

**POLYGRAPH EXAMINERS ADVISORY BOARD MEETING  
MINUTES OF JULY 18, 2019**

The Polygraph Examiners Advisory Board met on Thursday, **July 18, 2019**, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Richmond, Virginia.

The following members of the Advisory Board were present:

Karl Holzbach, Vice Chair  
William (Vic) Ingram  
George D Grant  
John T Orr  
Michael E Lovely

The following members of the Advisory Board were not present:

Stephen T Oliver

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director  
Marjorie King, Regulatory Boards Administrator  
Stephanie Keuther, Administrative Assistant  
Rhonda Starr, Examination Coordinator  
Deborah Ogram, Examination Specialist  
Shannon Webster, Director of Exams

Mr. Holzbach, Chairman called the meeting to order at 10:15a.m.

Call To Order

Mr. Orr made a motion seconded by Mr. Lovely to approve the Agenda as presented. The motion was approved with a vote of 4-0-0 AYES: Holzbach, Grant, Lovely, and Orr. Nays: None Abstained: None Absent: Ingram, and Oliver

Approval of the Agenda

Mr. Lovely made a motion seconded by Mr. Orr to approve the Minutes of April 11, 2019 as presented. The motion was approved with a vote of 3-0-1 AYES: Holzbach, Lovely and Orr. Nays: None Abstained: Grant Absent: Ingram, and Oliver

Approval of April, 11 2019 Meeting Minutes

There was none.

Public Comment

There was none.

Old Business

\*Board Member Mr. Ingram arrived at the meeting at 10:25 a.m. and will now be included in the voting.\*

New Business

New Business

**Guidance Document**

Guidance Document

Mr. Olson, Executive Director notified the Board that at the April 11, 2019 Polygraph Examiners Advisory Meeting staff was directed to draft a guidance document to help with the regulations. Research for the Guidance Document showed the APA does not put a question limit on the test. But that the test question language, and the number of test questions, should be consistent with the requirements of the Polygraph technique that is used.

After much discussion Mr. Lovely recommended the Guidance Document be consistent with the APA approved validated technique.

Mr. Olson, the Guidance Document is not a regulation it's a guide therefore could easily mirror the APA and be ready by October 2019 and published on Town Hall. Once published there would be a 30 day public comment period.

Mr. Orr made a motion seconded by Mr. Lovely to use the Guidance Document presented by staff. The motion was approved with a vote of 5-0-0 AYES: Holzbach, Lovely, Grant, Ingram, and Orr. Nays: None Abstained: Absent: Oliver

**Introductory of Exam Candidates**

Mr. Orr, Board member left the meeting to review the exam candidates test results.

**Introductory of Exam Candidates**

**Shannon Webster, Director of Exams**

Ms. Webster notified the Board that in order for the scenario portion of the exam to be valid, a minimum of four new scenarios needed to be created and added to the exam bank. Ms. Webster worked with the Board to create the four new exam scenarios for the Polygraph Exam, which will be incorporated into the 2020 exam cycle. The Polygraph Examiners Advisory Board will review and make any needed adjustments at the October 17, 2019 meeting in preparation for production.

**Exam Review**

Mr. Orr notified the Board that all exam candidates have passed the exams.

The next Board meeting is scheduled for Thursday, **October 17, 2019** at 10:00 am.

**Next Board meeting**

Travel vouchers and conflict of interest forms were completed by all the board members present and submitted to Stephanie Keuther for processing.

**Completion of Paperwork**

Mr. Holzbach motioned to adjourn the meeting at 1:25 pm.

**Adjourn**

  
Karl Holzbach, Chairman \_\_\_\_\_ Date

 10/17/19  
Mary Broz-Vaughan, Acting Director \_\_\_\_\_ Date

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

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

1. Name Lieutenant Michael E. Lovely  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board  
(Name of Board)
4. Meeting/IFF Date: 07/18/2019

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

N/A  
(Agenda Item)

Nature of Personal Interest Affected by Transaction:

N/A

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

N/A

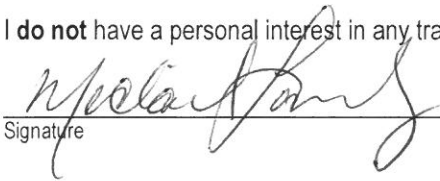
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

07/18/19

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

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

1. Name Captain John T. Orr  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board  
(Name of Board)
4. Meeting/IFF Date: 07/18/2019
5. I have a personal interest in the following transaction:

(Agenda Item)

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

J. Orr

Date

7/18/2019

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

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

1. Name George D. Grant  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board  
(Name of Board)

4. Meeting/IFF Date: 07/18/2019

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

None  
(Agenda Item)

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:

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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.

George D. Grant 07/18/19  
Signature Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name Karl Holzbach  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board  
(Name of Board)
4. Meeting/IFF Date: 07/18/2019
5. I have a personal interest in the following transaction:

(Agenda Item)

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

7/18/19

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

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

1. Name William V. Ingram  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board  
(Name of Board)
4. Meeting/IFF Date: 07/18/2019
5. I have a personal interest in the following transaction:

(Agenda Item)

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:

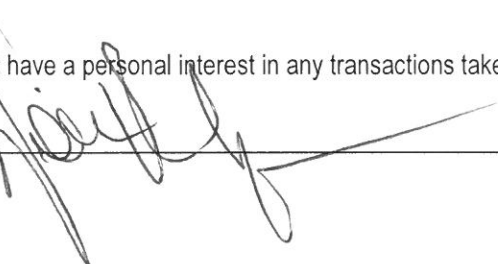
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

July 18, 2019