

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

The Virginia Board for Waste Management Facility Operators met on March 10, 2026, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia, 23233.

The following members of the Board were present:

Donald Lawhorne, Chair
Matthew Terrell, Vice-Chair
Wade Bailey
Ellen C. Thacker
Brent Williams
Jason Williams

The following member of the Board was absent:

Joshua Byerly

Timothy Taylor, Board Liaison, was present at the meeting.

Elizabeth B. Peay, Board Counsel, was not present at the meeting.

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

Laura McClintock, Agency Director
Steve Kirschner, Director of LRPD
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Cameron Parris, Regulatory Operations Administrator
Khang Le, Administrative Coordinator

Chair, Lawhorne called the March 10, 2026, Board for Waste Management Facility Operators Meeting to order at 10:03 A.M.

**Call
To Order**

Stephanie Keuther, Assistant Executive Director, reviewed the emergency egress procedures with the Board and members of the public.

**Determination of
Quorum**

Chair, Lawhorne declared a quorum of Board members to be in attendance.

**Emergency
Egress**

II. ADMINISTRATIVE MATTERS

Mrs. Thacker made a motion, seconded by Mr. Terrell, to adopt the agenda of the March 10, 2026, Board for Waste Management Facility Operators meeting.

**Approval of the
Agenda**

The motion was approved with a vote of 6-0-0. Ayes: Lawhorne, Terrell, Bailey, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** Byerly.

Mr. J. Williams made a motion, seconded by Mr. B. Williams, to approve the draft minutes of November 6, 2025, Board for Waste Management Facility Operators meeting as presented.

**Approval of
Minutes**

The motion was approved with a vote of 6-0-0. Ayes: Lawhorne, Terrell, Bailey, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** Byerly.

III. PUBLIC COMMENT

Public Comment

Chair, Lawhorne opened the public comment period of the meeting.

With no one wishing to come forward, Chair, Lawhorne closed the public comment period of the meeting.

Introduction of Agency Director

**Introduction of
Agency Director**

Marjorie King, Executive Director, introduced newly appointed Agency Director, Laura McClintock.

Ms. McClintock shared her enthusiasm for working with the Board and staff in her new role.

IV. CASE FILES - None

Case Files

V. EDUCATION

Education

Stephanie Keuther, Assistant Executive Director, shared that staff recommends approval for:

Fairfax County Solid Waste Management Program – Seeking retroactive approval back to May 22, 2025 – One (1) vocational education course and one (1) continuing education course for Waste Management Facility Operators.

**Fairfax County
Solid Waste
Management
Program**

A motion was made by Mr. Terrell, seconded by Mr. Bailey, for approval.

The motion was approved with a vote of 6-0-0. Ayes: Lawhorne, Terrell, Bailey, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** Byerly.

VI. NEW BUSINESS

New Business

Examinations Updates

**Examinations
Updates**

Stephanie Keuthner, Assistant Executive Director, shared examination pass/fail statistics from August 1, 2020, to September 23, 2024, and September 23, 2024, to January 26, 2026.

Mrs. Keuthner explained that the statistics show partial, not direct difference between closed-book and open-book examinations.

Board members shared they have received positive feedback from recent open-book examination test takers.

Board staff offered to provide the Board with more direct statistics comparing closed and open book examinations at a future meeting.

Executive Director Report

**Executive
Director Report**

Stephanie Keuthner, Assistant Executive Director, informed the Board of current and past statistical data related to licensing applications and current licensees.

Mr. Terrell commended Board staff for their hard work and dedication to enhancing the application process, making the process smoother and much more pleasing for applicants.

Board Member Professional Development

**Board Member
Professional
Development**

Stephanie Keuthner, Assistant Executive Director, presented the Board with information regarding the Administrative Process Act (APA).

Chair, Lawhorne called a recess to the meeting at 10:40 A.M.

Recess

Chair, Lawhorne called the meeting back to order at 10:48 A.M.

Remote Proctored Examinations

**Remote
Proctored
Examinations**

PSI representatives Catherine Laitinen, Jeff Davis, and Jacob Oehlert presented processes and information pertaining to the remote proctoring of examinations.

After discussion, Mr. B. Williams made a motion, seconded by Mr. Terrell, to adopt remote proctoring with no breaks during testing.

The motion was approved with a vote of 5-1-0. Ayes: Lawhorne, Terrell, Bailey, B. Williams, and J. Williams. **Nays:** Thacker. **Abstain:** None. **Absent:** Byerly.

VIII. COMPLETION OF PAPERWORK

**Completion of
Paperwork**

Chair, Lawhorne reminded Board members to complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

IX. ADJOURNMENT

Adjournment

Chair, Lawhorne thanked the Board for Waste Management Facility Operators and adjourned the meeting at 12:09 PM.

The next board meeting is scheduled for **April 30, 2026.**

Donald W. Lawhorne, Jr., Chair **Date**

Laura McClintock, Director **Date**

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