

Draft Meeting Minutes – June 7, 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

June 7, 2017

Member(s) Present

Mr. Daniel Schmitt, Chairman
Mr. Dave Killip, Secretary
Mr. Michael Ashley
Mr. Rodney Budd
Mr. Robert Dickenson, II
Mr. John “JJ” Frazer
Thomas Gallemore
Mr. Jagdish “Jay” Katyal, Jr.
Mr. Frederic Pleasants, Jr
Mr. Eric Pohland
Mr. Robert Soles

Member(s) Absent

Vice-Chairman Kevin Hodges

DCJS Staff Present

Mr. Leon Baker, Acting Div. Dir.
Ms. Brenda Cardoza, Fingerprint &
Criminal History Specialist

1. Meeting Called to Order: Chairman Daniel Schmitt called the meeting to order at 10:00 a.m.

2. Acceptance of Meeting Minutes: Mr. Robert Soles made a motion to accept the minutes from the March 8, 2017 meeting; Mr. Michael Ashley seconded the motion. With no objections, the minutes were unanimously approved.

3. Public Comment: No public comment was received.

4. DCJS Report:

Mr. Leon Baker presented the DCJS report:

Photo ID Registration Card

The Department continues to make good progress towards the issuance of photo registration card; and is on target for the July 1, 2017 effective date. DMV and their photo ID vendor have already begun testing their part of the system. The Department should begin sending live data to DMV for testing by the end of this week. All registration related forms have been amended to reflect the legislative mandated fee changes regarding the issuance of photo ID registration cards. Renewal notices reflecting the new fees, were issued for registrations expiring on July 31, 2017. The new fees are also reflected in the online system for individuals expiring in July 31, 2017 going forward. A mass email was sent to all valid email addresses of record notifying registrants; businesses; schools; instructors; and compliance agents of the fee changes. This

information is on the DCJS website as well. July 1, 2017 falls during the 4th of July holiday therefore the live data will be transferred to DMV on July 5, 2017.

Online Application Process System

Phase two of the online system is in the testing stage; it will add the ability to submit initial and renewal training school applications, initial and renewal instructor applications and additional registration category applications. A rollout date has not yet been determined.

Live Scan Fingerprint Submittal Program

The State of Virginia has selected Field Print as the vendor; the Department will soon provide information regarding plans to participate in the live scan fingerprint submittal program. The Department will form a team to discuss the logistics related to the program, prepare for implementation, seek the industry's input and will have a deferred implementation date included in the communications that will be provided to stakeholders.

Staffing

The Department has added Carolyn "Missi" Cress, to the Customer Service team as Customer Service Representative. The Department is currently in the process of filling a Training Specialist position.

PSSAB Appointments and Reappointments

Effective July 1, 2017: Mr. Rodney S. Budd was reappointed to a four year term as Private Investigator Representative; Mr. Edwin F. DePolo was appointed to a one year term as Private Security Services Business Representative; Mr. John M. Frazier was reappointed to a four year term as Private Security Services Business Representative; Mr. Thomas R. Gallemore was reappointed to a four year term as Law Enforcement Representative; Mr. David J. Killip was appointed to continue his term of service as Locksmith Representative; and Mr. Frank O. Weaver, Jr. was appointed to a one year term as Instructor Representative.

PSSAB Vacancies

Effective September 24, 2017, there will be four vacant seats on the PSSAB: (1) Locksmith Representative, (1) Private Investigator Representative, (1) Electronic Security Business Representative and (1) Bail Bondsman Representative. A notice to fill these positions will be posted on the DCJS website shortly.

6. Board Member/Committee Reports:

SCOP – Rick Pleasants

There is a consistent reduction in the SCOP program due to the new training curriculum.

CJSB Report – Robert Soles

The CJSB appointments and reappointments (covered in DCJS report).

Committee on PSSAB Structure/Sizing Report – Robert Soles

The committee met and continued discussions on restructuring and resizing the PSSAB membership and industry representation per registration categories to ascertain if the make-up of the Board is appropriate.

7. Old Business:

Private Security Business and Independent Contractor Insurance Requirements Regulatory Amendments -the public comment period is completed; the Department will submit a request to move from the proposed stage to the final stage of amendments.

Business Advertising Material Regulatory Amendments- the Department reviewed the related legislative change and has determined that there is no need to go through a regulatory process to change as defined in §9.1-138 of the code of Virginia.

Robert Dickenson made a motion that Chairman Dan Schmitt present to the CJSB and the Department, the PSSAB's agreement and support of the update regarding insurance minimum standards; and the inclusion of digital business advertising material in the requirements to acknowledge DCJS license number on such material; Mr. Rick Pleasants seconded the motion. With no objections, the motion was unanimously approved.

8. New Business: There was no new business to discuss.

9. Public Comments: No public comment was received.

10. Announcements:

Upcoming 2017 CJSB Dates:

Thursday, June 15th

Thursday, September 14th

Thursday, December 7th

Upcoming 2017 PSSAB Dates:

Wednesday, June 7th @ 10:00am

Wednesday, September 27th @ 10:00a.m., in conjunction with the 2017 Crime Clinic Conference (Virginia Beach)

1. Election of Vice Chair and Appointment of Secretary

Wednesday, November 29th @ 10:00am

11. Adjournment: Mr. Eric Pohland made a motion to adjourn the meeting. Mr. Jagdish Katyal seconded the motion. With no objections, the motion was unanimously approved. Chairman Daniel Schmitt adjourned the meeting at 11:19a.m.