

**POLYGRAPH EXAMINERS ADVISORY BOARD**  
**DRAFT MINUTES OF MEETING**  
**October 17, 2013**

The Polygraph Examiners Advisory Board met on Thursday, October 17, 2013, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Richmond, Virginia.

The following members of the Advisory Board were present:

William (Vic) Ingram, Chairman  
John E. (Ed) McDowell  
John T. Orr

The following members of the Advisory Board were not present:

Sandra K. Baum  
Karl Holzbach  
Brett Feinstein  
John R. Patterson

Staff present for all or part of the meeting:

Gordon Dixon, Director  
Eric L. Olson, Executive Director  
Mark Courtney, Senior Director Regulatory and  
Public Affairs  
Mindy Spruill, Regulatory Boards Administrator  
Sheila Watkins, Administrative Assistant

Chairman William Ingram called the meeting to order at 11:06 a.m.

## Call To Order

**Mr. McDowell** offered a motion to approve the agenda. **Mr. Orr** seconded the motion, which was approved unanimously. Members voting “Yes” were: Ingram, Orr and McDowell.

## Approval of the Agenda

After the minutes from the Board’s January 17, 2013 meeting was reviewed, **Mr. McDowell** offered a motion to approve the January 17, 2013 meeting minutes. **Mr. Orr** seconded the motion, which was approved unanimously. Members voting “Yes” were: Ingram, Orr and McDowell.

## Approval of January 17, 2013 Meeting Minutes

There was no public comment.

## Public Comment

There was no old business.

## Old Business

The Director met and reviewed the record, which consisted of the application file, the transcript and exhibits from the IFF, and the Summary. Cunningham did not appear at the Director’s meeting in person, by counsel, or by any other qualified representative. The Director opened this case for comments from Board members.

File Number  
**2014-00301**  
**Wendell James**  
**Cunningham**

After discussion the Director denies the application based upon the record. After reviewing the facts, the Director considered Cunningham’s past experience and general background. The Director determined that Cunningham is not eligible for a waiver of the six-month internship requirement of 18 VAC 120-30-55.B, as Cunningham did not meet the regulatory requirements to sit for examination. Therefore, the Director denies Cunningham’s request to sit for the Polygraph Examiners’ licensing examination at this time.

## **A. License Examinations**

## New Business

Mindy Spruill asked Ronda Starr to provide the Polygraph Board members with a status update on the license examinations. Ms. Starr shared that the candidates were still testing and that two of them should be ready in fifteen minutes. They were housed in hearing rooms 4 and 5 and the charts will

need to be reviewed.

## **B. Regulatory Update**

Regulatory Boards Administrator, Mindy Spruill briefed the Board regarding regulatory packet. It is in the Governor's office.

## **Regulatory Update**

## **C. 2014 Meeting Schedule**

Chairman Ingram requested the Board to review the 2014 proposed meeting and examination schedule and they did. Mr. McDowell motioned to adopt the proposed schedule. Mr. Orr seconded the motion. The next meeting and examination is scheduled for Thursday, January 16, 2014. Other meetings and examinations dates for 2014 are: April 24, July 17 and October 23.

## **Board Meeting and Examination Schedule**

Members voting "Yes" were: Orr, Ingram and McDowell.

Ms. Spruill shared with the Board that after review by staff and Mr. Ingram that a conditional approval was granted for Academy of Polygraph Science, Stoeling Company. Mr. Ingram asked the Board members present if they had reviewed the application packet for Academy of Polygraph Science, Stoeling Company and what they wished to do? Mr. McDowell offered a motion to approve Academy of Polygraph Science, Stoeling Company as an Education Provider. Mr. Orr approved the motion.

## **Education Provider Approval- Academy of Polygraph Science, Stoeling Company**

Members voting "Yes" were: Orr, Ingram and McDowell.

The board took a working lunch break to review charts of examinations candidates at 11:50 a.m. and resumed the meeting at 12:50 p.m.

## **Break**

Agency Director, Gordon Dixon, Chairman Ingram and board members congratulated the polygraph examiner candidates: Paul Fedorko, Michel Marsolais, Laura Stockton, Donna Turner, and Matthew Tuttle on passing their examination and welcomed them to the profession.

## **Examination Candidates**

The next Board meeting is scheduled for Thursday, January 16, 2014.

## **Next Board meeting**

Travel vouchers and conflict of interest forms were completed by all the board members present.

**Completion of Paperwork**

Chairman Ingram requested a motion to adjourn the meeting. **Mr. Orr** made a motion to adjourn the meeting at 1:01 p.m. and **Mr. McDowell** seconded. By unanimous vote, Chairman Ingram adjourned the meeting. Members voting "Yes" were: Ingram, Orr and McDowell.

**Adjourn**

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William V. Ingram, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gordon Dixon, Director

\_\_\_\_\_  
Date