

**POLYGRAPH EXAMINERS ADVISORY BOARD**  
**MINUTES OF MEETING**  
**APRIL 29, 2010**

The Polygraph Examiners Advisory Board met on Thursday, April 29, 2010, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia. The following Board members were present:

Denise Ory, Chairman  
Karl Holzbach  
John E. McDowell  
John R. Patterson

Sandra K. Baum and Bernard Levin were absent from the meeting.

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director  
Adrienne Mayo, Regulatory Boards Administrator  
Karen Bullock, Administrative Assistant

Chairman Denise Ory called the meeting to order at 9:10 a.m.

**Call to Order**

Mr. McDowell offered a motion to approve the agenda. Mr. Patterson seconded the motion, which was approved unanimously. Members voting "Yes" were: Holzbach, McDowell, Ory and Patterson.

**Approval of  
Agenda**

Mr. Patterson offered a motion to approve the October 8, 2009 meeting minutes. Mr. McDowell seconded the motion, which was approved unanimously. Members voting "Yes" were: Holzbach, McDowell, Ory and Patterson.

**Approval of  
October 8, 2009  
Meeting Minutes**

There was no public comment.

**Public Comment**

Mrs. Ory offered a motion to approve the 2011 Board Meeting and Examinations schedule. Mr. McDowell seconded the motion and by a unanimous vote, the Board approved January 20, April 28, July 21 and October 20, 2011 schedule. Members voting "Yes" were: Holzbach, McDowell, Ory and Patterson.

**Board Meeting and  
Examinations  
Schedule for 2011**

There was no old business.

**Old Business**

**A.** Sharon Sweet, Director of Education and Examination, recommended to the Board that outsourcing examination vendors who administer the exam to candidates will provide more opportunities for candidates to take the exam and for the Board to consider requiring a separate examination fee from that of the licensing fee. The Board decided to take the recommendations under advisement.

**New Business**

**Discussion of Examination**

**B.** Eric Olson, Executive Director, provided updates on senate and house bills that either have an effect on the Board itself or on the Board's regulant population.

**Legislative Update**

**C.** The advisory board members reviewed the regulations and drafted recommendations for the Board to adopt as a proposed regulatory package.

**Regulatory Review**

The Board unanimously agreed to elect new officers at its October 28, 2010 meeting.

**Election of Officers**

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

**Completion of Paperwork**

Chairman Ory made a motion to adjourn the meeting at 1:50 p.m. Mr. McDowell seconded the motion, which was approved unanimously. Members voting "Yes" were: Holzbach, McDowell, Ory and Patterson.

**Adjourn**

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Sandra Baum, Vice Chairman

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Date

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Gordon N. Dixon, Secretary

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Date