

## COMMON INTEREST COMMUNITY BOARD

### MINUTES OF MEETING

The Common Interest Community Board (Board) met on December 14, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Maureen A. Baker  
Deborah Casey  
Matt Durham, Chair  
Thomas Mazzei  
Catherine Noonan  
Lori Overholt  
Anne M. Sheehan  
Tracey Talbert  
Margaret Tunstall  
Joyce Wolfe

Board member Katherine E. Waddell was not in attendance.

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

Kishore S. Thota, Director  
Brian Wolford, Chief Deputy Director  
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy  
Director R. Thomas Payne II, Compliance and Investigations Division Deputy  
Director  
Tanya Pettus, Board Administrator  
Lee Bryant, Board and Regulatory Operations Administrator  
Joseph C. Haughwout, Jr., Regulatory Affairs Manager  
Heather Gillespie, Ombudsman  
Rachel Harris, Administrative Coordinator  
Gezelle Glasgow, Administrative Coordinator

Joshua Laws, Assistant Attorney General with the Office of the Attorney General was present.

Finding a quorum of the Board present, Mr. Durham called the **Call to Order** meeting to Order at 10:00 A.M.

Mr. Durham reviewed the emergency evacuation procedures.

**Emergency Evacuation  
Procedures**

Ms. Noonan moved to approve the agenda as presented. Ms. Overholt seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

**Approval of Agenda**

Ms. Sheehan moved to approve the minutes from the September 21, 2023, Board meeting, and the November 2, 2023, Regulatory Review Committee meeting. Ms. Tunstall seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

**Approval of Minutes**

Mr. Durham requested that all Board members and staff introduce themselves.

**Introduction of New  
Board Members**

Ms. Pettus advised the Board that former Chief Deputy Director Kishore Thota is now the Director of the agency and that Brian Wilford is now serving as the Chief Deputy Director.

**DPOR Staff Updates**

No members of the public present wished to address the Board.

**Public Comment**

Ms. Casey recused herself from the meeting for discussion and deliberation of File Number 2022-02691.

**Recusal of Board  
Members**

Ms. Tunstall recused herself from the meeting for discussion and deliberation of File Numbers 2022-02691, 2023-02591, and 2023-02595.

In the matter of **File Number 2022-02691, Atlantic Community Management Corporation**, the Board members reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

**File Number 2022-  
02691, Atlantic  
Community  
Management  
Corporation**

Ms. Overholt moved to accept the Presiding Officer's recommendation and find Atlantic Community Management Corporation in violation of Board regulation 18 VAC 48-50-190 as provided in Count 1. Ms. Talbert seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Noonan moved to accept the Presiding Officer's recommendation and find Atlantic Community Management Corporation in violation of Board regulation 18 VAC 48-50-190.7 as provided in Count 2. Ms. Talbert seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Sheehan moved to accept the Presiding Officer's recommendation and find Atlantic Community Management Corporation in violation of Board regulation 18 VAC 48-50-190.12 as provided in Count 3. Ms. Noonan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Talbert moved to accept the Presiding Officer's recommendation and find no violation of Board regulations as provided in Count 4. Ms. Noonan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Overholt moved to accept the Presiding Officer's recommendation and find Atlantic Community Management Corporation in violation of Board regulation 18 VAC 48-50-220.B as provided in Count 5. Ms. Noonan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Noonan moved to accept the Presiding Officer's recommendation and find Atlantic Community Management Corporation in violation of Board regulation 18 VAC 48-50-220.D as provided in Count 6. Ms. Sheehan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Noonan then moved to accept the sanctions as recommended and impose no sanction for the violation as provided in Count 1. Ms. Sheehan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Overholt then moved to accept the sanctions as recommended and impose a monetary penalty of \$650.00 for the violation as provided in Count 2. Ms. Sheehan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert,

and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Wolfe then moved to accept the sanctions as recommended and impose a monetary penalty of \$1,000.00 for the violation as provided in Count 3. Ms. Wolfe seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Wolfe then moved to accept as the Presiding Officer's recommendation and impose no sanction as there was no violation found in Count 4. Ms. Wolfe seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Wolfe then moved to accept the sanctions as recommended and impose a monetary penalty of \$1,250.00 for the violation contained in Count 5. Ms. Sheehan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Wolfe then moved to accept the sanctions as recommended and impose a monetary penalty of \$1,250.00 for the violation contained in Count 6. Ms. Sheehan seconded the motion which was approved by: Baker, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Casey returned to the meeting.

**Return of Board  
Member**

In the matter of **File Number 2023-02591 Fan Gallery Condominium**, the Board members reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation. Neither the complainant or respondent attended the Board meeting in person, by counsel nor by any other qualified representative.

**File Number 2023-  
02591, Fan Gallery  
Condominiums**

Ms. Noonan moved to accept the Presiding Officer's recommendation and find Fan Gallery Condominium in violation of Board regulation 18 VAC 48-30-690.1 as provided in Count 1. Ms. Sheehan seconded the motion which was approved by: Baker, Casey, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on this matter.

Ms. Talbert then moved to accept the sanctions as recommended and impose revocation of Fan Gallery Condominiums' condominium registration for the violation as provided in Count 1. Ms. Casey seconded the motion which was approved by members: Baker, Casey, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

In the matter of **File Number 2023-02595 Alexandria Flats Condominium**, the Board members reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation. Neither the complainant or respondent attended the Board meeting in person, by counsel nor by any other qualified representative.

**File Number 2023-02595, Alexandria Flats Condominium**

Ms. Overholt moved to accept the Presiding Officer's recommendation and find Alexandria Flats Condominium in violation of Board regulation 18 VAC 48-30-690.1 as provided in Count 1. Ms. Sheehan seconded the motion which was approved by: Baker, Casey, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on this matter.

Ms. Noonan then moved to accept the sanctions as recommended and impose revocation of Alexandria Flats Condominium's condominium registration for the violation as provided in Count 1. Ms. Casey seconded the motion which was approved by members: Baker, Casey, Durham, Noonan, Overholt, Sheehan, Talbert, and Wolfe. Mr. Mazzei abstained from voting on the matter.

Ms. Tunstall returned to the meeting.

**Return of Board Member**

Ms. Sheehan recused herself from the meeting from discussion and deliberation of File Number 2023-02714.

**Recusal of Board Member**

In the matter of **File Number 2023-02714, Common Interest Community Board vs. Rosewood Management & Consulting Services LLC (Respondent)**, the Board reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Recommendation. Ms. Casey

**File Number 2023-02714, Common Interest Community Board vs. Rosewood Management &**

moved to accept the recommendation and find Rosewood Management and Consulting Services LLC in violation of 18 VAC 48-50-190.16 as outlined in Count 1, in violation of 18 VAC 48-50-190.17 as outlined in Count 2, 18 VAC 48-50-190.8 as outlined in Count 3, 18 VAC 48-50-190.1 as outlined in Count 4, and 18 VAC 48-50-220.B as outlined in Count 5. Ms. Wolfe seconded the motion which was unanimously approved by: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Talbert, Tunstall, and Wolfe.

**Consulting Services  
LLC (Respondent)**

Ms. Talbert then moved to accept the sanctions as recommended and impose the following: a monetary penalty of \$2,500.00 for the violation as provided in Count 1, a monetary penalty of \$1,000.00 for the violation as provided in Count 2, a monetary penalty of \$2,500.00 for the violation contained in Count 3, a monetary penalty of \$1,033.00 for the violation contained in Count 4, and a monetary penalty of \$2,250.00, for a total monetary penalty of \$9,283.00. In addition, for violations of Counts 1, 2, 3, 4, and 5, revocation of Rosewood Management and Consulting Services LLC's CIC manager license was imposed.

Ms. Wolfe seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei Noonan, Overholt, Talbert, Tunstall, and Wolfe.

Ms. Sheehan returned to the meeting.

**Return of Board  
Member**

In the matter of **File Number 2023-02715, Common Interest Community Board vs. Rose K. Bailey (Respondent)**, the Board reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Recommendation. Neither the complainants or respondent attended the Board meeting in person, by counsel nor by any other qualified representative.

**File Number 2023-  
02715, Common  
Interest Community  
Board vs. Rose K.  
Bailey (Respondent)**

Ms. Noonan moved to accept the recommendation and find Ms. Bailey in violation of 18 VAC 48-50-190.16 as outlined in Count 1, in violation of 18 VAC 48-50-190.17 as outlined in Count 2, 18 VAC 48-50-190.8 as outlined in Count 3, and 18 VAC 48-50-190.1 as outlined in Count 4. Ms. Wolfe seconded the motion which was unanimously approved by: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Mr. Mazzei moved to accept the sanctions and impose the following: a monetary penalty of \$1,033.00 for the violation as provided in Count 1, a monetary penalty of \$1,000.00 for the violation as provided in Count 2, and a monetary penalty of \$1,033.00 for the violation contained in Count 3 for a total monetary penalty of \$3,066.00. In addition, for violations of Counts 1, 2, and 3, revocation of Rose K. Bailey's certified principal or supervisory employee certificate was imposed.

Ms. Wolfe seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

At the suggestion of staff, Mr. Durham moved to amend the agenda and move item IX d. to the beginning of Board Business items to be considered by the Board. Mr. Mazzei seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

**Amend Agenda to  
Move Item IX d.  
Closed Meeting for the  
Purpose of Consultation  
with Legal Counsel and  
Staff Regarding  
Specific Legal Matters  
Pursuant to §2.2-  
3711.A.7 of the Code of  
Virginia**

At 10:40 A.M., Ms. Baker moved that the Board meeting be recessed and that the Common Interest Community Board immediately reconvene in closed meeting for the purpose of consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation as permitted by §2.2-3711.A.7 of the Code of Virginia. The following non-members were in attendance to reasonably aid the consideration of the topic: Lee Bryant, Johnathan Darden, Stephen Kirschner, Josh Laws, Tom Payne, Tanya Pettus, Kishore Thota, and Brian Wolford.

**Closed Session**

Mr. Mazzei seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

This motion was made with respect to the matter(s) identified as agenda item(s):

**9d. Closed Meeting for the Purpose of Consultation with Legal Counsel and Staff Regarding Specific Legal Matters Pursuant to §2.2-3711.A.7 of the Code of Virginia**

At 10:56 A.M., The Board members agreed by consensus to adjourn the closed meeting and reconvene in an open meeting.

**Certification of Closed Meeting**

WHEREAS, the Common Interest Community Board has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by this Common Interest Community Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Common Interest Community Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Common Interest Community Board.

VOTE: 10-0

AYES: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Talbert, Tunstall, and Wolfe

Ms. Sheehan certified the closed meeting to the best of her ability as she recused herself from a portion of the closed session.

NAYS: None.

ABSENT DURING THE VOTE: None.

ABSENT DURING THE MEETING: Katherine Waddell

Upon reconvening in open session, Ms. Baker moved that there is

**Reconvene in Open**



reasonable cause to believe that Tagare Corporation, CIC Manager License Number 0501000168, is “unable to properly discharge its fiduciary responsibilities to an association to which it provides management services” in accordance with §54.1-2353 of the Code of Virginia, and to petition for an injunction against Tagare Corporation, and the appointment of a receiver as provided in §54.1-2353 of the Code of Virginia. The Board approved the injunction and appointment of receivership by a roll call vote.

**Session**

VOTE: 10-0

AYES: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Nays: None.

ABSENT DURING THE VOTE: None.

ABSENT DURING THE MEETING: Katherine Waddell.

Mr. Bryant provided an update on regulatory actions.

**Update on Regulatory  
Actions**

General review of the CIC Condominium Registration Regulations is in the NOIRA stage and filing is pending. First regulatory review committee meeting was scheduled for December 13, 2023, but was cancelled due to lack of quorum.

General review of the Time-Share Regulations is in the NOIRA stage and filing is pending. The Committee is being formed.

General review of the CIC Association Registration Regulations is in the NOIRA stage and filing is pending.

General review of the CIC Manager Regulations is in the Proposed stage. The CIC Manager Regulatory Review Committee reconvened on 11/2/23 to revisit proposed amendments. The Board will consider the Committee’s proposed draft amendments later in the meeting.

General review of the CIC Ombudsman Regulations is in the NOIRA stage. The Board will consider the Ombudsman Regulatory Review Committee’s recommendations later in this meeting.

Amendments to the Time-Share Regulations due to HB 1955 and

SB 969 were approved by the Executive Branch and will become effective 1/1/24.

Amendments to the CIC Ombudsman Regulations due to HB 1627 and SB 1042 were approved by the Executive Branch and will become effective 1/1/24.

Amendments to the CIC Manager Regulations, CIC Association Registration Regulations, and CIC Ombudsman Regulations due to creation of the Resale Disclosure Act were approved by the Executive Branch and will become effective 1/1/24.

Mr. Haughwout and Mr. Bryant presented the Board with proposed draft amendments to the CIC Ombudsman Regulations for consideration.

**Consider Adoption of  
Proposed Draft  
Amendments to CIC  
Ombudsman  
Regulations**

Ms. Baker moved to adopt the proposed draft amendments to the CIC Ombudsman Regulations as presented. Ms. Tunstall seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Mr. Haughwout and Mr. Bryant presented the Board with proposed draft amendments to the CIC Manager Regulations for consideration.

**Consider Adoption of  
Proposed Draft  
Amendments to CIC  
Manager Regulations**

After lengthy discussion, Ms. Wolfe moved to adopt proposed draft amendments to CIC Manager Regulations as amended. Ms. Casey seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Ms. Pettus advised the Board that the reconvened CIC Manager Regulatory Review Committee also asked that the Board revisit proposed legislative changes that the Committee recommended during its sessions in 2021 and 2022. The Board reviewed the proposed legislative changes and agreed by consensus to continue putting the recommended proposed legislative changes forward for consideration, to include line item 2, which had not previously been included in the Board's legislative amendment recommendations.

Ms. Pettus presented the Board with a request to review a waiver of filing fees for two Notices of Final Adverse Decisions (NFAD). Based on Board guidance effective December 10, 2020, and the information submitted by the requestor, staff denied the fee waiver requests, after which it was asked that the request go before the Board for consideration.

**Consider Request for  
Waiver of NFAD Filing  
Fee**

After a lengthy discussion, Ms. Casey moved to reject the request for waiver of NFAD filing fees. Ms. Overholt seconded the motion which was unanimously approved by members: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Ms. Gillespie provided the Board with the annual report from the Office of the Common Interest Community Ombudsman, advising that the report is currently being finalized. The report contains statistics on complaints received by the Ombudsman's office, as well as compliance and enforcement statistics.

**Ombudsman Report**

Ms. Gillespie informed the Board that she will be leaving the agency at the end of the year.

Ms. Gillespie was presented with the following resolution for her service to the Board.

**HEATHER GILLESPIE**

WHEREAS, Heather Gillespie did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation from 2008 to 2023;

WHEREAS, Heather Gillespie, did devote generously of her time, talent and leadership to the Board;

WHEREAS, Heather Gillespie, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board 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 Common Interest Community Board this fourteenth day of December 2023, that

Heather Gillespie be given all honors and respect due her for her outstanding service to this Board and 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.

Ms. Overholt moved to adopt the resolution as written. Ms. Talbert seconded the motion which was unanimously approved by: Baker, Casey, Durham, Mazzei Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Ms. Pettus provided the Board with the most recent financial statements and advised that the transfer of CIC Management Information Funds approved by the Board at its September 21, 2023, would be reflected on the next financial statement.

**Board Financial  
Statements**

Board members considered the following resolutions for service.

**DAVID S. MERCER**

**CONSIDER  
RESOLUTIONS FOR  
SERVICE**

WHEREAS, David S. Mercer did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation from 2019 to 2023;

WHEREAS, David S. Mercer, did devote generously of his time, talent and leadership to the Board;

WHEREAS, David S. Mercer, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board 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 Common Interest Community Board this fourteenth day of December 2023, that David S. Mercer be given all honors and respect due him for his outstanding service to this Board and 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.

SCOTT E. STERLING

WHEREAS, Scott E. Sterling did faithfully and diligently serve the Common Interest Community Board, and the Department of Professional and Occupational Regulation from 2015 to 2023;

WHEREAS, Scott E. Sterling, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Scott E. Sterling, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board 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 Common Interest Community Board this fourteenth day of December 2023, that Scott E. Sterling be given all honors and respect due him for his outstanding service to this Board and 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.

Ms. Baker moved to adopt the resolutions as written. Ms. Talbert seconded the motion which was unanimously approved by: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe.

Ms. Pettus opened the floor for nominations for the position of Chair of the Common Interest Community Board. Mr. Mazzei nominated Matt Durham for the position of Chair. The motion was seconded by Anne Sheehan. Mr. Durham accepted the

**Election of Officers**

nomination. The nominations were closed. The motion was unanimously approved by: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe. By acclimation, Mr. Durham was named Board Chair.

Mr. Durham opened the floor for nominations for the position of Vice-Chair of the Common Interest Community Board. Mr. Mazzei nominated Maureen Baker for the position of Vice-Chair; the motion was seconded by Ms. Tunstall. Ms. Baker accepted the nomination. The nominations were closed. The motion was unanimously approved by: Baker, Casey, Durham, Mazzei, Noonan, Overholt, Sheehan, Talbert, Tunstall, and Wolfe. By acclimation, Ms. Baker was named Board Vice-Chair.

Discussion was held on certification requirements for certified principal or supervisory employees.

**Other Board Business**

At the request of the Board at its September 21, 2023, meeting, Ms. Pettus provided the list of legislative items proposed by the Board for consideration during the 2024 General Assembly session for informational purposes.

Mr. Durham reminded the Board members to complete their conflict of interest forms and travel vouchers.

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

There being no further business, the Board adjourned at 12:31 pm.

**Adjourn**

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Matt Durham, Chair

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Kishore S. Thota, Secretary