

# BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

## MINUTES

The Board for Professional and Occupational Regulation met on Monday, June 8, 2009, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following members were present for all or part of the meeting:

Laurie Buchwald  
Elizabeth G. Cake, Vice-Chair  
James M. Demmel, Chair  
Heather L. Martin  
William Alfred Tucker

Board members Julie Clifford and Walter Fore were not present at the meeting.

The following staff were present for all or part of the meeting:

Jay W. DeBoer, Director  
Mark N. Courtney, Deputy Director for Licensing and Regulation  
Marian Brooks, Board Administrator  
Justin Garofalo, Board Administrator  
Steven P. Jack, Assistant Attorney General  
Amy Goobic, Administrative Assistant

Mr. Demmel, Chair, welcomed everyone and called the meeting to order at 10:09 a.m.

Call to Order

Mr. Demmel requested the Board members observe a moment of silence for Judy Spiller, Executive Secretary of the Board for Professional and Occupational Regulation, who passed away April 20, 2009.

Moment of  
Silence

Mr. Demmel read the following resolution in memory of Judy Spiller.

Adoption of  
Resolution in  
memory of Judy  
Spiller

### RESOLUTION IN MEMORY OF

## Judith Armstrong Spiller

WHEREAS, **Judith A. Spiller** faithfully and diligently served as an Executive Secretary to the Virginia Board for Professional and Occupational Regulation from July 2000 to April 2009; and

WHEREAS, **Judith A. Spiller** devoted generously of her time and talents to the Virginia Board for Professional and Occupational Regulation; and

WHEREAS, **Judith A. Spiller** endeavored at all times to render assistance and advice to the Board with fairness and good judgment in the best interest

of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Professional and Occupational Regulation is grateful for the dedication and service of **Judith A. Spiller** to the Board and to the citizens of the Commonwealth; and

WHEREAS, the Virginia Board for Professional and Occupational Regulation mourns the passing of **Judith A. Spiller** which occurred on April 20, 2009;

NOW THEREFORE BE IT RESOLVED, this eighth day of June 2009, that the Virginia Board for Professional and Occupational Regulation expresses utmost regard and respect for **Judith A. Spiller** and her professional legacy; and, so that all may know of the Board's depth of sorrow and its expression of sympathy, it is ORDERED this resolution be made a part of the official minutes of the Board and that a copy hereof be presented to the family of **Judith A. Spiller**.

The resolution was adopted by consensus.

Mr. DeBoer welcomed Mr. Winton "Dip" Spiller, Judy's husband and Ms. Carol Dixon, Judy's sister. Mr. DeBoer presented the resolution to Mr. Spiller and Ms. Dixon.

Mr. Tucker made a motion to approve the agenda as presented. Ms. Buchwald seconded the motion, which was unanimously approved by members: Buchwald, Cake, Demmel, Martin, and Tucker.

**Agenda Approval**

Ms. Buchwald made a motion to approve the April 20, 2009, minutes as presented. Ms. Cake seconded the motion, which was unanimously approved by members: Buchwald, Cake, Demmel, Martin, and Tucker.

**Approval of Minutes**

There were no public comments made to the Board.

**Public Comment**

Mr. DeBoer welcomed everyone to the meeting and expressed his deep sorrow at the loss of Judy Spiller. He informed the Board that the agency has not yet found a replacement for her position. Mr. DeBoer stated that the agency is doing well, there have been several retirements and the positions have been filled or interviews are being held. There will be some expansion of the agency in the coming year.

**Jay W. DeBoer, Director's Report**

Mr. DeBoer reported that the EAGLES licensing system is now accepting online renewals and will be accepting online applications soon.

Mr. DeBoer discussed the computer systems security breach experienced by the Virginia Department of Health Professions, located on the third floor of the Perimeter Center building. He explained that our computers and servers operate under a very different system and feels confident they are secure.

Additionally, DPOR is scheduled to have security updates installed in the fall. Mr. DeBoer informed the Board that the expansion construction on the first floor is underway; Customer Service, Board for Contractors and the Professional Boxing and Wrestling Board will be located there.

Board Administrator Justin Garofalo, gave a presentation on the Board for Asbestos, Lead and Home Inspectors.

**Justin Garofalo,**  
**Board**  
**Administrator –**  
**Board for**  
**Asbestos, Lead**  
**and Home**  
**Inspectors**

The following 2010 tentative meeting dates were presented to the Board Members for approval:

**2010 Meeting**  
**Dates**

- March 8
- June 7
- September 13
- November 15

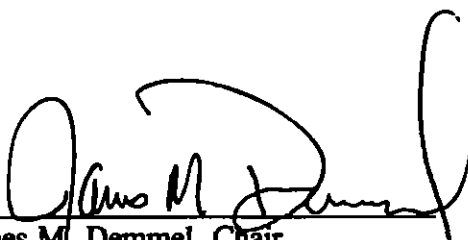
The dates were accepted by consensus.

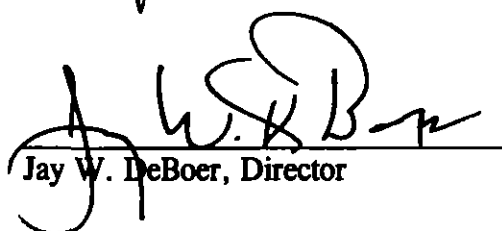
Mr. Courtney reminded the Board members that they would be electing new officers at the next meeting, September 14, 2009. Mr. Courtney also informed the Board that they would receive their board liaison assignments at the next meeting as well.

**Other Business**

Ms. Buchwald moved to adjourn. Mr. Tucker seconded the motion, which was unanimously approved by members: Buchwald, Cake, Demmel, Martin, and Tucker. The meeting adjourned at 11:05 a.m.

**Adjournment**

  
James M. Demmel, Chair

  
Jay W. DeBoer, Director

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: James Demmel  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting June 8, 2009

5. I have a personal interest in the following transaction:

---

---

Nature of Personal Interest Affected by Transaction:

---

---

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:


---

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

6/8/09  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Elizabeth G. Cake  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting June 8, 2009

5. I have a personal interest in the following transaction:

---

---

Nature of Personal Interest Affected by Transaction:

---

---

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

---

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Elizabeth G. Cake  
Signature

6.8.09  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: William Tucker  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting June 8, 2009

5. I have a personal interest in the following transaction:

---

---

Nature of Personal Interest Affected by Transaction:

---

---

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

---

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Heather L. Martin
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting June 8, 2009

5. I have a personal interest in the following transaction:
- 
- 

Nature of Personal Interest Affected by Transaction:

---

---

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

---

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Heather L. Martin  
Signature

6-8-09  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Laurie Buchwald  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting June 8, 2009

5. I have a personal interest in the following transaction:

---

---

Nature of Personal Interest Affected by Transaction:

---

---

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

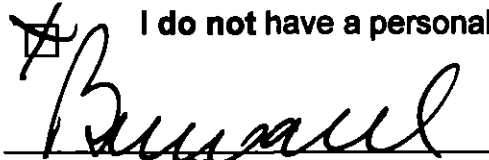
---

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

  
Date