

**Administrative Affairs Committee**

**April 7, 2009 – 9:00 AM**

**Virginia Board for Towing and Recovery Operators  
2601 West Broad Street, Suite 200  
Richmond, VA 23220**

*Draft Minutes*

**Committee Members present:**

Woody Herring - Chair  
Mark Sawyers- Vice-Chair  
Ray Drumheller  
Ray Hodge  
Cary Coleman  
Ron Miner  
Brock Cole (Designee of the Commissioner of Department of Motor Vehicles)  
Andres Alvarez (Designee of the Commissioner of Agriculture and Consumer Services)

**Committee Members Absent:**

None

**Staff present:**

J. Marc Copeland, Acting Executive Director  
Rachel Swyers, Executive Assistant

John Weigly, DMV HR Department

**Called to order**

Mr. Herring called the meeting to order at 9:02 a.m.

**Public Comment:**

There were no public present.

**Acceptance of Meeting Minutes:**

Mr. Herring called for a motion to accept the minutes from the last meeting, contingent changing the sentence regarding System Automation and adding Mark Sawyers to the list of people appointed to the ad hoc application screening subcommittee. The motion was made by Mr. Coleman. Mr. Miner seconded the motion; all were in favor of this motion

**Closed Session @ 9:10 a.m.:**

Mr. Miner moved that the Committee convene a closed session to discuss and consider the details of the hiring of the Executive Director, pursuant to the exemption from an meeting requirement under the Virginia Freedom of Information Act, Virginia Code § 2.2-3711 (A) (1).

Mr. Cole asked that John Weigly be present for the close session.  
The motion was seconded by Mr. Miner; all were in favor of this motion.

**Closed session reconvened @ 9: 25 a.m.:**

Mr. Miner moved that the Committee reconvene to open session having discussed the details of the hiring of the Executive Director, pursuant to the exemption from an open meeting requirement under the Virginia Freedom of Information Act, Virginia Code § 2.2-3711 (A) (1).

The motion was seconded by Mr. Coleman, and all were in favor of this motion.

**The following motion was voted on by the committee.**

John Weigly discussed the next official steps to hire the Executive Director, including contacting the Secretary of Transportation, after the full Board voted in the next meeting.

Mr. Miner made the motion to recommend to the full board that they hire Mr. Copeland for the position of Executive Director under the terms that have been discussed

The motion was seconded by Mr. Cole, and all were in favor of this motion.

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

Woody Herring – Yes  
Mark Sawyers- Yes  
Ray Drumheller - Yes  
Ray Hodge - Yes  
Cary Coleman - Yes  
Ron Miner -Yes  
Brock Cole – Yes

Andres Alvarez - Yes

**New Business:**

Mr. Alvarez asked if the issues System Automation had been resolved. Mr. Copeland stated that Rich Labonski from System Automation would be at the full Board meeting to answer any questions.

Mr. Copeland updated the Committee on the licensing statistics, stating that 3000 credentials were mailed last week, and more were in the printing queue. Mr. Copeland then answered questions about the date of renewal for credentials and the licensing process. Mr. Copeland stated that he was confident in the licensing process since it was being done in the BTRO office, and that in two months the percentage of credentials issued has gone from 11 percent to 77 percent.

Mr. Hodge asked about the budget for the remainder of this fiscal year and next year. Mr. Copeland stated that question would be answered in the full Board meeting.

Mr. Herring asked that the Chairman consider appointing another tower to the Committee before July 1, 2009. Mr. Minor suggested that the Bylaw Committee take a look at the composition of the Committee, and Mr. Sawyer agreed.

**Adjourned:**

Chairman Herring called for a motion to adjourn. Mr. Coleman made the motion which was seconded by Mr. Miner; the adjournment passed unanimously. The meeting was adjourned at 9:45 a.m.