



**York-Poquoson Sheriff's Office**  
**Citizen Advisory Committee**  
**Meeting Minutes**  
May 8th, 2021  
0900 a.m.-1100a.m.  
301 Goodwin Neck Road  
Yorktown, VA 23690



**Meeting Minutes Approval by Co-Chair/Committee: APPROVED**

**PRESENT:** LeRoyce Bratsveen; Penelope Carroll; Lauren Dunbar; Debra Goff; David Gorwitz; Beth Hoer; Linda Hutchinson; Eileen O'Brien; Krysten Reid

**ABSENT:** Melanie O Bond-Artis; Robert Carpenter; Latonia Chavis; Janine Espinal; Andre Gaines; Jennifer Joyner; Steven Roane; D'Shawn Wright

**STAFF:** Major Ron Montgomery, Chief Deputy

**1. Call to Order**

Ms. Penelope Carroll called the meeting to order at 0900 a.m. via virtual Zoom meeting. Roll call was taken.

**2. Opening remarks: Ms. Penelope Carroll**

Ms. Carroll opened the discussion with the initiatives that the group is currently working on to include the approval of the bylaws and the initiatives by the Marketing Sub-Committee.

**3. Bylaws Sub-Committee: Finalizing the Bylaws for CAC Approval**

Committee Members: Ms. Janine Espinal/Mr. Dave Gorwitz/Mr. Steve Roane

Mr. Dave Gorwitz led the discussion with the group for the approval of the bylaws. The committee unanimously approved the bylaws. Committee members can access agenda, minutes and bylaws on the below website. The website is currently available for public access, as well.

- <https://www.yorkcounty.gov/2478/Citizen-Advisory-Committee>

**4. Marketing Sub-Committee: Update on Marketing Plan**

Committee Members: Mr. D'Shawn Wright, Ms. LeRoyce Bratsveen, Ms. Jennifer Joyner

Ms. LeRoyce Bratsveen led the discussion to follow-up on milestones and she stated that the Marketing Sub-Committee will include Public Relations. The committee will also work on brainstorming a better name. The sub-committee will also work on an elevator speech that members of the CAC can all quote when the group is hosting public events. Ms. Bratsveen and Major Montgomery will work together to speak to the NAACP and Wavy TV10 to introduce the Citizen's Advisory Committee. Dates are to be determined in regards to these milestones. The Marketing Sub-Committee will also work with York County Community Services to set up public events so the CAC can start formulating a calendar of events to post on the website.



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**5. Closing Remarks/Miscellaneous Topics**

Ms. Penelope Carroll and the group unanimously agreed to a public roll out date of 04Jul2021. The CAC will also have a vehicle at the Fourth of July parade and a table set-up for the public to raise awareness.

Major Montgomery will check to see if he can get us on the agenda of the Board of Supervisors meeting which is scheduled for Tuesday, June 15th.

The meeting was adjourned at 1100 a.m.