

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.