



Citizen's Review Board
Meeting Minutes for January 19, 2023
Operations Center, Room #136

Present: Alice Hardin-Meeks, Brenda Adams, Corey Riley, Marvin Brown, Tangela McKnight Brown, Wes Burton and Cleopatra Allen via Zoom

Absent: Judy Honeycutt

Staff Liaison: Andrea Patterson

- I. Welcome: Meeting was called to order at approximately 6:05 p.m.
- II. Approval of last meeting's minutes: Marvin Brown made motion to approve minutes as written. Alice Hardin-Meeks seconded. Members voted unanimously to approve 8/18/2022 CRB meeting minutes as written.
- III. Approval of 2022 CRB Annual Report: Wes Burton made motion to approve CRB Annual Report as written. Brenda Adams seconded. Members voted unanimously to approve the 2022 CRB Annual Report as written.
- IV. Election of New Officers: Cleopatra Allen thanked members for allowing her to serve as Chair for the past year. Allen stated she will no longer be able to fulfill the role and opened the floor for nominations for CRB Chair. Alice Hardin-Meeks stated that she would be willing to be nominated for Co-Chair re-election but would not be able to take on the role of Chair. After further discussion, Marvin Brown nominated Brenda Adams as Chair for 2023. Wes Burton seconded the motion. Members voted unanimously to elect Brenda Adams as 2023 CRB Chair.

Cleopatra Allen opened the floor for nominations for Co-Chair. Wes Burton nominated Alice Hardin-Meeks. Cleopatra Allen seconded the motion. Members voted unanimously to elect Alice Hardin-Meeks as 2023 CRB Co-Chair.

Andrea will send an updated roster of current CRB members, including their terms of service.

- V. New Business:
 - CRB members agreed to meet on an as-needed basis unless a case is appealed. However; if there are no cases over a period of months, Alice Hardin-Meeks suggested meeting quarterly.

CITY OF ROCK HILL

150 JOHNSTON STREET, P.O. BOX 11706
ROCK HILL, SC 29731-1706



Wes Burton suggested a monthly e-mail check-in to keep each other abreast of outreach opportunities with neighborhood meetings and other city gatherings. Members agreed to do so.

- Brenda Adams opened the floor for discussion on community outreach. Neighborhood meetings were suggested as a way to introduce Board members of our purpose within the community. Marvin Brown volunteered to reach out to Neighborhood Services to get the neighborhood meetings schedule and protocol for joining these meetings. Marvin will forward this information to CRB members. Corey Riley suggested contacting your council member to see about joining them at a neighborhood meeting, as they would be able to answer any citizen questions that may arise.
- A reminder was given to members regarding answering citizens' questions pertaining to CRB matters as well as guidelines on sharing information with the public (*By-Laws, Article VI, Section 6.3 – Confidentiality of privileged information / Appendix I, Article III, Section 3.1 & 3.2 – Direct complaints to the Board / Advisory opinions of the Board prohibited*). A safe guideline to use when speaking with the public can be found in the *By-Laws, Article III – Purpose and Responsibilities*, which is also included in the 2022 CRB Annual Report.
- Several members requested that the CRB have a brochure that could be used when attending a public function or neighborhood meeting that would explain our purpose and responsibilities and contain specific instructions on how to make an appeal to the CRB. Corey Riley suggested including a QR Code on the brochure for easy access to the information. Andrea will follow up with the City regarding policy for the making and distribution of handout materials.
- Brenda Adams asked about the possibility of conducting a mock case for appeal so CRB members would be better prepared when an actual case needs to be reviewed. Andrea will contact RHPD personnel regarding the matter and report back to members.

VI. The meeting was adjourned at 6:40 PM.

CITY OF ROCK HILL

150 JOHNSTON STREET, P.O. BOX 11706
ROCK HILL, SC 29731-1706