

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

The Virginia Board for Waste Management Facility Operators met on Tuesday, April 23, 2019, 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 during all or part of the meeting:

Ellen C Thacker  
Timothy P Torrez  
Joseph Levine  
Justin L Williams

The following members of the Board were not present:

Danielle Davis  
Joyce Doughty

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

Mary Broz-Vaughan, Acting Agency Director  
Marjorie King, Regulatory Board Administrator  
Eric Olson, Executive Director  
Stephanie Keuther, Administrative Assistant  
Board Counsel, Elizabeth Peay  
Shannon Webster, Exam Director

Board Liaison member of the Board for Professional and Occupational Regulation Liaison Program was not present during for meeting:

Laurence A. Benenson, Board Liaison

**Chairman, Williams** called the April 23, 2019 Board for Waste Management Facility Operators Meeting to order at 10:08 a.m.

**Call to Order**

**Mr. Torrez made a motion to adopt the agenda as presented. Ms. Thacker seconded the motion.** The motion was approved with a vote of 4-0-0. **Ayes:** Torres, Thacker, Levine and Williams. **Nays:** None **Abstain:** None **Absent:** Davis, and Doughty.

**Approval of Agenda**

**Mr. Levine made a motion to approve the Minutes of April 5, 2018 as presented. Mrs. Thacker seconded the motion.** The motion was approved with a vote of 4-0-0. **Ayes:** Torres, Thacker, Levine and Williams. **Nays:** None **Abstain:** None **Absent:** Davis, and Doughty.

**Approval of Minutes**

There was no public comment.

**Public Comment Period**

**Marjorie King, Regulatory Board Administrator,** gave the Board a brief overview of the Administrative Process Act, as it pertains to the adjudication of case files. As this was the first application the Board had reviewed in more than 10 years, Ms. King also reviewed the provisions of § 54.1-204 of the Code of Virginia with regards to reviewing and application with a criminal history.

**In the matter of File Number 2019-01906 - Genia Terra Lawhorne,** The Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts, exhibits, and the Presiding Officer's Summary and Recommendation.

**File Number**  
**2019-01906**  
**Genia Terra**  
**Lawhorne**

Ms. Lawhorne was present, and addressed the Board.

**Mr. Torrez made a motion to approve the application. Seconded by Mr. Levine.** The motion was approved with a vote of 3-1-0. **Ayes:** Torres, Levine and Williams. **Nays:** Thacker **Abstain:** None **Absent:** Davis, and Doughty.

There was no old business to discuss.

Old Business

New Business

New Business

Statutory Update

Statutory Update

**Mary Broz-Vaughan**, Acting Director of the Department of Professional and Occupational Regulations provided the Board with a Legislative Update. Ms. Broz-Vaughan updated the Board on information from the JLARC Report, and Callahan Act.

Regulatory Update

Regulatory Update

**Mary Broz-Vaughan**, Acting Director of the Department of Professional and Occupational Regulations noted we needed to reduce our Regulations by 25%.

There was Board discussion about the interpretation of the previous 25% reduction suggestion for Regulations and whether or not the Board will receive guidance on this.

**Mr. Olson, Executive Director** recommended that the Board combine the workshop with their next meeting, scheduled for Thursday June 27, 2019, and include it as a part of the agenda, just going into closed session to work on the reduction.

After conclusion of the discussion, **Ms. Thacker made a motion allowing a notice of review for the Board of Waste Management Facility Operators. Seconded by Mr. Levine.** The Motion was approved with a vote of 4-0-0  
**Ayes:** Torres, Thacker, Levine and Williams. **Nays:** None **Abstain:** None **Absent:** Davis, and Doughty.

Exam Review

Exam Review

**Shannon Webster, Director of Exams** notified the Board that PSI Exams has requested a closed book exam. If the Board agreed to the closed book exam the questions would need to be geared more towards closed book.

After much discussion the Board has decided to see a preview of the closed book examination question. No vote is necessary at this time.

**Shannon Webster, Director of Exams** provided an update to the Board on the status of the examination review and requested assistance in locating additional subject matter experts. Additionally, the matter of exploring the possibility of making the examination “closed book” (in would be allowed in the exam site and all was explored.

Ms. Webster informed the Board that the ideal time to explore the possibility of changing the exam type would be during the review process. The Board discussed the logistics involved, the difficulty of making the examination psychometrically valid, while keeping the same level of competency assurance for the candidates, the time frame involved, and how such a change would be implemented. After the discussion the Board agreed to have the exam vendor (PSI, Inc.) conduct exam reviews using both the open book and closed book methods. The exam review would be conducted at the next scheduled meeting of the Board where the Board will further discuss this matter.

**Mr. Olson** requested that the Board members complete their conflict of interest forms and travel vouchers and submit those to Stephanie Keuther


Conflict of  
Interest Forms  
and Travel  
Vouchers

There being no further business to conduct **Ms. Thacker made a motion to adjourn the meeting at 11:12 P.M. Seconded by Mr. Levine.**

The motion was approved with a vote of 4-0-0 Ayes: Torres, Thacker, Levine and Williams. Nays: None Abstain: None Absent: Davis, and Doughty.

  
Chairman

12/19/19  
Date

  
Mary Broz-Vaughan, Acting Director

12/19/19  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Timothy Torrez
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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:

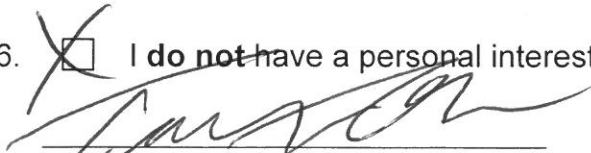
---

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

4/23/19  
\_\_\_\_\_  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Ellen Thacker
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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

none

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:

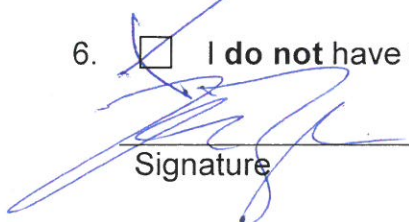
\_\_\_\_\_

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

4/23/19  
\_\_\_\_\_  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Joseph Levine
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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 

Date 4/23/19

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Justin Williams
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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

4-23-19  
\_\_\_\_\_  
Date



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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Timothy Torrez
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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:

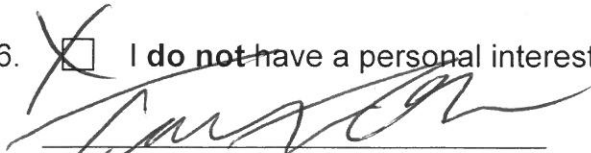
\_\_\_\_\_

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

4/23/19  
\_\_\_\_\_  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Ellen Thacker
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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

none

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:

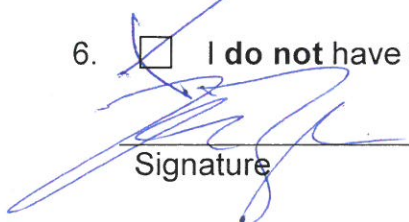
\_\_\_\_\_

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

4/23/19  
\_\_\_\_\_  
Date

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

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

1. Name: Joseph Levine
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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 

Date 4/23/19

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Justin Williams
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting April 23, 2019

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

4-23-19  
\_\_\_\_\_  
Date