

Virginia 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

October 5, 2022

**Member(s) Present**

Mr. Frank Kollmansperger, Secretary  
Mr. Rodney Budd  
Mr. David A. Gambale  
Mr. Charles Law  
Ms. Marie Marshall  
Mr. Michael Niner  
Mr. James Reynolds  
Mr. Stephen Shiflett  
Mr. Christopher G. Stuart  
Mr. Jason P. Tassinari

**Member(s) Absent**

Mr. Jagdish Katyal, Jr., Chairman  
Mr. Michael Ashley, Vice Chairman  
Mr. Jeffrey P. Dodson  
Mr. Christopher Mortensen

**DCJS Staff Present**

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

**1. Meeting Called to Order/Roll Call:** In the absence of the PSSAB Chair and Vice Chair, Secretary Frank Kollmansperger presided over the meeting. He called the meeting to order at 10:05 a.m. Secretary Kollmansperger asked Ms. Cardoza to call roll. Ms. Cardoza advised that there was a quorum of Board members to conduct business.

**2. Acceptance of Meeting Minutes:** Mr. Charles Law made a motion to accept the minutes from the March 9, 2022 meeting; Mr. Michael Niner seconded the motion. With no objections, the minutes were unanimously approved.

**3. Acknowledgment of New/Reappointed Board Members effective July 1, 2022:** Secretary Kollmansperger acknowledged Reappointed Law Enforcement Representative Mr. Jeffrey P. Dodson, Jr. and newly appointed Bail Bondsmen Representative Mr. David A. Gambale, Instructor Representative Mr. James Reynolds, Private Security Services Business (providing security officers, armed couriers, detector canine handlers or security canine handlers) Representatives Mr. Stephen Shiflett, Mr. Christopher G. Stuart and Mr. Jason P. Tassinari.

**4. 1<sup>st</sup> Public Comment Period (2 minutes per speaker):** There were no public comments made.

**5. Board Member/Committee Reports:** Mr. Niner will email his reports on Human Trafficking, Uniform definition and 1099 Independent Contractor to the Board members for review and discussion at the November 30, 2022 meeting. Mr. Niner is seeking PSSAB members for his committees.

**6. DCJS Report:**

Mr. Leon Baker presented the DCJS report.

Mr. Baker greeted and thanked everyone for the opportunity to provide a brief DCJS update. DCJS' Director, Jackson Miller and Chief Deputy Director Tracy Louise Banks sent their greetings and look forward to attending some of the PSSAB meetings. Mr. Baker welcomed the new Board members and looks forward to working with them.

Mr. Baker announced his plan to retire from DCJS sometime during the first quarter of 2023. Once he has a firm official last day he will advise the PSSAB. Mr. Baker stated that he has enjoyed his thirty plus years with DCJS and the honor and pleasure it has been to serve the PSSAB and the businesses and individuals they represent. Mr. Baker has been a part of regulation since 1981. He stated that he appreciates all that he has experienced and hopes that he has a positive impact during his tenure.

Online Credentialing Management System

The Request for Proposal (RFP) has been issued. DCJS has received several proposals. Over the next few months, DCJS will be evaluating the proposals and possibly demos to identify the vendor that can provide the best possible system. We want to ensure that current functionality is not lost and to gain new abilities. As we go through the process, end users can expect to see surveys and requests for input.

**7. Old Business:** None for discussion.

**8. New Business:** None for discussion.

**9. 2<sup>nd</sup> Public Comment Period (5 minutes per speaker):** There were no public comments made.

**10. Announcements/Board Member Remarks:** The next Board meeting is Wednesday, November 30, 2022 10:00a

**11. Adjournment** Secretary Kollmansperger adjourned the meeting at 11:20a.m.