



City of Virginia Beach

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MINUTES INVESTIGATION REVIEW PANEL

MARCH 5, 2020

Municipal Center, Building 18 – Room 228, 3:00 – 4:30 p.m.

Call to Order

Chair Susan Mayo called the meeting to order at 3:01 p.m.

Roll Call

Present: Susan Mayo (Chair), Barbara Booker-Williams, William “Bill” Hearst, and William “Cliff” Rice

Absent: Nony Abrajano and William “Bob” Beasley

Staff: Roderick R. Ingram, Deputy City Attorney; Public Safety Attorney Jessica Koepf; Regina S. Hilliard, Human Resources Director; and Executive Assistant Shelley Johnson

Introduction

Members from the Investigation Review Panel (IRP) were invited to attend an on-boarding session with staff from both the City Attorney’s office and Human Resources. Staff provided the attendees with a copy of the most current IRP policies and procedures dated May 2017. The purpose of the meeting was to review the current IRP policies and procedures as well as introduce themselves to the newest member appointed to the panel, William ‘Cliff’ Rice.

After a brief introduction by all members in attendance, Regina Hilliard and Rod Ingram explained the history of the IRP and provided a brief overview of how the panel conducts business and makes mindful decisions about the cases presented to the group.

The panel was also reminded of the Annual Report provided to City Council each year. This report includes information on how many Requests for Review were submitted and how many reviews information on how many *Request for Reviews* were submitted and how many reviews and hearings were conducted during the year.

ADJOURNMENT

The meeting was adjourned by Chair Mayo at 4:17 p.m.