

Minutes of Meeting **Dealer Practices Committee**

The Dealer Practices Committee meeting was called to order by Committee Chair Andrew Wiley at 9:05 a.m. on Monday, September 14, 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:

Tom Barton
M'Lissa Dunn
Carl Hart
David Koogler
Chip Lindsay
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Joe Gopaul
Gail Davis
Kevin Reynolds

Other Board Members present:

James Church
Saundra M. Jack
Lynn Martin
Ed Maulbeck

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

LaTasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Tenisha Wallace

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

Terry Albright – DMV
Carla Jackson – DMV
Werner Versch – DMV
Diane Adams-Strickland – DMV
Kimberly Clark – DMV
Anne Gambardella – VADA
Mimi Perka – VADA
Alvin Melendez – VIADA
Tommie Melendez – VIADA
John Summer – JTZ Enterprise
Tiffany Summer – JTZ Enterprise
Kevin Thomas – Respondent

Janet Baugh represented the Attorney General's office.

APPROVAL OF AGENDA – Tim Pohanka moved to approve the agenda for September 14, 2026. M'Lissa Dunn seconded the motion. The motion carried.

APPROVAL OF MINUTES – The July 13, 2026 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:

Mactaw VA2 t/a Pete's RV Center and Todd McGinnis - # [REDACTED].

On July 6, 2026, an informal fact-finding conference was conducted to address the alleged violations of Virginia Code §§ 46.2-1528, 46.2-1516 and 46.2-1537. Based on the information provided at the conference, the hearing officer recommended assessing a civil penalty of \$250.00 for a violation of § 46.2-1516 and \$250.00 for violation of § 46.2-1537.

Kevin Thomas, Director of Sales of Pete's RV Center, was in attendance to speak.

M'Lissa Dunn moved to accept the hearing officer's recommendation and assess a civil penalty of \$500.00.

Dick Myers seconded the motion. The motion carried.

Valley View Motors LLC and Karen Munns - # [REDACTED].

On July 23, 2026, an informal fact-finding conference was conducted to address the alleged violations of Virginia Code §§ 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 a violation of § 46.2-1533; \$1,000.00 for a violation of § 46.2-1575(2); a satisfactory follow up inspection by a Motor Vehicle Dealer Board field representative within 60 days; and completion of the Dealer-Operator course within 60 days.

M'Lissa Dunn moved to amend the hearing officer's recommendation and assess a civil penalty of \$1,750.00 and revocation of all licenses and certificates.

Tom Barton seconded the motion. The motion carried.

Variance Request:

Kitts Auto Sales, Inc. - # [REDACTED].

On August 17, 2026, Terrell Kittrell wrote to the Board, requesting a variance in hours related to Virginia Code §46.2-1533. His request is to operate Monday, Tuesday, and Friday from 12:00 p.m. – 5:00 p.m.

Tim Pohanka moved to grant the variance in hours for 60 days.

Don Sullivan seconded the motion. The motion carried.

NEW BUSINESS FROM THE FLOOR – The Board directed staff to conduct further research on the definition and practical application of off-site sales, shows, and salesperson activities, and to report findings and any recommended clarifications at a future meeting.

NEXT MEETING - Committee Chair Wiley announced the next Dealer Practices meeting is scheduled for November 9, 2026.

The Dealer Practices Committee meeting adjourned at 9:56 a.m.

Minutes of Meeting **Licensing Committee**

The Licensing Committee meeting was called to order by Committee Chair M'Lissa Dunn at 9:56 a.m. on Monday, September 14, 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
James Church
Carl Hart
David Koogler
Chip Lindsay
Lynn Martin
Ed Maulbeck
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Kevin Reynolds

Other Board Members present:

Tom Barton
Saundra M. Jack

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

LaTasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Tenisha Wallace

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

Terry Albright – DMV
Carla Jackson – DMV
Werner Versch – DMV
Diane Adams-Strickland – DMV
Kimberly Clark – DMV
Anne Gambardella – VADA
Mimi Perka – VADA
Alvin Melendez – VIADA
Tommie Melendez – VIADA
John Summer – JTZ Enterprise
Tiffany Summer – JTZ Enterprise
Kevin Thomas – Respondent

Janet Baugh represented the Attorney General's office.

APPROVAL OF AGENDA – Tim Pohanka moved to approve the agenda for September 14, 2026. Andrew Wiley seconded the motion. The motion carried.

APPROVAL OF MINUTES – The July 13, 2026 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:

Shah Edward Lightfoot -

On August 11, 2026, an informal fact-finding conference was conducted to address the alleged violations of VA Code §§ 46.2-1539, 46.2-1544, 46.2-1550 and 46.2-1575(1), (6), (8), (13) and (15). Based on the information provided at the conference, the hearing officer recommended a civil penalty of \$250.00 for a violation of §§ 46.2-1539, \$250.00 for a violation of § 46.2-1544, \$250.00 for a violation of § 46.2-1550, \$250.00 for a violation of § 46.2-1575(1), \$250.00 for a violation of § 46.2-1575(6), 46.2-1575(8), 46.2-1575(13), and 46.2-1575(15) for a total of \$2,000.00 and a revocation of the salesperson license.

Don Sullivan moved to accept the hearing officer's recommendation and assess a civil penalty of \$2,000.00 and a revocation of the salespersons license.

Dick Myers seconded the motion. The motion carried.

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

NEXT MEETING - Committee Chair Dunn announced the next Licensing Committee meeting is scheduled for November 9, 2026.

The Licensing Committee meeting adjourned at 10:03 a.m.

DRAFT

Minutes of Meeting **Advertising Committee**

The Advertising Committee meeting was called to order by Committee Chair Timothy Pohanka at 10:03 a.m. on Monday, September 14, 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:

Tom Barton
James Church
M'Lissa Dunn
Chip Lindsay
Ed Maulbeck
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Gail Davis
Joe Gopaul
Kevin Reynolds

Other Board Members present:

Carl Hart
Saundra M. Jack
David Koogler
Gavin Marks
Lynn Martin
Dick Myers

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

LaTasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Tenisha Wallace

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

Terry Albright – DMV
Carla Jackson – DMV
Werner Versch – DMV
Diane Adams-Strickland – DMV
Kimberly Clark – DMV
Anne Gambardella – VADA
Mimi Perka – VADA
Alvin Melendez – VIADA
Tommie Melendez – VIADA
John Summer – JTZ Enterprise
Tiffany Summer – JTZ Enterprise
Kevin Thomas – Respondent

Janet Baugh represented the Attorney General's office.

APPROVAL OF AGENDA – The agenda was amended to move “Advertising Laws and Regulations Letter to Dealers” under Old Business – Education and “Advertising Procedures Review” under New Business – Policy Review to the November 9, 2026 Board meeting.

M'Lissa Dunn moved to approve the agenda as amended for September 14, 2026.

James Church seconded the motion. The motion carried.

APPROVAL OF MINUTES – The July 13, 2026 meeting minutes were approved.

PUBLIC COMMENT – No public comment.

OLD BUSINESS – Tim Pohanka stated that the Advertising Investigation Services presentation heard by the Advertising Sub-Committee on May 11, 2026, would be discussed during the Full Board meeting.

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

NEW BUSINESS –

Review and Action: Informal Fact-Finding Conference:

Harley Bayside & Bayside Ducati and Maurice Slaughter - # [REDACTED].

On July 16, 2026, an informal fact-finding conference was conducted to address the alleged violations of Virginia Code § 46.2-1575.2 and 24 VAC 22-30-30. Based on the information provided at the conference, the hearing officer recommended a finding of no violation.

Ed Maulbeck was recused from this matter and did not participate in the discussion or vote.

M'Lissa Dunn moved to accept the hearing officer's recommendation.

James Church seconded the motion. The motion carried.

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

NEXT MEETING - Committee Chair Pohanka announced the next Advertising Committee meeting is scheduled for November 9, 2026.

The Advertising Committee meeting adjourned at 10:18 a.m.

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Minutes of Meeting **Transaction Recovery Fund Committee**

The Transaction Recovery Fund Committee meeting was called to order by Committee Chair Ed Maulbeck at 10:18 a.m. on Monday, September 14, 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:

Tom Barton
M'Lissa Dunn
David Koogler
Chip Lindsay
Lynn Martin
Ed Maulbeck
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Joe Gopaul
Kevin Reynolds

Other Board Members present:

James Church
Carl Hart
Saundra M. Jack

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

LaTasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Tenisha Wallace

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

Terry Albright – DMV
Carla Jackson – DMV
Werner Versch – DMV
Diane Adams-Strickland – DMV
Kimberly Clark – DMV
Anne Gambardella – VADA
Mimi Perka – VADA
Alvin Melendez – VIADA
Tommie Melendez – VIADA
John Summer – JTZ Enterprise
Tiffany Summer – JTZ Enterprise
Kevin Thomas – Respondent

Janet Baugh represented the Attorney General's office.

APPROVAL OF AGENDA – Andrew Wiley moved to approve the agenda for September 14, 2026. M'Lissa Dunn seconded the motion. The motion carried.

APPROVAL OF MINUTES – The July 13, 2026 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: Formal Hearing:

Emanuel White v. Car Net Auto, LLC -

On April 27, 2026, a Transaction Recovery Fund Conference was conducted to consider a claim for \$5,066.56 (\$5,000.00 cost of vehicle plus \$66.56 court costs) from the Motor Vehicle Transaction Recovery Fund. The hearing officer found the evidence sufficient to support payment and recommended the Board consider payment.

On May 11, 2026 the Board voted to accept the hearing officer's recommendation to pay the claim. On June 15, 2026, Mr. Coleman on behalf of Car Net Auto, LLC appealed the decision of the Board to a formal hearing.

On July 21, 2026, a formal Transaction Recovery Fund hearing was conducted to consider a claim for \$5,066.56 (\$5,000.00 cost of vehicle plus \$66.56 court costs) from the Motor Vehicle Transaction Recovery Fund. The hearing officer found the evidence sufficient to support payment and recommended the Board consider payment.

Andrew Wiley moved to accept the hearing officer's recommendation.

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

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

NEXT MEETING - Committee Chair Maulbeck announced the next Transaction Recovery Fund Committee meeting is scheduled for November 9, 2026.

The Transaction Recovery Fund Committee meeting adjourned at 10:29 a.m.

Minutes of Meeting **Motor Vehicle Dealer Board**

The Motor Vehicle Dealer Board meeting was called to order by Chair Sandra M. Jack at 10:45 a.m. on Monday, September 14, 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:

Tom Barton
James Church
M'Lissa Dunn
Carl Hart
Sandra M. Jack
David Koogler
Chip Lindsay
Lynn Martin
Ed Maulbeck
Dick Myers
Tim Pohanka
Don Sullivan
Andrew Wiley

The following Board members were absent:

Gail Davis
Joe Gopaul
Gavin Marks
Kevin Reynolds

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

LaTasha Hill
Lisa Mack-Nelson
Ann Majors
Kelley Smith
Tenisha Wallace

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

Terry Albright – DMV
Carla Jackson – DMV
Werner Versch – DMV
Diane Adams-Strickland – DMV
Kimberly Clark – DMV
Anne Gambardella – VADA
Mimi Perka – VADA
Alvin Melendez – VIADA
Tommie Melendez – VIADA
John Summer – JTZ Enterprise
Tiffany Summer – JTZ Enterprise
Kevin Thomas – Respondent

Janet Baugh represented the Attorney General's office.

APPROVAL OF AGENDA – The agenda was amended to move “Advertising Laws and Regulations Letter to Dealers” and “Advertising Policy Review” under the Advertising Committee, and “Dealer-Operator Fee” under New Business, to the November 9, 2026 Board meeting.

Tim Pohanka moved to approve the agenda as amended for September 14, 2026.

Don Sullivan seconded the motion. The motion carried.

APPROVAL OF MINUTES – The July 13, 2026 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

Mactaw VA2 t/a Pete's RV Center and Todd McGinnis - # [REDACTED].

Tim Pohanka moved to accept the Committee's recommendation and assess a civil penalty of \$500.00.

Dick Myers seconded the motion. The motion carried.

Valley View Motors LLC and Karen Munns - # [REDACTED].

Ed Maulbeck moved to accept the Committee's recommendation and assess a civil penalty of \$1,750.00 and revocation of all licenses and certificates.

Don Sullivan seconded the motion. The motion carried.

Review and Action: Variance Request

Kitt's Auto Sales, Inc. - # [REDACTED].

M'Lissa Dunn moved to grant the variance in hours for 60 days.

Dick Myers seconded the motion. The motion carried.

Licensing Committee

Committee Chair M'Lissa Dunn summarized discussions held during the Committee Meeting.

Review and Action: Informal Fact-Finding Conference

Shah Edward Lightfoot -

Don Sullivan moved to accept the Committee's recommendation and assess a civil penalty of \$2,000.00 and a revocation of the salespersons license.

Ed Maulbeck seconded the motion. The motion carried.

Advertising Committee

Committee Vice-Chair Don Sullivan summarized discussions held during the Committee Meeting.

Review and Action: Education

Advertising Laws and Regulations Letter to Dealers

The item was moved to the November 9, 2026 Board meeting.

Review and Action: Informal Fact-Finding Conference

Harley Davidson Bayside & Bayside Ducati and Maurice D. Slaughter - # [REDACTED].

Ed Maulbeck was recused from this matter and did not participate in the discussion or vote.

Andrew Wiley moved to accept the Committee's recommendation of no further action.

James Church seconded the motion. The motion carried.

Review and Action: Policy Review

Advertising Policy Review

The item was moved to the November 9, 2026 Board meeting.

Transaction Recovery Fund Committee

Committee Chair Ed Maulbeck summarized discussions held during the Committee Meeting.

Review and Action: Formal Hearing

Emanuel White v. Car Net Auto, LLC –

Don Sullivan moved to accept the Committee's recommendation to award payment.

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

OLD BUSINESS – The discussion of the Administrative Violation Fee was moved to the November 9, 2026 Board meeting.

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

NEW BUSINESS –

Association Updates:

VADA: Anne Gambardella indicated no updates to report.

VIADA: Alvin Melendez indicated no updates to report.

Advertising Investigation Services Presentation:

The Board heard a presentation from John Summer of JTZ Enterprise regarding an advertising investigation service for the Board. The Board deferred further discussion until after the November meeting, at which time a determination regarding funding options for the project was expected.

Dealer-Operator Fee:

The item was moved to the November 9, 2026 Board meeting.

Discussion on Criminal Background Checks:

The Board deferred discussion on this agenda item until the November 9, 2026 Board meeting at the request of the Office of the Attorney General.

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

EXECUTIVE DIRECTOR REPORT

Executive Director Kelley Smith provided an update regarding the APA audit findings and reported that the emailing of licenses and renewal notices remains on hold by DMV.

The Executive Director reported that the storage solution and internet upgrades have been completed. Updates were also provided regarding the modernization of the phone system, credit card machine, security updates and in-office appointments, and DMV MAX/Dealer Portal, which remain in progress.

The Executive Director reported that the VITA audit is pending.

The Executive Director discussed the possibility of purchasing the AI indexing feature in the Board's document retention software in the future.

The Executive Director also requested permission to attend the National Association of Motor Vehicle Boards and Commissions (NAMVBC) Conference. The Board agreed that the Executive Director should continue to attend these meetings.

NEXT MEETING - Board Chair Jack announced the next Motor Vehicle Dealer Board meeting is scheduled for November 9, 2026.

The Motor Vehicle Dealer Board meeting adjourned at 12:35 p.m.