

Community Review Board
MEETING MINUTES
Monday, March 25, 2024 at 5:00 pm
Howard School Building, Sonny West Room
700 2nd Ave, S., Nashville, TN 37210

Attendees:

- **Board Members in Attendance:** Joe Brown (Vice Chair), Mary Beard, Drew Goddard, Walter Holloway, Shawn Whitsell, and Mark Wynn. Absent: Alisha Haddock (Chair).
- **CRB Staff in Attendance:** Jill Fitchard (Executive Director), Anthony Johnson (Assistant Director), Keturah Barnett (Administrative Services Manager), Demica Cash (Community Engagement and Outreach Specialist), Katherine Rule (Research Analyst)
- Nicki Eke (Metro Legal Attorney), Commander Carlos Lara (Metro Nashville Police Department) and members of the public.

1. Call to Order:

Vice Chair Brown called the meeting to order.

2. Reading of the Appeals Statement:

Vice Chair Brown read the appeal statement pursuant to Section 2.68.030 of the Metropolitan Code.

3. Establish Quorum:

Board Member Goddard, as Secretary, confirmed the presence of a quorum.

4. Approval of Minutes:

Board Member Holloway moved, and Board Member Wynn seconded, approval of the minutes of the February 26, 2024, Board meeting. The motion was approved unanimously.

5. Chair Remarks:

- Board Member Brown noted that he was chairing the meeting in the absence of Chair Haddock.
- Vice Chair Brown noted that the Community Review Board (CRB) is currently in the process of reorganization, establishing a Memorandum of Understanding (MOU), and developing revised Bylaws and Regulations.

6. Public Comment:

- There were no public comments.

7. Executive Director's Report:

- Executive Director (ED) Fitchard welcomed and introduced Attorney Nicki Eke, the CRB's new legal advisor from Metro Legal, and acknowledged the presence of Metro Nashville Police Departments (MNP) liaison Commander Carlos Lara.
- ED Fitchard welcomed and introduced Anthony Johnson, the new CRB Assistant Director.
- ED Fitchard updated the Board on the following:
 - CRB's office relocation: The lease agreement for the new office location is now complete; however, the approval of the move must go through three readings with Metro Nashville City Council to be finalized. ED Fitchard noted the current office lease will be extended until the move is approved, and the new office is renovated to accommodate the CRB staff.
 - Research Assistant Katherine (Gracie) Rule's resignation, which is effective Tuesday, April 02, 2024.
 - Hiring: ED Fitchard will be hiring to fill the vacancies in the office that include Ms. Rule's position as Research Analyst 1.
 - Complaints: The CRB has received 37 complaints, 1 has been processed, and 6 were received back from the Office of Police Accountability (OPA) for review.
 - MNP) Records: ED Fitchard noted the challenges the CRB staff are facing when requesting records and body worn camera footage from MNP) and said she expects completing an MOU agreement will assist with getting the necessary body worn camera footage for staff to efficiently review citizens' complaints in a timely manner.

8. Board Discussion(s):

- Update on Sexual Misconduct & Trauma Informed Victim Services Report:
 - ED Fitchard noted that the Sexual Misconduct and Trauma informed report will need additional work before it is complete.
 - Assistant Director Johnson informed the Board of his concerns regarding the report and how those should be addressed.
 - Board Member Whitsell asked about feedback from community members. ED Fitchard said she was concerned by the lack of community representation at the public forum for this Report and would like to host another public forum after changes have been made to the report. ED Fitchard noted the report will be presented to the Board in May 2024.

- Meeting with Mayor O'Connell and MNPD Chief Drake:
 - ED Fitchard noted that a draft letter to request a meeting with Mayor O'Connell was provided to Chair Haddock for review. Chair Haddock also spoke with the Mayor O'Connell's Chief of Staff, and ED Fitchard's understanding is that the Mayor will be at the CRB April Board meeting.
 - ED Fitchard confirmed that that the Board selected the Chair to represent the CRB in the meeting and that a letter will be provided to Mayor O'Connell and Chief Drake to schedule a meeting, with dates for the month of April.
 - Vice Chair Brown noted he would like the letter to include the need for guidance from Mayor O'Connell regarding MNPD moving forward and how to resolve as much as possible with Office of Police Accountability (OPA) and on the MOU.
 - Board Member Holloway noted the Board needs Mayor O'Connell's support to stand behind the MOU. He also stated the more we work together the more we can resolve things for the people in the community.
- Memorandum of Understanding:
 - Vice Chair Brown noted that an MOU Committee meeting is scheduled for Wednesday, March 27, 2024.
 - Board Member Goddard noted that the draft MOU has been modified to coordinate with the state statute, and reflect discussions from the MOU Committee, and is written under the assumption the Board and staff are entitled to the full case file from OPA.
 - ED Fitchard stated the MOU draft was provided to the MOU Committee and she will provide it to all Board members.
 - ED Fitchard noted her concern of the OPA 45-day timeline to investigate, which needs to be worked through during the MOU process.
- Metro Legal/Outside Counsel:
 - ED Fitchard updated the Board regarding hiring the Brazil Clark firm, specifically Attorney Frank Brazil, as outside counsel to represent the CRB in MOU negotiations.
 - Board Member Goddard noted Metro Legal is to pay for approved outside counsel. He inquired to Metro Legal Attorney Eke if a contract approving the counsel would need to be provided to Metro Director Wally Dietz for approval. Attorney Eke confirmed that typically a contract is prepared by Metro Legal for outside counsel that reflects terms, rates, and cap of amount for funding. Metro Legal will connect with the outside counsel regarding contract terms.
 - Vice Chair Brown noted that retaining outside counsel should not hold up the MOU process, and the Board may have to work without outside counsel to keep the proceeding forward with completing the MOU.

- Board Member Holloway inquired to Attorney Eke to explain the cap on the contract. Attorney Eke stated that there are usually parameters around a contract regarding the amount of the contract; however, the cap and amount can be extended.

9. New Business/Announcements:

- ED Fitchard discussed the request for the CRB to transition to the Sivil case management system and discussed scheduling a meeting with Judge Angelica Dalton the 2nd week of April to discuss the protocol and approval of the CRB transitioning to the JIS Case Management System to support Sivil.
- ED Fitchard noted she has provided the Board the CRB completed budget request and that staff is waiting to hear from the mayor's office regarding approval of the budget.
- Vice Chair Brown inquired with ED Fitchard how long the transition for a new case management system would take to complete. ED Fitchard estimated between six to eight weeks.
- ED Fitchard noted that she has spoken with family of Jacques Clemmons, who met with Mayor O'Connell to obtain memorial in his name and for Daneil Hambrick. A tree will be planted and a plaque placed in the locations where Mr. Clemmons and Mr. Hambrick were killed.
- Board Member Holloway noted a discussion regarding the CRB rules and bylaws. The Board discussed the need promptly to create rules and bylaws for the CRB. Board Member Holloway asked Board Member Beard to assist him on the Rules and Bylaws Committee. The Board discussed the need to schedule a Rules and Bylaws Committee meeting in April 2024.

10. Adjourn:

The meeting adjourned at 5:46pm.