

BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

MINUTES

The Board for Professional and Occupational Regulation met on Monday, September 8, 2014, 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:

Laurence Benenson
Suzanne Conrad
William Dennis, Jr.
James Head
H. Scott Johnson, Jr.
Martin Mooradian
Shelly Simonds

Board members Patricia Kline and Matthew Benka were not present at the meeting.

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

Nick A. Christner, Deputy Director
Kathleen (Kate) R. Nosbisch, Executive Director
Mark Courtney, Senior Director Regulatory and Public Affairs
Andrea Overman, Executive Secretary
Elizabeth Peay, Assistant Attorney General

There were no additional agency staff present at the meeting.

Acting Chair William Dennis, Jr. called the meeting to order at 10:08 a.m. noting there was a quorum. Executive Director Kate Nosbisch welcomed the new Board members and explained the Board for Professional and Occupational Regulation is the policy Board for the Department.

Call to Order & Welcome

Acting Chair William Dennis, Jr. advised the Board of the emergency evacuation procedures.

Emergency Evacuation Procedures

Ms. Conrad moved to approve the agenda as amended and Ms. Simonds seconded the motion which was unanimously approved by members: Benenson, Conrad, Dennis, Head, Johnson, Mooradian, and Simonds.

Agenda Approval

Mr. Dennis moved to approve the March 4, 2013 minutes and Mr. Benenson seconded the motion which was unanimously approved by members: Benenson, Conrad, Dennis, Head, Johnson, Mooradian, and Simonds.

Approval of Minutes

Election of Officers was conducted by Executive Director Kate Nosbisch for the 2014-2015 term. Mr. Benenson moved to nominate William Dennis, Jr. as Chair, and there being no further nominations, Ms. Conrad seconded the motion which was unanimously approved by members: Benenson, Conrad, Dennis, Head, Johnson, Mooradian, and Simonds. Ms. Conrad moved to nominate Patricia Kline as Vice-Chair, and there being no further nominations, Mr. Head seconded the motion which was unanimously approved by members: Benenson, Conrad, Dennis, Head, Johnson, Mooradian, and Simonds.

Election of Officers

There were no public comments made to the Board. Mr. Johnson arrived at 10:19 a.m.

Public Comment

In absence of Director Jay DeBoer, Deputy Director Nick A. Christner presented the Director's Report which addressed an inquiry of Mr. Dennis as to whether spot checks were randomly performed on license applications, and if so to outline the process.

Director's Report

Mr. Christner explained different boards have different license requirements that must be met by each applicant. In the last three years, it has been determined that two boards, primarily, have been affected by applicants attempting to obtain fraudulent licenses. The Department has determined how these licenses were obtained and by whom and procedures have been implemented to identify these types of applications. The Department has taken administrative action against some applicants, and federal charges will or may be taken against others. Further discussion took place, and Mr. Christner will provide updates, when available, at future meetings.

The 2015 meeting dates were presented: March 9, 2015; June 8, 2015; September 14, 2015; and November 16, 2015. Mr. Johnson moved to approve the dates as presented and Mr. Head seconded the motion which was unanimously approved by members: Benenson, Conrad, Dennis, Head, Johnson, Mooradian, and Simonds

2015 Meeting Dates

At this time, Ms. Nosbisch called for a brief ten minute recess.

Recess

Board Profile Summaries were provided to each Board member to acquaint everyone with Department Boards. The summaries include such information as: Board name; contact information; enabling statute; mission/purpose; composition requirements; future meetings and where held.

Review of Board Profiles

Ms. Nosbisch explained the Board Liaison sheet contains all Boards within the Department. She asked that everyone select up to three boards for which they would like to be considered liaison and provide her or Ms. Overman with this information. Assignments will be provided at a later date.

Board Liaison Assignments

Board rosters were provided each member with current member contact information. If information was incorrect or missing, a Board Member Information Sheet was provided and returned to Ms. Overman with corrected information.

Board Rosters

Ms. Nosbisch requested each Board member complete W-9 and EDI forms if they had not already done so. Mr. Dennis thanked Department staff on behalf of the Board for coordinating the meeting and reminded Board members to leave their signed Conflict of Interest Forms and Travel Vouchers.

Other Business and Conflict of Interest Forms/Travel Vouchers

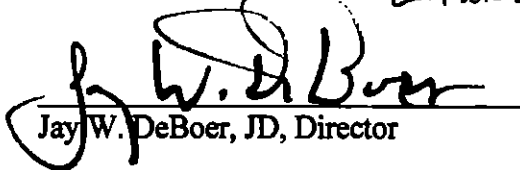
There being no further business, Ms. Conrad moved to adjourn and Mr. Benenson seconded the motion which was unanimously approved by members: Benenson, Conrad, Dennis, Head, Johnson, Mooradian, and Simonds. The meeting adjourned at 11:42 a.m.

Adjournment



William Dennis, Jr., Chair

LAURENCE BENENSON



Jay W. DeBoer, JD, Director

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

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

1. **Name:** Laurence Benenson
2. **Title:** Board Member
3. **Agency:** BPOR Board
4. **Meeting/IFF Date:** Board Meeting September 8, 2014

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

9/8/2014

Date

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

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

1. Name: Suzanne Conrad
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 8, 2014

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

Nature of Personal Interest Affected by Transaction:

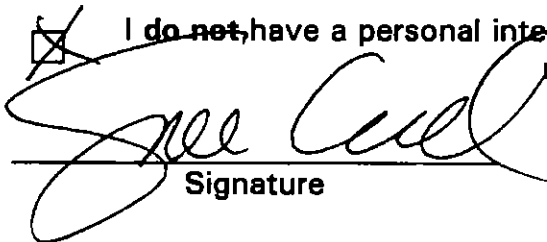
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

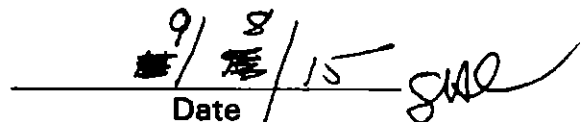
I am able to participate in this transaction fairly, objectively, and in the public interest.

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 Dennis, Jr.
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 8, 2014

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

NONE

Nature of Personal Interest Affected by Transaction:

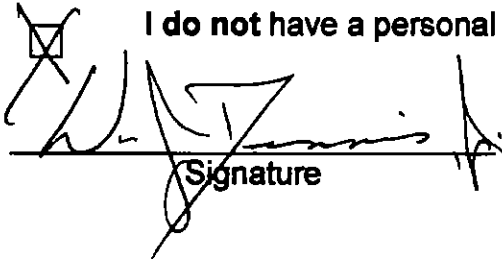
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

or

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.


Signature

9/8/14
Date

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

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

1. Name: James Head
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 8, 2014

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

NONE

Nature of Personal Interest Affected by Transaction:

NONE

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

NONE



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 Sept 14
Date

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

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

1. Name: H. Scott Johnson, Jr.
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 8, 2014

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.

H. Scott Johnson, Jr.
Signature

9/8/14
Date

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

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

1. Name: Marty Mooradian
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 8, 2014

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

Nature of Personal Interest Affected by Transaction:

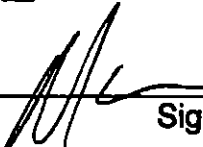
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

9/8/14
Date

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

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

1. Name: Shelly Simonds
2. Title: Board Member
3. Agency: BPOR Board
4. Meeting/IFF Date: Board Meeting September 8, 2014

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

9/8/2014
Date