

POLYGRAPH EXAMINERS ADVISORY BOARD
Draft MINUTES OF MEETING
January 15, 2015

The Polygraph Examiners Advisory Board met on Thursday, **January 15, 2015**, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Advisory Board were present:

John R. Patterson, Chairman
Karl Holzbach, Vice Chair
James (Jamie) Head, Board Liaison

The following members of the Advisory Board were not present:

Sandra K. Baum
William (Vic) Ingram
John T Orr
Brett Feinstein
John E. (Ed) McDowell

Staff present for all or part of the meeting:

Jay DeBoer, Director
Eric L. Olson, Executive Director
Mark Courtney, Senior Director Regulatory and
Public Affairs
Elizabeth Peay, Assistant Attorney General
Mindy Spruill, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant
Rhonda Starr, Examination Coordinator
Deborah Ogram, Examination Specialist

Director DeBoer called the meeting to order at 11:03 a.m.

Call To Order

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

Approval of the Agenda

After the minutes from the Board’s October 23, 2014 meeting were reviewed, **Mr. Patterson** offered a motion to approve the October 23, 2014 meeting minutes. **Mr. Holzbach** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Holzbach and Patterson**.

Approval of October 23, 2014 Meeting Minutes

Polygraph School Curriculum Approval Application

Dustin Craig represented **the Polygraph Institute LLC**. The Board reviewed the application.

New Business the Polygraph Institute LLC

After discussion, **Mr. Holzbach** offered a motion to add **the Polygraph Institute LLC** to our list of Virginia approved providers retroactive to September 3, 2012. **Mr. Patterson** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Holzbach and Patterson**.

It was noted that the school will be sent a letter to confirm the Board’s decision.

Mr. Dustin Craig shared with the Board that he extends sincere thanks on behalf of **the Polygraph Institute LLC** receiving Board approval.

Public Comment

Chart Requirements

Mindy Spruill, Regulatory Boards Administrator shared with the Board that Polygraph Board Member **Mr. Orr** emailed her his compilation of chart review requirements for the Board’s review and consideration. After discussion **Mr. Patterson** offered a motion that was seconded by **Mr. Holzbach** to defer action on this matter to the April meeting. Members voting “Yes” were: **Holzbach and Patterson**.

Old Business

Licensee Examinations

Mindy Spruill shared that she is waiting on notification from Debbie Ogram and Rhonda Starr that all three applicants have not yet completed their exams.

Criminal History Matrix Review

Mindy Spruill reminded each person they had a copy of the Criminal History Matrix to review. **Jay DeBoer, Agency Director** suggested that the members review each item on the proposed Matrix.

There was a request to insert the words “law enforcement officer” after “assaulting a” and to delete the words “police officer” in # 1 and to replace “a police officer” in # 5 with the words “law enforcement officer“. In item #2 it was suggested to insert the words “marijuana or” after “of” and before “controlled substance”.

Mr. Holzbach offered a motion seconded by **Mr. Patterson** to approve and adopt the Polygraph Advisory Board Application Review Matrix Criminal History as amended. Members voting “Yes” were: **Holzbach and Patterson**.

Reciprocity

Mindy Spruill asked the Board if they wanted to discuss reciprocity agreements now or how would they like to move forward with this. There was discussion and **Mr. Holzbach** requested to review all current reciprocity agreements and he’d like to have this occur at the April meeting. This was agreed upon and no vote was needed.

Continuing Education

There was discussion and **Mr. Holzbach** shared that he needs help and guidance to go in the right direction with continuing education. **Mr. DeBoer** reminded the members that continuing education is usually recommended for professions that have rapid changes in that field. The adoption of continuing education would be a statutory change since the current statutes do not give the advisory board the authority to require it. **Mr. Patterson** asked if there is a model or guide to follow. **Mark Courtney** shared with the members that they should review Executive Order 17 and review the existing continuing education requirements for other professions. After further discussion it was mutually agreed that the members would review the continuing education information and would need to reach out to a delegate to discuss a statutory change.

Number of Examination Questions Discussion

Ms. Spruill asked the members to review and discuss the handout request from Detective W. Couvillon. He wants the Board to review and discuss considering the number of questions on the Polygraph examination. They determined that Mr. Couvillon could run the DLST if he runs three short tests.

New Business Continued

This will allow him not to ask too many questions for one chart and allows a necessary relief time between charts. The Board would like to discuss going into a regulatory review later this year and would like to specifically review the amount of chart questions permissible and the length of time allotted for each chart.

Elizabeth Peay left the meeting at 12:02 pm.

Candidate Report Update

Ms. Spruill shared that Rhonda Starr and Debbie Ogram reported that the three candidates have passed the examination and that Mr. Harrington is ready and waiting with his charts in the lobby area for a Board member to review.

Lunch Break

The Board took a lunch break at 12:25pm. After lunch the Board members will meet with the candidates and review there charts.

Jamie Head left the meeting at 12:45 pm.

Reconvene

At 2:50 pm Mr. Patterson called the meeting back to order and welcomed the candidates.

Candidates

Mr. Holzbach, Mr. Patterson and staff members congratulated the polygraph examiner candidates: **Jennifer Clark, Craig Smith** and **Daryl Starkes** on passing their examination and welcomed them to the profession. The Board members encouraged the candidates to participate in continuing education, keep pressing forward and enjoy their profession. Each new Regulant was allowed to share information about them self and they were given a copy of the Polygraph Regulations.

There will be a Polygraph Examination administered on **April 23rd, 2015** at 9:00 am. The next Board meeting is scheduled for Thursday, **April 23rd, 2015** at 11 am.

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

Back to Order

Examination Candidates

Next Board meeting

Completion of

members present and submitted to Sheila Watkins for processing.

Paperwork

Chairman Patterson motioned to adjourn the meeting at 3:00 pm. **Mr. Holzbach** seconded the motion. Members voting "Yes" were: Holzbach, and Patterson.

Adjourn

John R Patterson, Chairman

Date

Jay DeBoer, Director

Date