

Administrative Affairs Committee
December 11, 2007
Draft Minutes

Administrative Affairs Committee Meeting was held on December 11, 2007, at the Holiday Inn Crossroads, 2000 Staples Mills Road, Richmond, Virginia 23230.

Members Present:

Woody Herring
Cary Coleman
Ray Drumheller
Mark Sawyer
Gary Teter

Others Present:

Ray Hodge

Staff Present:

Executive Director, Ben Foster
Daphane Phillips, Administrative Assistance
Victoria Simmons
Eric K. G. Fiske, Senior Assistant Attorney General

Public comments:

There were on public comments

Minutes from the previous meeting:

Did not meet in November

Old Business:

Mr. Foster stated that for the record, he would like for a member of the committee to sign off on all credit card statement. Mr. Foster asked Mr. Herring if he would sign the statements that he has received, and the committee agreed that Mr. Herring would be the member that will sign all the statements.

New Business:

The committee discusses various options on the requirement of the stickers. There were several inputs on what would be the design. Mr. Sawyers states that it should be the

universal sign of a tow truck. They asked if there would be two or four stickers. Mr. Foster will put together a rough draft and present it to the committee.

Mr. Hodge asked if they would form a committee to review applications on hiring new staff members, and what would the cost to advertise. Mr. Herring stated that Mr. Wiggle, with DMV HR Department had a pin number which allow him to review application on line. Mr. Foster will gather the information and present it at the next meeting.

Adjourned:

Chairman Herring called for a motion to adjourn. Mr. Drumheller made the motion which was seconded by Mr. Coleman; the adjournment passed unanimously. The meeting was at adjourned at 12:02 p.m.