

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

The Virginia Board for Waste Management Facility Operators met on Monday, December 3, 2012, 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:

Joyce Doughty  
Debra (Miller) Harris  
Joseph Levine  
Maurice Witcher

The following members of the Board were not present:

Danielle Davis and Peter Cao

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

Mark N. Courtney, Senior Director Regulatory and Public Affairs  
Eric Olson, Executive Director  
Adrienne Mayo, Regulatory Board Administrator  
Sheila Watkins, Administrative Assistant  
Mindy Spruill, Board Administrator  
Nick Christner, Deputy Director Licensing, Investigations and Compliance

Elizabeth Peay, Legal Counsel from the Office of the Attorney General was present.

Mrs. Harris, Chair, finding a quorum of the Board present, called the meeting to order at 10:07 a.m. **Call to Order**

Mr. Levine moved to approve the agenda with a change in the order in which new business will be reviewed. Ms. Doughty seconded the motion which was unanimously approved by members: Levine, Doughty, Harris, and Witcher.

**Approval of Agenda**

Ms. Doughty moved to approve the following minutes:

**Approval of  
Minutes**

January 19, 2012 – Board Meeting

Mr. Witcher seconded the motion, which was unanimously approved by members: Doughty, Harris, Levine and Witcher.

Eric Olson, Executive Director shared comments of welcome and shared a few tidbits concerning agency reorganization and he introduced the staff to the Board members.

**Introduction of Staff**

There were no comments made to the Board.

**Public Comment Period**

**Board Meeting Schedule:** A meeting date of February 14, 2013 was determined and the Board members gave staff permission to draft a tentative two year meeting schedule for Board approval. The draft schedule will be presented at the next meeting. Mr. Levine moved to accept the recommendation for the Board's future meeting schedule. Ms. Doughty seconded the motion which was unanimously approved by members: Doughty, Harris, Levine and Witcher.

**New Business**

**Examination Contract:** The vendor negotiation process is complete and staff will be offering the Notice of Intent to Award to: PSI. AMP was a contender in the running for contract award. AMP would not agree to allow unplanned site visits by DPOR's education team. AMP also would not provide exam services to inmates for examination and their price to candidates was substantially higher than PSI (this might present an unjust financial burden to applicants). Mark Courtney shared that staff currently conducts unannounced site visits. Mr. Levine moved to accept the recommendation to offer PSI the Notice of Intent to Award. Ms. Doughty seconded the motion which was unanimously approved by members: Doughty, Harris, Levine and Witcher. Mr. Olson shared that PSI will need subject matter experts to serve on the examination prep committee.

**Working Lunch:** The Board took a 15 minute break and returned for a working lunch.

**Regulatory Reform Initiative:** Staff gave handouts to the Board members and those present at the meeting in order to assist with

facilitation of the Regulatory review process. The Board reviewed the current regulations in its entirety and shared it's suggestions for change, repeal and inclusion in order to make the Regulations more in line with the Governor's initiative. Mr. Witcher moved to empower staff to prepare the proposed Regulations (including the changes that the Board recommended) for Board review on the agenda of the February 14, 2013 meeting. Mr. Levine seconded the motion which was unanimously approved by members: Doughty, Harris, Levine and Witcher.

Persons volunteering to serve on the Examination Review Panel are: Maurice Witcher, Joe Levine, Joyce Doughty, Linda Shultz and Justin Williams.

**Examination  
Review Panel**

The Board agreed that the next meeting date will be February 14<sup>th</sup> and they will review and adopt proposed Regulations at that time and submit them for Executive Branch Review.

**Future Meeting  
Date**

Mrs. Harris requested that the Board members complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
Forms and Travel  
Vouchers**

There being no further business to conduct, the meeting adjourned at 12:59 p.m.

**Adjournment**

  
\_\_\_\_\_  
Debra A. Harris, Chair

  
\_\_\_\_\_  
Gordon N. Dixon, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Joe Levine  
2. Title: Board Member  
3. Agency: Waste Management Facility Operators Board  
4. Meeting/IFF Date: Board Meeting December 3, 2012

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:


\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

**or**

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

  
\_\_\_\_\_  
Signature

12/3/12  
\_\_\_\_\_  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Maurice Witcher  
2. Title: Board Member  
3. Agency: Waste Management Facility Operators Board  
4. Meeting/IFF Date: Board Meeting December 3, 2012

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

**or**

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

Maurice R. Witcher  
Signature

12-3-2012  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Joyce M. Doughty
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting December 3, 2012

5. I have a personal interest in the following transaction:

NA

Nature of Personal Interest Affected by Transaction:

NA

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature



Date

12/3/12

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Debra A. Miller Harris
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting December 3, 2012

5. I have a personal interest in the following transaction:

\_\_\_\_\_

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

**or**

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Debra A. Miller Harris  
Signature

12/3/12  
Date