

Virginia Board for Towing and Recovery Operators (BTRO)

June 5, 2007 - 9:30 AM

Department of Motor Vehicles, 7th Floor Conference Room (702)
2300 West Broad Street
Richmond, Virginia 23220

Final Minutes

A regular meeting of the Virginia Board for Towing and Recovery Operators was held on June 5, 2007 at the Department of Motor Vehicles Headquarters, 2300 West Broad Street, Richmond, Virginia.

Board Members present:

Ray Hodge
Woody Herring
Roy Boswell
Charlie Brown
Ray Drumheller
Mark Sawyer
Randy Seibert
Gary Teter
Ron Minor
Lieutenant Curtis Hardison (Designee of the Virginia State Police)
Jo Anne Maxwell (Designee of the Commissioner of the Department of Motor Vehicles)

Board Members absent:

Cary Coleman
Andy Alvarez
Vinay Patel

Staff present:

Benjamin Foster, Board Executive Director
Daphane Phillips, Administrative Assistant
Jeffrey A. Spencer, Esq., Senior Assistant Attorney General
John Bail., Assistant Attorney General

Called to order

Chairman Ray Hodge called the meeting to order at 9:38 a.m.

Comments from the public:

There were no comments from the public, but each member in attendant state their names for the record.

Acceptance of May meeting minutes:

Chairman Hodge asked the members if they reviewed the minutes from the May 8, 2007 meeting. Seeing no questions, Chairman Hodge called for a motion to approve. Motions were made by Ray Drumheller and second by Ron Miner. The minutes were adopted unanimously.

Chairman's Report:

Chairman Hodge called for a moment of silent for a Board member that lost a love one.

Chairman Hodge thanked Mr. Foster, staff and Board members for the hard work they have put in so far. The next area of focus will be the Budget and Regulation Process. Chairman Hodge asked that each Committee work on developing a draft of the budget for the coming year. He asks that this to be complete and presented to Mr. Foster by the next meeting. Mr. Hodge thanked the By- Laws Committee for the completions on the document.

Executive Report:

A. General Overview

Mr. Foster thanked each member of the public for attending today's meeting. He asked that every member sign in for the purpose of maintaining a list for information pertaining to the Board.

B. Office Space Acquisition

Mr. Foster explained that the Landlord had leased the space to another party. He has been in contact with C.B. Richard Ellis and they founded space that was available in the Bank of America Building. The space is 1500 square feet and this will be a better choice when it comes to expanding for additional staff. Mr. Foster will have more information on the status of the building by the next board meeting.

C. Newsletter & Mailing

Mr. Foster informed the Board Members that 500 hundred contact cards and newsletters were mailed out on June 1st, from a list that was compiled by Ms. Phillips. The remaining 1000 cards and newsletters will go out by the end of business today.

D. Website

Mr. Foster gave a presentation of the BTRO website on the projector. He informed the Board that the website will be live by the end of business today per Virginia.Gov.

Committee Reports:

Licensing & Regulatory Affairs Committee

Charlie Brown, Chairman of the Committee, reported that a Practice Draft was presented at the last meeting but due to circumstances beyond control, the draft was not discussed and the committee adjourned.

Mr. Foster presented a chart of Standard regulatory process: Guide for state agencies. There were various discussions on the Standard Regulatory Process. See attach:

The Chairman asked for comments from members on Chairman Brown's report. Seeing none, He asked for the next report.

Administrative Affairs Committee

Chairman Herring gave an overview of the last meeting. The discussion was on budgeting for the next year, and the cost of hiring a Senior Investigator or an Investigator. The Committee had discussions on temporary staffing for handling the large amount of information the will be coming in for the licensing of the Tow Truck Drivers.

Mr. Foster introduces Mr. Bruce Gould of the Motor Dealer Board.

Mr. Foster informed that he is meeting with the Department of Accounts and Budget and Planning of DMV. They contact him in regard to repaying the loan. Mr. Foster will meet with the Departments to discuss this issue.

The Chairman asked for comments from members on Chairman Herring's report. Seeing none, He asked for the next report.

By-Laws and Policy Committee

Chairman Seibert stated that they met twice during the last full Board meeting. The first meeting was brief due to Committee Members needing to attend another meeting. They outline goals: Policy to reject Driver Authorizations, Barrier Crimes, rejections of Licensee Application, Finger Printing process and the Appeal Process.

Meeting on May 29, 2007 consists of discussing the goals.

Committee received a Document from the Board of Contractors that they used when considering the applicants.

The Committee will look into the cost of getting a vendor to do the Finger Printing.

Mr. Foster informed the Committee that the Appeal Process will be governed by the Administrative Process Act.

Mr. Foster added that he contacted the personal Department with DMV Committee had the chance to see finger printing on Live Scan on a new hire for DMV. The

The Chairman asked for comments from members on Chairman Seibert's report. Seeing none, He asked for the next report.

Old Business:

None

New Business:

Mr. Miner made the motion that the Board Chairman directs the proper subcommittee and AG's representative to the Board to contact Fairfax County Chief of Regulation and Licensing to understand the full issue and impact and report back to the Board with a recommendation for possible further action at the next meeting. The motion was second by Mr. Herring and adopted unanimously.

Next Meeting:

The meeting will be at DMV on July 10, 2007 at 9:30 am.

Meeting was adjourned at 10:54

