

Administrative Affairs Committee

June 26, 2008 - 9:35 AM
Holiday Inn I-64 West End,
2000 Staples Mill Road, Richmond, Virginia 23230

Draft Minutes

Board Members present:

Ray Hodge
Charlie Brown
Cary Coleman
Woody Herring
Mark Sawyer
Gary Teter
Andres Alvarez

Board Members absent:

Ron Minor
Ray Drumheller

Staff present:

Benjamin Foster, Board Executive Director
Daphane Phillips, Administrative Assistant

Public Comments:

None

Old Business:

None

New Business:

None

Committee Discussions:

The Committee discussed hiring a full time or part time Investigator and what the duties will be. Mr. Foster will work with Mr. John Weigley with DMV Human Resource Department to write a job description; Mr. Andres Alvarez will assist with the process.

- This position will handle complaints that the Board will receive and present such complaints to the board.
- It would be a full time position
- The incumbent will be required to work in the field as well in the office.
- The applicant needs too have Adjudication knowledge

Vote:

Chairman Herring called for a motion to make this job a full time position, a motion was made by Charlie Brown and seconded by Cary Coleman; all were in favor of the motion.

Adjourned:

Chairman Herring called for a motion to adjourn. Mr. Coleman made the motion which was seconded by Mr. Brown; the adjournment passed unanimously. The meeting of the Administrative Affairs Committee was adjourned at 10:18 a.m.