



**Arkansas Towing and Recovery Board**  
**900 W. Capitol Avenue, Suite 400**  
**Little Rock, AR 72201**  
Phone: 501-682-3801 Fax: 501-682-3589

**Sarah Huckabee Sanders**  
Governor

**Daryl Bassett**  
Secretary

**Paul Burnett**  
Director

## **MINUTES**

Arkansas Towing & Recovery Board May 16<sup>th</sup>, 2023

The Arkansas towing & Recovery Board convened on Tuesday May 16<sup>th</sup>, 2023, in the Bessie Moore conference room in the Labor and Licensing building located at 900 W. Capitol Avenue, Suite 400 Little Rock, Arkansas 72201.

Chair Joe Spadoni called the meeting to order at 09:30 am with roll call; Tom Brown, Reggie Binns, Carrie Meeks and Wayne Edwards were present. Also, in attendance were Director Paul Burnett, Investigator Sheila Johnson, Permits Joseph Rowe and Legal Counsel Julie Chivas.

Matt Ross, Greg Cochran, Scott DeMott and Jerry Vint were absent.

Also in attendance was Daryl Meeks, husband of Carrie Meeks.

Director Paul Burnett advised no Disciplinary hearings for this meeting.

Chair Joe Spadoni was given the April 18<sup>th</sup> Board Meeting Minutes to be considered for approval. The minutes were approved on a motion by Edwards. Second by Brown, motion carried 5-0

The treasure report was presented by Carrie Meeks. She went over the income and expense report. The report was approved on a motion by Binns. Second by Edwards, motion carried 5-0

### **Consent Agreements / Offer of Settlements**

**None for this meeting**

### **On-Going Business/ Staff Reports**

1. Complaint report: Director Paul Burnett advised the Board that we currently have 6 complaints for the month of May with 2 already closed and 4 open for investigation.
2. Director Paul Burnett advised the Board he had hired part-time help to assist with permits and any other work needed by the ATRB staff. Joe Rowe was introduced to the Board.
3. Julie Chivas gave a legal update on the appeal hearing for Towing Service Company. Chivas also advised that we have 4 hearings for A1 at the June 20<sup>th</sup>, 2023, meeting. Chivas also advised the Board issued Subpoenas for the hearings. Chivas advised the Board we may have an Offer of Settlement on one the A1 complaints.

### **New Business**

1. Director's report: Director Burnett gave a report on day-to-day operations of the ATRB.
2. Website for Lost Auto: Director Burnett gave an update on the changes needed to bring the website in compliance with Arkansas state law. Sheila Johnson explained why the changes were needed per Legislative Auditors. The Auditors stated to comply with the law, Lost Auto must show the items going up for public sale be listed for the public to see. Director Burnett advised the Board the entire VIN Number was needed not a partial. Director Burnett also advised the Board that the website was for Lost Auto and because of this he had Steve Manett add a drop-down box that allows the public to search by make, model, year, and color. This will give the public a list of possible vehicles. The consumer is responsible for calling the Tow Companies listed to see if that is their lost Auto.

3. Approval of new Forms. The Board approved the following: The Checklist, Tow Vehicle Safety Equipment Inspection Form, Complaint Form, Late Charge Notice Form and the Business Application.
4. Rules and regulation: ATRB staff, Julie Chivas and the Board went through all the rules and regulations for the Arkansas Towing and Recovery and made clerical changes and additional wording to add Repossession to multiply rules where it was left out. Julie Chivas advised on each change could be made based on the rules and statutes. Julie Chivas is going to prepare the markup so legal at ADLL can submit them.
5. No other items from the Chair.

**Other Business**

Next Meeting: Tuesday, June 20<sup>th</sup>, 2023, at 900 W. Capitol.

**Adjourn**

12:25 Pm