

Richmond Police Department Training Academy  
1202 W Graham Rd, Room 103  
Richmond, VA 23220

Wednesday, June 7, 2023 - 10:00am

**Member(s) Present**

Mr. Jagdish Katyal, Jr., Chairman  
Mr. Michael Ashley, Vice Chairman  
Mr. Frank Kollmansperger, Secretary  
Mr. Jason L. Back  
Mr. David A. Gambale  
Ms. Marie Marshall  
Mr. Michael Niner  
Mr. James Reynolds  
Mr. Stephen Shiflett  
Mr. Christopher G. Stuart

**Member(s) Absent**

Mr. Rodney Budd  
Mr. Jeffery P. Dodson, Jr.  
Mr. Charles Law  
Mr. Christopher Mortensen

**DCJS Staff Present**

Ms. Aubrey Granderson,  
Division Director  
Mr. Tommy Clarke, Compliance,  
Enforcement and Training Mgr.  
Ms. Anika Coleman, Licensing  
Manager  
Mr. Robert Mason, Customer  
Service and Criminal History  
Manager  
Ms. Brenda Cardoza, Criminal  
History Fingerprint Specialist  
Mr. Paul Denise, Business License  
Mr. Tim Haymore, Field Investigator  
Ms. Sandi Kurek, Field Investigator  
Mr. Robbie Robertson, Field  
Investigator  
Mr. Viktor Shuparsky,  
Adjudication Coordinator  
Ms. Cordelia Starkes, Training  
Coordinator  
Ms. Jennifer Winter, Adjudication  
Specialist

**1. Meeting Called to Order/Roll Call:** Chairman Jagdish Katyal, Jr. called the meeting to order at 10:05 a.m. Chairman Katyal asked Ms. Cardoza to call roll. Ms. Cardoza advised that there was a quorum of Board members to conduct business.

**2. Acceptance of Meeting Minutes:** Mr. Christopher Stuart made a motion to accept the minutes from the March 1, 2023 meeting; Mr. Mike Ashley seconded the motion. With no objections, the minutes were unanimously approved.

**3. 1<sup>st</sup> Public Comment Period (2 minutes per speaker):** There were no public comments made.

**4. Board Member/Committee Reports:**

**5. DCJS Report:**

Online Credentialing Management System

Getting an automated system that meets our current and future business needs is our top priority for the foreseeable future. At our last meeting, it was communicated that we are reviewing responses to our RFP (request for proposals) and preparing for vendor demonstrations.

Since then, we have canceled the RFP because of concerns we had that the requirements listed in it did not represent our future business needs. We are contracting with CapTech to help us develop new system requirements that will accurately reflect our current and future business needs.

In May we invited vendors to provide demonstrations. We've seen two so far and have a third scheduled. It is still possible that we will go the route of issuing a new RFP, but we are exploring all our options, including looking at vendors who are "on state contract." Vendors "on state contract" have already been approved by the Commonwealth of Virginia to do work with state agencies, and contract details and prices have already been set. This is sometimes a faster path to procuring new technology than an RFP.

We have extended our contract with our current vendor for another year, with an option to continue for four quarters after that. This will allow us to maintain the services we have been providing while we move toward something that better suits our needs.

Staffing

At our last meeting, on March 1, 2023, several PSSAB members asked that DCJS bring more staff to meetings so we can get to know each other and the work better. We had multiple members of the DCJS Licensure and Regulatory Services team in attendance.

Robert Mason, Manager of Customer Service and Criminal History and Brenda Cardoza, Criminal History Fingerprint Specialist

Ms. Anika Coleman, Manager of Licensing introduced her new employee, Mr. Paul Denise, Business License Specialist. Ms. Coleman also introduced Ms. Lizbeth Miller, Towing and Bail Enforcement Programs Specialist.

Mr. Tommy Clarke, Manager of Compliance, Enforcement, and Training was there with several members of his team. Mr. Clarke introduced his staff that were in attendance: Ms. Cordelia Starkes, Training and Instructor Coordinator; Mr. Tim Haymore, Field Investigator for the central Virginia region; Ms. Sandi Kurek, Field Investigator for the Tidewater region; and Mr. Robbie Robertson, Field Investigator for the SW Virginia region; Mr. Viktor Shuparsky, Adjudication Coordinator and Jennifer Winters, Adjudication Specialist. We will continue to bring other staff from DCJS to the PSSAB meetings.

### PSSAB Vacancies

On April 20, 2023, Ms. Brenda Cardoza sent a notice to all our regulated population of the industries of the upcoming vacancies for the following positions.

- Bail Bondsmen
- (3) Private Security Services Business (providing security officers, armed couriers, detector canine handlers or security canine handlers) Representatives
- Electronic Security Business Representative
- Instructor Representative
- (2) Locksmith Representatives
- Personal Protection Specialist
- Special Conservator of the Peace Representative

We have received applications for each of the positions. The Nominations and Appointments subcommittee, appointed by the Criminal Justice Services Board (CJSB) will meet on June 15, 2023, to review the candidates' information and make recommendations to the CJSB. Applicants will be notified after the CSJB meeting.

### Strategic planning

DCJS is currently going through the process of updating our strategic plan. Chief Deputy Director, Tracy Louise Banks, has instructed each of DCJS's five divisions to develop a strategic plan by the end of the summer. We are working through some processes internally to develop a draft strategic plan.

Once that draft is developed, we need feedback from our regulated population of approximately 50,000. Fortunately, we have all of you to represent our large, regulated population. Our plan is to survey all of you about our priorities and future direction. Be on the lookout for communication about this soon.

### Reminder

Please keep in mind that each of you are here to represent your whole industry. This will be especially true in the strategic planning survey but is always true in matters related to the PSSAB.

We urge you to talk with others in your industries and share that information at these meetings and in your responses to the strategic planning survey.

### Legislative and Regulatory Process Overview

The PSSAB is an advisory board, created to advise the Criminal Justice Services Board (CJSB) on issues related to your industries.

While the PSSAB is not a regulatory or rule-making body, it has an important and meaningful role to play in the regulatory process. But the processes can be confusing. I have invited DCJS staff who specialize in these processes to attend a meeting later this year to go through some of the processes with us, with a special focus on the role of advisory boards.

### Cancellation of the May 3, 2023 Meeting

Article VI, Section 4, item F (top of page 11) of the Bylaws of the Criminal Justice Services Board states, “The PSSAB shall meet at least four times a year.” This section also describes how meetings will be scheduled. Other than requiring a quorum, the Bylaws are silent regarding canceling or rescheduling meetings.

When we decided to cancel the May 3, 2023 meeting, the staff, Director Miller, Chairman Katyal, and Division Director Granderson discussed that we could reschedule the meeting for the fall, so we will still meet the four-meeting requirement of the Bylaws.

There were multiple factors that went into making the decision to cancel this meeting.

1. I am new to this position. Although I have learned a lot in the 4 months I’ve been in this job, I still have a lot more to learn and, as I hope you’re gathering from this update, there is a lot of activity in our division and at DCJS. The team and I agreed that postponing the meeting would give us more time to prepare and add meaningfully to the PSSAB conversation.
2. There was only one month between the May 3, 2023 and June 7, 2023 meetings.
3. We were working on changing our meeting venue to something that fit our needs better but were still in the process of making that change at the time we canceled the May 3, 2023 meeting.

It is understandable that there have been some concerns about previously canceled meetings. Ms. Granderson can’t speak to that because she was not here. As I have told the staff, while it is important to know what happened in the past, it is also important to not give the past too much significance. She looks at things from the perspective of “here we are, now how will we move forward?” And that’s how she sees this board and its relationship with DCJS. Here we are. What are we going to do in the future?

It is our intention to hold scheduled meetings, as described in the Bylaws. However, if it makes sense to cancel a future meeting, we will always include the necessary people to have those discussions and make the best decisions for all involved.

Ms. Granderson hopes this transparency and explanation answers any outstanding questions or discussion about this topic, so we can move to more substantive issues. This completes the DCJS update. Thank you for your time and attention.

**6. Old Business:**

Division Director Aubrey Anderson presented the PSSAB members with a copy of the Code of Virginia Title 19.2. Criminal Procedure » Chapter 23. Central Criminal Records Exchange » § 19.2-389. Dissemination of criminal history record information.

**7. New Business:**

Chairman Katyal discussed adding a September 27, 2023 PSSAB meeting. Mr. Stuart made a motion to add a September 27, 2023 meeting. Mr. Shiflett seconded the motion. With no objections, adding the September 27, 2023 meeting was accepted.

**8. 2<sup>nd</sup> Public Comment Period (5 minutes per speaker):** There were no public comments made.

**9. Announcements/Board Member Remarks:**

The next Board meeting is Wednesday, September 27, 2023, 10:00a.m.

Mr. Niner is holding a 10-99 and uniform subcommittee meeting at Captain D's restaurant on Chamberlayne Avenue, Richmond, Virginia immediately following today's PSSAB meeting.

**10. Adjournment** Chairman Katyal made a motion to adjourn the June 7, 2023, meeting. Mr. Back seconded the motion. With no objections, Chairman Katyal adjourned the meeting at 11:07a.m.