

FINAL APPROVED MINUTES – June 4, 2025

Richmond Police Department Training Academy
1202 W Graham Rd, Classroom 103
Richmond, VA 23220
Wednesday, June 4, 2025 - 10:00am

Member(s) Present

Ms. Corrinne Mastronardi, Chairman
Mr. James W. Booker
Mr. Matthew Henderson
Ms. Marie Marshall
Mr. Charles Proffitt
Mr. James Reynolds
Mr. Hicham Sbihi
Mr. Stephen Shiflett
Mr. Christopher Stuart, Vice-Chair
Mr. M. Ray Wilder

Public Attendance

Mr. Charlie A. Cummings

Member(s) Absent

Mr. William C. Bailey
Mr. Purvis Beanum
Mr. Timothy Chrisman
Mr. David A. Gambale
Mr. Robert Lamour, Secretary

DCJS Staff Present

Ms. Tracey Louise Winn Banks
Chief Deputy Director
Ms. Aubrey Granderson, Director
Division of Licensure and
Regulatory Services
Dr. Clay Aschliman, Continuous
Improvement Manager
Ms. Brenda Cardoza, Criminal
History Fingerprint Specialist
Mr. John Colligan, Division Director
Ms. KerriAnne Cooper, Field
Investigator
Ms. Carolyn Cress, Customer
Service Supervisor
Mr. Paul Denise, Licensing
Supervisor
Ms. Julie Gorwood, Training
Coordinator
Mr. Timothy Haymore, Compliance
& Enforcement Supervisor
Mr. Rob Mason, Customer Service
and Criminal History Manager
Mr. Jackson Miller, Jr., Summer
Intern
Mr. Robbie Robertson, Field
Investigator
Mr. Viktor Shuparskyy,
Adjudication Coordinator

Ms. Jennifer Winters, Adjudication
Assistant

1. Meeting Called to Order/Roll Call: Chairman Corinne Mastronardi called the meeting to order at 10:00 a.m. Chairman Mastronardi asked Ms. Cardoza to call roll. Ms. Cardoza called roll and advised that there was a quorum of Board members to conduct business.

2. Acceptance of Meeting Minutes: Mr. Stuart made a motion to accept the minutes from the April 30, 2025, meeting; Mr. Shifflett seconded the motion. With no objections, the minutes were unanimously approved.

3. DCJS Report: Ms. Aubrey Granderson, Division of Licensure and Regulatory Services Director presented the DCJS Report.

Staff

Tracey Louise Winn Banks, Chief Deputy Director, Clay Aschliman, Continuous Improvement Manager, Brenda Cardoza, John Colligan, KerriAnne Cooper, Carolyn Cress, Paul Denise, Julie Gorwood, Timothy Haymore, Robbie Robertson, Viktor Shuparskyy, Jennifer Winters.

Introduction of Jackson Miller, Jr. our summer intern who is assisting in Adjudication and Criminal History. He has a Bachelor of Art degree from James Madison University. He is a second-year law student at the University of Richmond.

Tommy Clarke, retired June 1, 2025 Ms. Aubrey Granderson is working on filling his position. Lizbeth Miller will retire on July 1, 2025. Paul Denise will be filling her position.

We have internal approval to hire two part-time positions, one for Criminal History and the other for Customer Service.

Lotus

We are working on completing the last two systemic issues, category discrepancies and firearms renewals which should be cleaned up in a few days.

We are very pleased to share that we increased the amount of applications approved each month. In April we approved 4,005 applications; and in May 5,208. We are about 500 applications shy of where we would normally be at this time. However, we have made up a lot of ground.

Although the system is up and operating, we still have data quality issues to clean up but, on a small scale.

The agency and the division remain committed to making Lotus the best possible system.

4. Old Business:

5. New Business: None

6. Public Comment Period (3 minutes per speaker):

Mr. Charlie Cummings

Mr. Cummings commented that LOTUS is not working for him. There are continuous roadblocks that he's encountering.

7. Announcements/Board Member Remarks: None

8. Adjournment

Chairman Mastronardi made a motion to adjourn the June 4, 2025, meeting. Mr. Shiflett seconded the motion. With no objections, Chairman Mastronardi adjourned the meeting at 11:32 a.m.