**John Tyler ASAP**

**Policy Board Meeting**

**September 12, 2024**

**Present:** P. Eliades ~~J. Honey~~ T. Stark ~~P. Nichols~~ ~~K. Nye~~

K. Early B. Anspach ~~J. Rosson~~ S. Hamlin ~~T. Davin~~

 F. Carpenter T. Hawkins M. Grant A. Cole A. Coleman

 C. Morris

I. The meeting was called to order at 6:02 p.m. by the Honorable Peter Eliades.

Major Troy Hawkins has been appointed to the Board to represent Emporia. Major Hawkins has more than twenty years of law enforcement experience and should prove to be a valuable addition.

II. Minutes from the June 13, 2024 meeting were approved:

* Motion to approve – Stark
* 2nd - Anspach

III. Building Report (A. Cole):

* The Chester building has sold. The final bill of sale and net gain was provided.

IV. Financial and Program Update:

* With the sale of the building, we were able to correct the retirement contribution error and are fully up to date. The total amount needed for the correction was around $25k.
* On Wednesday, 9/4/2024 someone deposited three counterfeit JTASAP checks totaling over $16k. The issue was caught at 6:40am on Thursday, 9/5/2024. We have signed the affidavits of check fraud with Village Bank and they are completing their investigation to return the funds. This can take up to 45 days. We have filed a police report with Chesterfield Police Department and have been assigned to Detective Stull. She was impressed with the speed in which the issue was caught and all of the evidence we were able to provide her.
* The Commission on VASAP is employing a new merchant for electronic payments. We are currently using a program called Elavon, but will be transitioning to Tyler Technologies. JTASAP will be the pilot for the new merchant and credit card machines. The new machines will allow swipe, tap to pay, apple pay, and chip read payments. Although the agency will be provided three credit card machines, JTASAP will need to purchase three additional machines. Each machine runs about $400.
* In July of this year regulations changed that require each local program to submit an annual income statement to the Commission on VASAP. This is what our agency’s statement looks like. In the coming years, we’ll have comparison data as a reference for how the agency is doing.
* Audit - Our financial Audit is from September 23, 2024-September 27, 2024
* DMV Office – The Commission on VASAP has partnered with DMV to secure two offices in the DMV Customer Service Center in downtown Richmond. In addition to the office space, the Commission is also funding two new employees through the end of this calendar year.
* New Jurisdictions – We’ve already previously agreed to assume the jurisdictions belonging to Capital Area ASAP that include, Hanover, Goochland, and Richmond City. The proposed budget was provided for review and consideration.

V. Executive Session:

* F. Carpenter made the motion that the Policy Board go into Executive Session to discuss personnel and the budget.

The motion was seconded by B. Anspach and carried by the Board.

VI. Return to Open Session

* A motion was made by M. Grant to come out of Executive Session having discussed only matters related to personnel and the budget. This motion was seconded by S. Hamlin and carried by the Board.

VII. Budget Approval

* M. Grant moved that the budget be approved as discussed. The motion was seconded by S. Hamlin and carried by the Board.

VI. The Board confirmed the remaining meeting date in 2024:

* Thursday, December 5, 2024 @ CCP

VII. Public Comment:

* There was no one present to make comment.

VIII. Adjournment: