

Minutes of Meeting **Dealer Practices Committee**

The Dealer Practices Committee meeting was called to order by Chair Andrew Wiley at 9:08 a.m. on Monday, March 9, 2026. This meeting was conducted at the Department of Motor Vehicles, 2300 W. Broad Street, Executive Conference Room 702, Richmond, Virginia.

The following Committee members were present:

Gail Davis
M'Lissa Dunn
Joe Gopaul
Carl Hart
Chip Lindsay
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Tom Barton
Kevin Reynolds
Jeff Ryer

Other Board Members present:

Gerald F. Lackey, PhD.
Ed Maulbeck

The following MVDB staff present for all or part of the meeting:

Micah Bailey
Latasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Michael Thornton
Tenisha Wallace

The following other individuals were present for all or part of the meeting:

Barbara Arkwright - DMV
Diane Adams-Strickland - DMV
Melanie Lester - DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Mimi Perka - VADA
Alvin Melendez – VIADA
Tommie Melendez - VIADA

Chiquita Danielle Tillar – Respondent
Pat McNichol – Attorney, Kelly Guzzo PLC
John Summer - JTZ

Alexander Page represented the Attorney General's office.

The November 10, 2025 meeting minutes were approved.

PUBLIC COMMENT – No public comment.

OLD BUSINESS – No old business.

OLD BUSINESS FROM THE FLOOR – Committee members requested a status update on Prime Motors, LLC compliance with the terms of their resolution. MVDB Staff informed the Board that the terms of the resolution had been fulfilled.

NEW BUSINESS –

Review and Action: Informal Fact-Finding Conferences:

Chris Automotive LLC and Christopher Todd Shifflett #52682. On December 3, 2025, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1533 and 46.2-1575. Based on the information provided at the conference, the Hearing Officer recommended assessing a civil penalty of \$750.00 (\$500 for violations of VA Code Section 46.2-1533, and \$250 for violations of VA Code Section 46.2-1575), a follow-up inspection within 45 days, and to successfully complete the Dealer-Operator course within 30 days.

Tim Pohanka moved to accept the Hearing Officer's recommendation with revisions of a \$750.00 civil penalty within 30 days and a satisfactory follow-up inspection within 45 days. M'Lissa Dunn seconded. The motion carried.

Flywheels LLC and David P. Harlow #48614. On November 6, 2025, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1533 and 46.2-1575 (2). Based on the information provided at the conference, the Hearing Officer recommended assessing a civil penalty of \$750.00 (for violations of VA Code Section 46.2-1533), and a satisfactory inspection of dealer records with the dealer present.

M'Lissa Dunn moved to accept the Hearing Officer's recommendation with revisions of a \$1,250 civil penalty within 30 days (\$750.00 for violations of VA Code Section 46.2-1533, and \$500 for violations of VA Code Section 46.2-1575), a satisfactory inspection of dealer records with the dealer present, and a successful completion of the 2-day Dealer-Operator course within 60 days.

Dick Myers seconded. The motion carried.

EZ Rides 4 U, LLC and Holly Daniel #56994. On November 25, 2025, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1529, 46.2-1529.1, 46.2-1539, 46.2-1550.2, 46.2-1559 and 46.2-1575(2) and (6). Based on the information provided at the conference, the Hearing Officer recommended assessing a civil penalty of \$407,000, a satisfactory inspection of dealer records with the dealer present and proper use of the PoD system and satisfactory completion of the 2-day Dealer-Operator course.

After the motion was accepted and amended, Tim Pohanka moved to assess a civil penalty of \$407,000 and a revocation of the license.

Gail Davis seconded. The motion carried.

NEW BUSINESS FROM THE FLOOR – There was no new business from the floor.

NEXT MEETING - Committee Chair Wiley announced the next meeting is scheduled for May 11, 2026.

The Dealer Practices Committee meeting adjourned at 9:40 a.m.

Minutes of Meeting **Dealer Licensing Committee**

The Dealer Practices Committee meeting was called to order by Chair Tim Pohanka at 9:41 a.m. on Monday, March 9, 2026. This meeting was conducted at the Department of Motor Vehicles, 2300 W. Broad Street, Executive Conference Room 702, Richmond, Virginia.

The following Committee members were present:

M'Lissa Dunn
Carl Hart
Chip Lindsay
Edward Maulbeck
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Board members were absent:

Tom Bates
Lynn Martin
Kevin Reynolds
Jeff Ryer

Other Board Members present:

Gail Davis
Joe Gopaul
Gerald F. Lackey, PhD.

The following MVDB staff present for all or part of the meeting:

Micah Bailey
Latasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Michael Thornton
Tenisha Wallace

The following other individuals were present for all or part of the meeting:

Barbara Arkwright - DMV
Diane Adams-Strickland - DMV
Melanie Lester - DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Mimi Perka - VADA
Alvin Melendez – VIADA

Tommie Melendez - VIADA
Chiquita Danielle Tillar – Respondent
Pat McNichol – Attorney, Kelly Guzzo PLC
John Summer - JTZ

Alexander Page represented the Attorney General's office.

The November 10, 2025 meeting minutes were approved.

PUBLIC COMMENT – No public comment.

OLD BUSINESS – No old business.

OLD BUSINESS FROM THE FLOOR – No old business from the floor.

NEW BUSINESS –

Review and Action: Informal Fact-Finding Conferences:

PH Rides, LLC and Antinia Joiner #57506. On February 19, 2026, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1529, 46.2-1529.1, 46.2-1537, 46.2-1539, 46.2-1550.2, 46.2-1559 and 46.2-1575(6). Based on the information provided at the conference, the Hearing Officer recommended the assessment of a \$423,250 civil penalty; a satisfactory inspection of dealer records, conducted with the dealer present, including proper use of the PoD system; successful completion of the two-day Dealer-Operator course; and suspension until such time as the Dealer-Operator course is successfully completed.

Andrew Wiley moved to revise the Hearing Officer's recommendation with a \$423,250 civil penalty within 30 days and a revocation of the license.

M'lissa Dunn seconded. The motion carried.

Roy Wayne Basham, Jr. #51439. On November 18, 2025, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1550, 46.2-1575(6), (9), (13) and (15). Based on the information provided at the conference, the Hearing Officer recommended assessing a civil penalty of \$3,000 and a revocation of the license.

Andrew Wiley moved to accept the hearing officer's recommendation of assessing a \$3,000 civil penalty and a revocation of the license.

M'Lissa Dunn seconded. The motion carried.

Andrey A. Kozlov #58471. On February 24, 2026, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-

1539, 46.2-1547, 46.2-1574, 46.2-1575(2), (6) and (9). Based on the information provided at the conference, the Hearing Officer recommended assessing a \$10,500 civil penalty; successful completion of the Dealer-Operator course to ensure understanding of proper procedures; suspension until the Dealer-Operator course is successfully completed; and a post-inspection follow-up after a successful course completion.

M'lissa Dunn moved to revise the Hearing Officer's recommendation with a \$10,500 civil penalty within 30 days and a revocation of the license.

Andrew Wiley seconded. The motion carried.

Chiquita Danielle Tillar #34539. On February 18, 2026, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1575(13). Based on the information provided at the conference, the Hearing Officer recommended that the application for licensure be denied.

Chiquita Danielle Tillar was present and spoke on her own behalf.

Andrew Wiley moved to continue the matter until the May 11, 2026 meeting to allow for testimony from the employer/owner of City to City Auto Sales.

M'Lissa Dunn seconded the motion. Ed Maulbeck voted nay. The motion carried.

NEW BUSINESS FROM THE FLOOR – Committee members raised the topic of case assignments. The Executive Director advised that this matter would be addressed in the Executive Director's report during the full Board meeting.

NEXT MEETING - Committee Chair Pohanka announced the next meeting is scheduled for May 11, 2026.

The Dealer Practices Committee meeting adjourned at 10:16 a.m.

Minutes of Meeting **Advertising Committee**

The Advertising Committee meeting was called to order by Chair Tim Pohanka at 10:17 a.m. on Monday, March 9, 2026. This meeting was conducted at the Department of Motor Vehicles, 2300 W. Broad Street, Executive Conference Room 702, Richmond, Virginia.

The following Committee members were present:

Gail Davis
M'Lissa Dunn
Joe Gopaul
Chip Lindsay
Edward Maulbeck
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Tom Barton
Tom Bates
Kevin Reynolds
Jeff Ryer

Other Board Members present:

Carl Hart
Gerald F. Lackey, PhD.
Dick Myers

The following MVDB staff present for all or part of the meeting:

Micah Bailey
Latasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Michael Thornton
Tenisha Wallace

The following other individuals were present for all or part of the meeting:

Barbara Arkwright - DMV
Diane Adams-Strickland - DMV
Melanie Lester - DMV
Alacia Moore - DMV
Anne Gambardella - VADA
Mimi Perka - VADA
Alvin Melendez - VIADA
Tommie Melendez - VIADA

Chiquita Danielle Tillar – Respondent
Pat McNichol – Attorney, Kelly Guzzo PLC
John Summer - JTZ

Alexander Page represented the Attorney General's office.

The November 10, 2025 meeting minutes were approved.

PUBLIC COMMENT – No public comment.

OLD BUSINESS – No old business.

OLD BUSINESS FROM THE FLOOR – No old business from the floor.

NEW BUSINESS –

New Advertising Sub-Committee Member:

M'Lissa Dunn volunteered to be a new member of the Advertising Sub-Committee.

A meeting of the Advertising Sub-Committee will be held on May 11, 2026, following the full Board meeting, to discuss advertising violation software and other related matters.

NEW BUSINESS FROM THE FLOOR – Members discussed issuing a request for bids for advertising violation software. Staff advised that additional information would be obtained and presented to the Board at a future meeting.

NEXT MEETING - Committee Chair Pohanka announced the next meeting is scheduled for May 11, 2026.

The Dealer Practices Committee meeting adjourned at 10:21 a.m.

Minutes of Meeting **Transaction Recovery Fund Committee**

The Transaction Recovery Fund Committee meeting was called to order by Chair Andrew Wiley at 10:23 a.m. on Monday, March 9, 2026. This meeting was conducted at the Department of Motor Vehicles, 2300 W. Broad Street, Executive Conference Room 702, Richmond, Virginia.

The following Committee members were present:

M'Lissa Dunn
Joe Gopaul
Chip Lindsay
Edward Maulbeck
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Tom Barton
Tom Bates
Lynn Martin
Kevin Reynolds
Jeff Ryer

Other Board Members present:

Gail Davis
Carl Hart
Gerald F. Lackey, PhD.
Tim Pohanka

The following MVDB staff present for all or part of the meeting:

Micah Bailey
Latasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Michael Thornton
Tenisha Wallace

The following other individuals were present for all or part of the meeting:

Barbara Arkwright - DMV
Diane Adams-Strickland - DMV
Melanie Lester - DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Mimi Perka - VADA

Alvin Melendez – VIADA
Tommie Melendez - VIADA
Chiquita Danielle Tillar – Respondent
Pat McNichol – Attorney, Kelly Guzzo PLC
John Summer - JTZ

Alexander Page represented the Attorney General's office.

The November 10, 2025 meeting minutes were approved.

PUBLIC COMMENT – No public comment.

OLD BUSINESS – No old business.

OLD BUSINESS FROM THE FLOOR – No old business from the floor.

NEW BUSINESS –

Review and Action: Informal Fact-Finding Conferences:

Jaime McAllister v. Autoline of VA, Inc. and Caspian Auto House, Inc. On December 22, 2025, a conference was held to consider an award of compensation arising from a default judgment from the Motor Vehicle Transaction Recovery Fund. Based on the information provided at the conference, the Hearing Officer recommends that the claim meets the Fund requirements and a payment of \$21,965.45 should be considered.

Pat McNichol, Attorney at Kelly Guzzo PLC was in attendance to speak on behalf of Jamie McAllister.

M'lissa Dunn moved to accept the Hearing Officer's recommendation.

Dick Myers seconded. The motion carries.

Tim Pohanka motioned that the Committee Meeting be recessed, and immediately reconvene in closed meeting for the purpose of consultation with legal counsel regarding specific legal matter requiring the provision of legal advice regarding Virginia Code §§ 46.2-1527 (3),(4) and (5) as permitted by § 2.2-3711(A) 8 of the Code of Virginia.

Additionally, Mr. Pohanka motions that the following non-members attend the closed meeting because their presence in the closed meeting is deemed necessary and will reasonably aid in the consideration of the topic: Ms. Davis, Mr. Hart, Commissioner Lackey, Ms. Smith, Ms. Wallace, Ms. Majors, Ms. Hill, Ms. Mack-Nelson, Mr. Thornton, Mr. Bailey, Mr. Page.

This motion is made with respect to the matters identified as agenda item Roman Numeral VI.a.1 (6.a.1) – Review and Action: Informal Fact-Finding Conference: Jaime McAllister v. Autoline of VA, Inc. and Caspian Auto House, Inc.

Ed Maulbeck seconded the motion. The motion carried.

Mr. Pohanka read the certification of Closed Meeting:

WHEREAS, the Transaction Recovery Fund Committee of the Motor Vehicle Dealer Board has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Transaction Recovery Fund Committee of the Motor Vehicle Dealer Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Roll Call Vote:

AYES: M'Lissa Dunn, Joe Gopaul, Chip Lindsay, Edward Maulbeck, Dick Myers, Tim Pohanka, Don Sullivan, Andrew Wiley

NAYS: 0

NEW BUSINESS FROM THE FLOOR – No new business from the floor.

NEXT MEETING - Committee Chair Andrew Wiley announced the next meeting is scheduled for May 11, 2026.

The Dealer Practices Committee meeting adjourned at 11:25 a.m.

Minutes of Meeting **Motor Vehicle Dealer Board**

The Motor Vehicle Dealer Board meeting was called to order by Chair Gerald F. Lackey at 11:41 a.m. on Monday, March 9, 2026. This meeting was conducted at the Department of Motor Vehicles, 2300 W. Broad Street, Executive Conference Room 702, Richmond, Virginia.

The following Board members were present:

Gail Davis
M'Lissa Dunn
Joe Gopaul
Carl Hart
Gerald F. Lackey, PhD.
Chip Lindsay
Ed Maulbeck
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Tom Barton
Tom Bates
Lynn Martin
Kevin Reynolds
Jeff Ryer

The following MVDB staff present for all or part of the meeting:

Micah Bailey
Latasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Michael Thornton
Tenisha Wallace

The following other individuals were present for all or part of the meeting:

Barbara Arkwright - DMV
Diane Adams-Strickland - DMV
Anne Gambardella - VADA
Mimi Perka - VADA
Alvin Melendez - VIADA
Tommie Melendez - VIADA
Chiquita Danielle Tillar - Respondent
Omar White - Owner, City to City Auto Sales
Pat McNichol - Attorney, Kelly Guzzo PLC
John Summer - JTZ

Alexander Page represented the Attorney General's office.

The November 10, 2025 meeting minutes were approved.

PUBLIC COMMENT – No public comment.

STATUTORY COMMITTEE REPORTS

Dealer Practices Committee

Committee Chair Andrew Wiley summarized discussions held and actions taken during the Committee Meeting.

Review and Action: Informal Fact-Finding Conferences:

Chris Automotive LLC and Christopher Todd Shifflett #52682. The Committee Chair Andrew Wiley, motioned to assess a \$750.00 civil penalty within 30 days and a satisfactory follow-up inspection within 45 days.

Tim Pohanka seconded the motion. The motion carried.

Flywheels LLC and David P. Harlow #48614. The Committee Chair Andrew Wiley, motioned to assess a \$1,250 civil penalty within 30 days, a satisfactory inspection of dealer records with the dealer present within 60 days, and a successful completion of the 2-day Dealer-Operator course within 60 days.

M'Lissa Dunn seconded the motion. The motion carried.

EZ Rides 4 U, LLC and Holly Daniel #56994. The Committee Chair Andrew Wiley, motioned to assess a civil penalty of \$407,000 within 30 days and a revocation of the license.

Dick Myers seconded the motion. The motion carried.

Licensing Committee

Committee Chair Tim Pohanka summarized discussions held and actions taken during the Committee Meeting.

Review and Action: Informal Fact-Finding Conferences:

PH Rides, LLC and Antinia Joiner #57506. The Committee Chair Tim Pohanka, motioned to assess a \$423,250 civil penalty within 30 days and a revocation of the license.

M'Lissa Dunn seconded the motion. The motion carried.

Roy Wayne Basham, Jr. #51439. The Committee Chair Tim Pohanka, motioned to assess a \$3,000 civil penalty within 30 days and a revocation of the license.

Don Sullivan seconded the motion. The motion carried.

Andrey A. Kozlov #58471. The Committee Chair Tim Pohanka, motioned to assess a \$10,500 civil penalty within 30 days and a revocation of the license.

Gail Davis seconded the motion. The motion carried.

Chiquita Danielle Tillar #34539. Omar White, owner of City to City Auto Sales was present and spoke on behalf of their employee, Chiquita Danielle Tillar.

Don Sullivan moved to amend the Committee's recommendation and grant the salesperson license.

Tim Pohanka seconded the motion. The motion carried.

The Board discussed the reporting of convictions and whether a policy or statutory change may be warranted.

Advertising Committee

Committee Chair Tim Pohanka summarized discussions held and actions taken during the Committee Meeting.

Pohanka reported that M'Lissa Dunn was appointed as a new member of the Advertising Sub-Committee.

A Sub-Committee meeting is scheduled for May 11, 2026 following the full Board meeting.

The Committee also advised that information regarding advertising review companies will be gathered.

Transaction Recovery Fund Committee

Committee Chair Andrew Wiley summarized discussions held and actions taken during the Committee Meeting.

Review and Action: Informal Fact-Finding Conferences:

Jaime McAllister v. Autoline of VA, Inc. and Caspian Auto House, Inc. Pat McNichol, Attorney at Kelly Guzzo PLC was in attendance to speak on behalf of Jamie McAllister.

The Committee Chair Andrew Wiley, motioned to approve the Hearing Officer's decision to pay claim of \$21,965.45.

M'Lissa Dunn seconded the motion. The motion carried.

The Board discussed seeking an opinion from the Office of the Attorney General regarding the interpretation of VA Code §46.2-1527.4.

OLD BUSINESS:

Review and Action: Formal Hearing Reconsideration

Pamela McZeal v. John D. Wilson. Andrew Wiley moved to deny the petition for reconsideration and to affirm the Board's November 12, 2025 decision not to pay the claim.

Ed Maulbeck seconded the motion. The motion carried.

OLD BUSINESS FROM THE FLOOR – No old business from the floor.

EXECUTIVE DIRECTOR'S REPORT –

1. The Executive Director discussed the statutory requirements regarding electronic meetings and recommended that the Board cease recording and posting meeting recordings on YouTube or the website, noting that the official record of meetings is the meeting minutes. VIADA and VADA concurred with this recommendation.

A motion was made

Andrew Wiley moved to discontinue recording and posting the Motor Vehicle Dealer Board meetings.

Don Sullivan seconded the motion. The motion carried unanimously.

2. The Board discussed assigning cases to committees based on the substance of each case, rather than the recommended outcome.
3. The Executive Director informed the Board of changes to the voicemail tree and email system.
4. The Executive Director advised the Board of a new capability to terminate salesperson licenses online.
5. The Executive Director sought input from the Board regarding the continuation of Dealer Talk versus the creation of a license lookup feature.

The consensus of the Board was to maintain Dealer Talk and forego developing a license lookup feature.

6. The Executive Director discussed resolutions to honor former Board members. The consensus of the Board was to proceed with the resolutions.

NEW BUSINESS –

Association Updates:

VADA: Anne Gambardella indicated nothing to report.

VIADA: Alvin Melendez indicated nothing to report.

Delegation of Authority:

Wiley moved to delegate authority to the Executive Director for any petitions for reconsideration pursuant to VA Code § 2.2-4023.1.

Myers seconded the motion. The motion carried unanimously.

NEW BUSINESS FROM THE FLOOR – M'lissa Dunn requested to receive the Board book earlier than the Friday before the meeting. MVDB staff informed the Board that efforts are being made to provide the Board book approximately two weeks in advance to allow sufficient preparation time.

The Board discussed the timing and requirements for conflict-of-interest forms, biennial training, and the annual financial disclosure statement. The Executive Director noted that the Board's biennial training would be completed at the last Board meeting every other year.

Board Chair Gerald F. Lackey announced the next meeting is scheduled for May 11, 2026.

The Motor Vehicle Dealer Board meeting adjourned at 1:13 p.m.