

**APELSCIDLA BOARD PROFESSIONAL TITLE WORK GROUP
MEETING MINUTES**

The Professional Title Work Group of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on September 1, 2011, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

James R. Boyd
Lorri Finn

Staff present for all or part of the meeting were:

Gordon N. Dixon, Director
Justin Garofalo, Board Administrator
Amy Goobic, Administrative Assistant

There was no representative from the Attorney General's office present.

Mr. Boyd, presiding board member, called the meeting to order at 11:10 a.m.

Call to Order

The agenda was approved by consensus.

**Approval of
Agenda**

There were no public comments.

**Public Comment
Period**

Ms. Finn and Mr. Boyd reviewed the draft letter to DHRM, as presented to the APELSCIDLA board at its June 16, 2011 meeting, regarding DHRM's use of professional titles in job descriptions and job classifications. Discussion was held on the need to articulate between positions that require a license and those that are required to be under the direct control and supervision of a licensed professional.

**Discussion of
Professional Titles in
DHRM Job
Descriptions**

Ms. Finn and Mr. Boyd agreed by consensus to have staff draft a guidance document regarding the use of protected professional titles. Furthermore, group members agreed to forward the draft guidance document to DHRM and request input on the language. Base on the outcome of the guidance document, DHRM may be able to modify the use of professional titles in their job classification titles.

There was no other business.

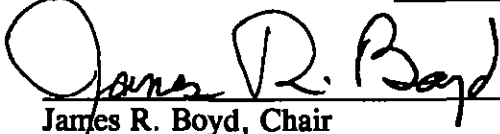
Other Business

Conflict of Interest forms were completed by all members present.

Conflict of Interest
Forms

There being no further business, the meeting was adjourned at 11:45 a.m.

Adjourn



James R. Boyd, Chair

Gordon N. Dixon, Secretary

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

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

1. Name: James R. Boyd
2. Title: Board Member
3. Agency: Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: Work Group Meeting September 1, 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

9/1/11
Date

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

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

1. **Name:** Lorri B. Finn
2. **Title:** Board Member
3. **Agency:** Interior Designers Section/APELSCIDLA Board
4. **Meeting/IFF Date:** Work Group Meeting September 1, 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 - 1 - 11

Date