

**Board of Towing and Recovery Operators  
Application Work Group Meeting  
2601 W. Broad Street, 2<sup>nd</sup> Floor  
Richmond, Virginia 23220**

**May 11, 2011 at 12:30 pm**

**Members Present:**

Scott Wyatt, Chairman  
John J. Beall, Jr.  
Lt. R. C. Hardison  
Marc Copeland

**Staff Present:**

Barbara Drudge

**Meeting Called to Order:**

The meeting was called to order at 12:30 pm, and those present were Scott Wyatt, John Beall, Lt. R. C. Hardison, and Marc Copeland.

**Public Comments:**

There were no public comments.

**Acceptance of Meeting Minutes:**

The minutes were adopted as written on a motion from Mr. Beall and seconded by Lt. Hardison. All were in favor.

**Executive Session:**

A motion was made by Mr. Beall and seconded by Lt. Hardison at 12:38 pm to go into closed session to review criminal background histories for licensing and credentialing approval, pursuant to the exemption granted under Section 2.2-3711(A)(4) of the Code of Virginia..

The Application Work Group reconvened at 2:08 pm. Mr. Beall stated that only matters exempt under Virginia Code Sections 2.2-3711(A)(4) relating to a review of the criminal background histories for licensing and credentialing approval were discussed or considered during the closed meeting. Roll call by the Application Work Group to accept the above statement was unanimous.

The Application Work Group reviewed ten driver authorization applications during the meeting. Out of ten applications, eight were approved, one was denied, and one deferred to obtain additional information.

**Other Business:**

Mr. Beall discussed his concerns and the challenges to his acting as the Board designee relating to Informal Fact Finding Conferences ("IFFC's) for driver authorization applications reviewed by the Application Work Group. Mr. Copeland indicated that the denied candidates were eligible for formal review, the process had been refined and considered in conjunction with Mr. Beall conducting the IFFC's, and that the Board has to act on any adversary decisions.

**Next Meeting:**

The Application Work Group next scheduled meeting is scheduled to begin at 12:30 on June 1, 2011.

**Adjournment:**

Mr. Beall moved to adjourn the Application Work Group meeting, and Lt Hardison seconded it. The motion passed unanimously, and the meeting adjourned at 2:28 pm.