



State of Arkansas Towing & Recovery Board

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MINUTES

Arkansas Towing & Recovery Board • June 21st 2016

The Arkansas Towing & Recovery Board convened on Tuesday, June 21st 2016 at 9:39 A.M. in the conference room of the Arkansas Towing & Recovery Board office at 7418 North Hills Boulevard, North Little Rock, Arkansas.

Chair Wayne Edwards called the meeting to order with roll call, Jerry Vint, Tom Brown, Avon Phillips, Elgie Sims, Matthew Ross, Heath Tibbs and Joe Spadoni were present. Also in attendance were director Steven Rogers, investigators Tracy Watson and John Williams and legal counsel Julie Chavis.

Mr. Edwards welcomed guests including Trent Minner with Governor Hutchinson's office.

Disciplinary Hearing

Complaint Number 2015-01-048 Michael Grindstaff d/b/a Hellanback Towing & Recovery. Mr. Grindstaff did not appear, director Steve Rogers called the office and spoke with Mr. Grindstaff, he indicated he had been out of town and did not have transportation and that he would not be attending. Rogers made certain Mr. Grindstaff understood that the hearing would not be rescheduled. Julie Chavis will prepare a letter to send to Hellanback Towing & Recovery suspending their license immediately.

There were no other hearings or consent agreements, the Board went into its business session.

The Minutes for the Board Meetings from May 17th 2016 were approved as mailed on a motion by Ross. Second by Phillips. Motion carried. 8-0

Treasurer Brown reported expenditures for the month of May, \$27,165.75 and revenue for the month as \$43,591.00. The ending balance in the checkbook on this date is \$313,589.97, \$200,000.00 of that total had been transferred to the state treasury. Mr. Brown also included in his report a list of fines which had not been paid and the letter that was sent to the tow companies. He also noted the warrant log for recent payments to vendors had been attached to his report. Ross made a motion to approve the Treasurer's Report as presented. Second by Phillips. Motion carried. 8-0

Director Rogers reviewed the License & Permit Report for April. [Attached]

Tracy Watson presented the Complaints Report for April. [Attached]

Julie Chavis updated the Board briefly on the status of appeals that were still working their way through the process and commented on the progress the Board had made sharing recent remarks made at a session with other state directors and the attorney general's office by Meredith Rebsamen.

In his Directors Report Rogers updated the Board on several items including recent budget meetings with the governor's office, letters sent to the City of Warren, Bradley County and Garland County. He also indicated the quarterly newsletter was being emailed to participants that had shared the addresses with the Board,

Rogers went over the proposed citation with the Board and ask for their approval. On a motion by Phillips. Second by Ross the citation was approved. 8-0

Rogers asked the Board to consider changing how tow vehicles were permitted moving the stickers from the windshield to the side of the tow vehicle using a larger more visible sticker. He reviewed the prices and the benefits of going to a new process. After some discussion Spadoni asked that staff look at the equipment needed to print permits in house. The discussion was postponed to a later date.

To clear up any confusion about reimbursement of mileage to staff when using their personal vehicle and traveling locally the following policy was offered and approved on a motion by Spadoni. Second by Phillips. Motion carried. 8-0

In accordance with the mileage policy established by DFA the Arkansas Towing & Recovery Board will pay mileage at the approved rate anytime an employee uses their personal vehicle to execute or engage in agency business. Mileage will be recorded on the state approved form TR-1. If trips are local the exact location should be noted on the TR-1. For budgeting purposes employees should attempt to submit mileage for payment on a weekly basis.

Rogers pointed out the need to elect or the chair appoints a board member for staff to contact if they had a complaint against another staff member or the director and was not comfortable with contacting the director. OPM suggested a board member be utilized when dealing with a small staff. After a brief discussion Edwards appointed Tom brown as the staff liaison and asked Jerry Vint to serve as an alternate.

After some discussion regarding ‘detachable tow units’ the Board adopted the Technical Bulletin dated June 2016, titled The Proper Use of Tow Vehicles and Equipment. A motion was made by Spadoni, seconded by Vint. Motion carried. 8-0

The meeting date for July was set for Tuesday, July 19th at 9:30 AM at the offices of the Arkansas Towing & Recovery Board, conference room.

With no further business the meeting adjourned at 12:10 PM.

Signed _____
Wayne Edwards, Chair

Attest _____
Steven Rogers, Director

Approved _____ (Date)