

**Department of Professional and Occupational Regulation**  
**CNG Vehicle Mechanics Certification Program WORKGROUP**  
**Draft MINUTES OF MEETING**  
**October 9, 2014**

The second meeting of the CNG Vehicle Mechanics Certification Program Workgroup met on Monday, September 15, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Richmond, Virginia.

The following members of the Workgroup were present:

Carlton Grizzard, T F C Recycling  
Gerald Brink, G R T C  
Hank Brown, TFC Recycling  
John Eader, City of Chesapeake  
Chuck Kunce, A S E

The following members of the Education Workgroup were not present:

Bobby Vincent, City of Richmond  
Alleyn Harned, Virginia Clean Cities  
Chris Young, TriState Energy  
Chris Prack, A S E

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director  
Mindy Spruill, Regulatory Boards Administrator  
Mark Courtney, Senior Director of Regulatory &  
Public Affairs  
Sheila Watkins, Administrative Assistant,  
Compliance Specialist

Executive Director **Eric Olson** called the meeting to order at 10:05 a.m. He welcomed those who were able to make it to the meeting.

**Call To Order and Opening Remarks**

**Eric Olson**, Executive Director requested approval of the draft agenda. **Grizzard** offered a motion seconded by **Eader** to approve the agenda deleting item 5. Members voting “Yes” were: **Grizzard, Eader, Brink, Brown and Kunce**.

**Approval of Agenda**

**There was no public comment.**

**Public Comment**

**Mr. Olson** requested a motion to approve the minutes. **Mr. Grizzard** offered a motion to approve the minutes with one correction, change” in co operate to incorporate”. **Mr. Eader** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Grizzard, Eader, Brink, Brown and Kunce**.

**Approval of September 15, 2014 Meeting Minutes**

**Eric Olson** shared: Any member wanting to serve on the advisory board should forward their resume to Mr. Olson, Mr. DeBoer or Ms. Spruill for consideration. He also shared with all present that the workgroup would review the second draft of the proposed regulations. The goal is to get these proposed regulations submitted by December of 2014.

**Information Sharing**

**Ms. Spruill** led the discussion with the group on the updated draft Regulations for the CNG Vehicle Mechanics Certification Program. Staff made notes of the requested updates and will address these prior to submitting them to the director for final review.

**Review of “Draft” Regulations**

**Mark Courtney addressed the work group** and reminded them that approval of Regulations is a rather lengthy process. It could take 2 to 3 years to complete.

**Mark Courtney**

**Mr. Olson** thanks the members for their hard work and let them know that no further meeting would be required before submitting the proposed draft to the director. Since all members were in favor of the draft, the requested updates/changes would be addressed and then submitted. No additional is required.

**Eric Olson**

Meeting adjourned at 12:14 pm.

**Adjourn**

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Jay DeBoer, Director

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Date