

BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

MINUTES

The Board for Professional and Occupational Regulation met on Monday, September 12, 2011, 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:

**John Barsa
Laurie Buchwald
Elizabeth Cake
Patricia Kline
Delceno Miles
Mick Shaw
Sheree Tsai**

Board members William Dennis, Jr. and Heather Martin were not present at the meeting.

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

**Gordon Dixon, Director
Mark N. Courtney, Deputy Director for Licensing and Regulation
Kathleen (Kate) R. Nosbisch, Executive Director
Andrea Overman, Executive Secretary**

There was no representative from the Office of the Attorney General present at the meeting.

Ms. Cake called the meeting to order at 10:03 a.m. noting there was a quorum. Ms. Tsai arrived at 10:05 a.m.

Call to Order

Ms. Cake advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Ms. Cake welcomed the Board and DPOR staff and asked for introductions around the room.

**Welcome and
Board
Appointments**

By consensus of the Board, the agenda was approved as amended.

Agenda Approval

Mr. Shaw moved to approve the November 15, 2010 minutes as presented and Ms. Miles seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai.

**Approval of
Minutes**

Ms. Miles moved to approve the March 7, 2011 minutes as presented and Mr. Shaw seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai.

Mr. Shaw moved to approve the June 7, 2011 minutes as presented and Ms. Miles seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai.

There were no public comments made to the Board.

Public Comment

Capt. J. William Cofer provided an overview of the history of Branch Pilots with a presentation entitled "Board for Branch Pilots."

**Capt. J. William
Cofer, Member
Board for Branch
Pilots**

Director Dixon thanked Capt. Cofer for his presentation and welcomed the Board and offered congratulations to Ms. Miles on her additional appointment as a member of the Board of Visitors at Christopher Newport University.

**Gordon Dixon,
Director's Report**

In the Director's Report, Mr. Dixon explained the Department has submitted a revised strategic plan to coincide with the Governor's initiatives, mainly, job creation. Key measures of this are how to manage dollars; the speed and efficiency of processing licenses; and effectively handling complaints.

He further discussed the Governor's Reform Commission which is addressing many issues, one of which relates to processes within DPOR: the Callahan Act which determines how and when to raise or lower fees; and streamlining (merge/eliminate) boards within DPOR and DHP.

Mr. Dixon stated that the Department has submitted its Legislative package that introduces four pieces of legislation to the Policy Office. He also explained that the EAGLES database project, originally scheduled for a 2014 completion date, is on target for completion. It was also explained that DPOR CID staff has had recent changes with the unexpected loss of one staff member and promotion of two others.

Ms. Nosbisch presented the Branch Pilots Board Academy.

**Kathleen (Kate)
Nosbisch,
Executive Director
Board for Branch
Pilots**

The 2012 meeting dates were presented: March 5, 2012; June 4, 2012; September 10, 2012; and November 13, 2012. Ms. Miles moved to approve the dates as presented and Mr. Barsa seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai.

2012 Meeting Dates

Ms. Miles moved to approve the Board Liaison assignments as presented and Mr. Barsa seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai.

**Board Liaison
Assignments**

Election of Officers was conducted by Director Gordon Dixon for the 2011-2012 term. Mr. Barsa moved to nominate Mick Shaw as Chair, and there being no further nominations, Ms. Miles moved to close nominations. Ms. Miles seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai. Ms. Cake moved to nominate Laurie Buchwald as Vice-Chair, and there being no further nominations, Ms. Miles moved to close nominations. Mr. Shaw seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai.

**Election of Officers
and Other Business**

It was also explained that other Department Boards will be noticed of Liaison assignments. Liaisons will receive Board meeting materials and may attend meetings as a part of the public.

Ms. Buchwald expressed thanks, on behalf of the Board, to Department staff for the work and effort that is put into each Board meeting.

Board members Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai participated in Conflict of Interest Act training.

**Conflict of Interest
Act Training**

Ms. Nosbisch reminded Board members to sign and leave their Conflict of Interest Forms and Travel Vouchers.

**Conflict of Interest
Forms/Travel
Vouchers**

Mr. Shaw moved to adjourn and Ms. Miles seconded the motion which **Adjournment** was unanimously approved by members: Barsa, Buchwald, Cake, Kline, Miles, Shaw and Tsai. The meeting adjourned at 1:25 p.m.



Elizabeth G. Cake, Chair



Gordon Dixon, Director

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

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

1. Name: John Barsa
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 12, 2011

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

9/12/11

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 September 12, 2011

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

Nature of Personal Interest Affected by Transaction:

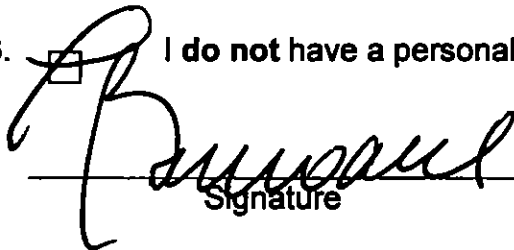
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

9/12/2011
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 September 12, 2011

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

9-12-2011
Date

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

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

1. Name: Patricia O. Kline
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 12, 2011

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.

Patricia O. Kline
Signature

9/12/12
Date

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

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

1. Name: Delceno Miles
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 12, 2011

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

Nature of Personal Interest Affected by Transaction:

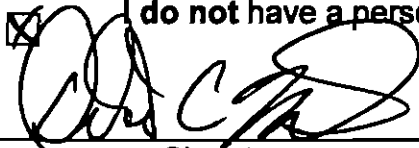
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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: Mick Shaw
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 12, 2011

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.

"Mick" Michael Shaw
Signature

9/12/11
Date

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

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

1. Name: Sheree Tsai
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 12, 2011

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

9/12/2011
Date