



Board or Meeting Agenda

Meeting Details

Date: June 10 2026, 5:00 PM

Meeting Location

34 N. Division St.
Battle Creek Police Department
Community Room

Agenda

Call to Order

Roll Call

- Welcome OPS Officer Inspector VanDyke and Chief of Police Shannon Bagley

Approval of Agenda

Approval of Minutes

- Draft Minutes for May 13, 2026

Discussion of 2025 Report

Committee Reports

- Communications-Update and Requests: Jennifer Williams and Mark Stephens

Ongoing Business

- Case Review Priorities
- Case Review Process

New Business

- Board Recruitment

Board Comment

Public Comment – Limited to 3 minutes per individual

Recess

Closed Session

- Case Discussion with Inspector VanDyke

Return from Recess

Adjournment

Accommodations

The City of Battle Creek will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered in the meeting upon notice to the City of Battle Creek. Individuals with disabilities requiring auxiliary aids or services should contact the city by writing or calling the following:

Victoria L. Houser
Office of the City Clerk
10 N. Division, Room 111
Battle Creek, MI 49014
269.966.3348 (Voice/TDD)

Community Oversight Board

Meeting Minutes

Wednesday, May 13, 2026
City Commission Chambers
10 N. Division St.
5:00 PM

Meeting called to Order by Chairperson Carey Whitfield at 5:00 PM.

Roll Call was taken.

Attendance:

Board Members Present: Kimberly Holley, Michelle Hull, Jennifer LaGrand Williams (arrived at 5:30 PM), Dominic Oo, Brandon Phenix, Mark Stephens, Clare Tanner, Carey Whitfield

Board Members Absent: Kaciana Champlin (excused), Jose Orozco

Quorum established for voting with Alternate Member Brandon Phenix.

Approval of Agenda

Clare Tanner made a motion to approve the meeting agenda as presented. Brandon Phenix seconded the motion. There was no discussion or amendments; motion carried unanimously.

Approval of March 23, 2026 Meeting Minutes

Brandon Phenix made a motion to approve the March 23, 2026 Meeting Minutes as presented. Dominic Oo seconded the motion. There was no discussion or amendments; motion carried unanimously.

Communications

There were no communications.

Committee Reports

The Communications Committee Report was tabled until Jennifer LaGrand Williams's arrival. Jennifer LaGrand Williams stated the board will take a multi-pronged approach to building awareness about the Community Oversight Board:

1. Introduce the Board to community leaders, local clergy, and organizations
2. Participate in upcoming community events, specifically Juneteenth, Washington Heights Community Ministries Carnival, and Battle Creek Pride Festival.
3. Attend Neighborhood Planning Council meetings
4. Issue a press release to local media

Jennifer inquired about the city's support in developing literature and other items to hand out at the events. Kimberly Holley stated she would work with Jennifer to determine what resources are available to support this request.

Jennifer requested that board members list two reasons why they joined the board and send to her via email by June 1st. Responses will be incorporated into future press releases and other outreach materials.

Ongoing Business

COB Work Plan

The board reviewed the Community Oversight Board Work Plan. The discussion centered around community outreach activities. Carey Whitfield inquired about the possibility of the City Commission introducing the Community Oversight Board to the community at an upcoming City Commission meeting, sharing the purpose of the board and why it was established. Kimberly stated she would share this request with the City Manager. Carey stated that the work plan is a living document and adjustments will be made as needed.

Collaboration Site Update

Kimberly Holley stated that the City's IT department recommends the board use SharePoint for document sharing and editing. Kimberly will establish a SharePoint folder for the board and transfer all existing documents to the new folder by June 1st.

New Business

Case Review Protocols

Clare Tanner stated the purpose of reviewing complaint investigations is not to second guess the results but rather review was it a fair and objective investigation and begin to identify any policy recommendations.

The board members expressed their preference to have Inspector Jamie VanDyke present at all future Review Sessions to answer questions and provide guidance on relevant policies.

Board members that participated in the Review Session also noted there wasn't enough time to review all of the complaint investigations and relevant video recordings. Clare Tanner suggested that the Board identify specific categories or priorities for future case reviews.

Kimberly Holley recommended that the next Review Session be dedicated to Q&A with Inspector Jamie VanDyke regarding specific cases, reviewing the Investigation Checklist with Inspector VanDyke, and identifying case review priorities for the remainder of 2026.

BCPD Annual Review Report 2025

The board discussed the need for a better understanding of the categories listed in the Report, particularly as some labeling differs from the 2024 Report.

Kimberly Holley stated that Inspector VanDyke recommended the board compile and submit their questions about the 2025 Report prior to the next board meeting, and she will provide responses.

Carey Whitfield inquired about Inspector Jamie VanDyke also presenting highlights from the 2025 Report along with responses to specific questions at the next board meeting. Kimberly Holley stated she would share the request with Inspector VanDyke.

First Quarter Complaint Investigations Conversation

This agenda item was discussed under Case Review Protocols

Board Comment

Carey Whitfield inquired about the status of amending the Appeal Form to reflect a 6th to 8th grade reading level for accessibility. Kimberly Holley stated she would provide that amendment by June 1st.

Carey Whitfield inquired about the complainant that expressed interest in filing an appeal. Kimberly stated that the individual did not show up at the agreed upon time for assistance with completing the appeal form. Kimberly contacted the complainant and he stated he would like to wait until he secures paperwork from a court proceeding that he would like to include with an appeal form. He stated that he anticipates receiving the paperwork in early June and will file an appeal at that time.

Public Comment

There were no public comments.

Adjournment

Brandon Phenix made a motion to adjourn the meeting. Dominic Oo seconded the motion. Chairperson Carey Whitfield adjourned the meeting at 6:23 PM.

Respectfully submitted,

Kimberly L. Holley, Organizational Development Officer, City Manager's Office