

Department of Criminal Justice Services  
Private Security Services Advisory Board  
Varina Public Library – County of Henrico  
1875 New Market Road  
Henrico, Virginia 23231  
(804) 501-1980

October 2, 2019

**Member(s) Present**

Mr. Jagdish Katyal, Jr., Chairman  
Mr. Michael Ashley  
Mr. Rodney Budd  
Mr. Edwin DePolo  
Mr. Robert Dickenson, II  
Mr. Eric Pohland

**Member(s) Absent**

Mr. David Bourne  
Mr. Thomas Gallemore  
Mr. John Frazer  
Mr. Dave Killip  
Mr. Frank Weaver, Jr.

**DCJS Staff Present**

Mr. Leon Baker, Division Director  
Ms. Anika Coleman, Licensing Mgr.  
Ms. Brenda Cardoza, Fingerprint  
Specialist  
Ms. Linda Strohecker, Customer  
Service Rep.

**1. Meeting Called to Order/Roll Call:** Chairman Jagdish Katyal, Jr. called the meeting to order at 10:00 a.m. Chairman asked Ms. Cardoza to call roll. Ms. Cardoza advised that there was not a quorum of Board members to conduct business.

**2. Acceptance of Meeting Minutes:** Pending the December 4, 2019 meeting.

**3. Election of Officers:** Pending the December 4, 2019 meeting.

**4. 1<sup>st</sup> Public Comment Period (2 minutes per speaker):** There was no public comment received.

**5. Board Member/Committee Reports:** None presented.

## **6. DCJS Report:**

DCJS Report - Mr. Leon Baker provided the DCJS report.

### PSSAB

Mr. Baker congratulated Mr. Jagdish Katyal, Jr. on his appointment to the CJSB and his appointment as Chairman to the PSSAB.

### DCJS Staffing Update

Mr. Baker introduced Linda Strohecker, Customer Service Representative. Ms. Strohecker has been with DCJS for over twenty years.

Ms. Sandi Kurek joined our staff on September 10, 2019, primarily servicing the Virginia Beach area however, where needed in the Tidewater area. Sandi brings a wealth of knowledge and experience to our team. Her most recent position was an auditor for the Department of Taxation. We are fortunate to have her as a member of our team. In the near future, we will begin the process of hiring a second investigator for Northern VA. and will now begin the process for hiring another investigator for Northern VA.

### DCJS Update

In the very near future, DCJS will be notifying members of the Special Conservator of the Peace, Bail Bondsman and Bail Enforcement Agent programs that we will only be accepting applications through our online system. Most are already doing this, so this should not be a big change. All programs would then be submitting online and we would finally be paperless as it pertains to the application process.

DCJS is considering setting up multiple town hall type events around the Commonwealth of Virginia where we would demonstrate our online system and seek input to enhance the system, to better serve our constituents. Other industry concerns could be discussed at the events as well.

In September one thousand letters went out to businesses without a current record of insurance and eighty-five to training schools advising that that the general liability insurance on file with the Department has expired. Businesses and Training Schools must ensure that they provide Department with current general aggregate liability insurance issued by an insurance company authorized to do business in Virginia.

We will be entering the legislative cycle shortly, if there are industry related bills, DCJS will be calling on the PSSAB members for input regarding the bills.

**7. Old Business:** None.

**8. New Business:** None.

**9. 2<sup>nd</sup> Public Comment Period (5 minutes per speaker):** There was no public comment received.

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

The next PSSAB meeting is December 4, 2019 at the Varina Library, 1875 New Market Road, Henrico, VA 23231.

**11. Adjournment:** Mr. Rodney Budd made a motion to adjourn the meeting. Mr. Michael Ashley seconded the motion. With no objections, the motion was unanimously approved; Chairman Jagdish Katyal adjourned the meeting at 10:33a.m.