

Administrative Affairs Committee  
September 24, 2008  
Board of Towing and Recovery Operators  
2601 West Broad Street  
Suite 200  
Richmond, VA. 23230

*Final Minutes*

Board Members present:

Woody Herring  
Ray Hodge  
Cary Coleman  
Mark Sawyer  
Ron Miner  
Andres Alvarez (Designee of the Commissioner of Agriculture and Consumer Services)  
Brock H. Cole (Designee of the Commissioner of Department of Motor Vehicles)

Staff present:

J. Marc Copeland, Acting Executive Director  
Daphane Phillips, Administrative Assistant

Public Comments:

None

Committee Discussions:

The Committee has decided on advertising for a full and part time Investigator. Mr. Copeland was able to meet with Mr. John Weigly (DMV) Human Resource Department to obtain a job description for the candidates. Mr. Andres Alvarez offered his assistance with this process. Mr. Copeland asked that the committee wait before they start the hiring process. The applications will be mail on October 15, and he anticipates a large volume of calls that towers will have with the process. The Committee agreed to consider an open-until-filled hiring based on Mr. Weigly suggestion.

Executive Sessions @ 10:35 AM:

The Administrative Affairs Committee of the Board for Towing and Recovery Operators went into a closed meeting pursuant to the Code of Virginia § 2.2-3711(A)(1) for the purpose of discussion or consideration of Marc Copeland for employment and the assignment, appointment, promotion, performance and salaries of specific employees of the Board for Towing and Recovery Operators. The Committee asked John Weigly to be

present in the session to answer all human resource questions, motion seconded by Mr. Coleman; all were in favor of this motion.

Reconvened @ 10:50 AM:

The open meeting of the Administrative Affairs Committee of the Board of Towing and Recovery operators was reconvened. Each member of the Committee was asked to record their vote, certifying, to the best of their knowledge, that: (i) only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act; and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed meeting.

Roll call:

Ray Hodge – Yes  
Cary Coleman – Yes  
Woody Herring – Yes  
Mark Sawyer – Yes  
Ron Miner – Yes  
Andres Alvarez – Yes  
Brock Cole – Yes

Vote for committee vice-chair:

Mr. Herring called for a motion to elect Mr. Mark Sawyers as the Administrative Affairs Committee Vice-chair, the motion was made by Cary Coleman, seconded by Brock Cole; all were in favor of the motion.

Mr. Sawyers made the motion to send this recommendation to the full Board for consideration, the motion was seconded by Brock Cole; all were in favor of the motion.

Adjourned:

Chairman Herring called for a motion to adjourn. Mr. Coleman made the motion which was seconded by Mr. Hodge; the adjournment passed unanimously, the meeting adjourned at 11:15 a.m.