

**Virginia Board of Towing and Recovery Operators
Administrative Affairs Committee Meeting
December 14, 2010 8:00 am
Department of Motor Vehicles – Room No. 123
Richmond, Virginia 23220**

Members Present:

Woody Herring – Chairman
Richard Metz
Adan Rangel
Mark Sawyers
Richard Lampman – Designee of the
Commissioner of the Department of
Motor Vehicles

Members Absent:

Andres Alvarez – Designee of the Commissioner of the
Department of Agriculture and Consumer Services

Other's Present

Roy Boswell, Board Member – At request of Chairman
to observe the proceedings only

Staff Present: Marc Copeland and Barbara Drudge

Call to Order: The meeting was called to order at 8:36 am.

Public Comments: There were no public comments.

Acceptance of Meeting Minutes:

Mr. Metz moved to accept the minutes from the September 29, 2010 meeting, Mr. Rangel seconded the motion, and the motion passed unanimously.

Executive Session:

A motion was made by Mr. Lampman and seconded by Mr. Rangel at 8:41 am to go into a closed session in accordance with Section 2.2-3711.A.1. of the Code of Virginia, to discuss, consider, and interview prospective candidates for employment.

The Administrative Affairs Committee reconvened in open session at 2:35 pm. Mr. Lampman made a motion stating that only matters exempt under Virginia Code Section 2.2-3711.A.1. relating to the discussion, consideration, and interviewing of prospective candidates for employment were held during the closed meeting. Mr. Rangel seconded the motion. Roll call by the Administrative Affairs Committee to accept the above statement was unanimous.

Adjournment:

Mr. Sawyers made a motion to adjourn, Mr. Lampman seconded the motion, and it passed unanimously. The meeting adjourned at 2:40 pm.