



PRIVATE PROBATION SERVICE COUNCIL
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1166
615-741-1831

Meeting Minutes
August 7, 2020
WebEx Meeting
Davy Crockett Tower

The Private Probation Services Council met on August 7, 2020 via a WebEx Teleconference. The following business was transacted:

COUNCIL MEMBERS PRESENT: Judge Larry Logan, Judge Lynn E. Alexander, Judge Gary Starnes, Michael Wright, Stacey Kelley

COUNCIL MEMBERS ABSENT: Stancil Ford and Judge Brody Kane

STAFF MEMBERS PRESENT:

Glenn Kopchak, Roxana Gumucio, Elizabeth Bendell, Katie Long, and Angela Nelson

CALL TO ORDER/ROLL CALL

Director Kopchak called the meeting to order at 10:00 a.m. and completed roll call.

NOTICE OF MEETING

Director Kopchak read the notice of meeting into the record as follows: "Notice of the August 7, 2020 meeting of the Private Probation Services Council was posted to the Private Probation Service Council website on July 22, 2020."

STATEMENT OF NECESSITY

Director Kopchak read the Statement of Necessity into the record. Judge Logan motioned to accept it as written, which Judge Alexander seconded. The motion passed unanimously by roll call vote.

AGENDA

Judge Starnes motioned to adopt the agenda as written, which Judge Logan seconded. The motion passed unanimously by roll call vote.

NOVEMBER MINUTES

Upon review of the minutes from the November 2019 meeting, Judge Logan motioned to approve the minutes as written. This was seconded by Judge Starnes. The motion passed unanimously by roll call vote.

DIRECTORS REPORT

Budget

Director Kopchak briefly reviewed the budget, providing a breakdown of each of the line items. Director Kopchak also highlighted two (2) expenses for the council. These included the costs for CORE enhancements due to the recent law changes and an investigation expense that was incorrectly attributed to the council. Director Kopchak stated that the current deficit is due to the board realignment, which caused expenses to be distributed across fewer boards. Despite this changes, Director Kopchak concluded that the reserves are still in good shape and there is nothing out of the ordinary at this time.

Election of Officers

Judge Starnes motioned to maintain Judge Logan as Chair and Judge Alexander as Vice Chair, which was seconded by Mr. Wright. The motion passed unanimously by roll call vote.

CE Updates

Director Kopchak reminded the council about their interest in providing continuing education, primarily to standardize ethics training. Director Kopchak presented information obtained from a vendor who provides training and explained that the estimated cost would be around \$13,000. As a result of this cost being over \$10,000, the council would need to submit a request for proposals to allow vendors to bid on the task. The council agreed that this was a worthwhile undertaking. Judge Logan made a motion to move forward with a request for proposals from vendors to provide two (2) hours of ethics training. This was seconded by Judge Alexander. The motion passed unanimously by roll call vote.

2021 Meeting Dates

Director Kopchak provided the council with the scheduled meeting dates for 2021. Judge Starnes motioned to accept the scheduled dates, which was seconded by Judge Logan. The motion passed unanimously by roll call vote.

Sunset Update

Director Kopchak informed the council that the follow-up audit had been completed and that the two (2) recommendations had been fulfilled. The auto-approve glitch in CORE was corrected and a Standard Operating Procedure (SOP) for company renewals was created to standardize the renewal process. Director Kopchak stated that there are no further actions required at this time and that a future sunset hearing date has yet to be scheduled.

LEGAL

Director Kopchak took a moment before the presentation of the legal report to introduce the new attorney, Ms. Elizabeth Bendell, to the council.

Legal Report (presented by Elizabeth Bendell)

1. PPSC-2020033461

Disciplinary History:

- None

Summary:

This is a complaint opened at the request of office staff. Respondent renewed their company license in October 2019. The Respondent was missing several required documents as part of that renewal. The Council office repeatedly reached out to the Respondent. The office also did an audit starting in September 2019 of all licensed companies. During this audit, the Respondent was contacted telephonically as well as via email. During these discussions the Respondent indicated that they would submit all of the required documentation. The Respondent has continued to work without complying with mandatory requirements and has been unresponsive to all requests.

The Respondent has not responded to the complaint at this time.

Recommendation: To be discussed

Decision: **Letter of Warning**

2. PPSC-2020041931

Disciplinary History:

- None

Summary:

This is a consumer complaint alleging misconduct from the Respondent. Specifically, the Complainant alleges issues with a drug test conducted on the consumer's girlfriend, which they believe was incorrect due to unsanitary conditions and re-use of testing materials. The complainant further indicated that the Respondent was unable to account for funds paid by the Complainant's girlfriend.

The Respondent has not responded to the complaint at this time.

Upon research it was discovered that the Respondent works for a public County run probation service. Because of this, this Council does not have jurisdiction over this complaint.

Recommendation: Closure

Decision: **Approved**

Redline Rules

Ms. Bendell presented the council with two (2) proposed rule changes for discussion. The first change reduces the late fees for those entities who do not renew their licenses on time. The second change eliminates the additional five (5) cent fee for every ten (10) days the quarterly provider fee is late. Judge Alexander made a motion to accept both rule changes. This was seconded by Judge Starnes. The motion passed unanimously by roll call vote.

NEW BUSINESS/ADJOURNMENT

There being no new business, Judge Logan motioned to adjourn the meeting, which was seconded by Judge Starnes. The motion passed unanimously by roll call vote. Director Kopchak adjourned the meeting at 10:38 a.m.