were likely based on national data rather than Richmond Police Department-specific statistics. Additionally, it was noted that the lower-than-anticipated volume may reflect the limited scope of cases eligible for review under the Board's current authority.

SOP Revision Subcommittee

- A draft outline of the Subcommittee Charter was presented by the Chair and will be forwarded to the CRB Manager for review. The document will be available for discussion at the May meeting.
- The proposed charter includes a minimum of three members and participation by at least one CRB officer.
- Members Shawn, Alicia, Rafaella, and Evan volunteered to serve on the subcommittee.

Annual Report Discussion

- Discussion occurred regarding coordination with the CRB consultant Dr. Pelfrey
- Action Item:
 - The CRB Manager will follow up to provide an update and coordinate participation by the consultant at a future meeting.

Board Membership – Attendance and Vacancy

- One Board position was vacated due to attendance and participation requirements not being met.
- The vacancy will be filled through the City's standard application and posting process.
- Outreach considerations were discussed to support the continued demographic diversity of the Board.

Public Comment

- One citizen attending virtually provided a comment.

Board Open Discussion

- The Co-Chair proposed the potential addition of a student intern from VCU's Department of Social Work. A discussion was held regarding the need for such a position. It was noted that implementation would require a formal proposal and approval by the City Council, with university faculty overseeing the intern's work and evaluation. The Board may revisit this option during the second year of operation.
- Discussion occurred regarding the matrix used by RPD to determine disciplinary action, which is available to CRB members on the RPD website, "General Orders" 01-01, pg. 18. It was noted that, due to confidentiality constraints, CRB members are not provided with information regarding disciplinary actions taken by the RPD Discipline Review Office (DRO) following an officer-involved incident.
- CRB members discussed the need for access to the Internal Affairs Division (IAD) summary report following review of body-worn camera footage to support a thorough evaluation. It was noted that, due to confidentiality constraints, the report cannot be made available outside of the Richmond Police Department. Allowing additional time to review available footage was identified as a potential alternative by Director Bridges.

- CRB members discussed public awareness of the appeal process, noting the importance of ensuring that individuals who file a complaint with the Richmond Police Department and disagree with the outcome are informed of their option to request further review by the CRB.
- Action Item:
 - Director Bridges will provide a template of the letter that citizens receive to ensure they are informed of this option.

Next Meeting

May 20, 2026, 6:30pm at the West End Branch Library

Adjournment

The meeting was adjourned at 7:46 PM.