

Meeting Summary
Motor Vehicle Dealer Board
Monday, November 13, 2017

Chairman Rick Holcomb called the Dealer Board meeting to order at 11:34 a.m. in Room 702 of the DMV Headquarters Building at 2300 West Broad Street in Richmond. The roll was called and there were 18 Board members present. Present were Ted Bailey, Dan Banister, Michael Bor, Liza Borches, Gardner Britt, David Duncan, Steve Farmer, Robert Fisher, David Gripshover, Clay Huber, Ron Kody, Chris Maher, Geoff Malloy, Matt McQueen, Senior Saghafi, Maurice Slaughter and Joe Tate. (Absent: Jacques Moore). Executive Director William Childress, Peggy Bailey, Prin Cowan, Lisa Mack-Nelson, Ann Majors and Wanda Neely represented the Dealer Board. Christian Parrish represented the Attorney General's Office. Kim Gravelle was the recording secretary.

PUBLIC COMMENT

There was no public comment.

The September 11, 2017 meeting summary was approved.

STATUTORY COMMITTEE REPORTS

Dealer Practices Committee:

Committee Chairman Kody summarized discussions held and actions that were taken during the Committee Meeting.

Virtuous Motors, LLC and Khaliq Shabazz – Committee Chairman Kody made the following motion: The Board has reviewed and considered the facts and evidence and the report of an informal fact-finding conference as prepared by the hearing officer concerning Virtuous Motors and Khaliq Shabazz for alleged violations of Va. Code sections §46.2-1528, 46.2-1529, 46.2-1533, and 46.2-1575 (2). Based on due consideration, the Board believes that the following actions should be taken against Virtuous Motors and Khaliq Shabazz to assess a civil penalty of \$6,000; and revoke all licenses and certificates issued by the Board to Virtuous Motors and Khaliq Shabazz. The Board mandates that Khaliq Shabazz hereby be assessed a civil penalty of \$6,000, and all licenses and certificates issued to Khaliq Shabazz and Virtuous Motors, LLC are hereby revoked.

Mr. Shabazz spoke on his own behalf requesting another chance from the Board.

Joe Tate seconded. Rick Holcomb abstained, due to the fact that he was not present during the Dealer Practices committee. The motion carried.

A A Imports and Kamran Khan – Committee Chairman Kody made the following motion: The Board has reviewed and considered the facts and evidence and the report of an informal fact-finding conference as prepared by the hearing officer concerning A A Imports and Kamran Khan for alleged violations of Va. Code sections §46.2-1533, and 46.2-1575 (2). Based on due consideration, the Board believes that the following actions should be taken against A A Motors and Kamran Khan to assess a civil penalty of \$2,000 and A A Motors shall be inspected by a Motor Vehicle Dealer Board field representative by January 13, 2018 and that inspection shall be satisfactory. The Board mandates that Kamran Khan hereby be assessed a civil penalty of \$2,000, and the A A Imports dealership shall satisfactorily pass an inspection conducted by a Motor Vehicle Dealer Board field representative on or before January 13, 2018. Failure to satisfactorily pass the inspection by January 13, 2018 will result in suspension of all licenses and certificates issued by the Board until such time Kamran Khan successfully complies with the Board’s mandates

Matt McQueen seconded. Rick Holcomb abstained, due to the fact that he was not present during the Dealer Practices committee. The motion carried.

Temporary Closing Guidelines – William Childress briefed the Full Board on the Dealer Practices Committee motion passed earlier, elimination of the free pass (1-2 hours closing), stricter penalties for unauthorized closings, and all closing time counting against dealer’s authorized closures per year.

Motion was made by Ron Kody to eliminate the free pass (1-2 hour closings) , 1st written warning, 2nd assessing a civil penalty of \$1,000 and 3rd the dealer will come before the Board, and hours a dealership is closed will be applied against their 20 authorized vacation days per year. Matt McQueen seconded.

Amended motion was made by Chris Maher to modify the penalty recommendation to 1st violation a written warning, 2nd violation \$500 civil penalty, 3rd violation \$1,000 civil penalty, 4th violation dealer called in for an informal fact-finding conference. Clay Huber seconded. All in favor: 15 (Holcomb, Kody, Tate, Bailey, Banister, Bor, Borches, Duncan, Farmer, Fisher, Gripshover, Huber, Maher, Malloy and Saghafi). Opposed: 3 (Britt, McQueen and Slaughter). Nays were asked why, they felt that the financial penalty wasn’t severe enough and the process could take up to a year before a dealer would appear before the Board. Full Board discussed matter further.

A 2nd amended motion regarding the penalty phase was made by Clay Huber, 1st violation a written warning, 2nd violation \$750 civil penalty, 3rd violation dealer called in for an informal fact-finding conference. David Duncan seconded. All in favor: 16 (Holcomb, Kody, Bailey, Banister, Bor, Borches, Britt, Duncan, Farmer, Fisher, Gripshover, Huber, Maher, Malloy, McQueen, Slaughter). Opposed: 2 (Saghafi and Tate). The motion carried.

Licensing Committee

Committee Chairman Tate summarized discussions held and actions that were taken during the Committee Meeting.

Malcom E. Ragans, Sr., Sales Applicant – Committee Joe Tate made the following motion: The Board has reviewed and considered the facts and evidence and the report of an informal fact-finding conference as prepared by the hearing officer concerning Malcom E. Ragans, Sr., for alleged violations of Va. Code section §46.2-1575 (4),(6),(8),(9),(13) and(16) . Based on due consideration, the Board believes that the follow action should be taken against Malcolm E. Ragans, Sr.: Denied his application for a salesperson license. Ron Kody seconded the motion.

Mr. Ragans spoke on his behalf and asked the Board to approve his salesperson application.

Steve Farmer offered a substitute motion to approve Mr. Ragans application for a salesperson license. Chris Maher seconded. All in favor: 10 (McQueen, Saghafi, Slaughter, Fisher, Farmer, Duncan, Tate, Maher, Bailey and Gripshover). Opposed: 8 (Bor, Malloy, Kody, Holcomb, Britt, Borches, Huber and Banister). The motion carried.

Alexander G. Staten, Sales Applicant – Committee Chairman Tate made the following motion: The Board has reviewed and considered the facts and evidence and the report of an informal fact-finding conference as prepared by the hearing officer concerning Alexandra Gran Staton for alleged violations of Va. Code section §46.2-1575 (13). Based on due consideration, the Board believes that the following actions shall be taken against Alexander Gran Staton: Denied a salesperson license. The Board mandates that Alexander Gran Staton hereby be denied a salesperson license.

Matt McQueen seconded. The motion carried unanimously.

Advertising Committee

Committee Chairman Duncan summarized discussions held and actions that were taken during the Committee Meeting.

Review and Action: Guidelines:

1. **Freight Charges:** No changes made to the language.
2. **Transfer Fees:** To remove language after “and not profit driven. When charging a transfer fee, it shall be disclosed to the customer prior to the transfer of the vehicle, and should be collected prior to transferring the vehicle. This fee should not be credited towards the purchase of the vehicle.”
3. **Advertising – Vehicle Location:** No changes made to the language.
4. **Removal of Inventory from Dealer’s Website:** No changes made to the language.

Rick made note to allow William to issue these once approved by the Attorney General's office.

Motion made by David Duncan to adopt the four guidelines. According to the Recording Secretary there was no second. The motion carried unanimously. **(NOTE: After reviewing the meeting on-line, I, too, discovered that there was no second to this motion; therefore this issue will have to be readdressed and voted on again-Alice Weedon.)** Once Christian Parrish has reviewed the four guidelines, William will send to the board for review and approval. If there are no substantive edits by the Attorney General's office, it will be introduced to the public.

Connection Auto Sales and Lilianna D. Garcia Mejia – Committee Chairman Kody made the following motion: The Board has reviewed and considered the facts and evidence and the report of an informal fact-finding conference as prepared by the hearing officer concerning Lilianna D. Garcia Mejia and Connection Auto Sales for alleged violations of Va. Code sections §46.2-1575 (2) and 24 VAC 22-30-10. Based on due consideration, the Board believes that the following actions should be taken against Lilianna D. Garcia Mejia and Connection Auto Sales: Assessed a civil penalty of \$500; and Connection Auto Sales shall be inspected by a Motor Vehicle Dealer Board field representative by January 13, 2018, as directed by the Board in its July 2017 meeting, and that inspection shall be satisfactory; and Lilianna D. Garcia Mejia shall successfully complete the dealer-operator course, as directed by the Board in its July 2017 meeting, by January 10, 2018. The Board mandates that Lillianna D. Garcia Mejia hereby be assessed a civil penalty of \$500, and the Connection Auto Sales dealership shall satisfactorily pass an inspection conducted by a Motor Vehicle Dealer Board field representative on or before January 10, 2018, and Lilianna D. Garcia Mejia shall successfully complete the dealer-operator course by January 10, 2018. Failure to pass the inspection and successfully complete the dealer-operator course by January 10, 2018 will result in suspension of all licenses and certificates issued by the Board until such time Lillianna D. Garcia Mejia successfully complies with the Board's mandates.

Ms. Garcia Mejia spoke on her behalf.

Joe Tate seconded. The motion carried unanimously.

Transaction Recovery Fund Committee:

Committee Chair Maher summarized discussions held and actions that were taken during the Committee Meeting.

Paul Wotring vs. 2 Amiga Auto Sales, LLC and Elsa Hite. - Committee Chairman Maher summarized for the Board the discussion held in the committee meeting regarding Francine Cherry vs. A1 Automotive LLC & Juan Jimenez Jr. Based on that discussion and the recommendations in this case, Committee Chair Maher made the following motion: pursuant to Section §46.2-1527.1 et seq. of the Code of Virginia, which is known as the Motor Vehicle Transaction Recovery Fund (“Fund”), the Board has reviewed and considered claims submitted for payment from the Fund, and the recommendation of the Hearing Officer on the claim. Based on due consideration and recommendation of the Hearing Officer, the Board believes the following claims should be payable from the Fund:

Paul Wotring vs. 2 Amiga Auto Sales, LLC and Elsa Hite.	\$7,458.40
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David Gripshover seconded. The motion carried unanimously.

OLD BUSINESS

Retrieval of Records at Dealership – Liza Borches presented the following:

Inspections: After research, the current code says you have to be able to pull up state inspections immediately. It was discussed what “immediately” means. It was decided that it does not need to be more regulation added to that code regarding specific timeframes, “immediately” suffices. Some discussion and clarification between the two agencies (MVDB and DMV) was suggested on what “immediately” means to produce consistency in inspection times. William Childress and Jim Squares will work together to make sure DMV’s Law Enforcement personnel were on the same page regarding expected times for a dealer to produce requested files.

On-line state inspection records: Adding the language “The best practice is to have the state inspection paper form for each dealer file” is not required but it is recommended.

Variance to keep dealer files on-line: It is recommended that pre approval stand for dealer, no changes in these guidelines.

To summarize, Ms. Borches indicated that the words of being able to reproduce files stay as it is and that it should stay in the confines of the typical Motor Vehicle Dealer Board visit, which is an hour to 2 hours and ask that MVDB and DMV communicate on what is reasonable for “immediately”, so that it is consistent.

OLD BUSINESS FROM THE FLOOR

There was no old business from the floor.

NEW BUSINESS

JTZ Enterprise – John Summer presented to the Board members, his application for the approval of JTZ Enterprise to be a 3rd recertification vendor for the independent dealer's online recertification course. He indicated that the course will be entirely an online course curriculum. The expense for this online course for 2018 will be \$79, which will include the \$25 fee that will be paid to the Dealer Board. He also indicated that the main objective will be to keep the course curriculum fresh and up to date.

Rick Holcomb recommended Board staff to review the curriculum and report back to the Board.

Motion was made by Chris Maher to table this issue, in order for the Dealer Board staff to review the course curriculum. David Gripshover seconded. The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT: William Childress

1. William had the Dealer Board staff stand. He wanted to acknowledge the efforts and can do spirit of the staff to the Board.
2. William spoke to the staff's desire to start a dealer portal in 2018.

NEW BUSINESS FROM THE FLOOR

There was no new business from the floor.

The next meeting will be scheduled for January 8, 2018.

There being no further business to come before the Motor Vehicle Dealer Board, Vice-Chairman Kody adjourned the meeting at 1:00 p.m.

Meeting Summary
Dealer Practices Committee
Monday November 13, 2017

Chairman Ron Kody called the Dealer Practices Committee meeting to order at 9:00 a.m. in Room 702 of the DMV Headquarters Building at 2300 W. Broad Street in Richmond. Present were Committee members Michael Bor, Liza Borches, Gardner Britt, Steve Farmer, Robert Fisher, Clay Huber, Geoff Malloy, Chris Maher, Matt McQueen, Senior Saghafi and Joe Tate. Other Board members present: Rick Holcomb, Ted Bailey, Dan Banister, David Duncan and Maurice Slaughter. Executive Director William Childress, Peggy Bailey, Prin Cowan, Lisa Mack-Nelson, Ann Majors and Wanda Neely represented the Dealer Board. Christian Parrish represented the Attorney General's office.

The September 11, 2017 meeting summary was approved.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS FROM THE FLOOR

There was no old business from the floor.

NEW BUSINESS

Review and Action: Informal Fact-Finding Conferences:

Virtuous Motors, LLC and Khaliq Shabazz - On September 20, 2017, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2-1533 and 1575 (2). Based on the information provided at the conference, the hearing officer recommended assessing a civil penalty of \$6,000 and revocation of all licenses and certificates issued to Mr. Shabazz and Virtuous Motors.

Mr. Shabazz was present and spoke on his own behalf.

Motion was made by Joe Tate to accept the hearing officer's recommendation of assessing a civil penalty of \$6,000 and revocation of all licenses and certificates. Matt McQueen seconded. The motion carried unanimously.

AA Imports and Kamran Khan - On October 30, 2017, an informal fact-finding conference was conducted to address the alleged violations of VA Code Sections 46.2- 1533 and 1575 (2). Based on the information provided at the conference, the hearing officer recommended the Board assess a civil penalty of \$750 and re-inspection of the dealership within 6 months.

Motion was made by Joe Tate to assess a civil penalty of \$2,000 and a satisfactory inspection within 60 days. Chris Maher seconded. The motion carried unanimously.

Temporary Closing Guidelines – William Childress presented the current temporary closing guidelines to the Board. The guidelines allowed dealerships to be close 1-2 a day hours as long as the dealership posted a notice on the door showing when the business would re-open. This practice allowed dealers a chance to go to the bank, get lunch, or other personal matters. However, this practice also encourages many dealers, especially those only working 20 per week, to violate state law. Virginia state law requires dealerships to open a minimum of 20 hours per week with at least 10 of those hours being between 9 am and 5 pm, Monday through Friday. Liza Broches and several other Board members recommended tightening the language on temporary closings and imposing stricter penalties when violations occur. This was proposed to ensure that dealers will realize the seriousness of being open during their posted business hours for customers and MVDB Field Representatives. It was strongly suggested by Chris Maher to make the guidelines simple, like a 1,2,3 and you're out system. Ron Kody suggested that we eliminate the dealer's ability to be closed for 1 – 2 hours unless the dealership has notified the Board of the closing. Ron further stated that this closure time would come off of the dealerships 20 authorized closings per year. No more "hall passes" should be allowed and dealers need to be open during their posted business hours.

After much discussion, a motion was made by Chris Maher, no more hall passes (1-2 hours closing), and 1st offense is a written warning, 2nd offense is a \$1,000 civil penalty, 3rd offense will result in the dealer coming before the Board. All in favor: 10 (Bor, Fisher, Borches, Britt, Farmer, Kody, Maher, Malloy, McQueen and Saghafi). Opposed: 2 (Huber and Tate). The motion carried.

NEW BUSINESS FROM THE FLOOR

There was no new business from the floor.

The next meeting was scheduled for January 8, 2018

The meeting adjourned at 10:06 a.m.

Meeting Summary
Dealer Licensing Committee
Monday, November 13, 2017

Chairman Joe Tate called the Dealer Licensing Committee meeting to order at 10:06 a.m. in Room 702 of the DMV Headquarters Building at 2300 West Broad Street in Richmond. Present were Committee members Ted Bailey, Dan Banister, Liza Borches, David Duncan, Rob Fisher, Senior Saghafi and Maurice Slaughter. (Absent: David Gripshover and Jacques Moore). Other Board members present: Rick Holcomb, Michael Bor, Gardner Britt, Steve Farmer, Clay Huber, Ron Kody, Chris Maher, Geoff Malloy, Matt McQueen. Executive Director William Childress, Peggy Bailey, Lisa Mack-Nelson, Prin Cowan, Ann Majors and Wanda Neely represented the Dealer Board. Christian Parrish represented the Attorney General's office.

The September 11, 2017 meeting summary was approved.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

There was no old business.

OLD BUSINESS FROM THE FLOOR:

There was no old business from the floor.

NEW BUSINESS

Review and Action: Informal Fact-Finding Conferences:

Malcom Ragans, Sales Applicant - On October 16, 2017, an informal fact-finding conference was conducted to address the alleged violations of VA Code Section 46.2-1575 (4), (6), (8), (9), (13) and (16). Based on the information provided at the conference, the hearing officer recommended denial of a sales license for Mr. Ragans.

Mr. Ragans was present and spoke on his own behalf.

Motion was made by David Duncan to approve the sales license. Rob Fisher seconded. All in favor: 2 (Duncan and Saghafi). Opposed: 6 (Tate, Bailey, Banister, Borches, Fisher and Slaughter). The motion failed.

Maurice Slaughter motioned to accept the hearing officer's recommendation and deny the sales license. David Duncan seconded. All in favor: 6 (Tate, Bailey, Banister, Borches, Fisher and Slaughter). Opposed: 2 (Duncan and Saghafi). The motion carried.

Alexander Staton, Sales Applicant - On October 30, 2017, an informal fact-finding conference was conducted to address the alleged violations of VA Code Section 46.2-1575 (13). Based on the information provided at the conference, the hearing officer recommended denial of a sales license for Ms. Staton.

Motion was made by Liza Borches to accept the hearing officer's recommendation and deny the sales license. Rob Fisher seconded. The motion carried unanimously.

NEW BUSINESS FROM THE FLOOR

There was no new business from the floor.

The next meeting was scheduled for January 8, 2018

The meeting adjourned at 10:22 a.m.

Meeting Summary
Advertising Committee
Monday, November 13, 2017

Chairman David Duncan called the Advertising Committee meeting to order at 10:23 a.m. in Room 702, DMV Headquarters, 2300 West Broad Street, Richmond, Virginia. Present were Committee members Ted Bailey, Dan Banister, Michael Bor, Liza Borches, Clay Huber, Ron Kody, David Gripshover, Geoff Malloy, Matt McQueen and Maurice Slaughter. Other Board members present: Rick Holcomb, Gardner Britt, Steve Farmer, Rob Fisher, Chris Maher, Senior Saghafi and Joe Tate. Executive Director William Childress, Peggy Bailey, Lisa Mack-Nelson, Prin Cowan, Ann Majors and Wanda Neely represented the Dealer Board. Christian Parrish represented the Attorney General's office. **NOTE:** David Gripshover came into the meeting as roll was being called.

The September 11, 2017 meeting summary was approved.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

Review and Action: Guidelines:

1. **Freight Charges:** This fee is commonly associated with new vehicles being delivered directly from the manufacturer to the franchise dealership or customer. It is included in the Manufacturer's Suggested Retail Price (MSRP). This fee must be properly disclosed on all advertisements and will appear on the invoice from the manufacturer. This fee cannot be charged on any pre-owned vehicle, nor can it be charged to the customer for the movement or transport of the vehicle from another location to the licensed dealership location.

Motion was made by Liza Borches to accept the verbiage on freight charges as stated. Dan Banister seconded. The motion carried unanimously.

2. **Transfer Fees:** This fee is allowed when a dealership has multiple locations and the customer requests the vehicle be transferred to a specific location for potential purchase. The customer should be given the option of purchasing the vehicle at the dealership where the vehicle is located. However, if the customer requests that the vehicle be transferred to a dealership other than where the vehicle is located, the dealership may charge a transfer fee. The transfer fee should be reasonable and not profit driven. When charging a transfer fee, it shall be disclosed to the customer prior to the transfer of the vehicle, and should be collected prior to transferring the vehicle. This fee is not to be used to escalate the price of the vehicle and is not to be

included in the cost of the vehicle. The transfer fee is a totally separate transaction and is non-refundable once the vehicle has been transferred. This fee should not be credited towards the purchase of the vehicle. Transfer fees are not applicable for vehicles coming from auctions.

Motion was made by Ron Kody to change language for transfer fees. The above shaded areas are to be removed. Matthew McQueen seconded. The motion carried unanimously.

- 3. Advertising – Vehicle Locations:** Dealers are responsible for their advertisements, regardless of the format and media (print, internet, videos, electronic, YouTube, etc.). In addition to the Motor Vehicle Dealer advertising laws and regulations, clarity is being provided to dealerships regarding advertising of vehicles for dealerships with more than one location, and vehicles being advertised at a location when the vehicle is physically located somewhere else. When a dealership advertises vehicles for sale the advertisement should clearly identify physically located at the advertised location.

Motion was made by Ron Kody to keep the language on advertising multi-locations. Matthew McQueen seconded. The motion carried unanimously.

- 4. Removal of Inventory from Dealer’s Website:** In addition to the Commonwealth’s advertising laws and regulations, guidance is being provided to dealerships regarding the removal of vehicles from the dealer’s website once the vehicle has been sold. Upon selling a vehicle listed on its website, the dealer shall remove said vehicle within 5 business days. This is recommended to allow the dealership time to coordinate the removal of the vehicle from the website, to avoid misleading the customer and the appearance of bait and switch practices.

Motion was made by David Duncan to allow 5 days to remove inventory and guidance not regulations. Clay Huber seconded. All in favor: 9 (Bailey, Banister, Borches, Duncan, Gripshover, Huber, Ron Kody, Malloy, McQueen). Opposed: 2 (Bor and Slaughter). The motion carried.

OLD BUSINESS FROM THE FLOOR

There was no old business from the floor.

NEW BUSINESS

Connection Auto Sales and Lilianna D. Garcia Mejia - On October 2, 2017, an informal fact-finding conference was conducted to address the alleged violations of VA Code Section 46.2-1575 (2) and 24 VAC 22-30-10. Based on the information provided at the conference, the hearing officer recommended assessing a civil penalty of \$500, a re-inspection of the dealership by January 10, 2018, as outlined in the Board’s Decision on July 13, 2017 and

that Ms. Garcia-Mejia must complete the required training outlined in the Board's Decision on July 13, 2017.

Ms. Garcia Mejia was present and spoke on her own behalf.

Motion was made by Liza Borches to accept the hearing office's recommendation of assessing a civil penalty of \$500 and a re-inspection of the dealership by January 10, 2018 and that Ms. Garcia Mejia must complete the required training outlined in the Board's Decision at the July 13, 2017 Board meeting. David Gripshover seconded. The motion carried unanimously.

NEW BUSINESS FROM THE FLOOR

There was no new business from the floor.

The next meeting was scheduled for January 8, 2018.

The meeting adjourned at 11:19 a.m.

Meeting Summary
Transaction Recovery Fund Committee
Monday, November 13, 2017

Chairman Chris Maher called the Transaction Recovery Fund Committee meeting to order at 11:19 a.m. in Room 702 of the DMV Headquarters Building at 2300 West Broad Street in Richmond. Present were Committee members: Dan Banister, Michael Bor, Steve Farmer, Robert Fisher, David Gripshover, Ron Kody, Matt McQueen and Maurice Slaughter. Other Board members present: Rick Holcomb, Ted Bailey, Liza Borches, Gardner Britt, David Duncan, Clay Huber, Geoff Malloy, Senior Saghafi and Joe Tate. Executive Director William Childress, Peggy Bailey, Lisa Mack-Nelson, Prin Cowan, Ann Majors and Wanda Neely represented the Dealer Board. Christian Parrish represented the Attorney General's office.

The September 11, 2017 meeting summary was approved.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

There was no old business.

OLD BUSINESS FROM THE FLOOR

There was no old business from the floor.

NEW BUSINESS

Review and Action: Informal Fact-Finding Conferences:

Paul Wotring vs. 2 Amiga Auto Sales, LLC and Elsa Hite - On October 16, 2017, an informal fact-finding conference was conducted to address the alleged violation of VA Code Section 46.2-1527.3 against 2 Amiga Auto Sales, LLC and Elsa Hite. Based on the information provided at the conference, the hearing officer recommended that the Board pay \$7,458.40 to Mr. Wotring from the Transaction Recovery Fund.

Motion was made by David Gripshover to accept the hearing officer's recommendation for the Board to pay \$7,458.40 to Mr. Wotring from the Transaction Recovery Fund. Rob Fisher seconded. The motion carried unanimously.

NEW BUSINESS FROM THE FLOOR

There was no new business from the floor.

The next meeting was scheduled for January 8, 2018

The meeting adjourned at 11:22 a.m.