

Board for Professional and Occupational Regulation Meeting

MINUTES

The Board for Professional and Occupational Regulation met on Monday, June 6, 2005, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. The following members were present for all or part of the meeting:

Raynard Jackson, Chair
Julie M. Clifford, Vice-Chair
Nancy Finley Barbour
James Demmel
Susan Ferguson
Maxime Frias
Ronald Lushbaugh
William Alfred Tucker

The following member was absent from the meeting:

Walter Fore

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

Louise Fontaine Ware, Director
Sandra Whitley Ryals, Chief Deputy Director
Nick A. Christner, Deputy Director for Compliance and Investigations
Karen O'Neal, Deputy Director for Licensing and Regulation
Mark N. Courtney, Executive Director
Steven L. Arthur, Deputy Director for Administration and Finance
Doug Schroder, Director of Adjudication Section
Jennifer Kazzie, Assistant Director of Adjudication Section

Mr. Jackson, Chair, called the meeting to order at 10:04 a.m., noting a quorum was present. **Call to Order**

Mr. Tucker moved to approve the agenda. Mr. Frias seconded the motion which was unanimously approved by members: Barbour, Clifford, Demmel, Ferguson, Frias, Jackson, Lushbaugh, and Tucker. **Agenda Approval**

Mr. Demmel made a motion to approve the minutes of the March 7, 2005, meeting. Mr. Lushbaugh seconded the motion which was unanimously approved by members: Barbour, Clifford, Demmel, Ferguson, Frias, Jackson, Lushbaugh, and Tucker. **Minutes Approval**

No comments were made to the Board members.

Public
Comment
Period

Director Ware reported to the Board regarding the accessibility design competition to be held this fall among students at Virginia's architecture colleges. Ken Schwartz, a member of the APELSCIDLA Board and faculty at UVA, is coordinating the competition. Funding is being provided by Virginia Housing Development Authority and the Department of Rehabilitative Services and the winner of the competition will be announced in November 2005, at the VSAIA's Architecture Exchange East.

Louise Fontaine
Ware,
Director's
Report

Director Ware informed the Board members that HUD had decreased funding for the Fair Housing Office by approximately 50% and John Cancelleri had left the Department in May 2005; therefore, adjustments had been made in the Fair Housing Office to respond to these changes. Specifically, the Fair Housing Office is now part of CID and Liz Hayes is responsible for the Fair Housing Office under CID Deputy Director, Nick Christner. In addition, Mally Mason, who performs outreach for the Fair Housing Office, is now in the Communications Section of the Directors Office. Finally, the Office of the Attorney General has provided an attorney dedicated to fair housing issues who is resident in the Department two days a week.

Director Ware told the Board members that the General Assembly approved Governor Mark Warner's request that the Department be provided with eight new positions, and two new positions for two new programs, during the 2005 legislative session and asked Ms. O'Neal and Mr. Christner to provide details on how the positions will be utilized. Ms. O'Neal informed the Board members that the numbers of applications and regulants have been increasing for several years without a corresponding increase in staffing until now. Of the ten positions, six are directed to Licensing and Regulation Division and four are directed to Compliance and Investigations Division. Of the six positions for LRD, four are new licensing positions in the five sections, one position is for a new legal assistant and one position is being held for future needs. Mr. Christner informed the Board members that he will utilize one position for a field investigative supervisor in the south-west part of the state, one position for an additional in-house investigator in CAR, one position may be used for a legal analyst in CAR, and the final position is still being evaluated.

Director Ware informed the Board members that long-time employee Wayne Brown, most recently the Director of Field Investigations, had retired.

The staff present in the room introduced themselves as follows: Liz Hayes, Amelia Guckenberger, Jennifer Kazzie, and Doug Schroder.

Chief Deputy Director Ryals provided an update on the status of the Fair Housing and Recovery Fund process improvement teams. In addition, she provided an overview regarding the Department's TQI efforts including how it was incorporated in the employee recognition day festivities.

Sandra Whitley
Ryals, Chief
Deputy
Director's
Report

Mr. Arthur provided a report on the results of recent audits of the agency. Specifically, the Department of Accounts reviewed travel and other expenditures and the Auditor of Public Accounts reviewed the agency's financial statement and transactions. The results of both reviews were positive.

Steven L.
Arthur, Deputy
Director for
Administration
and Finance

Mr. Arthur provided the Board members with an overview of the new budgeting process being implemented statewide. The new service area budgeting process will align the Department's budget with its strategic plan and funding will be allotted based on the strategic plan.

Mr. Christner introduced Doug Schroder and Jennifer Kazzie of the Adjudication Section and asked them to provide an update on the progress made in the processing of Informal Fact-Finding Conferences. Ms. Kazzie informed the Board members that the backlog of IFF's had been reduced by approximately 2/3 due to the new process implemented last July, use of temporary staff, and using former board members to conduct IFF's.

Nick A.
Christner,
Deputy Director
for Compliance
and
Investigations

Mr. Frias nominated Julie Clifford as Chair; and Ronald Lushbaugh as Vice-Chair, of the Board for Professional and Occupational Regulation for the period of July 1, 2005, to June 30, 2006. Mr. Demmel seconded the motion which was unanimously approved by members: Barbour, Clifford, Demmel, Ferguson, Frias, Jackson, Lushbaugh, and Tucker.

Other Business

Ms. Barbour moved to adopt the following resolution in recognition of Ms. Ferguson's eight years of service to the Board:

WHEREAS, **Susan T. Ferguson**, did faithfully and diligently serve as a member of the Virginia Board for Professional and Occupational Regulation from 1997 to 2005;

WHEREAS, **Susan T. Ferguson**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Susan T. Ferguson**, did endeavor at all times to render decisions 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 wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the

citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Professional and Occupational Regulation this 6th day of June, 2005, that **Susan T. Ferguson**, be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Mr. Frias seconded the motion which was unanimously approved by members: Barbour, Clifford, Demmel, Ferguson, Frias, Jackson, Lushbaugh, and Tucker. Mr. Jackson presented Ms. Ferguson with the resolution.

Mr. Tucker moved to adopt the following resolution in recognition of Mr. Jackson's eight years of service to the Board:

WHEREAS, **Raynard Jackson**, did faithfully and diligently serve as a member of the Virginia Board for Professional and Occupational Regulation from 1997 to 2005;

WHEREAS, **Raynard Jackson**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Raynard Jackson**, did endeavor at all times to render decisions with fairness and good judgment in the best interest of the citizens of the Commonwealth and these professions; and

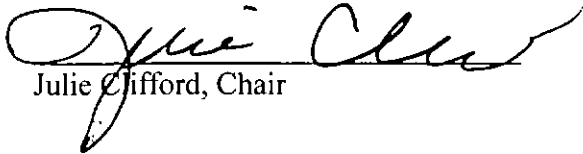
WHEREAS, the Virginia Board for Professional and Occupational Regulation wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;


NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Professional and Occupational Regulation this 6th day of June, 2005, that **Raynard Jackson**, be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Demmel seconded the motion which was unanimously approved by members: Barbour, Clifford, Demmel, Ferguson, Frias, Jackson, Lushbaugh, and Tucker. Ms. Clifford presented Mr. Jackson with the resolution.

Mr. Frias moved to adjourn. Mr. Demmel seconded the motion which was Adjournment unanimously approved by members: Barbour, Clifford, Demmel, Ferguson, Frias, Jackson, Lushbaugh, and Tucker. The meeting was adjourned at 11:15 a.m.


Julie Clifford, Chair


Louise Fontaine Ware, Secretary
