

DRAFT MARCH 25, 2014

Department of Criminal Justice Services
Private Security Services Advisory Board
Glen Allen Public Library – County of Henrico
10501 Staples Mill Road
Glen Allen, Virginia 23060
(804) 290-9500

March 11, 2014

Members Present

Frank Phillips
Daniel Schmitt
Robert Clark
Kevin Hodges
Stokes McCune
Seth Oginz
Frederic Pleasants, Jr.
Mary Kay Wakefield
James Washburn, Jr.

Members Absent

Craig Branch
Charles Ciccotti
Gary Ford
John Hall
David Killip
Amy Lockhart

Staff Present

Teresa Gooch, Director
Division of Law Enforcement and
Security Services
Shannon Dion, Director
Policy and Legislative Affairs
Lisa McGee – Regulations, Policy
and Budget Manager

Thomas Clark – Compliance,
Enforcement and Training Manager
Neddie Moore – Licensing and
Customer Service Manager
Barbara Drudge – Towing, Adjudication
and Criminal History Manager
Brenda Cardoza - Recorder

MINUTES

Meeting Called to Order

The meeting was called to order at 10:35 a. m. by Chairman Frank Phillips. Board Secretary Robert Clark called the roll and a quorum of members was present.

Approval of the Agenda

On a motion made by Dan Schmitt, and seconded by Seth Oginz, the agenda was approved unanimously.

Acceptance of Meeting Minutes

On a motion made by Seth Oginz, and seconded by Frederic Pleasants, the draft minutes from the December 3, 2013 meeting, as amended, were approved unanimously.

Recognition

The Board and the Department thanked and recognized Mary Kay Wakefield for her service to the Private Security Services Advisory Board as the Electronic Security Representative and wished her the best in her retirement and with future endeavors.

Committee Reports

There were no committee reports.

DCJS Director and/or Designee Report

Agency staff provided a summary of legislation affecting the agency during the 2014 Session of the Virginia General Assembly.

Old Business

The Department's temporary formatting for registration cards was discussed.

The Department's new policy of providing fingerprint cards for pick up at the agency was discussed.

Recess

The meeting recessed at 11:46 a.m., and reconvened at 11:53 a.m.

Old/New Business

A motion was made by Stokes McCune to add a second public comment opportunity at future meetings at the beginning with a maximum time limit of two and a half minutes, and at the end of the meeting with a maximum time limit of five minutes. The motion was seconded by Danny Washburn, and the motion was approved unanimously.

Public Comment

Mr. James St. John shared his observations about PSSAB meeting procedures and DCJS's involvement with the general assembly.

Mr. Stanley R. Corn made comments about the audit process and advertising by unlicensed entities.

A motion was made by Dan Schmitt and seconded by Danny Washburn to add a "Board Comments" section to the agenda, and it was approved unanimously.

Board Comments

Frank Phillips provided comments about his experiences on the PSSAB.

Dan Schmitt provided comments about experiences on the PSSAB.

Teresa Gooch provided comments about the relationship between PSSAB and the agency.

Next Meeting

The next meeting is scheduled for May 6, 2014 at 10:00 a.m. in Richmond, Virginia, with a location to be determined.

Adjournment

The meeting adjourned at 12:40 p.m.