

POLYGRAPH EXAMINERS ADVISORY BOARD

MINUTES OF MEETING

The Polygraph Examiners Advisory Board met on July 16, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, 23233.

The following members of the board were present:

John Corsi
George D. Grant
David M. Goldberg
Lt. Michael E. Lovely
Michael A. McKinney
Robert J. Smith

Heather Brown, Chair, Robert J. Dembowski, Vice Chair, and H. Scott Johnson, Jr. were not in attendance.

DPOR staff present for all or part of the meeting included:

Brian P. Wolford, Interim Agency Director
Steve Kirschner, Licensing and Regulatory Programs Division Deputy Director
Marjorie King, Executive Director
Joe Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Kyle Mathews, Regulatory Analyst
Mary Charity, Licensing Operations Administrator
Rhonda Starr, Examination Coordinator
Rachel Harris, Administrative Coordinator

Elizabeth Peay of the Office of the Attorney General was in attendance.

Robert J. Lovely, acting as chair, finding a quorum of the Board present, called the meeting to order at 10:01 a.m.

Call to Order

Ms. King advised the board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Grant moved to approve the agenda as presented. Mr. Goldberg seconded the motion which was unanimously approved by: Grant, Goldberg, Lovely, McKinney, and Smith.

**Approval of
Agenda**

Mr. Grant moved to approve the minutes of the April 18, 2024, Board meeting. Mr. Smith seconded the motion which was unanimously approved by: Grant, Goldberg, Lovely, McKinney, and Smith.

**Approval of
Minutes**

There were no members of the public present to address the Board.

**Public Comment
Period**

There was no old business to discuss.

Old Business

Arrival of Board Member Mr. Corsi.

**Arrival of Board
Member**

Mrs. Parris provided an update of the Board's regulatory actions.

Regulatory Update

Mr. Haughwout provided the Board with a draft of proposed amendments to General Review of Regulations Governing Polygraph Examiners.

**General Review of
Regulations
Governing
Polygraph
Examiners Action**

After thorough review, Mr. Haughwout asked the Board to consider recommending the adoption of the draft proposed amendments as amended. Mr. Corsi moved to recommend adopting the draft proposed amendments as amended, authorizing staff to make stylistic and non-substantive changes as needed. Mr. Grant seconded the motion which was unanimously approved by: Corsi, Grant, Goldberg, Lovely, McKinney, and Smith.

Ms. King provided an update of the Board's current application, email, and licensing statistics.

**Executive Director
Report**

Ms. King reminded the Board members of the upcoming Board Member Training Conference being held at the Great Wolfe Lodge in Williamsburg, VA, on October 10th and 11th, 2024.

**Board Member
Training
Conference**

Ms. King provided the Board with the most recent financial statements for informational purposes.

**Board Financial
Statements**

The Board recessed from 11:17 a.m. to 12:24 p.m.

Recess

Ms. Starr introduced to the Board the exam candidate.

**Introduction of
Exam Candidates**

Ms. King reminded the Board members to complete and return their conflict-of-interest forms and travel vouchers.

**Complete Conflict
of Interest Forms
and Travel
Vouchers**

Ms. King reminded the Board that the next scheduled meeting date is October 1, 2024.

**Future Meeting
Dates**

There being no further business, the meeting was adjourned at 12:34 p.m.

Adjourn

Heather Brown, Chair

Brian P. Wolford, Secretary