

# **BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION**

## **MINUTES**

The Board for Professional and Occupational Regulation met on Monday, November 15, 2010, 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:

**Laurie Buchwald  
Elizabeth Cake, Vice-Chairman  
Walter Fore  
Heather Martin  
Daniel Nix  
William Alfred Tucker**

Board members James Demmel and Deborah Icenhour 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  
Vaughn Rinner, LA, ASLA, APELSCIDLA Board Member  
Steven P. Jack, Assistant Attorney General  
Andrea Overman, Executive Secretary**

In Mr. Demmel's absence, Ms. Cake, Vice-Chairman, called the meeting to order at 10:06 a.m.

**Call to Order**

Ms. Cake welcomed everyone and advised the Board of the emergency evacuation procedures.

**Welcome and  
Emergency Evacuation  
Procedures**

Mr. Nix made a motion to approve the agenda as presented and Mr. Tucker seconded the motion, which was unanimously approved by members: Buchwald, Cake, Fore, Martin, Nix and Tucker.

**Agenda Approval**

Mr. Fore made a motion to approve the June 7, 2010 and September 13, 2010, minutes as presented and Mr. Nix seconded the motion, which was unanimously approved by members: Buchwald, Cake, Fore, Martin, Nix, and Tucker.

**Approval of Minutes**

There were no public comments made to the Board.

**Public Comment**

Director Dixon welcomed the Board. He explained that he has recently engaged in three boards by participating in a Branch Pilots tour; speaking at the Virginia Polygraph Association conference; and attending a professional boxing event. He also explained that, as of today, DPOR is now in Phase 3 of EAGLES, which is the third and final phase of this project. He further pointed out the CIC Ombudsman Annual Report is due December 1 to the Legislature, and the General Assembly will convene mid-January 2011.

**Gordon Dixon,  
Director's Report**

Director Dixon noted that Board replacements have not been appointed by the Governor as yet. Until notification of appointments is received, Board members with expired terms are welcome and encouraged to continue attending the BPOR Board meetings.

**Gordon Dixon, Board  
Replacement Update**

Ms. Nosbisch, Executive Director, gave a presentation on the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board).

**Kate Nosbisch,  
Executive Director -  
APELSCIDLA Board**

Ms. Rinner, LA, ASLA, gave a presentation on "A Day in the Life of a Landscape Architect."

**Vaughn Rinner,  
Landscape Architect -  
APELSCIDLA Board**

Board Member Laurie Buchwald suggested it would be helpful to the Board in understanding how DPOR operates if everyone had an organizational chart of the Agency. Mr. Courtney explained the Agency would make the organizational charts available to the Board members.

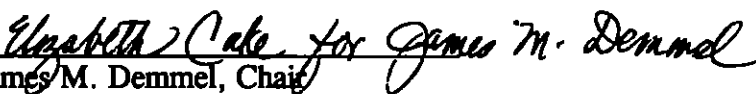
**Other Business**

Ms. Cake, Vice-Chairman, reminded Board members to sign and leave their Conflict of Interest Forms and Travel Vouchers.

**Conflict of Interest  
Forms/Travel  
Vouchers**

Mr. Tucker moved to adjourn and Mr. Fore seconded the motion, which was unanimously approved by members: Buchwald, Cake, Fore, Martin, Nix, and Tucker. The meeting adjourned at 11:52 a.m.

**Adjournment**

  
James M. Demmel, Chair

  
Gordon Dixon, Director

**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 November 15, 2010

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.

Buchwald  
Signature

11/15/2010  
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 November 15, 2010

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

11.15.2010  
Date

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

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

1. Name: Walter Fore  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting November 15, 2010

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.

Walter M. Fore Jr  
Signature

11-15-10  
Date

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

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

1. Name: Heather L. Martin  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting November 15, 2010

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

11-15-10  
Date

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

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

1. Name: Daniel Nix
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting November 15, 2010

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: William Tucker  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting November 15, 2010

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.

*William Tucker*  
Signature

*11/15/10*  
Date