



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

**Meeting Minutes
February 7, 2025
Teams Meeting
Davy Crockett Tower**

The Private Probation Services Council met on February 7, 2025, via a Teams Teleconference. The following business was transacted:

COUNCIL MEMBERS PRESENT: Judge Brody Kane, Judge Jason Hudson, Judge Joel Perry, Stacey Kelley and Michael Wright.

COUNCIL MEMBERS ABSENT: Baker Ring and Judge Teresa Nelson

STAFF MEMBERS PRESENT: Roxana Gumucio, Dana Lee, Katie Long and Michael Underhill.

CALL TO ORDER/ROLL CALL

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

NOTICE OF MEETING

Director Gumucio read the notice of meeting into the record as follows: "Notice of the February 7, 2025, meeting of the Private Probation Services Council was posted to the Private Probation Service Council website since May 10, 2024, additionally, this month's agenda has been posted on the website since January 31, 2025."

Individuals who wish to make a public comment on an item listed on the posted agenda during the scheduled public comment period will need to sign in on the provided sign-in sheet or by placing their name in the chat box online. It is requested that comments be limited to three (3) minutes out of respect for other speakers.

STATEMENT OF NECESSITY

Attorney, Michael Underhill read the Statement of Necessity into the record. Judge Perry motioned to accept it as written, which Judge Kane seconded. The motion passed unanimously by roll call vote.

AGENDA

Judge Hudson motioned to adopt the agenda as adjusted, which Stacey Kelley seconded. The motion passed unanimously by roll call vote.

NOVEMBER MINUTES

Upon review of the minutes from the November 2024 meeting, Judge Kane motioned to approve the minutes as written. This was seconded by Judge Hudson. The motion passed unanimously by roll call vote.

DIRECTORS REPORT

Roberts Rules of Order

Director Gumucio stated that the Council would need to practice Roberts Rules of Order for their meetings. Judge Hudson motioned to adopt this practice, which Judge Perry seconded. The motion passed unanimously by roll call vote.

Elections of Officers

Director Gumucio stated that the Council would need to vote on a Chair and Vice Chair for 2025. Judge Perry motioned to retain Judge Kane as Chair and Judge Teresa Nelson as Vice Chair Motion seconded by Judge Hudson. The motion passed unanimously by roll call vote.

Budget

Director Gumucio presented the financials as of November 2024 which reflect a deficit of \$485, leaving the reserve at \$609,675.

LEGAL

Legal Report (presented by Michel Underhill)---

1. PPSC-2024065851

Disciplinary History:

- None

Summary: This 12-12-24 administrative complaint alleges Respondent has failed to file November 2024 quarterly report and fee as mandated in Tenn. Comp. Rules & Regs. section 1177-01-.08 (Quarterly Provider Fee) by November 20, 2024. The report was received with a post date of 12-6-24. The Respondent states this was an oversight and will not happen again.

Recommendation: **Letter of Warning (Quarterly Provider Form and Fee to be provided by November 20, 2024 as stated in subsection [b]).**

Decision: **Approved.**

2. PPSC-2024065861

Disciplinary History:

- 2012012891-closed- The respondent failed to provide quarterly reports to the courts – Letter of Warning

- 2023044401-closed-respondent failed to submit quarterly report form and fee by the deadline-Letter of Warning
- 2023064231-closed- failed to timely file its November 2023 quarterly report- \$500.00 civil penalty via Consent Order

Summary: This 12-12-24 administrative complaint alleges Respondent has failed to file November 2024 quarterly report and fee as mandated in Tenn. Comp. Rules & Regs. section 1177-01-.08 (Quarterly Provider Fee) by November 20, 2024. The report has not been received at the time of the 12-12-24 administrative complaint. The Respondent notes a surgery she had three weeks prior to the November 20, 2024, due date; the report is ready to be put in the mail as of 1-4-25.

Recommendation: **Authorize formal hearing. Authorize settlement by consent order for the statutory maximum civil penalty of \$1,000.00.**

Decision: **Approved.**

Judge Kane motioned to approve the legal report with legal counsels' recommendations. This was seconded by Judge Hudson. The motion passed unanimously by roll call vote.

NEW BUSINESS

Director Gumucio asked if anyone in the public, participating remotely using Teams, had comments as they relate to the agenda. There were no comments provided.

ADJOURNMENT

There being no new business, Judge Perry motioned to adjourn the meeting, which Judge Hudson seconded. Director Gumucio adjourned the meeting at 10:17 a.m.