DRAFT MINUTES – September 29, 2026

Richmond Police Department Training Academy
1202 W Graham Road, Classroom 103
Richmond, VA 23220
Tuesday, September 29, 2026 - 10:00am

Member(s) Present
Mr. Purvis Beanum
Mr. James W. Booker
Mr. Timothy Chrisman
Mr. David A. Gambale
Mr. Matthew Henderson
Ms. Marie Marshall
Ms. Corinne Mastronardi, Chairman
Mr. Gregory McAleer
Mr. Charles Profitt
Mr. Stephen Shiflett
Mr. Christopher Stuart, Vice-Chairman
Mr. Ray Wilder

Public Attendance
Mr. Levin White Investigator

Member(s) Absent
Mr. Shay Knaani
Mr. Robert Lamour, Secretary
Mr. Robert Reyes

DCJS Staff Present
Ms. Aubrey Granderson, Director-Div. Licensure and Regulatory Services
Ms. Brenda Cardoza, Criminal History Fingerprint Specialist
Ms. A'daysha Corbett, Licensing-Bail Bondsman/Bail Enforcement Programs
Ms. KerriAnne Cooper, Field
Mr. Paul Denise, Licensing Supervisor
Mr. Robert Mason, Customer Service and Criminal History Manager
Mr. Robbie Robertson, Field Investigator

1. Meeting Called to Order/Roll Call: Chairman Corinne Mastronardi, called the meeting to order at 10:10 a.m. Chairman Mastronardi asked Ms. Brenda Cardoza to call roll. Ms. Cardoza called roll and advised that there was a quorum of Board members to conduct business.

2. Acceptance of Meeting Minutes: Mr. Stephen Shiflett made a motion to accept the minutes from the June 9, 2026 meetings; Mr. Purvis Beanum seconded the motion. With no objections, the minutes were unanimously approved.

3. DCJS Report: Ms. Aubrey Granderson, Director - Division of Licensure and Regulatory Services presented the DCJS Report.

LRS Staff

- Ms. Emily Vinciguerra has been hired as the full-time Training Coordinator as of June 10, 2026. Emily previously worked with us in a part-time capacity beginning the summer of 2025. Congratulations and welcome, Emily!

- **Security Officer Appreciation Week**
- As some of you may know, last week was national Security Officer Appreciation Week. DCJS acknowledges and thanks the more than 50,000 security officers in Virginia who help to keep us all safe. We posted a thank-you video to our social media accounts on Thursday. If you are not already, please follow DCJS on **Facebook**, **Instagram**, **LinkedIn** and **Flickr**.

DCJS News

- After Division Director John Colligan retired in June, DCJS hired David Miller to fill the vacancy. David has a long history in Virginia state government, specifically working in finance, and has been a welcome addition to the DCJS team.
- Through Executive Order 19, Governor Spanberger established the Virginia Unified Readiness Framework to improve Virginia's preparedness, prevention, protection, mitigation, response, recovery, and resilience regarding potential threats caused by natural disasters, acts of violence, and other potential disruptions to the Commonwealth. Early next month, DCJS leadership will participate in the Virginia Unified Readiness Summit, along with leaders from other state agencies and the private sector, to help prepare a uniformed response to disasters in the Commonwealth.

Staffing

- We have hired five new staff in our Customer Service workgroup: one full-time and four part-time. The new staff members have been through initial onboarding training and are still learning some of the complexities of the work. They began taking calls on Friday, September 11, 2026 and we instantly saw an improvement in our call answer rate.
- Investigator Sandi Kurek retired as of September 1, 2026 Investigations Supervisor Tim Haymore is working to post that vacancy.
- We will soon post a part-time position in our Licensing workgroup.
- Ms. Granderson is reviewing applications and resumes for the Compliance and Enforcement Manager vacancy now, and plan to fill the vacancy by the end of the year.
- We have created a new position of Communications Coordinator under Manager Dr. Clay Aschliman. This position was created based in part on the feedback we have gotten from our constituents that they would appreciate more communication from us. Dr. Aschliman has reviewed the applicant pool and is preparing for the first round of interviews.

Funding

- Last Tuesday, September 22, 2026 you should have all received an email with the subject line "Fee Restoration Notification." As you are all aware, the division operates solely on the fees it collects for credentialing. Over time, our revenue levels have become insufficient to maintain long-term financial stability for the division.
- The fees we have been charging for fingerprints and training rosters are less than established in the regulations. We have received authorization to restore those fees to the full amount over time. By restoring fees, we are bringing the division back into compliance with current regulations while ensuring we have the resources needed to support our services over the coming years while we explore other long-term solutions.
- As stated in the fee restoration email, on January 1, 2027, fingerprint form fees will be $35 and rosters will be $15. A year later, on January 1, 2028, fingerprint form fees will increase to $50 and rosters will be $30, aligning fully with the regulatory fee schedule.
- We chose a phased-in approach to give our constituents time to plan, budget, and adjust.

Projects

- We are working on three projects to improve efficiency and effectiveness of the division.

Benchmark

- At the last PSSAB, Dr. Aschliman shared an update about our upcoming interface with Benchmark, the training vendor who provides online training for compliance agents. Although we had thought this project would move more quickly, staffing changes on the vendor side have caused a delay. We are now looking at a go-live date by Thanksgiving.

Other Division Improvements

- We have identified software that will help us better manage the thousands of emails we get from our constituents each month.
- We are working with the state's call center vendor, Verizon, to upgrade our call center operating system. The upgrade will allow us to use more modern technology to assist more constituents more effectively and efficiently.

LOTUS Update – Mr. Robert Mason

- We have updated the Lotus Dashboard to make it more user friendly.
  - This eliminates the number of clicks needed to find the options available such as submitting a renewal application, submitting an additional category application, requesting a duplicate credential, or printing an existing credential.
  - The options related to credentials are visible when applicable. For instance, the option to submit an Additional category application will only be visible if the credential is not in the renewal period.

- ❖ We have resolved the issue related to the additional category application which required entry level training for categories that already existed on the credential. This was holding up approvals and led to increased phone calls and emails.

- ❖ We are pleased to announce that we have implemented the password reset feature on Lotus.
    - Users can now use Lotus to identify their current username and reset their password to log into Lotus.
    - From there, they can change their username.

- ❖ The Electronic Verification Tool has been updated this month with two major enhancements:
    - The tool now populates instructor, training school, and business categories.
    - As an extension of the EVT, there is a new "Training School Search Tool" that allows the public to find LRS certified training schools.
        - You can search by course, city, or zip code.
        - There is an option to see all training schools

We will send communications including an updated walkthrough video about these updates in early October.

4. **Old Business:** None.

5. **New Business:**

- PSSAB dates for 2027
- Wednesday, March 10, 2027
- Wednesday, April 21, 2027
- Wednesday, June 2, 2027
- Wednesday, September 29, 2027
- Wednesday, November 17, 2027 (This is a backup date in case we need to cancel an earlier meeting)

Chairman Mastronardi called for a motion to accept the 2027 PSSAB meeting dates. Mr. Stephen Shiflett made the motion. Mr. Purvis Beanum seconded. With no objections, the 2027 meeting dates were unanimously accepted.

Mr. Matthew Henderson Chairman of the Emerging Technology Subcommittee provided an initial report on the responsible use of artificial intelligence by Virginia private security licensees.

Mr. Henderson stated that the report is a working discussion draft only. It is not an official PSSAB position, recommendation, or requirement, and it is not legal or regulatory advice. Existing Virginia law, DCJS regulations, contractual duties, and court rules continue to govern licensed activity.

The subcommittee recommended that the Board and licensees use a shared vocabulary. Key terms presented included locally hosted (on-premises) AI, commercial or cloud-based AI, client-related information, and work product.

The draft is organized around five principles: (1) the licensee remains responsible for the finished work product; (2) confidentiality should be considered before capability; (3) AI-assisted content should be verified against source material; (4) firms should be prepared to explain how generative tools were used if a client, counsel, or court asks; and (5) guidance and awareness, including discussion of unintended consequences, are the preferred first step.

The subcommittee described a two-tier approach. Locally hosted tools keep information on equipment controlled by the licensee or firm and may be better suited to client-related files. Commercial or cloud tools send information to a third party and may be used for less sensitive administrative work, often after identifiers are removed. Many firms may use both, depending on the task.

Operational practices discussed as voluntary habits, not mandates, included human review before a document becomes work product, rejection of facts not found in the source file, limited internal documentation of tool use, staff awareness of approved tools, and care not to place entire investigative files into a cloud system. AI was described as a drafting and organizing aid, not a substitute for original evidence or chain of custody.

Mr. Henderson stated that the subcommittee's goal is to stay ahead of technologies affecting private security and investigations, to offer practical guidance to the Board and registrants, and to surface unintended consequences early — particularly for confidentiality, accuracy of work product, and professional responsibility.

Mr. Henderson asked whether the Board wished the July–September discussion draft to circulate further as a non-binding paper, and which subject the subcommittee should take up next: local AI, edge camera technology, or practical automation for firms. No regulatory proposal was offered.

6. **Public Comment Period (3 Minutes per speaker)** None.

7. **Announcements:** None.

    a. **Board Member Remarks/Announcements**

8. **Adjournment:**
   Chairman Mastronardi made a motion to adjourn the September 29, 2026, PSSAB meeting. Mr. Shiflett seconded the motion. With no objections the meeting was adjourned at 11:07 a.m.