

**THE VIRGINIA BOARD FOR
WASTE MANAGEMENT FACILITY OPERATORS
MEETING MINUTES**

The Virginia Board for Waste Management Facility Operators met on Wednesday, October 29, 2008, at the offices of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia.

The following members of the Board were present:

Mark E. Brandon
Joyce M. Doughty
Debra A. Jacobs
Debra A. Miller
Thomas H. Wade

The following members of the Board were not present:

W. A. Dennison
Daniel Miles

The following members of DPOR staff were present during some or all of the meeting:

Mark N. Courtney, Deputy Director of Licensing and Regulation
David E. Dick, Executive Director
Justin Garofalo, Board Administrator
Michelle E. Gowen, Administrative Assistant

No representative from the Office of the Attorney General present during the meeting.

Mr. Wade, Acting Chair, finding a quorum of the Board present, called the meeting to order at 10.04 a.m.

Call to Order

Mr. Dick introduced staff members Mark N. Courtney, Deputy Director of Licensing and Regulation; Justin Garofalo, Board Administrator; and Michelle E. Gowen, Administrative Assistant.

Introduction of Staff

Mr. Brandon moved to approve the agenda. Ms. Jacobs seconded the motion which was unanimously approved by members: Brandon, Doughty, Jacobs, Miller, and Wade.

Approval of Agenda

Ms. Miller moved to approve the minutes of the April 16, 2008 Board meeting. Ms. Doughty seconded the motion, which was unanimously approved by members: Brandon, Doughty, Jacobs, Miller, and Wade.

Approval of Minutes

There were no comments made to the Board.

**Public Comment
Period**

Mr. Dick provided the Board members with the Model Public Participation Guidelines for their consideration. After discussion, Mr. Brandon moved to repeal the existing public participation guidelines and adopt the model public participation guidelines via exempt action. Ms. Miller seconded the motion which was unanimously approved by members: Brandon, Doughty, Jacobs, Miller, and Wade.

Other Business

The Board members were provided with examples of wall certificates per their request. Mr. Dick noted that wall certificates could be provided to the licensees of the Waste Management profession and staff would collaborate with the IS department on this project.

The Board members were provided with a training provider application for review from SCS Engineers. After review and discussion, Ms. Miller moved to approve the application for the Class I Basic Training Course as well as the Class II Landfill Training Course.

Mr. Courtney provided the Board members with training on the Roles and Responsibilities of Board members.

The Board agreed by consensus that the next meeting date would be at the call of the Chair.

The Board members completed their conflict of interest forms and travel vouchers.

**Conflict of Interest
Forms**

There being no further business to conduct the meeting adjourned at 11:27 a.m.

Adjournment

Thomas H. Wade, Acting Chair

Jay W. DeBoer, Secretary