

APPROVED

**BOARD OF DENTISTRY
NEW MEMBER ORIENTATION**

Wednesday, September 2, 2015

**Department of Health Professions
9960 Mayland Drive, Suite 200
Henrico, Virginia**


- CALL TO ORDER:** The meeting was called to order at 3:06 p.m.
- PRESIDING:** Melanie Swain, R.D.H., President
- MEMBERS PRESENT:** Tonya A. Parris-Wilkins, D.D.S.
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Donna Lee, Discipline Case Manager
- ORIENTATION:** Ms. Swain welcomed Dr. Parris-Wilkins and said she is available to answer any questions as Dr. Parris-Wilkins gets started. Ms. Swain explained that the Board speaks as a body and individual members cannot speak for the Board and also encouraged Dr. Parris-Wilkins to refer inquiries she receives to Board staff.
- Ms. Reen explained a change in the order of business shown on the posted Agenda, indicating that Ms. Palmatier would begin by addressing disciplinary cases.
- Ms. Palmatier explained and discussed the disciplinary case process and the roles of Enforcement and APD. She explained the Probable Cause Review form and discussed the information needed to close a case and to move a case forward for an advisory letter, confidential consent agreement, pre-hearing consent order or informal conference. She also reviewed the guide on case reviews, probable cause decisions and disciplinary action. She encouraged Dr. Parris-Wilkins to use it to help work through cases and to call staff with any questions about a case.
- Ms. Swain reviewed the Bylaws and the Code of Conduct for Members and explained the reference materials in the member handbook.
- Ms. Reen introduced the Board's website and explained the pertinent information such as the Board's regulations, laws, guidance documents, and the 90-day Case Decisions. She then explained the Board's three areas of work; licensure, regulation, and discipline. She gave an overview of the Board's structure, staffing, and memberships in SRTA and ADEX. She indicated that serving as an examiner is optional.

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Ms. Lee reviewed the state's policies on travel and per diems then gave Dr. Parris-Wilkins the conflict of interest training material to complete and return.

ADJOURNMENT The training was adjourned at 5:45 p.m.



Melanie S. Swain, R.D.H., President



Sandra K. Reen, Executive Director

9/18/15

Date

September 18, 2015

Date