Gwinnett

Unofficial
MEETING MINUTES

Gwinnett County Police Citizens Advisory Board

Meeting Minutes
Tuesday, April 21, 2026- 6:00 pm

Gwinnett Justice and Administration Center- Conference Room 2W157
75 Langley Drive, Lawrenceville, GA 30046

Present: David Post, Renee Liverpool, Andre Johnson, Cooper Henson, Danielle Carico, Allison Wilkerson, Richard Armond, Brandon Hartley, Chanteasea Estes, and Chief J. D. McClure (ex-officio)
Online: Neva Thompson
Absent: Jeffree Fauntleroy

1. **Call to order**
   Chairwoman Renee Liverpool called the meeting to order at 6:07pm.

2. **Approval of Agenda**
   {Action: Approved; Motion: Wilkerson; Second: Carico}

3. **Approval of February 2026 meeting minutes**
   {Action: Approved; Motion: Carico; Second: Wilkerson}

4. **Open Meetings and Records Training**
   Training provided by Rachel Sinclair, Senior Assistant County Attorney and PowerPoint is attached.

5. **Update on Officers' Card distribution from Leadership Gwinnett**
   Cards will be distributed at all the precincts during Police Week in May 11-15, 2026. Chief McClure explained the shifts and Chief of Staff Rafanelli will send officers' shift schedule times so the board can coordinate.

6. **Approval of Meeting Dates for the year**

   Dates were discussed and meeting dates established are May 19, 2026, September 15, 2026, and January 19, 2027.
   {Action: Approved; Motion: Johnson; Second: Estes}

7. **Multicultural Festival booth signup and discussion about training opportunity**

   The board will have a booth and sign up for it will be sent out by Lisa Jones. The board would like to attend a training at the GCPD Training Center with a possible date of June 16, 2026.

8. **Public Comment**

   No public comments were made.

9. **Adjournment**

   Chairwoman Renee Liverpool adjourned at 7:05 pm.
   {Action: Approved; Motion: Wilkerson; Second: Johnson}

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Open Meetings and Open Records:
An Overview

Rachel Sinclair
Senior Assistant County Attorney

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Open Meetings

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Open Meetings Act

- O.C.G.A. § 50-14-1 et seq.
- The Act requires all meetings of state and local government agencies to be open to the public, including providing reasonable advance notice of meetings and access to meeting minutes
- Meant to ensure transparency for decisions made by public entities

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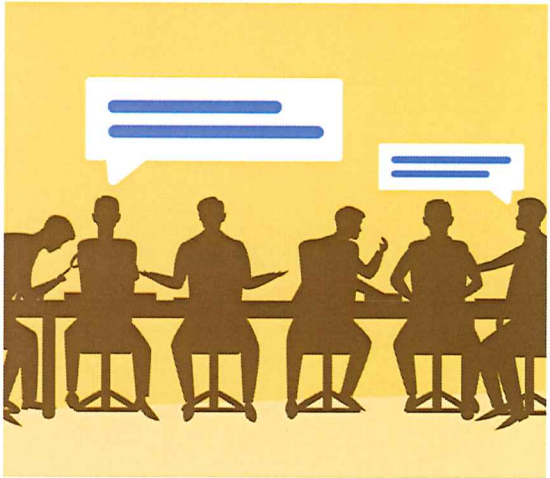
What is an agency?

- "Agency" means:
  - Every department, agency, board, bureau, office, commission, authority, or similar body of each such county, municipal corporation, or other political subdivision of the state.



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What is a meeting?

- A "meeting" is:
  - The gathering of a quorum of the members of the governing body of an agency at which any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon; or
  - The gathering of a quorum of any committee of the members of the governing body at which any official business, policy, or public matter of the committee is formulated, presented, discussed, or voted upon.

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Obligations

- All meetings shall be open to the public.
- All votes at any meeting shall be taken in public after due notice of the meeting and compliance with posting and agenda requirements:
  - Prescribe the time, place, and dates of regular meetings;
  - Notice shall be posted at least one week in advance and maintained in a conspicuous place;
  - Shall be held in accordance with a regular schedule.

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Obligations continued…

- Agendas shall be made available to the public.
  - Shall contain all matters expected to come before the board;
  - Shall be made available upon request and shall be posted at the meeting site as far in advance as reasonably possible:
    - Shall be posted at some time during the two-weeks prior.

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Obligations continued

- Minutes:
  - Summary of the items acted upon and those members present shall be written and made available to the public within two business days of the meeting.
  - Official minutes shall be made available no later than immediately following next regular meeting (once voted upon).
    - Shall include the names of members present, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes.

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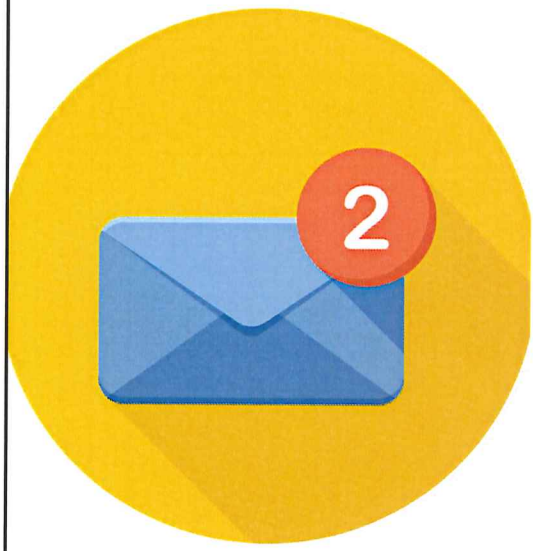

Emails

- The requirements of the Open Meetings Act do not apply to email communications among members
- BUT:
  - Emails are subject to disclosure pursuant to the Open Records Act

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Violations

- Knowing and willful violations are misdemeanors – punishable by a fine not to exceed $1000.00.
- Civil penalties may be imposed for negligent violations – not to exceed $1000.00 for a first violation.

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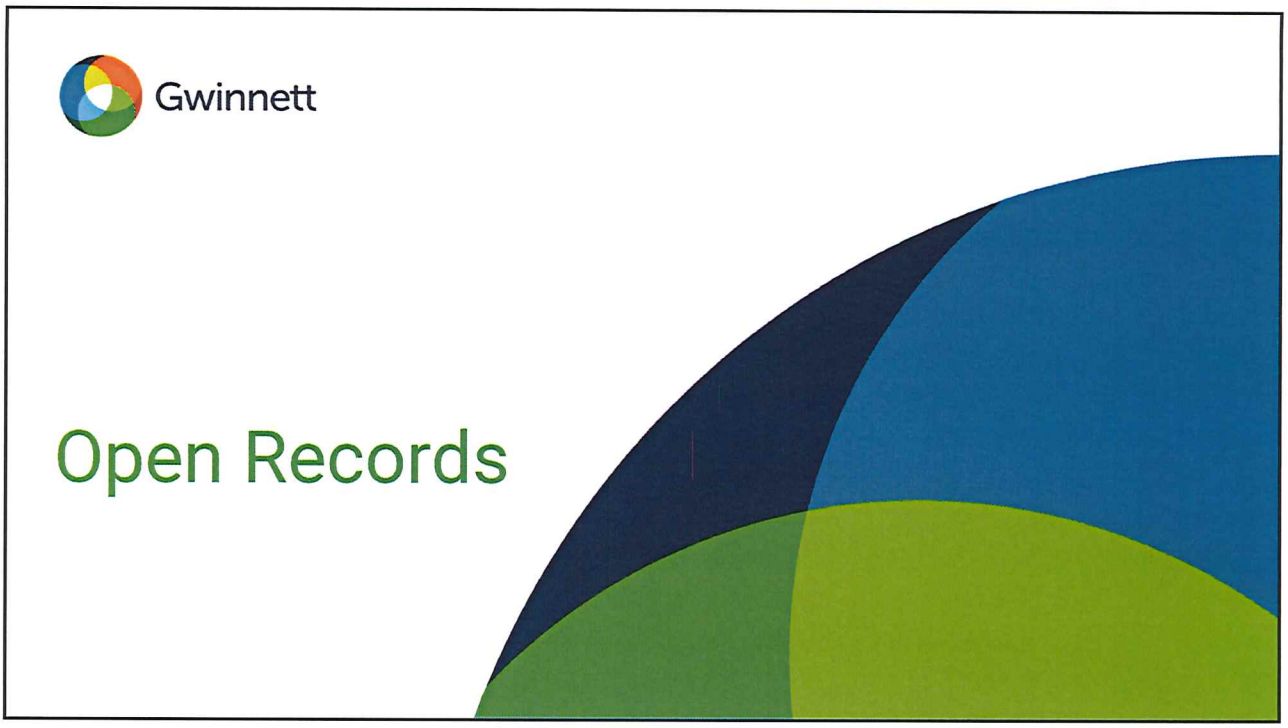

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Open Records Act

- O.C.G.A. § 50-18-70 et seq.
- The Act guarantees public access to government records, including documents, letters, maps, photographs and videos, and emails
- Meant to ensure government transparency

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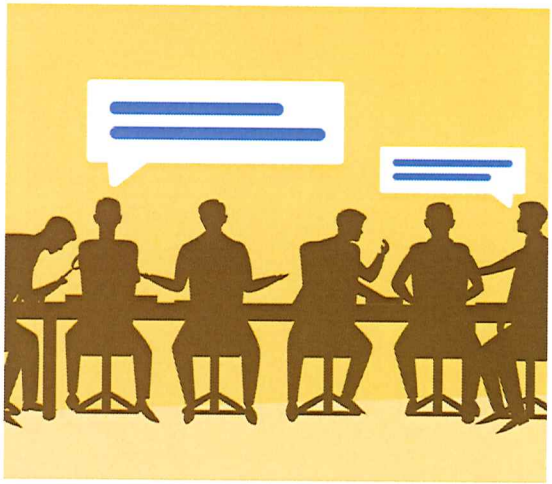
Is GCPCAB an agency?

- "Agency" means:
  - Every department, agency, board, bureau, office, commission, authority, or similar body of each such county, municipal corporation, or other political subdivision of the state.



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What is a public record?

- "Public record" means:
  - All documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency

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Basic Obligations

- O.C.G.A. § 50-18-71:
  - All public records shall be open for public inspection and copying unless:
    - There is a court order prohibiting disclosure; or
    - There is a specific law exempting the record from disclosure.

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Basic Obligations continued…

- Agencies shall produce all records responsive to a request within a reasonable amount of time not to exceed <u>three business days</u> of receipt
  - If records not available during three business days, agencies shall provide the requestor with a description of the records and a timeline for when the records will be available
  - No agency shall be required to prepare new reports, summaries, or compilations not already in existence

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Records Retention

- All records created or received in the performance of duty and paid for by public funds are deemed to be public property and shall constitute a record of public acts
- Duty to retain public records for certain time periods set forth in schedules. Approved retention schedules are authoritative, directive, and have the force and effect of law
- Gwinnett County follows the local government retention schedules

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Emails

- Retention of emails is based upon the content of the email
  - Transitory emails that do not document significant matters are to be retained for their useful life
  - Correspondence re: formal decisions must be kept permanently
- Be cautious as to how email is used to conduct board business

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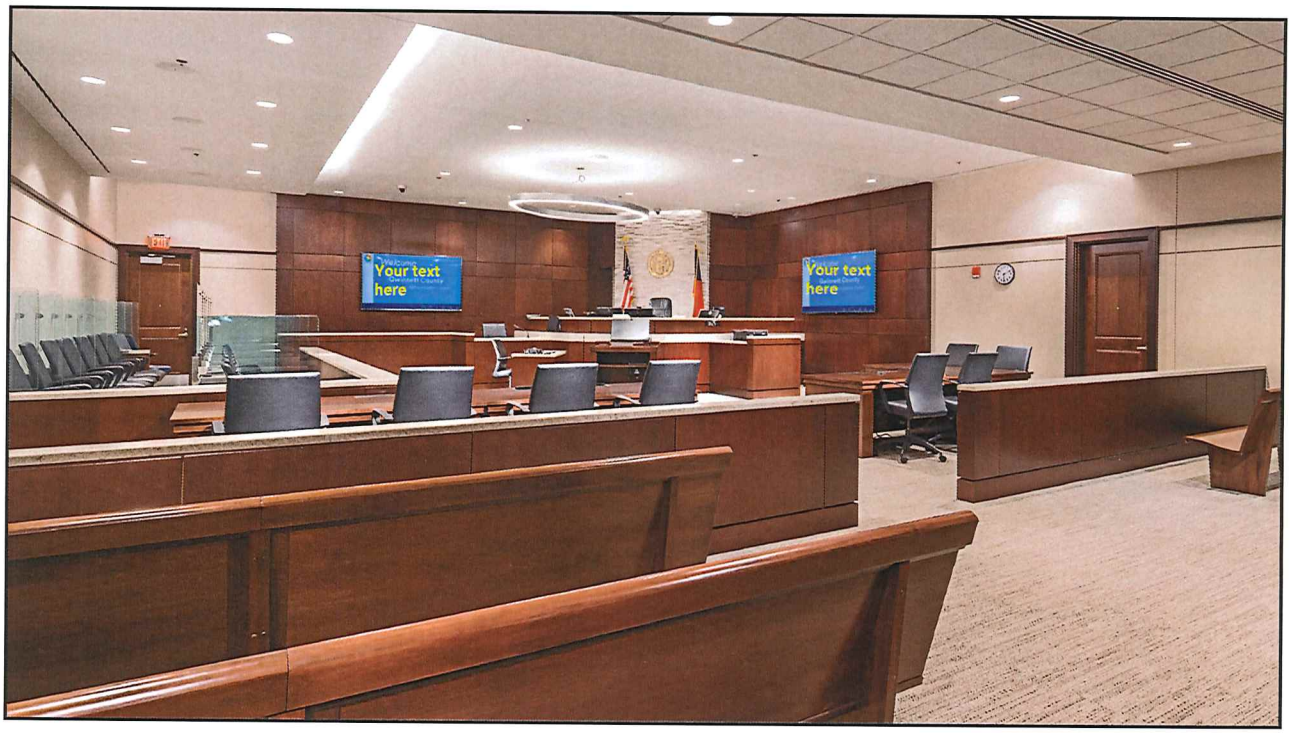

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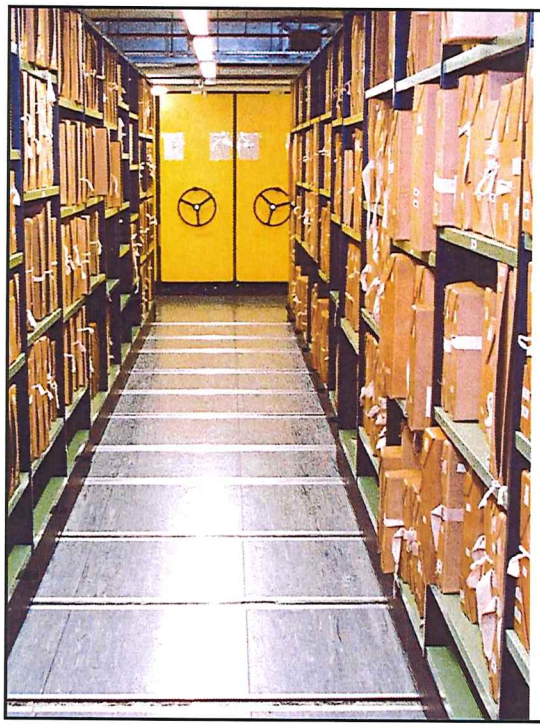

Violations

- Knowing and willful violations are misdemeanors – punishable by a fine not to exceed $1000.00.
- Civil penalties may be imposed for negligent violations – not to exceed $1000.00 for a first violation.
- Destroying records – subjected to prosecution pursuant to O.C.G.A. § 45-11-1

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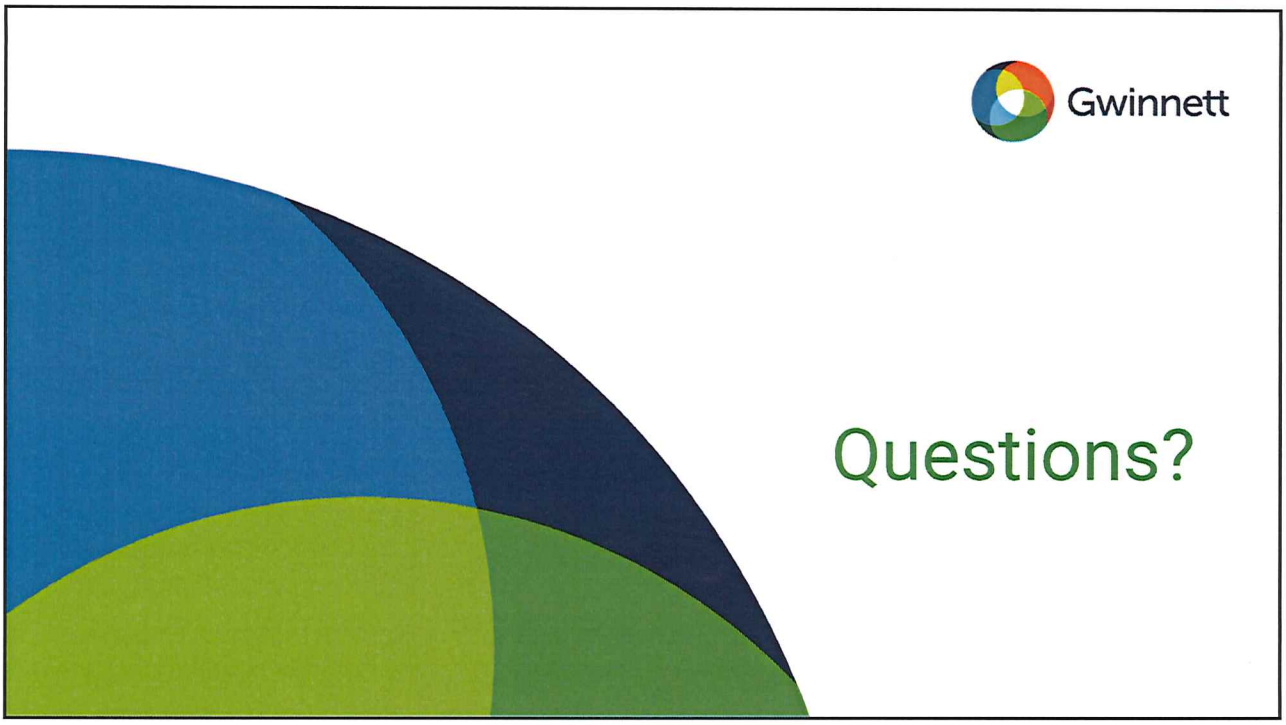

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