

Minutes of Meeting **Dealer Practices Committee**

The Dealer Practices Committee meeting was called to order by Chair Andrew Wiley at 9:02 a.m. on Monday, July 13, 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
Gail Davis
M'Lissa Dunn
Joe Gopaul
Carl Hart
Dick Myers
Kevin Reynolds
Don Sullivan
Andrew Wiley

The following Committee members were absent:

David Koogler
Chip Lindsay
Tim Pohanka

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
Michael Thornton
Tenisha Wallace

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

Terry Albright – DMV
Diane Adams-Strickland – DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Alvin Melendez – VIADA
Joe Koch – Wanada
Dwaine G. Tolliver – Respondent
Casey Rosinski – Respondent
Walter Holmes – Respondent

Alexander Page represented the Attorney General's office.

APPROVAL OF AGENDA – Dick Myers moved to approve the agenda for July 13, 2026. Don Sullivan seconded the motion. The motion carried.

The May 11, 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:

Autosource LLC and Dwaine G. Tolliver - #35047. On March 24, 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 \$250.00.

M'Lissa Dunn moved to accept the hearing officer's recommendation and assess a civil penalty of \$250.00.

Kevin Reynolds seconded the motion. The motion carried.

Bowditch Ford, Inc. and Casey Rosinski - #813. On June 4, 2026, an informal fact-finding conference was conducted to address the alleged violations of Virginia Code §§ 46.2-1542; 46.2-1574; and 46.2-1575(2) and (6). Based on the information provided at the conference, the hearing officer recommended assessing a civil penalty of \$9,000.00 and a satisfactory follow up inspection by a Motor Vehicle Dealer Board field representative within 60 days.

Don Sullivan moved to amend the hearing officer's recommendation and assess a civil penalty of \$5,000.00 and a satisfactory follow up inspection by a Motor Vehicle Dealer Board field representative within 60 days.

Kevin Reynolds seconded the motion. The motion carried.

Jerry's Auto Service and Sales and Jerry Farmer - #833. On May 15, 2026, Mr. Farmer wrote to the Board, requesting a variance in hours related to Virginia Code §46.2-1533. His request is to operate Monday – Friday from 4:00 – 8:00 p.m.

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

Gail Davis seconded the motion. The motion carried.

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

NEXT MEETING - Committee Chair Wiley announced the next meeting is scheduled for September 14, 2026.

The Dealer Practices Committee meeting adjourned at 9:52 a.m.

Minutes of Meeting **Licensing Committee**

The Licensing Committee meeting was called to order by Chair M'Lissa Dunn at 9:52 a.m. on Monday, July 13, 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
Lynn Martin
Ed Maulbeck
Dick Myers
Kevin Reynolds
Don Sullivan
Andrew Wiley

The following Committee members were absent:

Chip Lindsay
Tim Pohanka
David Koogler

Other Board Members present:

Saundra M. Jack
Tom Barton
Gail Davis
Joe Gopaul

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

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:

Terry Albright – DMV
Diane Adams-Strickland – DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Alvin Melendez – VIADA
Joe Koch – Wanada
Dwayne G. Tolliver – Respondent
Casey Rosinski – Respondent
Walter Holmes – Respondent

Alexander Page represented the Attorney General's office.

APPROVAL OF AGENDA – Don Sullivan moved to approve the agenda for July 13, 2026.
Ed Maulbeck seconded the motion. The motion carried.

The May 11, 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:

Roy Wayne Basham, Jr. - #51439. On November 18, 2025, an informal fact-finding conference was conducted to address the alleged violations of VA Code §§ 46.2-1550 and 46.2-1575(6), (9), (13) and (15). Based on the information provided to the Board on March 9, 2026, the Board assessed a civil penalty of \$3,000.00 and revoked all licenses and certificates issued to Roy Wayne Basham, Jr.

Roy Wayne Basham, Jr., appealed the March 9, 2026 decision of the Board, which was received by the Board on April 7, 2026.

A Notice of Formal Hearing, scheduled for June 2, 2026, was mailed to Roy Wayne Basham, Jr. on April 24, 2026.

The formal hearing was rescheduled to June 11, 2026.

On June 11, 2026, a formal hearing was conducted to address the alleged violations of VA Code §§ 46.2-1550 and 46.2-1575(6), (9), (13) and (15). Based on the information provided at the formal hearing, the hearing officer recommended assessing a civil penalty of \$3,000.00 and revocation of the license.

Ed Maulbeck moved to amend the hearing officer's recommendation and assess a civil penalty of \$5,000.00 and revocation of the license.

Andrew Wiley 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 meeting is scheduled for September 14, 2026.

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

Minutes of Meeting **Advertising Committee**

The Advertising Committee meeting was called to order by Vice-Chair Don Sullivan at 10:03 a.m. on Monday, July 13, 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
Gail Davis
M'Lissa Dunn
Joe Gopaul
Ed Maulbeck
Kevin Reynolds
Don Sullivan
Andrew Wiley

The following Committee members were absent:

David Koogler
Chip Lindsay
Tim Pohanka

Other Board Members present:

Saundra M. Jack
Carl Hart
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
Michael Thornton
Tenisha Wallace

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

Terry Albright – DMV
Diane Adams-Strickland – DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Alvin Melendez – VIADA
Joe Koch – Wanada
Dwaine G. Tolliver – Respondent
Casey Rosinski – Respondent
Walter Holmes – Respondent

Alexander Page represented the Attorney General's office.

APPROVAL OF AGENDA – M'Lissa Dunn moved to approve the agenda for July 13, 2026. Joe Gopaul seconded the motion. The motion carried.

The May 11, 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 – No new business.

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

NEXT MEETING - Committee Vice-Chair Sullivan announced the next meeting is scheduled for September 14, 2026.

The Advertising Committee meeting adjourned at 10:07 a.m.

Minutes of Meeting **Transaction Recovery Fund Committee**

The Transaction Recovery Fund Committee meeting was called to order by Chair Ed Maulbeck at 10:07 a.m. on Monday, July 13, 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:

Ed Maulbeck
Tom Barton
M'Lissa Dunn
Joe Gopaul
Don Sullivan
Lynn Martin
Dick Myers
Kevin Reynolds
Andrew Wiley

The following Committee members were absent:

David Koogler
Chip Lindsay
Tim Pohanka

Other Board Members present:

James Church
Gail Davis
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
Michael Thornton
Tenisha Wallace

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

Terry Albright – DMV
Diane Adams-Strickland – DMV
Alacia Moore – DMV
Anne Gambardella – VADA
Alvin Melendez – VIADA
Joe Koch – Wanada
Dwaine G. Tolliver – Respondent
Casey Rosinski – Respondent
Walter Holmes – Respondent

Alexander Page represented the Attorney General's office.

APPROVAL OF AGENDA – Andrew Wiley moved to approve the agenda for July 13, 2026. Don Sullivan seconded the motion. The motion carried.

The May 11, 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 – No new business.

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

NEXT MEETING - Committee Chair Maulbeck announced the next meeting is scheduled for September 14, 2026.

The Transaction Recovery Fund Committee meeting adjourned at 10:09 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 10:22 a.m. on Monday, July 13, 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
Gail Davis
M'Lissa Dunn
Joe Gopaul
Carl Hart
Sandra M. Jack
Lynn Martin
Ed Maulbeck
Dick Myers
Kevin Reynolds
Don Sullivan
Andrew Wiley

The following Board members were absent:

David Koogler
Chip Lindsay
Tim Pohanka

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

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:

Terry Albright – DMV
Diane Adams-Strickland – DMV
Anne Gambardella – VADA
Alvin Melendez – VIADA
Joe Koch – Wanada
Dwayne G. Tolliver – Respondent
Casey Rosinski – Respondent
Walter Holmes – Respondent

Alexander Page represented the Attorney General's office.

APPROVAL OF AGENDA – Kevin Reynolds moved to approve the agenda for July 13, 2026. James Church seconded the motion. The motion carried.

APPROVAL OF MINUTES – The May 11, 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:

Autosource LLC and Dwaine G. Tolliver - #35047. Don Sullivan moved to find a violation no sanction.

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

Bowditch Ford, Inc. and Casey Rosinski - #813. Don Sullivan moved to assess a civil penalty of \$6,000.00 and a satisfactory follow up inspection by a Motor Vehicle Dealer Board field representative within 60 days.

Kevin Reynolds seconded the motion. The motion carried.

Jerry's Auto Service and Sales and Jerry Farmer - #833. M'Lissa Dunn moved to grant the variance in hours.

Ed Maulbeck seconded the motion. The motion carried.

Licensing Committee

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

Review and Action: Formal Hearing:

Roy Wayne Basham, Jr. - #51439. Andrew Wiley moved to assess a civil penalty of \$5,000.00 and revocation of all licenses and certificates.

Tom Barton seconded the motion. The motion carried.

Advertising Committee

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

Transaction Recovery Fund Committee

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

OLD BUSINESS – No old business.

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

NEW BUSINESS –

Association Updates:

VADA: Anne Gambardella indicated nothing to report.

VIADA: Alvin Melendez reported on recent legislative updates affecting motor vehicle dealers. He noted that recent legislation permits dealers to transport gasoline and travel to auto parts suppliers using dealer vehicles. He also reported that the VSA 39 application has been updated and dealers are now permitted to maintain records electronically in cloud-based storage without obtaining prior Board approval.

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.

The Executive Director presented a cost analysis of the average administrative cost associated with violations of Virginia Code § 46.2-1533, as requested by the Board at its May 11, 2026 meeting.

The Board discussed whether to increase the Administrative Violation Fee (AVF) schedule overall and determined not to pursue an overall increase at this time.

Andrew Wiley moved to approve the proposed increase to the administrative fee associated with violations of Virginia Code § 46.2-1533. Don Sullivan seconded the motion. The motion carried.

The Executive Director discussed standardizing sanction compliance timeframes, proposing that civil penalties be paid within 30 days, completion of the Dealer-Operator course within 45 days, and follow-up inspections within 60 days.

Following discussion, Don Sullivan moved to establish a uniform compliance period of 60 days for all Board-ordered sanctions. M'Lissa Dunn seconded the motion. The motion carried.

The Executive Director presented a proposed policy providing that application fees are nonrefundable once an application has entered the processing stage or has been processed.

Don Sullivan moved to accept the proposed policy. Ed Maulbeck seconded the motion. The motion carried.

The Executive Director provided updates regarding internet service upgrades.

The Executive Director discussed modernization of the phone system, including implementation of a call center model. The Board was informed that the associated fee will increase to \$3,400.00.

The Executive Director informed the Board that salesperson license terminations are now processed online only.

The Executive Director also informed the Board that temporary dealership closings may now be submitted online.

NEXT MEETING - Chair Jack announced the next meeting is scheduled for September 14, 2026.

The Motor Vehicle Dealer Board meeting adjourned at 12:54 p.m.