

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

The Virginia Board for Waste Management Facility Operators met on Thursday, December 3, 2015, 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  
Christopher A Chiodo  
Joyce Doughty  
Justin L Williams  
Timothy P Torrez  
Joseph Levine

The following member of the Board was not present:

Danielle Davis

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

Jay DeBoer, Agency Director  
Mindy Garofalo, Regulatory Board Administrator  
Mark Courtney, Sr. Director for Regulatory & Public Affairs  
Eric Olson, Executive Director  
Sheila Watkins, Administrative Assistant  
Jacqueline Harris, Compliance Specialist

The following Board Counsel was present during all or part of the meeting:

Elizabeth Peay, Assistant Attorney General

Board Liaison member of the Board for Professional and Occupational Regulation Liaison Program was present during all or part of the meeting:

Laurence A. Benenson, Board Liaison

**Mr. DeBoer**, Director, finding a quorum of the Board present, called the meeting to order at 10:03 a.m.

**Call to Order**

**Mrs. Doughty** moved to approve the agenda. **Mr. Williams** seconded the motion which was unanimously approved by members: **Thacker, Williams, Torrez, Chiodo, and Doughty.**

**Approval of Agenda**

Jay DeBoer moved to have the Election of Officers moved up on the agenda to agenda item number 3. Justin Williams was nominated by Doughty as Chair, motion was seconded by Thacker. Motion was unanimously approved by members: **Thacker, Chiodo, Torrez and Doughty.** Christopher Chiodo was nominated by Torrez as Vice Chair, motion was seconded by Williams. Motion was unanimously approved by members: **Thacker, Williams, Chiodo and Doughty.**

**Election of Officers**

Newly elected chair, Justin Williams assumed chairing the meeting.

**Justin Williams  
Assumed Chairing  
the Meeting**

The Board members reviewed the minutes of the last Board meeting. **Mr. Williams** moved to approve the **July 28, 2015** minutes. **Mrs. Thacker** seconded the motion, which was unanimously approved by members: **Thacker, Williams, Chiodo, Torrez and Doughty.**

**Approval of  
Minutes**

There was no public comment.

**Public Comment  
Period**

Board member Joe Levine arrived at 10:23 am.

**Board member  
arrival**

**Pre-Licensure Education Providers**

**Old Business**

**Mindy Garofalo**, Regulatory Board Administrator presented information regarding five pre-licensure education providers who have not submitted any information to the Board in the past three

years. After discussion Mrs. Doughty offered a motion seconded by Torrez to eliminate two of the providers (**Sigmon Information Services and Virginia Hospital Association**) from the provider list; and to request follow up regarding the remaining three providers (**Hampton/NASSA, Solid Waste Association and American Society of Mechanical Engineers**) by Education staff following submission of current contact information for these providers from Board members **Torrez and Williams**. The motion was unanimously approved by: **Thacker, Williams, Levine, Chiodo, Torrez and Doughty**.

### **Regulatory Review**

**Mindy Garofalo** requested Board approval of General Review 2013 – Project 3737 – Proposed Board for Waste Management Facility Operators Regulations. Doughty offered a motion seconded by Torrez to approve the document adopting as final pending non substantive changes as referred to in style manual and grammar corrections. The motion was approved with a unanimous vote. Members voting “yes” were **Torrez, Thacker, Doughty, Williams, Chiodo and Levine**.

### **2016 Meeting Schedule**

**Mindy Garofalo** submitted the 2016 meeting schedule for review. Board members reviewed the schedule and agreed with the dates of Thursday, April 7, 2016, Tuesday, July 12, 2016 and Tuesday, December 6, 2016 for the Board meetings. No vote was necessary.

**Eric Olson and Mark Courtney** spoke with the members for a few minutes to encourage them to complete the required financial forms prior to the December 15, 2015 deadline. This process must take place online.

**Mr. DeBoer** requested that the Board members complete their conflict of interest forms and travel vouchers and submit those to **Sheila Watkins**.

There being no further business to conduct and upon a motion from **Mrs. Doughty**, seconded by **Mr. Chiodo**, the meeting adjourned at

### **New Business**

### **Completion of Financial Statements**

### **Conflict of Interest Forms and Travel Vouchers**

### **Adjournment**

10:58 a.m. The motion was approved with a unanimous vote.  
Members voting were: **Thacker, Williams, Chiodo, Doughty,  
Levine, and Torrez.**

---

Justin Williams, Chair

---

Jay DeBoer, Secretary