

Richmond Police Department Training Academy  
1202 W Graham Rd, Classroom 103  
Richmond, VA 23220  
Wednesday, November 29, 2023 - 10:00am

**Member(s) Present**

Mr. Michael Ashley, Chairman  
Mr. Purvis Beanum  
Mr. Rodney Budd  
Mr. David A. Gambale  
Mr. Jagdish Katyal, Jr  
Mr. Frank Kollmansperger  
Mr. Robert Lamour  
Ms. Marie Marshall  
Ms. Corrinne Mastronardi, Vice Chair  
Mr. Charles T. Proffitt  
Mr. Stephen Shiflett  
Mr. Christopher G. Stuart, Secretary

**Public Attendance**

Mr. Ben Paviour

**Member(s) Absent**

Mr. Timothy Chrisman  
Mr. James Reynolds

**DCJS Staff Present**

Ms Aubrey Granderson  
Mr. Tommy Clarke, Compliance,  
Enforcement and Training Mgr.  
Mr. Clay Aschliman, Bus.  
Improvement Manager  
Ms. Brenda Cardoza, Criminal  
History Fingerprint Specialist  
Ms. Monica Cooks, BB and SCOP  
Programs Specialist  
Ms. Kerrie Anne Cooper, Field  
Investigator  
Mr. Tim Haymore, Field Investigator  
Ms. Sandi Kurek, Field Investigator  
Ms. Kristi Shalton, Standards and  
Policy  
Ms. Jennifer Winter, Adjudication  
Specialist

**1. Meeting Called to Order/Roll Call:** Chairman Michael Ashley called the meeting to order at 10:00 a.m. Chairman Ashley 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. Christopher Stuart made a motion to accept the minutes from the September 27, 2023 meeting; Mr. Robert Lamour seconded the motion. With no objections, the minutes were unanimously approved.

**3. The PSSAB election of a Vice Chair – From amongst the Board members**  
Chairman Ashley made a motion to elect Ms. Corinne Mastronardi as the Vice Chair to the PSSAB. Mr. Katyal, Jr. seconded the motion. With no objections, the vote was unanimous.

Chairman Ashley appointed Mr. Christopher Stuart as secretary to the PSSAB.

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

**5. Board Member/Committee Reports:** None

**6. DCJS Report:**

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

Introduction of DCJS Team Members

- We have some members from the Licensure and Regulatory Services team with us here today.
- At the last meeting, Ms. Tracy Jenkins provided an overview of the legislative process. Today, we have Ms. Kristi Shalton here to talk with us about the regulatory process.
- Introduced all other DCJS staff in attendance.

#### Online Credentialing Management System

As previously mentioned, getting an automated system that meets our current and future business needs is our top priority for the foreseeable future.

- In early November we submitted the requirements for our new system to the Virginia Information Technology Agency (VITA). This allowed vendors who are already approved to do this type of work to respond to us to tell us how they would meet our needs and what the costs would be.
- Five suppliers responded to us with information about how they can provide a new automated system for us. We are currently reviewing the responses, but they look very promising.
- The suppliers provided prices in their responses to us, and we estimate we will need to spend about \$1 million to get a system that meets our needs.

Funding the system is still an open question and nothing has changed from the last update. However, there are still options on the table. Director Miller and other leadership at DCJS have shared with us that they support our funding request and will help us fund a system that will work for all of us.

#### Staffing and Reorganization

Dr. Clay Aschliman started working with DCJS on November 13, 2023, as our Continuous Improvement Manager. His work includes process review and improvement, operational

analysis, strategic planning, survey development, program evaluation, communication, training, and research. Clay comes to DCJS from the Virginia Department of Health, where he worked for the Offices of Community Health Services and Population Health & Preparedness. Originally from Houston, Texas, Clay earned his PhD in Educational Research and Evaluation from Virginia Commonwealth University; master's in Literacy, Culture, and Language Education from Indiana University Bloomington; and bachelor's in English with a minor in Business from the University of Texas at Austin.

We are still working to fill our vacant customer service position and will be scheduling another round of interviews next week. We hope to have that position filled early in the new year. We have three other vacancies to fill, and we are working on rewriting and reclassifying those positions to meet the needs of our reorganization.

### Other Items

- Improving our use of data. We are working to improve our data literacy and how we use data. This process is a long-term project for any organization, but we are taking the first steps now. We hired Clay, and this is part of the skillset he brings to DCJS. Carolyn Cress is taking data training. Managers are beginning to develop performance measures for their work areas. Procuring a new automated system will be an essential part of accessing and using data to make informed decisions.
- Payment processor. The backend system that processes payments at DCJS needs to be updated. The system is located within GL Suite, which is our current automated system. We have been working with GL for months on this project, but we still don't have an implementation date. They have experienced significant staff turnover during the life of the project, which has caused multiple delays. This project has taken a significant amount of staff time.
- Upcoming General Assembly. Preparation for the General Assembly (GA) began months ago but is increasing in December. The GA will open on Wednesday, January 10, 2024 and close on Saturday, March 9, 2024. Because this year we have a long session, and a high number of freshman legislators, we expect that the session may be very busy. Our division has not proposed any legislative changes because I am still relatively new in this position and because of the high turnover in the GA this year.
- Holiday season. Please keep in mind that state government will be closed several days at the end of December for holidays. Additionally, many staff take leave during this time. If you need to contact us, I ask that you be patient with us. We endeavor to provide timely responses to all inquiries, but it can be more difficult this time of year. When we are closed, we change the messaging in our call center and update our website. You can also look at the Virginia Department of Human Resource Management (DHRM) state calendar to see the dates that state government is closed.

### Regulatory Process

Ms. Kristi Shalton, Standards and Policy provided the PSSAB with an overview of the regulatory process in Virginia. The PSSAB members thanked Ms. Shalton and advised that her presentation was very informative and audience friendly.

**7. Old Business:** None

**8. New Business:**

**8. 2<sup>nd</sup> Public Comment Period (5 minutes per speaker):** There was no public comment made.

**9. Announcements/Board Member Remarks:**

**10. Adjournment** Chairman Ashley made a motion to adjourn the November 29, 2023 meeting. Mr. David Gambale seconded the motion. With no objections, Chairman Ashley adjourned the meeting at 10:46a.m.