



City of Hampton, VA

## Meeting Minutes

### Citizens' Engagement Advisory and Review Commission

**Attendance:** Michele Benson, Alice Callahan, Crystal Carrington, Shawn O'Keefe, Corey Palmer, Jim Williams, Leroy Foster, Jr., Simeon Green III, Debra Hudgins, Ryan Taylor

**Absent:** Larry Enscoe, Shannon Freeman, Sanket Acharya (CEARC Community Liaison), Steve Bond (ACM), Councilman Will Moffett, Ahmed Noor

**Staff:** Latiesha Handie (Program Coordinator)

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**Date:** May 15, 2018 **Time:** 6:30pm **Venue:** Ruppert-Sargent Building, Veterans Conference Room, 1 Franklin St., Hampton, VA

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**Call to Order:** CEARC Chairperson Shawn O'Keefe called the meeting to order at 6:35 pm

**Roll Call:** Latiesha Handie, CUC Program Coordinator

### **Action Items**

*Item 1:* Review and Approval of Meeting Minutes-March 13, 2018

- Commissioner Michele Benson made a motion to approve the minutes; motion seconded by Commissioner Ryan Taylor. Minutes approved by vote of commissioners.
- The meeting minutes were approved, with no corrections.
- Meeting agendas and approved meeting minutes are now available online at [www.hampton.gov/unity](http://www.hampton.gov/unity).

### **Old Business**

- There was no old business to address for this agenda.

### **New Business**

*Item 1:* Summer Training Retreat

- Chairperson Shawn O'Keefe summarized that the retreat is annual training to bring CEARC Commissioners together for a full day of teambuilding and education to increase knowledge based on their recommended training topics. This year's focus includes training on Mental Health and Our Community, Crisis Simulation with Hampton Police Division and handling Vicarious Trauma.
- Based on the commission's recommendation, Commissioner Alice Callahan agreed to facilitate during the retreat to discuss vicarious trauma and Mental Health and our Community.

- Commissioner Michele Benson requested that an exercise on how to de-escalate during traumatic events be considering during this years retreat.
- Chairperson Shawn O'Keefe advised that a doodle poll will be sent by CUC staff to determine a date and time for the upcoming retreat. He stated typically retreats are hosted on Saturdays for no less than 4 hours.
- Per the commission, retreat location is preferred at Old Point National Bank and alternatively at Sandy Bottom Nature Park.
- CUC Staff will check with both locations to determine availability.

*Item 2: Unity Awards Invitation (NOTE: This agenda item was added by Shawn O'Keefe, Chair Person during the meeting.)*

- Chairperson Shawn O'Keefe explained that CEARC was recently invited to attend and participate in this year's Unity Award Ceremony, which is hosted by the proactive arm of the Citizens' Unity Commission Department.
- The Unity Awards was established in 2000 to recognize the contributions of individuals, organizations, and initiatives that have made a positive impact, in the City of Hampton, in the areas of diversity, unity, and inclusion.
- Mr. O'Keefe mentioned that he would be speaking on behalf of CEARC, to share information about the reactive arm. He advised that he would like to encourage attendance to increase engagement between community partners and to build a relationship between the proactive arm and the youth advisory group.
- Latiesha Handie, the Program Coordinator, explained that the youth advisory group and participants from Hampton Diversity College would receive recognition in addition to the award recipients.
- Commissioners were advised to register through the 311 Contact Center for planned attendance.
- In closing, Mr. O'Keefe stated that in the future he would like to plan a meet and greet between the two commissions to enhance engagement.

**Training Session: "Understanding FOIA" – Presented by Brandi Law, Hampton City Attorney's Office**

- Deputy City Attorney Brandi Law trained commissioners on FOIA request, holding public and closed meetings, public records and creating meeting minutes.
- FOIA is Virginia's Freedom of Information Act "ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted.
- It is recommended that no meeting be conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business.
- Records are available to the public in less there is a restriction that is designated by law.
- A meeting is considered when at least three members of a public body meet to discuss public business via face to face conference call, video, email that is simultaneously transacting public business.
- Example: If several members of a body attend a Banquet it will not be considered a public meeting because they should not be discussing public business.
- Notice of meetings shall include notifying the member of the date, time and place, if any, of each annual and special meeting. The notice should state the purpose or purposes for which the meeting is called.

- At any public meeting, minutes should be drafted and recorded for open meetings, including audio or audiovisual records, sub-committee meetings and shall be deemed public records and subject to an FOIA request.
- Minutes shall be in writing and shall include date, time and location of the meeting, members of the public body recorded present/absent, a summary of the discussion on matters proposed, deliberated or decided actions and a record of any votes taken.
- After FOIA training commissioners received the web link to request records and to review additional information about the freedom of information act.  
<https://hampton.gov/1957/Freedom-of-Information-Act>

### **Announcements**

1. Latiesha Handie, the Program Coordinator, announced to the commission that the Rumi Friendship Association in partnership with the Citizens' Unity Commission would be hosting a community dinner on May 31<sup>st</sup> at Northampton Community Center to celebrate Ramadan and the breaking of their fast. Commissioners were invited to attend and provided flyers.
2. Chairperson Shawn O'Keefe reiterated that commissioners would receive a follow-up email to determine availability for the upcoming retreat date.
3. **Call meetings:** In the event that a crisis or other significant incident occurs a special call meeting will be scheduled by the City Manager or the CUC Executive Director.

**Next Meeting: CEARC Annual Retreat, DATE & TIME TBD**

Meeting adjourned at 7:09 pm.