

**Administrative Affairs Committee
February 24, 2011, 9:00 am
Department of Motor Vehicles
2300 West Broad Street, Conference Room 119
Richmond, Virginia 23235**

Members Present:

Woody Herring – Chairman
Mark Sawyers
Adan Rangel
Roy Boswell
Richard Metz

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

Richard Lampman – Designee for the
Commissioner of the Department of Motor
Vehicles

Staff Present:

Marc Copeland
Barbara Drudge
Kara Corso

Meeting Called to Order:

The meeting was called to order at 9:08 am.

Public Comments:

There were no public comments.

Acceptance of Meeting Minutes:

Mr. Metz made a motion to approve the draft minutes from the December 14, 2010, Committee meeting. Mr. Boswell seconded the motion and it passed unanimously.

Discussion – Details of Virginia Interactive proposal to improve and enhance licensing capabilities including online credentialing and IVR phone processing

The Committee discussed the proposal presented by Virginia Interactive to improve and enhance BTRO's licensing capabilities including online credentialing, system hosting, and IVR phone processing in great detail.

Chairman Herring requested that representatives from Virginia Interactive present a cost breakdown of the pricing models from the proposal to show the precise costs of the services that will be provided to BTRO. Additionally, BTRO staff will prepare an outline

of the costs of the services it currently uses to compare to the Virginia Interactive proposal.

Executive Session:

There was a motion by Mr. Rangel to enter into an executive session in accordance with Virginia Code Section 2.2-3712(A) (4) for the protection of the privacy of individuals in personal matters not related to public business. Mr. Sawyers seconded the motion and it passed unanimously. The Board entered into an executive session at 11:22 am.

The meeting reconvened in open session at 11:40 am. Mr. Alvarez made a motion stating that only matters exempt under Virginia Code Section 2.2-3712(A) (4) for the protection of the privacy of individuals in personal matters not related to public business were discussed during the closed meeting. Mr. Sawyers seconded the motion and roll call by the Board to accept the above statement was unanimous.

Additional Public Comments:

There was no additional public comment.

Other Business/Comments:

There was no further business before the Committee.

Next Meeting:

The next Committee meeting will be scheduled contingent upon Virginia Interactive preparing the aforementioned cost breakdown.

Adjournment:

Mr. Metz moved to adjourn. Mr. Boswell seconded the motion and it passed unanimously. The meeting adjourned at 11:43 am.