



VCJC Professional Regulation Subcommittee Agenda Meeting Minutes for Jan. 18, 2024

Meeting Date & Time: Thursday Jan. 18, 2024 10:00 AM – 12:00 PM

Meeting Location: This meeting was via Microsoft Teams

Voting Members Present: Trevor Whipple, Karen Tronsgard-Scott, Shawn Pratt, Karim Chapman, Jennifer Frank

Voting Members Absent: None

Others in attendance: Kim McManus, Christopher Brickell

Note: Meeting started in Public Session, no members of the public present

Call to Order: Meeting called to order at 10:07 AM by Trevor Whipple

Addition / Deletions to Agenda: No additions or deletions to the agenda

Meeting Minutes: Minutes of Dec 7, 2023 and Dec. 21, 2023 were reviewed. Motion by Karen Tronsgard-Scott to approve minutes, seconded by Jennifer Frank, all in favor.

Executive Session: 10:11 AM (re: confidential Act 56 complaints and investigations, and to seek legal advice, with premature public knowledge would put the subject officer at a substantial disadvantage) Motion made by Karen Tronsgard-Scott to include staff Kim McManus and Christopher Brickell, noting Jennifer Frank recusing herself from case 202090Q due to the potential appearance of a conflict of interest. Motion seconded by Jennifer Frank. All in favor.

Executive Session: 10:11 AM – 11:54 AM

Public Session: 11:54 AM (Members Whipple, Frank, Chapman and Tronsgard-Scott re-entered public session)

202083G: Case was reviewed previously with a finding of B1. Officer requested to meet with subcommittee to provide additional information. Continuations were provided to officer for additional time for providing information. Additional notice was provided to meet today and the officer did not respond or attend. Motion by Trevor Whipple to reaffirm finding of B1 violation, second by Karen Tronsgard-Scott. All members in favor.

2020P38: Motion by Trevor Whipple of a finding of a Category A violation with a request for a draft stipulation agreement to be drafted by Counsel. Second by Karim Chapman, all in favor.

202090Q: Case will be rescheduled for review at a future meeting.

2020ELZ: Motion by Trevor Whipple a finding of a Category B2, with a Notice of Hearing to be drafted and potential stipulated agreement. Second by Karen Tronsgard-Scott. All in favor.



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2020OP4: Case being returned to agency for additional information.

2020HSV: Case being returned to agency for additional information.

2020ZT2: Motion by Trevor Whipple of No Finding of Category B violation, with guidance to Counsel to notice subject officer of committee comments. Second by Karen Tronsgard-Scott. All in favor.

2020AYX: Motion by Trevor Whipple of No Finding of Category B violation, with guidance to Counsel to notice subject officer of committee comments. Second by Karen Tronsgard-Scott. All in favor.

Public Comment: No members of the public attended.

Public Discussion: Congratulatory birthday greetings to subcommittee member Pratt. No other public discussion.

Motion to Adjourn: Motion made by Karen Tronsgard-Scott, second by Karim Chapman, all in favor.

Meeting ended at 12:00 PM