

## **Virginia Board for Towing and Recovery Operators**

August 28, 2008 – 5:00 PM  
Department of Motor Vehicles  
Cafeteria  
2300 West Broad Street, Richmond, Virginia 23230

### ***Final Minutes***

#### **Board Members present:**

Ray Drumheller – Chair  
Mark Sawyer – Vice-Chair  
Ray Hodge  
Cary Coleman  
Woody Herring  
Randy Seibert  
Ron Miner  
Gary Teter  
Scott Wyatt  
Archie Orr  
Brock Cole (Designee of the Commissioner of Department of Motor Vehicles)  
Lt. Curtis Hardison (Designee of the Virginia State Police)

#### **Board Members absent:**

Charlie Brown  
Roy Boswell  
Andres Alvarez (Designee of the Department of Agriculture and Consumer Services)

#### **Staff present:**

J. Marc Copeland, Acting Executive Director  
Daphane Phillips, Administrative Assistant  
Jeff Spencer, Esq., Senior Assistant Attorney General

#### **Called to order**

Chairman Ray Drumheller called the meeting to order at 5:00 pm.

#### **Public comments**

There were no public comments.

#### **Acceptance of August 14, 2008 Board Minutes**

Chairman Drumheller asked the members if they had reviewed the minutes from the last meeting. Seeing no questions, Chairman Drumheller called for a motion to approve. A motion was made by Archie Orr and seconded by Cary Coleman. The minutes were adopted unanimously.

### **Chairman's Report**

Mr. Drumheller presented the board members with a report of the appointed Committee members:

#### **Administrative Affairs Committee**

Woody Herring  
Ray Hodge  
Cary Coleman  
Ron Miner  
Mark Sawyers  
Department of Agriculture and Consumer Services  
Roy Boswell  
Department of Motor Vehicles

#### **Licensing & Regulatory Affairs Committee**

Charlie Brown  
Gary Teter  
Archie Orr  
Scott Wyatt  
Virginia State Police  
Randy Seibert  
Roy Boswell

#### **Communication of Consumer Affairs Committee**

Cary Coleman  
Ray Hodge  
Department of Agriculture and Consumer Services  
Charlie Brown  
Mark Sawyers  
Scott Wyatt  
Roy Boswell

#### **By- Laws Committee**

Randy Seibert  
Gary Teter  
Ron Miner  
Archie Orr  
Woody Herring  
Department of Motor Vehicles  
Virginia State Police

### **The following motions were voted on by the Board.**

Mr. Drumheller called for the motion to accept the newly assigned Committee's. Mr. Ray Hodge made the motion to accept, the motion was seconded by Mr. Scott Wyatt; all were in favor of this motion.

### **Administrative Affairs Committee Report**

Mr. Herring gave a report on the meeting that was held on August 21 in Fairfax Virginia. The Committee listened to the reports from two licensing firms: Mr. Richard Johnson, Daon/SBCN/Rileen Corporations and Pat Paquette, Department of Health Professions, System Automation. Lt. Curtis Hardison made the motion to go into closed session to discuss the financial report of the two candidates. After the Committee reconvened, a motion was made and seconded to recommend Pat Paquette and System Automation for the licensing process and to present this information to the full board for a vote.

Mr. Herring called for the motions to accept System Automation /Pat Paquette for the licensing firm for the Board. The motion was second by Mr. Sawyers; all were in favor of this motion.

### **Executive Director's Report**

Mr. Marc Copeland reported that the General Regulations has been approved and submitted for publication by the Governor on August 26, and should be adopted by October 15<sup>th</sup>.

Mr. Copeland reported that the Board may request additional allocations to its budget if it is justifiable when collecting money to handle expenditures. Mr. Copeland stated that it is only a request and the final decision will be decided by the Department of Planning and Budget.

### **Discussion on compensation for Administrative Assistant**

Lt. Curtis Hardison moved that the Board of Towing and Recovery Operation convene to a close meeting pursuant to the Virginia Code § 2.2-3711(A) (1), the purpose of the close session will be to discuss the salary of a specific state employee for the pursuant of the Code § 2.2-3711(A) (7) purpose of consulting legal Council regarding why the Virginia Freedom Information Act the conduct of a close meeting. The Executive Director as well as the Board's Council will attend the close meeting will be aided, with the intent to settle.

### **Executive Session:**

Lt. Curtis Hardison made the motion and it was seconded by Ron Miner to go in Executive Session at 5:35 pm, all were in favor of this motion.

### **Reconvened:**

The Board reconvened at 5:43 pm.

### **Roll call by the Board to accept the above statement:**

Ray Drumhelller - Yes  
Ray Hodge – Yes  
Cary Coleman - Yes  
Mark Sawyers -Yes  
Woody Herring- Yes  
Randy Seibert- Yes

Lt. Curtis Hardison- Yes  
Archie Orr - Yes  
Scott Wyatt- Yes  
Gary Teter - Yes  
Ron Miner- yes  
Brock Cole – Yes

**Adjourned:**

Chairman Drumheller called for a motion to adjourn. Mr. Coleman made the motion which was seconded by Mr. Herring; the adjournment passed unanimously. The meeting was adjourned at 5:55 p.m.