

**DRAFT Meeting Minutes – November 29, 2017**

Department of Criminal Justice Services  
Private Security Services Advisory Board  
Libbie Mill Public Library – County of Henrico  
2100 Libbie Lake East Street  
Henrico, Virginia 23230  
(804) 290-9400

November 29, 2017

**Member(s) Present**

Mr. Robert Soles, Chairman  
Mr. Dave Killip, Secretary  
Mr. Rodney Budd  
Mr. Edwin DePolo  
Mr. Robert Dickenson, II  
Mr. John Frazer  
Mr. Thomas Gallemore  
Mr. Jagdish Katyal, Jr.  
Mr. Frederic Pleasants, Jr.  
Mr. Frank Weaver, Jr.

**Member(s) Absent**

Vice-Chairman Kevin Hodges  
Mr. Michael Ashley  
Mr. Eric Pohland

**DCJS Staff Present**

Mr. Leon Baker, Division Director  
Ms. Brenda Cardoza, Fingerprint &  
Criminal History Specialist

**1. Meeting Called to Order:** Chairman Robert Soles called the meeting to order at 10:03 a.m.

**2. Acceptance of Meeting Minutes:** Mr. Jagdish Katyal, Jr. made a motion to accept the minutes from the September 27, 2017 meeting; Mr. Rodney Budd seconded the motion. With no objections, the minutes were unanimously approved.

**3. Chairman Comments/Recognition:** Chairman Robert Soles presented Mr. Daniel Schmidt with a certificate of gratitude for his dedication and professional service to the Commonwealth of Virginia while a member of the Private Security Services Advisory Board from 2009 to 2017 and for contributions as the Chairman of the Private Security Services Advisory Board from 2014 to 2017.

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

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

SCOP – Mr. Frederick Pleasants

Mr. Pleasants reported that the SCOP industry is awaiting the SCOP training regulation to post on TownHall.

The chief delegate that supported the program was defeated.

### CJSB Report – Robert Soles

There was no CJSB report. Mr. Soles encouraged all to attend the upcoming CJSB meeting.

### Subcommittee on PSSAB Structure/Sizing Report – Mr. Robert Soles

The PSSAB will not get this in on time for the 2018 legislation.

### Trustify Report - Mr. Rodney Budd

Mr. Budd reported that there were no rumbblings; the industry seems to be happy. Thank you Ms. Ecker and Mr. Baker for handling this matter.

## **6. DCJS Report:**

### Mr. Leon Baker presented the DCJS report

#### Trustify

The Department has not yet finalized an agreement with Trustify. As Director Ecker stated at the September 27, 2017 PSSAB meeting, this matter is squarely on her desk and that has not changed. The Department received information that the State of Arizona issued a Cease and Desist Order to Trustify and is currently working with the Arizona regulators to determine if they can be of assistance to each other regarding this matter.

The Nominating Committee of the Criminal Justice Services Board will meet on December 7, 2017 to review candidates for vacant seats on the PSSAB.

#### Photo ID Registration Card

The photo ID project continues to go extremely well. As of November 27, 2017, over 7,770 photo ID cards have been generated and mailed by DMV. The Department is very pleased with how this project is progressing to date.

#### Online Application Process System

The Department has rolled out phase two of the online system. Phase two adds the ability to submit initial and renewal training school applications, initial and renewal instructor applications and add category applications for schools, instructors and registration categories. To date, the Department has had very few issues with phase two. The online system as a whole is working very well. Of the application types that are able to be submitted online, the Department is currently receiving over 54% of those applications online instead of manual submittal. This is great! The Department is still working with companies that have not yet started to utilize the online system to educate them on the benefits of doing so. Brandi Thorpe, Licensing Manager is in the process of setting a series of training sessions at our headquarters where individuals can attend for a demo and presentation. The Department is currently working on Phase Three of the online system which will include Businesses, Compliance Agents, and add category capabilities

for both. Once all four phases of the online system have been rolled, the Department will charge an authorized \$5.00 processing fee per application manually submitted to the Department. The Department will communicate with their constituents prior to initiating the \$5.00 manual processing fee.

#### LiveScan Fingerprint Submittal Program

A Statewide Live Scan Fingerprint contract has been awarded to FieldPrint with whom the Department is conducting weekly meetings in anticipation of participating in this initiative. While a firm date has not been established, hopefully the Department will be in a position to start this new process during the first or second quarter of 2018. We first want to make sure that this initiative does not interfere with the online licensing project.

#### Staffing

The new training specialist is scheduled to begin work with the Department on December 11, 2017.

#### General Assembly 2018

We are quickly approaching the start-up of the 2018 General Assembly Session. At this time, there is no legislation that the Department will bring forth during this session. This, of course, does not mean that no legislation affecting any of our constituents will be introduced. Pre-filing of bills is already underway and we are reviewing the pre-filed bills on a daily basis for any that may affect the Department or any of our constituents. With a new administration coming on board in January 2018, we have yet to receive our “marching orders” for this session. However, we will be in touch with the PSSAB to receive input regarding bills affecting constituents they represent.

Thank you and on behalf of the Department, we would like to wish you and your family a safe and happy holiday season. We look forward to continuing to serve you in 2018.

**7. Old Business:** There was no old business to discuss.

**8. New Business:** Secretary Killip stated that there is some constituent confusion regarding the PSSAB and its relationship with DCJS. A discussion of communication methods and ways to encourage wider circulation of the PSSAB minutes took place. Secretary Killip provided a sample of a proposed format for the PSSAB minutes document for Board consideration.

Secretary Killip made a motion that PSSAB consider adopting the suggested format of the PSSAB meeting minutes. Mr. Dickenson seconded the motion. With no objections, the motion was unanimously approved.

It was suggested that:

1. the constituents register with TownHall at: <http://townhall.virginia.gov/> to receive notification of when the DRAFT/FINAL minutes are posted;

2. the constituents access the minutes on the DCJS website at:  
<http://www.dcjs.virginia.gov/about-dcjs/boards-committees/private-security-services-advisory-board/minutes>; and/or
3. The PSSAB members should communicate and reach out to their respective, represented industry group(s).

**9. 2<sup>nd</sup> Public Comment Period (5 minutes per speaker):**

Dan Schmitt

Mr. Schmitt commented on the process/requirements for the live-scan fingerprinting and will further discuss with the Department what and how he as a business owner can get set-up to live-scan fingerprint his employees.

Mr. Schmitt commented that both the PSSAB and the Department would like to see attendance/involvement of our constituents at the PSSAB meetings. The meeting minutes are posted on the TownHall website; and on the DCJS website; changing the format of the minutes is not the answer.

**10. Announcements:** The next CJSB meeting is December 7, 2017. The 2018 PSSAB meeting dates will be set once the 2018 CJSB meeting dates become available.

**11. Adjournment:** Mr. Thomas Gallemore made a motion to adjourn the meeting. Mr. Rick Pleasants seconded the motion. With no objections, the motion was unanimously approved. Chairman Robert Soles adjourned the meeting at 11:30a.m.