

**Board of Towing and Recovery Operators
Compliance and Consumer Affairs Committee
Meeting Minutes
April 13, 2011, 10:15 am
Fairfax County South County Center
8350 Richmond Highway, Room 221
Alexandria, Virginia 22309**

Members Present

Charlie Brown – Chairman	Andres Alvarez - Designee for the Commissioner of the
Mark Sawyers	Virginia Department of Agriculture and Consumer Services
Roy Boswell	Lynwood Butner – Designee for the Commissioner of the
Kenneth Mitchell	Department of Motor Vehicles

Staff Present:

Marc Copeland
Barbara Drudge
Kara Corso

Call to Order:

The meeting was called to order at 10:17 am.

Public Comments:

There were no public comments before the Committee.

Acceptance of Meeting Minutes:

Mr. Alvarez made a motion to accept the draft minutes from the March 16, 2011 meeting as presented. Mr. Sawyers seconded the motion and it passed. Mr. Mitchell abstained.

Draft Letters of Caution and Reprimand:

The Committee reviewed the draft letter of reprimand and draft letter of caution. Mr. Alvarez suggested that the letters require response from the recipient within 15 days of receipt of the letter since the letters will be mailed certified. Mr. Butner made a motion to accept the draft letter of reprimand and draft letter of caution as presented for issuance to the applicants reviewed at their last meeting for violations of BTRO's laws and regulations for recommendation to the full Board. Mr. Alvarez seconded the motion and it passed unanimously.

Additional Public Comments:

There were no additional public comments before the Committee.

Next Meeting:

No meeting was scheduled.

Adjournment:

Mr. Mitchell made a motion to adjourn. Mr. Sawyers seconded the motion and it passed unanimously. The meeting adjourned at 10:24 am.