



# COMMONWEALTH of VIRGINIA

*Department of Criminal Justice Services*

Shannon Dion  
Director

Megan Peterson  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

## **DRAFT**

### **Criminal Justice Services Board (CJSB) Executive Committee**

*October 25, 2021, at 11:00 a.m.*

*The meeting took place at DCJS, 1100 Bank Street, Richmond, Virginia  
in the 12<sup>th</sup> floor conference room*

#### ***Members Present***

Chief James Williams, Chair  
Chief Craig Branch  
Mr. Jagdish Katyal  
LTC Matthew Hanley, Proxy for Colonel Gary Settle  
Chief Kelvin Wright

#### ***Members Absent***

Sheriff Vanessa Crawford  
Mr. David Johnson  
The Hon. Bryan Porter, Vice-Chair

#### **I. Call to Order**

Chairman James Williams called the meeting of the Executive Committee of the Criminal Justice Services Board (CJSB) to order at 1:40 p.m. A quorum was present.

#### **II. Approval of Minutes**

Mr. Jagdish Katyal made the motion, seconded by Chief Kelvin Wright, to accept the minutes of the September 21, 2021, meeting of the Executive Committee. The motion passed unanimously.

#### **III. Old Business**

There was no old business to discuss.

#### **IV. New Business**

**Decertification – Mr. Chase Goodbred**

The Chairman called on Ms. Cathie Hutchins, Office of the Attorney General, to give a summary of Mr. Chase Goodbred's certification status and to present the facts resulting in his decertification as a jail officer from the Hampton Roads Regional Jail. Mr. Goodbred was decertified pursuant to clauses (A)(vi), (B)(iii), and (B)(vi) of § 15.2-1707 of the *Code of Virginia*.

The Executive Committee also heard from Mr. Chase and a representative of his former agency.

Chief Craig Branch made a motion, seconded by Chief Wright, that the Executive Committee meet in closed session for the purpose of discussing the decertification of Mr. Goodbred with legal counsel. The motion passed unanimously.

Once the Executive Committee had concluded its closed session, Chief Wright made a motion, seconded by Mr. Katyal, that the Executive Committee re-open the meeting to the public. The motion passed unanimously. All members of the Executive Committee certified that only matters involving legal advice from counsel were discussed during the closed session.

Chief Branch made the motion, seconded by Chief Wright, that the Executive Committee uphold the decertification of Mr. Goodbred as a jail officer. The motion passed unanimously.

### **Decertification – Ms. Anna Higgs**

The Chairman called on Ms. Hutchins to give a summary of Ms. Anna Higgs's certification status and to present the facts resulting in her decertification as a law-enforcement officer from the Manassas Police Department. Ms. Higgs was decertified pursuant to clause (B)(vi) of § 15.2-1707 of the *Code of Virginia*.

The Executive Committee also heard from Ms. Higgs and her counsel and representatives of her former agency.

Chief Wright made a motion, seconded by Mr. Katyal, that the Executive Committee meet in closed session for the purpose of discussing the decertification of Ms. Higgs with legal counsel. The motion passed unanimously.

Once the Executive Committee had concluded its closed session, Chief Branch made a motion, seconded by Chief Wright, that the Executive Committee re-open the meeting to the public. The motion passed unanimously. All members of the Executive Committee certified that only matters involving legal advice from counsel were discussed during the closed session.

Chief Wright made the motion, seconded by Mr. Katyal, that the Executive Committee reinstate Ms. Higgs' eligibility for certification as a law-enforcement-officer. The motion passed unanimously.

### **V. Public Comment**

There was no public comment.

### **VI. Next Meetings**

The next meeting date was proposed for December 9, 2021, after the full CJSB meeting on that date. Details will be emailed soon to members.

### **VII. Adjournment**

The meeting adjourned at 4:23 p.m.