

# BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

## MINUTES

The Board for Professional and Occupational Regulation met on Tuesday, June 7, 2011, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The Board also observed the Board for Contractors meeting from 9:00-10:00 a.m.

The following members were present for all or part of the meeting:

Laurie Buchwald  
William Dennis, Jr.  
Mick Shaw  
Sheree Tsai

Board members James Demmel, Elizabeth Cake, Heather Martin, Delceno Miles and John Barsa were not present at the meeting.

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

Gordon Dixon, Director  
Kathleen (Kate) R. Nosbisch, Executive Director  
Andrea Overman, Executive Secretary

In Mr. Demmel's (chairman) and Ms. Cake's (vice-chairman) absence, Board Member Laurie Buchwald called the meeting to order at 10:23 a.m.

**Call to Order**

Ms. Buchwald welcomed the Board and DPOR staff and noted a quorum was not present.

**Welcome**

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

**Emergency  
Evacuation  
Procedures**

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

**Agenda Approval**

By consensus of the Board, a decision was made to defer approval of the November 15, 2010, Minutes and March 7, 2011, Minutes to the September 12, 2011, Board meeting.

**Approval of Minutes**

There were no public comments made to the Board.

**Public Comment**

Mr. Zmuda provided a presentation entitled "A Day in the Life of a Land Surveyor."

Michael W. Zmuda,  
LS, PE  
Member  
APELSCIDLA  
Board

Mr. Dixon discussed the make-up of the Board for Contractors and the procedures for the Board meeting. He also explained the Recovery Fund process and answered questions from each Board member. The Board also requested that thanks be extended to the Board for Contractors for its hospitality.

Gordon Dixon,  
Board for  
Contractors  
Debriefing and  
Director's Report

Mr. Dixon further presented the Director's Report beginning with an update on several of Governor McDonnell's initiatives which follow. Every effort should be made in support of the Commonwealth's veterans which DPOR is supporting with its own initiatives. As of today, there is an anticipated year-end budget surplus for the Commonwealth. The General Assembly denied a 3% state employee bonus structure; however, state employees will receive a 5% pay increase to offset a 5% individual retirement contribution. A hiring freeze is in place for General Fund agencies. DPOR is a non-General Fund agency but is supporting this initiative by not filling open and non-essential positions at this time. Mr. Dixon also pointed out that job creation is still the main focus of Governor McDonnell.

Mr. Dixon also reported that DPOR has a possible year-end surplus due mainly to not filling open and non-essential positions. The EAGLES project is moving along and should be complete before 2014; however, an IT position has been filled to support data migration and keep the project on track. The Barbers and Cosmetology fee increase continues to be an issue. Fees have not been increased since 2002, and the deficit has reached \$800,000. We are awaiting the Governor's approval and considering options if approval is not received. Board appointments are on track; however, James Demmel, Chairman, has resigned from the BPOR Board as of June 6, 2011.

Ms. Buchwald extended a thank you to DPOR staff for all the work and effort that is put into providing educational Board meetings.

Other Business

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

Conflict of Interest  
Forms/Travel  
Vouchers

By Board consensus, the meeting adjourned at 12:45 p.m.

**Adjournment**

  
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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: Laurie Buchwald  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting June 7, 2011

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

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Nature of Personal Interest Affected by Transaction:

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

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I am able to participate in this transaction fairly, objectively, and in the public interest.

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

*Laurie Buchwald*  
Signature

6/7/2011  
Date

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

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

1. Name: William Dennis, Jr.  
2. Title: Board Member  
3. Agency: BPOR Board  
4. Meeting/IFF Date: Board Meeting June 7, 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:

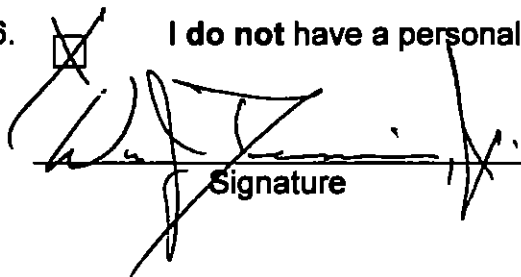
\_\_\_\_\_

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

06/07/11  
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 June 7, 2011

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

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Nature of Personal Interest Affected by Transaction:

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

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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 Shaw  
Signature

6/7/11  
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 June 7, 2011

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

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Nature of Personal Interest Affected by Transaction:

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

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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