

BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS

Department of Professional and Occupational Regulation
9960 Mayland Drive
Richmond, Virginia 23233

Thursday, January 29, 2026 - 10:00 a.m.
Second Floor, Board Room 4

Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

II. ADMINISTRATIVE MATTERS

- a. Approval of Agenda
- b. Approval of Minutes:
 - i. November 6, 2025, Board for Waste Management Facility Operators draft meeting minutes.

III. PUBLIC COMMENT PERIOD ***FIVE MINUTE PUBLIC COMMENT, PER PERSON***

IV. CASE FILES – None

V. EDUCATION

- a. Education Provider Applications

VI. NEW BUSINESS

- a. Examination Updates
- b. Remote Proctored Examinations
- c. Executive Director Report
- d. Board Member Professional Development

VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

VIII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **THURSDAY, APRIL 30, 2026**

- ❖ *Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.*
- ❖ *Five-minute public comment, per person, with the exception of any open disciplinary or*

application file.

- ❖ *Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation.*
- ❖ *The Department fully complies with the Americans with Disabilities Act.*

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PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff.

Board Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door **(Point)**, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

VIRGINIA BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS MEETING MINUTES

The Virginia Board for Waste Management Facility Operators met on November 6, 2025, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia, 23233.

The following members of the Board were present:

Donald Lawhorne, Chair
Matthew Terrell, Vice-Chair
Wade Bailey
Joshua Byerly
Ellen C. Thacker
Brent Williams
Jason Williams

Valentine W. Southall, Board Counsel, was present at the meeting.

Jemmalyn Hewlett, Board Liaison, was not present at the meeting.

The following staff members were present at all or part of the meeting:

Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joe Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Mary Charity, Licensing Operations Administrator
Khang Le, Administrative Coordinator

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Chair, Lawhorne called the November 6, 2025, Board for Waste Management Facility Operators Meeting to order at 10:03 A.M.

Call To Order

Chair, Lawhorne declared a quorum of Board members to be in attendance.

Stephanie Keuther, Assistant Executive Director, reviewed the emergency egress procedures with the Board and members of the public.

Emergency Egress

II. ADMINISTRATIVE MATTERS

Mrs. Thacker made a motion, seconded by Mr. Terrell, to adopt the agenda of the November 6, 2025, Board for Waste Management Facility Operators meeting.

Approval of the Agenda

The motion was approved with a vote of 7-0-0. Ayes: Lawhorne, Terrell, Bailey, Byerly, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** None.

Mr. Byerly made a motion, seconded by Mr. Terrell, to approve the draft minutes of May 22, 2025, Board for Waste Management Facility Operators meeting as presented.

Approval of Minutes

The motion was approved with a vote of 7-0-0. Ayes: Lawhorne, Terrell, Bailey, Byerly, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** None.

III. PUBLIC COMMENT

Public Comment

Chair, Lawhorne opened up the public comment period of the meeting.

With no one wishing to come forward, Chair, Lawhorne closed the public comment period of the meeting.

IV. CASE FILES

Case Files

None.

VI. NEW BUSINESS

New Business

Regulatory Update

Regulatory Update

General Regulatory Reduction Initiative (18VAC155-20)	<ul style="list-style-type: none">Regulation became effective July 1, 2025.
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Examinations Updates

Examinations Updates

Stephanie Keuther, Assistant Executive Director, shared that subject matter experts (SMEs) completed their review of the PSI examination questions for the Waste Management Facility Operator examinations on October 23, 2025.

Mrs. Keuther noted that SMEs identified the Class III examination as having the largest candidate population and recommended expediting the completion and release of the Class III examination.

After discussion, a motion was made by Mr. Terrell, seconded by Mr. B. Williams, to adopt the revised Waste Management Facility Operator examinations completed on October 23, 2025, and approve expediting the Class III examination.

The motion was approved with a vote of 7-0-0. Ayes: Lawhorne, Terrell, Bailey, Byerly, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** None.

Mrs. Keuther also shared that staff are seeking direction from the Board regarding whether subject matter experts (SMEs) who participated in the Waste Management Facility Operator examination review should be eligible to receive continuing education (CE) credit for their contribution and time spent in the review process.

After discussion, a motion was made by Mrs. Thacker, seconded by Mr. J. Williams, to approve six (6) hours of CE credit for SMEs who participated in the Waste Management Facility Operator examination review and authorize staff to document and issue the credits accordingly.

The motion was approved with a vote of 4-3-0. Ayes: Lawhorne, Bailey, Thacker, and J. Williams. **Nays:** None. **Abstain:** Byerly, Terrell, and B. Williams. **Absent:** None.

Criminal History Matrix

Criminal History Matrix

Joe Haughwout, Regulatory Affairs Manager, presented the Board with a draft proposed criminal history matrix.

Mr. Haughwout explained upon approval of the matrix, the Board delegates authority to the Department of Professional and Occupational Regulation to conduct predetermination and licensing informal fact-finding conferences in accordance with the applicable portions of the Administrative Process Act (Code of Virginia 2.2-4000 et. seq.)

Mr. Haughwout further explained upon approval of the matrix, the following convictions would not be reviewed by the Board and may be approved by DPOR staff.

1. Felony convictions over five years old with no subsequent reportable convictions, unless the incarceration release date is under three years from the application date. This excludes convictions involving murder, manslaughter, sexual assault, rape, robbery, indecent liberties, fraud, embezzlement, abduction, assaulting a police officer, resisting arrest or environmental-related convictions.

2. Misdemeanor convictions over three years from the application date. This excludes any environmental-related convictions.
3. Misdemeanor convictions for possession or distribution of a controlled substance with no other convictions.
4. Felony convictions for possession of controlled substance over two years old, where the applicant completed a deterrence program.
5. Felony convictions under Title 46 of the Code of Virginia (Traffic Code) over three years old.
6. Misdemeanor convictions for simple assault (except domestic assault and assaulting a police officer), disorderly conduct, or trespassing.
7. Conviction of larceny, breaking and entering, or burglary, over five years old with no subsequent convictions, provided the did not result in incarceration where the release date is under three years from the application date.
8. DUI convictions where the applicant has completed VASAP or another similar program accepted by the court or DMV after the latest conviction. This excludes felony convictions.

After discussion, a motion was made by Mr. B. Williams, seconded by Mrs. Thacker, to adopt the criminal history matrix as presented.

The motion was approved with a vote of 7-0-0. Ayes: Lawhorne, Terrell, Bailey, Byerly, Thacker, B. Williams, and J. Williams. **Nays:** None. **Abstain:** None. **Absent:** None.

Executive Director Report

**Executive
Director Report**

Marjorie King, Executive Director, informed the Board of current and past statistical data related to licensing applications and current licensees.

Board Member Professional Development

**Board Member
Professional
Development**

Marjorie King, Executive Director, commended the Board for their continued hard work and dedication in fulfilling their responsibilities as Board members.

Ms. King noted that professional development would not be conducted during this meeting and will instead be scheduled for future Board meetings.

VIII. COMPLETION OF PAPERWORK

**Completion of
Paperwork**

Chair, Lawhorne reminded Board members to complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

IX. ADJOURNMENT

Chair, Lawhorne thanked the Board for Waste Management Facility Operators and adjourned the meeting at 10:25 A.M.

The next board meeting is scheduled for **January 29, 2026**.

Donald W. Lawhorne, Jr., Chair

Date

James B. Wilkinson Jr., Director

Date

Copy teste:

Custodian of the Record

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