

POLYGRAPH EXAMINERS ADVISORY BOARD

MINUTES OF MEETING

JUNE 2, 2005

The Polygraph Examiners Advisory Board met on Thursday, June 2, 2005, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. The following Board members were present:

Gary M. Jenkins, Chairman
Darryl DeBow
Bernard Levin
Denise Likens
A. W. Omohundro

Vice Chairman Paul K. Minor, Barry Colvert, and Elizabeth L. Wildhack were absent from the meeting.

Staff present for all or part of the meeting:

Louise Fontaine Ware, Director
Sandra Whitley Ryals, Chief Deputy Director
Karen O'Neal, Deputy Director of Regulatory Programs
Eric L. Olson, Executive Director
Kevin Hoefft, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant
Nick Christner, Deputy Director Compliance & Investigations
Sharon Sweet, Director of Education and Examinations

Chairman Jenkins called the meeting to order at 10:15 a.m.

Call to Order

Dr. Levin offered a motion to approve the agenda. Mr. DeBow seconded the motion, which was approved unanimously.

Approval of Agenda

Mr. DeBow offered a motion to approve the Board's March 3, 2005, meeting minutes. Sgt. Likens seconded the motion, which was approved unanimously.

Approval of March 3, 2005, Meeting Minutes

No public comments were made and no members of the public were present.

Public Comment

Sharon Sweet, Director of the Office of Education and Examinations, provided the Board with an update and handout concerning the Polygraph Examiner Test Development. On April 25, 2005, Professional Credential Services (PCS) of Nashville, Tennessee, the vendor who is developing the new polygraph examiner test, held the first of three meetings, all of which will be

Polygraph Examiner Test Development Update

held in Richmond, Virginia. A Task Analysis/Item Writing Workshop was conducted at this first meeting, and six purposes were identified: 1) Review current content outline which will represent the body of knowledge for the Polygraph Examiner Licensure Examination Program, 2) Set the weighting or relative importance of each of the content areas within the outline, 3) Set the number of items/test questions needed to adequately test the body of knowledge, 4) Review testing criteria, 5) Review current item pool, and, 6) Review reference material. Discussion at the April 25, 2005, meeting also included: 1) An abbreviated review of the Item Writing Guideline Manual; 2) Assignment of content areas for writing, and, 3) Project timeline. Ms. Sweet informed the Board that the second meeting is scheduled for July 12, 2005, and will consist of an Item Review Workshop, and the third meeting is scheduled for August 23, 2005, and will consist of a Standard Setting Workshop and final approval of the examination by the Board's designee, Chairman Jenkins. The Board agreed by consensus to designate Mr. DeBow to approve the final examination in the unlikely event that Chairman Jenkins would not be able to attend the August 23, 2005, meeting.

The Board reviewed a letter from Commissioner James R. Lewis of the West Virginia Division of Labor informing the Board of statutory and regulatory changes for West Virginia polygraph examiners. Since Virginia and West Virginia have a reciprocal licensing agreement, Mr. Lewis apprised the Virginia Board of these changes. Mr. Lewis does not think that these changes require revisions to the reciprocal licensing agreement, but he is willing to work with the Board if changes to the agreement are deemed necessary. After discussion, Dr. Levin made a motion that the reciprocal agreement between Virginia and West Virginia remain in effect, and that a letter is sent to Commissioner Lewis apprising him of this. Sgt. Likens seconded the motion, which was approved unanimously.

**West Virginia
Reciprocal
Agreement**

There was no Old Business.

Old Business

Mr. DeBow introduced Kelly McVey, who is working as an intern at the Virginia School of Polygraph.

New Business

Chairman Jenkins called for a recess at 11:15 a.m. to interview the eight polygraph examiner license applicants.

Recess

Chairman Jenkins reconvened the meeting at 12:25 p.m.

Reconvene

Chairman Jenkins informed the Board that all eight applicants passed the licensure examination. The eight new licensed

**Examination
Results &**

polygraph examiners, Michael C. Elliott, Christina Golden, Kimberly D Jones, Frank Malara, Jonathan A Ober, Brendan P Paulsen, David C Sorenson, and Vernon L White, were introduced to and congratulated by the Board

**Introduction of
New Licensees**

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

**Completion of
Paperwork**

Mr Omohundro made a motion to adjourn the meeting at 12 40 p m Dr Levin seconded the motion, which was approved unanimously.

Adjourn



Gary M. Jenkins, Chair

3-9-2006



Louise F. Ware, Secretary

STATE AND LOCAL GOVERNMENT

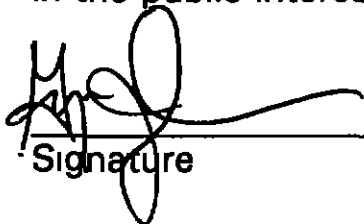
CONFLICT OF INTEREST ACT

1. Name: **Gary Jenkins**
2. Title: Member – Polygraph Examiners Advisory Board
3. Agency: Department of Professional & Occupational Regulation
4. Transaction: POLYGRAPH BOARD MEETING
5. Nature of Personal Interest Affected by Transaction:

6. I declare that:

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

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



Signature

June 02, 2005
Date

STATE AND LOCAL GOVERNMENT

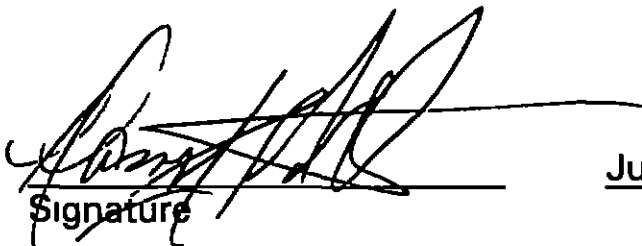
CONFLICT OF INTEREST ACT

- 1. Name: Daryl DeBow
- 2. Title: Member – Polygraph Examiners Advisory Board
- 3. Agency: Department of Professional & Occupational Regulation
- 4. Transaction: Polygraph Board Meeting
- 5. Nature of Personal Interest Affected by Transaction:

6. I declare that:

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

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


Signature

June 02, 2005
Date

STATE AND LOCAL GOVERNMENT

CONFLICT OF INTEREST ACT

1. Name: Dr. Bernard Levin
2. Title: Member – Polygraph Examiners Advisory Board
3. Agency: Department of Professional & Occupational Regulation
4. Transaction: Polygraph Board Meeting
5. Nature of Personal Interest Affected by Transaction:

_____ *None* _____

6. I declare that:

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

_____ *Law enforcement* _____

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



Signature

June 02, 2005
Date

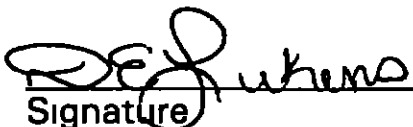
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTEREST ACT**

1. Name: Denise Likens
2. Title: Member – Polygraph Examiners Advisory
3. Agency: Department of Professional & Occupational Regulation
4. Transaction: Polygraph Board Meeting
5. Nature of Personal Interest Affected by Transaction:

6. I declare that:

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

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



Signature

June 02, 2005
Date

STATE AND LOCAL GOVERNMENT

CONFLICT OF INTEREST ACT

1. Name: **A. W. Omhundo**
2. Title: Member – Polygraph Examiners Advisory Board
3. Agency: Department of Professional & Occupational Regulation
4. Transaction: POLYGRAPH BOARD MEETING
5. Nature of Personal Interest Affected by Transaction:

NONE

6. I declare that:

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

NONE

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

A. W. Omhundo
Signature

June 02, 2005
Date