

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

September 26, 2018

**Member(s) Present**

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

**Member(s) Absent**

Vice-Chairman Kevin Hodges  
Mr. Michael Ashley  
Mr. Edwin DePolo  
Mr. Eric Pohland  
Mr. James R. Posey, Sr.

**DCJS Staff Present**

Ms. Shannon Dion, Agency Director  
Mr. Leon Baker, Division Director  
Ms. Anika Coleman, Licensing Mgr.  
Ms. Brenda Cardoza, Fingerprint Specialist  
Ms. Cordelia Starkes, Training Spec.

- 1. Meeting Called to Order:** Chairman Robert Soles called the meeting to order at 10:00 a.m.
- 2. Acceptance of Meeting Minutes:** Mr. Jagdish Katyal, Jr. made a motion to accept the minutes from the June 6, 2018 meeting; Mr. Frank Weaver, Jr. seconded the motion. With no objections, the minutes were unanimously approved.
- 3. 1<sup>st</sup> Public Comment Period (2 minutes per speaker):** No public comment received.

Chairman Soles and Mr. Baker introduced Ms. Shannon Dion, DCJS Agency Director. Ms. Dion greeted and welcomed all in attendance. She thanked the PSSAB for their service ensuring DCJS’ support.

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

SCOP – Mr. Frederick Pleasants

Mr. Pleasants confirmed the previous meeting notes detailing his presentation from the June 6, 2018 PSSAB meeting. No new updates presented.

CJSB Report – Chairman Robert Soles

There was no CJSB report. Due to inclement weather related to the potential Hurricane effects in the Commonwealth the CJSB meeting was cancelled. An Executive meeting was held to provide end of fiscal year Grants and update several items for the new legislative session pertaining to DCJS.

## Subcommittee on PSSAB Structure/Sizing Report – Chairman Robert Soles

Chairman Soles confirmed all changes must be made by the Legislature. Further discussion(s) will be included in next year's meeting agenda(s).

### **6. DCJS Report:**

#### DCJS Report - Mr. Leon Baker

##### DCJS Staffing Update

Mr. Baker announced that Brandi Thorpe left DCJS to return to DMV and; Conor O'Donnell, Governor's Fellow Program has completed his assignment with DCJS. Mr. Baker introduced Anika Coleman DCJS' new Licensing Manager; Ms. Coleman KeriAnne Cooper joined the DCJS team as a Field Investigator servicing Northern Virginia. Terry Frye joined the DCJS team to assist with adjudication; legislation; regulation and policy issues.

##### LiveScan Fingerprint Submittal Program

This process has proven to be a much more secure and efficient way of collecting required fingerprint submittals. Fieldprint, Inc. has scanned over 5,196 sets of fingerprints in just the last 90 days. The process is working well.

##### Online Application Process System

DCJS is nearing the implementation of Phase 4 the final phase of the online application submittal system, which will include Bail Bondsmen; Bail Enforcement Agents; and Special Conservators of the Peace. Phase 4 was scheduled for implementation on September 11, 2018, however, DCJS discovered some glitches in the system during the testing stage; and has postponed the rollout until it is working properly.

##### Manual Application Process

DCJS plans to terminate manual processing of applications beginning with private security service and towing; or "going paperless". Effective October 1, 2018, DCJS will no longer manually process paper private security or tow truck driver applications. You must submit applications and fees of this type through the online application processing system. DCJS has been providing notification of this implementation for some time and it seems that a high percentage of applicants/registrants have already switched to submitting their applications online. DCJS is extremely excited about this initiative as it will have a huge impact on how quickly we can process and issue credentials when all requirements have been completed. Once Phase 4 is fully implemented, a date will be set to "go paperless" regarding Bail Bondsmen, BEAs and SCOPs.

##### Licensure and Regulatory Services Web Page

The DCJS agency has been working on their website to make it more user friendly and easier to navigate throughout. Kudos to Rob Mason, Customer Service and Criminal History Manager and Conor O'Donnell for spear heading this project. Upon completion of the updates, the new website will launch in the very near future. DCJS welcomes comments regarding the new website, once it launches.

**7. Old Business:** Mr. Budd assisted Chairman Soles addressing a constituent's concerns with possible unlicensed business activities in the Commonwealth of Virginia.

**8. New Business:** Mr. Katyal discussed several calls he had recently received regarding unregistered activities in the electronic security services industry.

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

Mr. Brian Fannon a local attorney

Mr. Fannon commented on the use of 1099 Contractors within the various Private Security Services categories. Mr. Fannon wanted to ensure his clients follow regulations.

Ms. Dion and Mr. Baker highlighted the appropriate regulations governing the use of 1099 contractors. They also directed Mr. Fannon to additional resources including the DCJS website for additional information on the use of 1099 Contractors. A special emphasis was put on the need for a formal contract between the licensed business and all contractors.

**10. Announcements:**

The next PSSAB meeting is November 28, 2018. The Board will discuss meeting dates for calendar year 2019. Mr. Frazer requested that the Board discuss considering Industry events and potential conflicts to upcoming Board dates before setting new meeting dates.

**11. Adjournment:** Mr. Rick Pleasants made a motion to adjourn the meeting. Mr. Rodney Budd seconded the motion. With no objections, the motion was unanimously approved; Chairman Robert Soles adjourned the meeting at 10:52a.m.