

COMMISSION ON VASAP  
QUARTERLY BOARD MEETING

Friday, March 14, 2014

Minutes

Attendance:

Commission Members:

Delegate Jackson H. Miller, Chairman  
Sheriff Michael L. Wade, Vice Chairman  
The Honorable Mary Jane Hall  
The Honorable George D. Varoutsos  
The Honorable Gino W. Williams  
Ms. Pat Eggleston  
Mr. Roy-Keith Lloyd  
Mr. John Saunders

Absent:

Senator Thomas K. Norment  
Senator Richard H. Stuart  
Delegate Richard L. Morris  
Delegate David J. Toscano  
Ms. Mellie Randall

Commission Staff:

Ms. Angela Coleman, Executive Director  
Mr. Oscar Brinson, Legal Counsel  
Ms. Rosario Carrasquillo  
Ms. Sarah Morr  
Mr. Christopher Morris  
Ms. Charlene Motley

ASAP Directors:

Ms. Robyn Allen  
Mr. Phillip Braxton  
Mr. Anthony Carmichael  
Ms. Mary Read Gillispie  
Mr. James Hatcher Johnson  
Ms. Victoria Kesler  
Ms. Beth Lipes  
Ms. Jamie Moran  
Ms. Deborah Morgan  
Mr. Kimball Peele  
Ms. Cindy Sheffield  
Ms. Tara Smith  
Ms. Pam Simmons  
Mr. Rick Wilkins

Guests:

The Honorable Merlin Renne  
Ms. Lithia Carter  
Ms. Deborah Coffey  
Mr. Chad Goodwin  
Ms. Deanna Hill  
Mr. John Honea  
Mr. Chris Karvellas  
Mr. Nick Kleczewski  
Ms. Susan Marchon  
Mr. Bryan Mooney  
Mr. Christopher Nolen  
Mr. A. Kent Owens  
Mr. Joshua Perkins  
Mr. Randy Rollins  
Mr. Jim Weaver

**Time and Place:**

The quarterly meeting of the Commission on the Virginia Alcohol Safety Action Program (VASAP) was held on March 14, 2014 at the General Assembly Building 6<sup>th</sup> Floor Speaker's Conference Room. The meeting was called to order by Delegate Jackson H. Miller, Chairman.

**Welcome:**

Delegate Miller welcomed and thanked everyone for attending the meeting.

**Approval of Minutes:**

A motion was made by Mr. John Saunders and properly seconded by Sheriff Michael L. Wade to approve the minutes from the December 5, 2013 Commission meeting. All were in favor.

**Special Recognition:**

Delegate Miller recognized and thanked Ms. Susan Marchon for her dedication and service to the Commonwealth of Virginia and its citizens. Delegate Miller stated that Ms. Marchon has been a member of the Commission on VASAP since 1992 and a director of the New River Valley ASAP for almost thirty years. Her tireless effort and willingness to assist has been instrumental in developing the VASAP system as we know it today. Delegate Miller continued by saying that Ms. Marchon has made notable contributions to VASAP including her assistance in the creation of the Inferno database, assistance with certification of local programs and creation of the Young Offender program. All of these contributions will have long-lasting positive effects on the statewide operations and have helped VASAP move closer to its mission of increasing highway safety. Delegate Miller expressed that the capable and confident manner in which Ms. Marchon has presented the Executive Finance Committee report has long been admired. The "mark" of Ms. Marchon has been indelibly left on the future work of the Executive Finance Committee. Delegate Miller reported that Ms. Marchon will continue to work with the Commission staff as a consultant in matters involving local programs, certifications, regulations and budgets. Delegate Miller presented Ms. Marchon with a signature plaque and a plaque of recognition for her outstanding vision, dedication and excellence. He stated, "We wish you continued health, contentment and relaxation during your retirement."

**Commission on VASAP Appointments:**

With Ms. Marchon no longer serving on the Commission, Delegate Miller stated that an appointment is to be made by the legislative members of the Commission on VASAP. Delegate Miller further stated that since he was the only legislative member present, he would have appointed Mr. James Hatcher Johnson, Director of the Capital Area ASAP, to the Commission on VASAP as one of the two director positions on the Commission. Delegate Miller advised that Speaker of the House of Delegates William J. Howell will be contacted to make appointments to fill the seat for The Honorable Salvatore R. Iaquinto as outlined in the Code of Virginia Section 18.2-271.2(A).

Delegate Miller reported that Mr. Johnson and Mr. Roy-Keith Lloyd will have terms that will expire on March 14, 2016. Ms. Marchon will continue to work with and train Mr. Johnson and Mr. Lloyd on matters relating to the Executive Finance Committee.

### **Executive Finance Report:**

The Executive Finance Committee report was presented by Mr. Lloyd. Mr. Lloyd reported that the Executive Finance Committee met on March 13, 2014 to discuss the following matters.

#### **LifeSafer**

Mr. Lloyd stated that at the Commission on VASAP meeting held on December 5, 2013, the Commission voted to suspend LifeSafer from receiving new installations due to excessive wait times and a pattern of substandard customer service. This matter was continued until the March 14, 2014 Commission meeting for the Commission staff to monitor and review LifeSafer's progress. Mr. Christopher Morris, Special Programs Coordinator for the Commission, provided an update that was followed by a presentation by representatives of LifeSafer who were in attendance.

Mr. Morris reported that customer service and workflow issues with LifeSafer presented at the last Commission meeting have drastically declined. Mr. Morris advised that LifeSafer has also resolved all of their outstanding customer service issues. On March 1, 2014, Mr. Morris attended a customer service and technical training that LifeSafer held in Midlothian, Virginia. Mr. Morris reported that LifeSafer welcomed Commission staff to the training and valued the Commission's feedback. Mr. Morris stated that call center and install wait times are hard to evaluate since LifeSafer is not taking in new clients as a result of their suspension. Lastly, Mr. Morris reported that the LifeSafer suspension in New York has been extended until April 18, 2014. Mr. Morris stated that a LifeSafer representative will provide further details on this matter. However, in regard to Virginia, all areas of concern with LifeSafer have been resolved.

Mr. Christopher Nolen, attorney for LifeSafer, introduced himself to the Commission and also introduced the other representatives from LifeSafer that were in attendance: Mr. Kent Owens, Mr. Jim Weaver and Mr. Bryan Mooney. Mr. Nolen began by stating that in December after the Commission voted to suspend LifeSafer from accepting new clients, LifeSafer submitted a request to Ms. Angela Coleman for reconsideration to lift the suspension; however, they understood that the suspension was to be continued until the March Commission meeting for a vote to be taken. Mr. Nolen stated that LifeSafer is requesting that the suspension be lifted based on the report given by Mr. Morris and information that Mr. Owens will provide in regards to a remediation plan that has been implemented over the past three months. Mr. Nolen stated that he and Mr. Owens met with Ms. Coleman, Mr. Morris and Mr. Oscar Brinson, Commission on VASAP Legal Counsel, in January to present a preliminary plan to address the areas of concern with LifeSafer. The goal of the meeting was to receive feedback on the completed components of LifeSafer's remediation plan and to discuss strategies for moving forward.

Mr. Owens, CEO of LifeSafer, distributed a copy of LifeSafer's "Improvements Completed to Improve Service to the Commonwealth of Virginia" to the Commission members. Mr. Owens thanked the Commission for the opportunity to improve business. He stated that LifeSafer is about building a strong business so they can provide strong service for the Commission on VASAP for many years to come and to clients of the Commonwealth of Virginia. The remediation plan LifeSafer presented was put together after meeting with Ms. Coleman, Mr. Morris and Mr. Brinson to understand exactly what changes the company needed to make. Mr. Owens apologized to the Commission on VASAP that the improvements came after the

suspension. In the future, Mr. Owens stated that he wants to improve the business and make sure that they are delivering service that he expects.

Mr. Owens discussed in detail the changes that LifeSafer has made to improve their business and relationship with VASAP and its clients. Mr. Owens discussed the reduction of install wait times, the improvements in customer service, and the improvements in communication with the Commission on VASAP and the local ASAPs. He spoke briefly about each one of these elements and where they are today. First, Mr. Owens discussed the reduction in install wait times. Mr. Owens stated that in the beginning of 2013, LifeSafer had a lot of demand placed upon them and they fell behind that demand. Mr. Owens presented a chart that showed notable progress of installation times from April 2013 to December 2013. Because of the suspension, LifeSafer could not track install wait time progress from January to March 2014. Their goal is to resume installations, and to track the progress of their implemented changes, if the suspension is lifted by the Commission. Mr. Owens also stated that he will monitor the program closely and make sure that LifeSafer achieves positive results.

Mr. Owens further explained that ignition interlock locations were added to make sure that they are adequately prepared to take on new business and do new installs in a timely manner, should their ability to accept new clients for installations be reinstated. Mr. Owens also reported that LifeSafer had a 168% overall increase in installation capacity of locations from 2013 to 2014. LifeSafer's goal for 2014 is to reach a two day or less installation wait time. They are committed to the Commonwealth of Virginia to do an excellent job and to continue to improve and make progress.

Mr. Owens next described the improvements in customer service. He stated that they can have great facilities, but if they do not have the right people, the right mindsets, and professionalism, they have only managed half of the equation. Mr. Owens reported that LifeSafer instituted training with the help of Mr. Morris on March 1, 2014. The entire LifeSafer staff for the Commonwealth of Virginia attended the training. The training was about professionalism, establishing standards, and operating procedures. Mr. Owens communicated to the LifeSafer staff the concerns the Commission on VASAP had about one of LifeSafer's employees who asked a client to sign a liability waiver. The LifeSafer training made it very clear that waivers are not permitted to be written and will not be tolerated in the future. The training constructively discussed what LifeSafer and the Commission on VASAP expects in terms of positive changes and also what behaviors will not be tolerated.

Mr. Owens also reported that the LifeSafer's Standards and Training Team conducted service center audits on February 7, 2014 at all of their locations. The service locations were audited on operations, safety, customer service, inventory, facilities, equipment, and industry knowledge. There will be a follow-up audit by LifeSafer on April 7, 2014 to measure the progress that each facility has made. In the future, audits will be performed on a biannual schedule.

LifeSafer has now dedicated six call center representatives specifically for the Commonwealth of Virginia. This approach will fine-tune the representatives' understanding of the procedures and requirements of the Commonwealth. LifeSafer has also improved their system such that LifeSafer call center representatives will have real-time access to day bay schedules allowing

them to schedule installs, removals, and calibrations at all day bay locations. Mr. Owens stated that the call center now has standardized blocks of time at the service centers which allow the call center representatives to schedule same day installs. The call center agents went through the same training as the technicians to expand their knowledge base. The training also reviewed actual client calls with LifeSafer administrators as part of the customer service training to ensure they treat the clients with courtesy, respect and given quick responses.

To improve the communication between LifeSafer and the Commission on VASAP, LifeSafer reported that they are committed to providing the Commission on VASAP with several key pieces of information to assist in the Commission's ability to monitor their progress. This information includes a monthly fee report and client list, automation of reports on the LifeSafer system, tracking of all customer complaints to measure compliance and TREDs audits to ensure that all client accounts are updated daily. In addition, a dedicated phone line for VASAP and a statewide e-mail address have been established.

Mr. Owens thanked the Commission for allowing him to speak and stated that he plans to stay active throughout the remediation plan and thereafter. Mr. Owens further stated that LifeSafer is dedicated to improving personnel to ensure the Commission on VASAP is getting the best staff on behalf of the program and would like to continue getting feedback from the field and Commission on VASAP.

Delegate Miller asked if there were any questions for Mr. Nolen and Mr. Owens. Judge George D. Varoutsos asked why New York extended LifeSafer's suspension. Mr. Owens replied that the suspension relates to a wireless device that does real-time recording which is different from the device used in Virginia. LifeSafer in New York is going through some firmware updates that will not be available until the end of March 2014. LifeSafer is working to ensure that their program is effective and the real-time recording is properly handled. Delegate Miller asked if LifeSafer replaced employees based on some of the issues that have been identified by the Commission staff. Mr. Owens stated that one employee who provided oversight was replaced in November 2013.

Based on the information provided at this meeting, Mr. Owens stated that LifeSafer is very excited about their capabilities and respectfully submitted a request to have the suspension lifted. Mr. Owens again thanked the Commission for their time.

LifeSafer's suspension will be discussed in executive session before a motion is made.

#### Smart Start

Mr. Lloyd reported that Smart Start has continually provided progress reports to Delegate Miller and Ms. Coleman. The most recent letter was dated February 27, 2014. This letter was also provided to the Commission members for review. Mr. Lloyd stated that the Commission on VASAP staff will continue to closely monitor operations and report to the Commission as appropriate.

### **Budget Amendment:**

#### Piedmont ASAP

Mr. Lloyd stated that Piedmont ASAP has submitted a budget amendment to the Executive Finance Committee in the amount of \$2,085.00. This amount will cover unexpected expenses of replacement of a water pump, exterminating costs, an old legal bill, and a \$25 monthly increase in accounting costs. Mr. Lloyd indicated that the water pump and exterminating costs are the responsibility of the ASAP since they own their office building. Mr. Lloyd reported that the program has ample funds to cover these expenditures. The Executive Finance Committee recommended the approval for the Piedmont ASAP budget amendment.

Delegate Miller asked if there were any questions regarding the Piedmont ASAP budget amendment. Judge Gino W. Williams moved to approve the Piedmont ASAP budget amendment. The motion was properly seconded by Mr. Saunders. All were in favor.

### **Certifications:**

Court Community Corrections ASAP and Chesapeake Bay ASAP are two programs that the Commission on VASAP has been working with to facilitate certification compliance.

#### Court Community Corrections ASAP

Mr. Lloyd reported that a final certification review of the Court Community Corrections ASAP was completed on February 5<sup>th</sup> and 6<sup>th</sup>, 2014. Ms. Marchon, who has worked as a consultant for the Commission, gave a report on Court Community Corrections ASAP.

Ms. Marchon stated that Court Community Corrections ASAP is totally receptive and very open to doing all things necessary, and went far beyond what would have been expected, to come into certification compliance. Ms. Marchon met with the policy board chair and several board members from Court Community Corrections ASAP. She explained that the policy board is collaborating on the effort to get the program certified. Ms. Marchon is scheduled to do training for the Court Community Corrections Policy Board on April 5, 2014. Ms. Marchon will continue to work with Ms. Beth Lipes, Director of the Court Community Corrections ASAP, to improve the program. The certification review was very positive regarding the program's implementation and openness to receive feedback from the Commission.

The Executive Finance Committee recommended that Court Community Corrections receive full certification to expire on June 30, 2015.

Judge Mary Jane Hall moved to approve that Court Community Corrections receive full certification to expire on June 30, 2015. The motion was properly seconded by Sheriff Wade. All were in favor.

#### Chesapeake Bay ASAP

A final certification review of the Chesapeake Bay ASAP was completed on February 19<sup>th</sup> and 20<sup>th</sup>, 2014. Mr. Lloyd stated that based on the progress made by the Chesapeake Bay ASAP Director, Rick Wilkins, and the staff, the Executive Finance Committee recommended that Chesapeake Bay ASAP receive full certification to expire on June 30, 2015.

It was properly moved to approve that Chesapeake Bay ASAP receive full certification to expire on June 30, 2015. The motion was properly seconded. All were in favor.

#### Peninsula ASAP

Mr. Lloyd reported that at the past two Commission meetings the Commission has extensively discussed the Peninsula ASAP. The Commission on VASAP staff, Ms. Marchon and Mr. David Dutcher has worked with the Peninsula ASAP Policy Board and staff to address programmatic and financial concerns. Mr. Lloyd advised that Ms. Marchon has a more detailed report on recent occurrences at the ASAP that she will be reporting on, and members of the Peninsula ASAP Board were also present to address the Commission.

Ms. Marchon reported that the Peninsula ASAP Policy Board has been working diligently with the Commission on VASAP to help resolve issues with the Peninsula ASAP. She explained that some issues have already been corrected. Although there are many unresolved issues left to be addressed, Ms. Marchon thinks the program is headed in the right direction.

Ms. Marchon reported that prior to Mr. Dutcher and her going to the Peninsula ASAP, the Commission staff worked with the policy board to eliminate all part-time staff positions. The practice of receiving cash payments from clients was also ceased. Additionally, drug screens are now being conducted off-site and education and intensive education groups are not starting until there are an appropriate number of participants to bring the class to an optimal number. Meetings with all instructors have been completed to inform them of the program's transition.

Ms. Marchon went on to discuss the financial aspect of Peninsula ASAP. The policy board and Commission staff have been trained on the MUNIS accounting system that is used by the City of Newport News. The board chair, Ms. Lithia Carter, is now signing off on all invoices to be paid. Set-off debt program collections have been reestablished and Ms. Charlene Motley, Field Services Supervisor of the Commission, is attending board meetings. Ms. Marchon went on to say that she and Mr. Dutcher met with Ms. Carter and with every Peninsula staff member to identify additional steps that need to be taken in terms of program operations; they found that all personnel showed a willingness to make necessary changes for the success of the program.

Ms. Marchon reported that the thorough investigative process revealed that the programmatic and financial issues present at Peninsula ASAP have been present for a very long time. She stated that Peninsula ASAP had management in place that was responsible for the oversight of the program; however, the information given to the policy board may not have given a full picture of the financial issues. The policy board did not fully understand the seriousness of the situation until the program ran out of money. Since that happened, they have jumped in completely and cooperatively to work with the Commission on VASAP. Currently, Peninsula ASAP has no director. Ms. Carter is spending much of her time at Peninsula ASAP to resolve program issues. Ms. Marchon stated that their biggest challenge is the costs that they are being charged by the City of Newport News. The total cost of regular fiscal services and indirect cost is over one-hundred thousand dollars per year. There is no other ASAP in the state that pays that amount of money for fiscal services. The policy board is scheduling meetings with the City of Newport News and have a detailed list of every charge that the city is imposing for fiscal and

“indirect costs.” The policy board has indicated a willingness to move out from under the City of Newport News as the last resort if they have no other options. Ms. Marchon turned the meeting over to Ms. Carter, Peninsula ASAP Policy Board Chair, for further details.

Ms. Carter thanked the Commission on VASAP for the opportunity to be able to work and move forward with those processes that started years ago. Ms. Carter acknowledged that the policy board was part of problems that occurred and they accept the responsibility to correct the issues. Ms. Carter stated that she has been diligently working with every detail to reduce costs within the program. Their biggest challenge is the City of Newport News and the indirect costs. After meeting with the Budget and Evaluation Director, the Peninsula ASAP Policy Board sent a letter to the City Manager requesting that the City of Newport News eliminate or reduce the amount paid for indirect costs because the program cannot exist paying that amount of money. Peninsula ASAP pays \$45,390 to the City of Newport News for indirect costs. They are still waiting for a response from the City of Newport News to possibly meet to review the costs. Ms. Carter stated that if the city does not negotiate in reducing the indirect costs, Peninsula ASAP will have to look at the option of going independent. Peninsula ASAP has started researching the costs and is requesting more time from the Commission on VASAP to make those changes. Financially, the program has improved significantly since the Commission meeting on December 5, 2013 by accepting recommendations made by the Commission and working together as a board. Ms. Carter indicated that she strongly believes that given the opportunity, the program can continue to make strides towards being in a better financial state. Ms. Carter went on to say she is expecting that the meeting with the City Financial Planner will be scheduled by the end of March or beginning of April 2014.

Delegate Miller asked if there were any questions. There were none.

The Executive Finance Committee recommended that the motion from the December 5, 2013 meeting be tabled until the June 13, 2014 Commission meeting to allow the Commission to receive further information and review any progress made by the Peninsula ASAP Policy Board and Commission staff.

Peninsula ASAP will be discussed in executive session before a motion is made.

#### Drive-to-Work

Mr. Randy Rollins with the Drive-to-Work program has been working with the Department of Corrections to establish a reentry initiative. The Drive-to-Work program would allow inmates to obtain their DMV Compliance Summary to determine what steps are required to obtain their drivers' licenses. Mr. Rollins has proposed to work with VASAP to coordinate with local ASAPs to go into the identified reentry prisons to conduct the Suspended Operator's License Intervention Interview for inmates who have the requirement.

Mr. Rollins presented information on the pilot project to the Commission. This initial project will include both the Capital Area ASAP and the John Tyler ASAP. Mr. Rollins explained that Drive-to-Work was established as a nonprofit organization in 2007 to assist low income and previously incarcerated persons restore their driving privileges so they can drive to work and keep their employment. Mr. Rollins reported that since 2007 the Drive-to-Work program has

seen over 10,000 applicants and served approximately 1,500 clients. Last year, Drive-to-Work established an agreement with the Department of Corrections as part of their adult reentry initiative to provide certain driver license preparation services to inmates who are scheduled to be released within the next six months. Drive-to-Work has contracted with the Department of Corrections to hold seminars regarding the services that inmates may obtain through their program and give inmates the opportunity to register for the components of the full driver's license preparation program. Drive-to-Work would offer four services including the license preparation program seminar, a driver improvement clinic approved by DMV, fine and cost research, and the VASAP intervention interview to be conducted by a local ASAP representative. All of the services offered by Drive-to-Work would be presented to the inmates who may choose to participate and pay for services provided.

Mr. Rollins stated that it is more convenient for the inmates to complete the program while they are still incarcerated. Drive-to-Work will identify the DMV requirements based in each individual's record and inform them of these requirements during the seminar. If an inmate elects to receive services from Drive-to-Work, they will submit a request for services and pay for each service requested. The collected inmate fees would be placed in a trust account held by Mr. Rollins. Upon the completion of the intervention interview, payment would then be disbursed to the local ASAP that conducted the course.

The Drive-to-Work pilot program will be offered to inmates in the Deep Meadow Correctional Center in State Farm, Virginia and the Virginia Correctional Center for Women in Goochland, Virginia. Mr. Rollins reported that he has done some preliminary research regarding the number of inmates that may be required to complete the intervention interview. At Deep Meadow Correctional Center, eleven of the sixty applicants had the intervention interview requirement and in the Virginia Correctional Center for Women, twenty of the seventy-five applicants had the intervention interview requirement. Mr. Rollins stated that the pilot program will be available to the inmates starting June 1, 2014, and he would like to get approval from the Commission on VASAP before that time so the intervention interview course can be offered to the inmates who have the requirement.

Sheriff Wade asked Mr. Brinson if the Commission on VASAP could legally enter into an agreement without having a bidding process and wanted to make sure that the Commission is following the Commonwealth of Virginia's Procurement Policy. Mr. Brinson stated that it could potentially be an issue. Delegate Miller stated that he would like Mr. Brinson to research the matter to make sure any procurement laws are not being violated.

Mr. Rollins stated to the Commission that it is the individual inmates who are making the agreement with the ASAP directly for the intervention interview and it is not going through the Department of Corrections. Judge Hall asked, "What is the remuneration to the Drive-to-Work Program for the access to the inmate population from the Department of Corrections?" Mr. Rollins replied that there is none with regard to the intervention interview. The Department of Corrections pays for the seminars that are given by Drive-to-Work and the inmates are responsible for the cost of each service. Mr. Rollins stated that the contract between the Department of Corrections and Drive-to-Work is well below the threshold of any requirement of procurement policies.

Judge Hall asked Mr. Rollins if the only reason Commission approval is needed is for ASAP staff to conduct the Intervention Interview services. Judge Hall also asked if Drive-to-Work would still provide their services regardless of Commission approval. Mr. Rollins stated that he would provide his services without the intervention interview as an option if the Commission did not vote to approve ASAP staff conducting the course at correctional facilities. Judge Hall stated that she applauded the effort of Drive-to-Work because the incarcerated community is such an underserved sector of society.

Delegate Miller stated that he would like to have legal counsel review state procurement policies. He continued by saying that the next Commission on VASAP meeting is June 13, 2014, and he asked Mr. Rollins if there would be an impact if the Commission on VASAP voted at that time. Mr. Rollins stated that he did not believe voting at that meeting would have a huge impact; however, he would like to know as soon as possible to move forward with inmates who want to complete the intervention interview. Sheriff Wade asked Mr. Rollins if he would potentially represent any person who had contact with him through the Department of Corrections and the Drive-to-Work agreement after the person is released from incarceration. Mr. Rollins affirmed that he would represent any person that chooses to obtain his services. Judge Williams stated that the ASAP program could go to correctional facilities on their own to provide the intervention interview. Ms. Coleman stated that VASAP has conducted the intervention interview at the Henrico Regional Jail East and Indian Creek Correctional Center independently.

It was properly moved by Sheriff Wade that Mr. Brinson research the procurement policies that may affect VASAP's ability to enter into an agreement with Drive-to-Work. If it is determined that the Commission on VASAP is required to enter into an agreement with Drive-to-Work, the request for proposal process will need to start as soon as possible. If a request for proposal is not necessary, then Ms. Coleman could make the agreement with the Drive-to-Work program. Judge Williams properly seconded the motion. All were in favor.

**Executive Director's Report:**

Ms. Coleman presented the monthly ignition interlock status report. Ms. Coleman announced that the 2014 VASAP Training Conference will be held on September 29<sup>th</sup> and 30<sup>th</sup> at the Portsmouth Renaissance Hotel. Registration information will follow closer to the dates of the conference. Ms. Coleman encouraged Commission members to attend if their schedules allow. There will be a breakout session for policy board training again this year. Two policy board members from each ASAP will be able to attend. Additionally, the Commission staff is in the process of planning separate training for administrative staff, as they do not attend the VASAP Training Conference. The training is scheduled to be held in June and July 2014. To minimize travel costs and time away from the office, this training will occur regionally.

Pam Simmons, Director from Rockingham-Harrisonburg ASAP, shared a video with Ms. Coleman that could be a supplement to the Young Offender Program. The Commission Staff previewed a copy and found that the material is relevant and would appeal to that age group. Ms. Coleman negotiated a group rate and purchased a video for every ASAP program. This will be added to the list of approved videos and become available for use starting April 15, 2014. Directions will follow about the specific use of the materials.

Ms. Coleman also announced that ASAP Certification is approaching, and that all of the local program certifications are scheduled to expire on June 30, 2015. The Commission on VASAP is starting to plan for the process. She stated to the directors present that if any of the programs would like to volunteer to undergo certification early, to please contact the Commission office.

Next, Ms. Coleman stated that the Commission on VASAP has been a model for other programs across the nation regarding our unique system of legislative oversight, local program supervision and our relationship with DMV. As a result, VASAP representatives are often called upon to explain how our system works. It is important to remember that Virginia is the only state that has a statewide standardized system that operates without utilizing any tax dollars. Recently the Commission on VASAP has been inundated with invitations to serve as speakers, trainers and consultants nationwide. Although the Commission staff tries to honor those requests, the Commission staff has had to decline some invitations because of scheduling conflicts. This is a reflection of the success of the program. Ms. Coleman thanked the Commission members, the local ASAP staff and the stakeholders for working with the Commission on VASAP to achieve this designation.

Ms. Coleman stated that former Commission on VASAP Chair, Senator Henry L. Marsh III, informed her of a video that the Department of Health has created about the H1N1 virus. Senator Marsh thought producing a movie trailer would be something that the Commission on VASAP should try to do to raise awareness of the problem of driving under the influence. The Commission began working on the project to get a movie trailer out to the public about three years ago. Ms. Coleman stated that they contracted with Studio Center and Screenvision to make this movie trailer. In June 2013, the movie trailer was completed and debuted at the 2013 VASAP Training Conference. The VASAP movie trailer is expected to be shown to about 483,000 movie participants in theaters in parts of the Commonwealth with the highest incidences of DUI and at theaters where adult beverages are served. Ms. Coleman expressed that the Commission on VASAP would like to expand the viewership further to include the local television networks.

Ms. Coleman introduced Ms. Deanna Hill from Screenvision and Mr. Christopher Karvellas and Mr. Nick Kleczewski with Studio Center to discuss the positive aspects of the movie trailer. Ms. Hill stated Screenvision works with a number of state agencies and non-profit organizations throughout the country, many who use the power of cinema for alcohol safety messages. The trailer that the Commission on VASAP has created is the only video that she has seen that takes a "positive spin" on the situation. The trailer has clips that remind the viewers of the negative consequences if the decision is made to drink and drive. Alternatively, the trailer also shows the positive aspects of choosing not to drink and drive. Ms. Hill stated that the trailer is played twice, once at the beginning and once at the end of the movie. Ms. Hill expressed that in two instances immediately after the trailer was played, she witnessed viewers passing their car keys to a person that was not drinking an alcoholic beverage. Ms. Hill also shared an account where a student, a senior in college, called his father to pick him up because he had been drinking. On the way home, the father could not help but ask his son why he called him to pick him up now about not before. The son stated that he had seen the VASAP trailer. When the young man drank one evening, he was in the position where he could make the choice to drive under the influence

or call for a ride; he remembered the movie trailer and decided that he wanted a great life like the video. The young man made the decision to call his father to pick him up. The father had never been more proud of his son. Ms. Hill stated the trailer is a testament to the power and the way this trailer has resonated around the state. Mr. Karvellas, of Studio Center, addressed the Commission and briefly stated that it was an honor to apply their craft to change lives.

The trailer was viewed by the Commission members. Ms. Coleman thanked Studio Center, Screenvision and Mr. Morris for fine-tuning the message the Commission on VASAP wanted to present.

**VASAPDA Report:**

Mr. Kimball Peele, President of the VASAP Directors' Association, presented the VASAPDA report. Mr. Peele thanked the Commission members for their work. Mr. Peele also thanked Ms. Marchon for the many years of work with VASAPDA, and congratulated Mr. Johnson on his appointment as a new Commission member.

Mr. Peele reported that at the last Commission meeting on December 5, 2013, Sheriff Wade requested that the directors provide the Commission with input relative to what documents are required to be presented to the local policy boards. VASAPDA has offered the following:

- Board Minutes
- Monthly Fiscal Reports (Commission on VASAP Monthly Reports)
- Year to Date Summary Reports (Detailed Collections/ Expenses By Line Item)
- Commission Directives since previous meeting
- All bank Fiscal Agent Monthly Reports
- Referrals Report

Mr. Peele stated that at the next VASAPDA meeting on March 21, 2014, the directors would be working on a sample template of these documents. Mr. Peele said that all of the mentioned documentation is easily accessible to directors and he does not foresee any issue in getting this information to local policy boards.

**Meeting Dates:**

June 13, 2014	10:00 a.m.
September 12, 2014	10:00 a.m.
December 12, 2014	10:00 a.m.

**Executive Session:**

Judge Williams moved that members of the Commission convene into Executive Session under the *Code of Virginia*, pursuant to Section 2.2.3711(A)(7), to discuss legal issues specifically those matters related to LifeSafer and personnel issues regarding Peninsula ASAP. The motion was properly seconded by Mr. Saunders and unanimously approved.

**Return to Open Session:**

It was properly moved to certify that only legal matters related to LifeSafer and matters regarding Peninsula ASAP were discussed during the Closed Meeting and no action was taken. The motion was seconded and unanimously approved.

LifeSafer

It was properly moved to immediately restore LifeSafer's ability to receive new installations with a probationary period of three months until the next Commission on VASAP meeting on June 13, 2014. During that time, the call center and installation wait times will be closely monitored. The motion was properly seconded. All were in favor.

Delegate Miller stated that he appreciates how seriously LifeSafer has taken their suspension and he is confident that they will do a stellar job within the next three months.

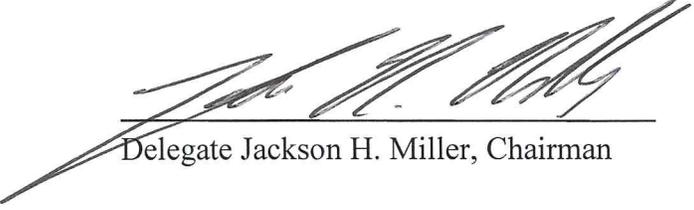
Peninsula ASAP

Mr. Lloyd properly motioned that the prior motion from the Commission on VASAP meeting in December 5, 2013, be tabled until the Commission on VASAP meeting on June 13, 2014, to allow the Commission to receive more information and review any progress made by the Peninsula ASAP Policy Board. The motion was properly seconded by Mr. Saunders. All were in favor.

As part of the review process, the Commission members requested that the Peninsula ASAP develop a plan of when and how they intend to hire a director.

**Adjournment:**

The meeting was adjourned by Delegate Jackson Miller.



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Delegate Jackson H. Miller, Chairman