

**Vermont Secretary of State
Office of Professional Regulation
BOARD OF PRIVATE INVESTIGATIVE & SECURITY SERVICES
Telephone Conference Call
Unapproved Minutes
December 4, 2015**

Board Members Present by Telephone: James Eckhardt, Chair; Robert Wernecke, Secretary; Richard Murphy; and Franklin Davis. Absent: Anita Bobee, Vice-Chair.

Staff Present: Gabriel Gilman, General Counsel; Lauren Hibbert, Prosecuting Attorney; Carla Preston, Case Manager; Terry Gray, Board Administrator; and Kara Shangraw, Licensing Board Specialist.

1. The meeting was called to order at 9:01 a.m. by the Board Chair, James Eckhardt.
2. The Board reviewed the Minutes of the November 6th meeting. Mr. Wernecke made a motion, seconded by Mr. Murphy, to approve the minutes of the November 6, 2015 meeting as amended, to correct the typographical errors. Motion passed unanimously.
3. **Case Manager Report/Concluded Investigations -**

Ms. Preston gave her Case Manager's Report, there are currently 6 pending cases.
4. **Hearings/Reports/Stipulations -**

The Board reviewed the *Stipulation and Consent Order* in the matter of 2015-242 (Robert Heaney). The Respondent was not present. Lauren Hibbert, Prosecuting Attorney was present for the State. Gabriel Gilman, General Counsel presided for the Board. Based on the information submitted, Mr. Wernecke made a motion, seconded by Mr. Murphy, to accept the *Stipulation and Consent Order* as presented. Motion passed 3-0. Mr. Eckhardt, Investigative Team member, abstained from the hearing and vote.
5. **Reports/Guests/Legislative Updates**
6. **Applications/Programs/Requests to review -**

The Board reviewed the Qualifying Agent application for Ellen Coogan. Based on the information submitted, Mr. Wernecke made a motion, seconded by Mr. Murphy, to approve Ms. Coogan's Qualifying Agent application pending receipt of a favorable FBI check. Motion passed unanimously.

The Board reviewed the Agency Application for CSC Investigations. Based on the information submitted, Mr. Murphy made a motion, seconded by Mr. Davis to approve the agency application for CSC Investigations pending Ms. Coogan's favorable FBI check. Motion passed unanimously.

The Board reviewed the Qualifying Agent and Agency Application for Jason Linn and Contego Investigative Services Inc. Mr. Wernecke made a motion, seconded by Mr. Davis, to approve both applications. Motion passed unanimously.

7. Follow Ups

8. Correspondence

9. Other Business -

Ms. Gray answered to questions concerning the prior month's Budget review.

Ms. Gray asked the Board if they would like to continue having telephone conference meetings versus coming into the office for meetings. Mr. Wernecke made a motion, seconded by Mr. Murphy, to have telephone conference meeting concerning applications unless they have a scheduled hearing. Motion passed unanimously.

10. There being no further business, the meeting adjourned at 9:38 a.m.

Respectfully submitted,

Kara Shangraw
Licensing Board Specialist