

**POLYGRAPH EXAMINERS ADVISORY BOARD  
MEETING MINUTES OF OCTOBER 17, 2019**

The Polygraph Examiners Advisory Board met on Thursday, **October 17, 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, Chairman  
William (Vic) Ingram, Vice Chairman  
George D Grant  
John T Orr

The following members of the Advisory Board were not present:

Stephen T Oliver  
Michael E Lovely

Staff present for all or part of the meeting:

Mary Broz-Vaughan, Director  
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  
Elizabeth Peay, Assistant Attorney General

Mr. Holzbach, Chairman called the meeting to order at 10:09a.m.

Call to Order

Mr. Holzbach would like to add Applicant Testing Dates to the draft agenda under New Business.

Mr. Holzbach made a motion seconded by Mr. Grant to approve the Draft Agenda with the amendment of adding Applicant Testing Dates to the agenda under New Business. The motion was approved with a vote of 4-0-0 **AYES:** Holzbach, Grant, Ingram, and Orr. **Nays:** None **Abstained:** None **Absent:** Lovely and Oliver.

Approval of the Agenda

Mr. Ingram made a motion seconded by Mr. Grant to approve the Minutes of July 18, 2019 with the amendment of the Boards name and scenario's revision date under the Exam Review discussion. The motion was approved with a vote of 4-0-0 **AYES:** Holzbach, Grant, Ingram, and Orr. **Nays:** None **Abstained:** None **Absent:** Lovely and Oliver.

Approval of April, 11 2019 Meeting Minutes

There was none.

Public Comment

There was none.

Old Business

New Business

New Business

Regulatory Review

Regulatory Review

Chairman, Holzbach went over the proposed changes to the Polygraph Examiners proposed regulations that were provided by staff.

Mr. Olson discussed the Regulatory Review Process with the Advisory Board Members. The regulatory review will be received by other executive agency branches before going to the Governor's office. Mr. Olson explained how the public would need to be notified of the proposed regulation changes and have the opportunity for public comment. After this takes place the Polygraph Examiners Advisory Board would need to review and adopt the proposed regulatory changes.

Mr. Orr made a motion seconded by Mr. Ingram to accept the proposed regulations presented by staff and recommend adoption by the director. The motion was approved with a vote of 4-0-0 **AYES:** Holzbach, Grant, Ingram, and Orr. **Nays:** None **Abstained:** None **Absent:** Lovely and Oliver.

Director, Mary Broz-Vaughan adopts the Regulations as proposed.

VPA Conference

**VPA Conference**

Chairman, Holzbach discussed the upcoming VPA Conference set for November 14, 2019.

**Board Member Training Update**

Attending Board Members Mr. Holzbach, Chairman and Mr. Grant felt the Board Member Training conference was informative, well received and they look forward to upcoming training events.

**Board Member Training Update**

**Perimeter Center Earthquake Drill**

At 10:19 staff received an alert for an Earthquake Drill at the Perimeter Center. The Board participated by reviewing the safety protocols. This drill ended at 10:25am.

**Perimeter Center Earthquake Drill**

**Recess**

At 10:25AM the Polygraph Advisory Board took a brief recess. Chairman, Holzbach called the meeting back to order at 10:40AM.

**Recess**

**Polygraph Candidate Review**

Mr. Orr notified the Board the candidates chart had been reviewed and the exam candidate is moving to the next step in the examination process.

**Polygraph Candidate Review**

**Polygraph Examination Scenarios**

Mr. Ingram made a motion seconded by Mr. Orr to move that this meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation and/or briefings by staff members pertaining to examination issues within the jurisdiction of the Polygraph Examiners Advisory Board, as permitted by § 2.2-3711.A.11 of the Code of Virginia. The following non-members will be in attendance to reasonably aid the consideration of the topic.

**Polygraph Examination Scenarios**

- Shannon Webster

This motion is made with respect to the matter identified as agenda item:  
6. f) Shannon Webster: Polygraph Examination Scenarios

The motion was approved with a vote of 4-0-0 **AYES:** Holzbach, Grant, Ingram, and Orr. **Nays:** None **Abstained:** None **Absent:** Lovely and Oliver.

Ms. King called the Polygraph Examiners Advisory Meeting back to order.

*CERTIFICATION OF CLOSED MEETING*

*WHEREAS, the Polygraph Examiners Advisory Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and*

*WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by this Advisory Board that such closed meeting was conducted in conformity with Virginia law;*

*NOW, THEREFORE, BE IT RESOLVED that this Advisory Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Advisory Board:*

*Call for vote*

- *John Orr – Aye*
- *Karl Holzbach – Aye*
- *William Ingram – Aye*
- *George Grant - Aye*

*Absent during the meeting:*

- *Michael Lovely*
- *Stephen Oliver*

**Introductory of Exam Candidates**

Mr. Orr, introduced Exam Candidate Cory Burchett. The Board and staff members congratulated the polygraph examiner candidate: on passing his examination and welcomed him to the profession.

**Introductory of Exam Candidates**

**Applicant Testing Dates**

Chairman, Holzbach discussed with the Board a phone call he received regarding an upcoming testing examination date. It was asked if the candidate who has completed schooling could sit for the testing prior to the meeting. The candidate did not want to have to wait until the next Exam date set for January 16, 2020.

The Board advised this was not a good idea and could open the door for future candidates to request the same thing. The Board also noted the Examination dates are

**Applicant Testing Dates**

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: 10/17/2019
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:

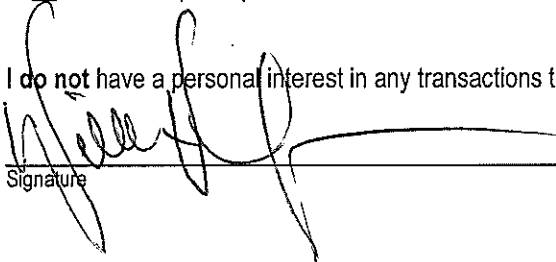
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

Oct 17, 2019

**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: 10/17/2019
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.

J. Orr  
Signature

10/17/2019  
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: 10/17/2019
5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction:

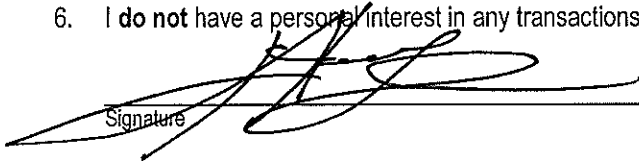
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

10/17/19  
Date

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: 10/17/2019

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

None  
(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:

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 George D. Grant Date 10/17/19



posted one year in advance to accommodate for sufficient planning of schedules.

The next Board meeting is scheduled for Thursday, **January 16, 2020** 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.

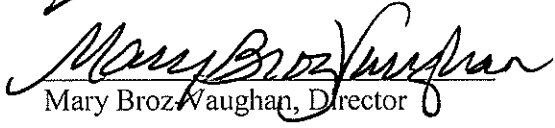
Completion of Paperwork

**Mr. Holzbach made a motion seconded by Mr. Orr to adjourn the meeting at 12:35 pm.** The motion was approved with a vote of 4-0-0 **AYES:** Holzbach, Grant, Ingram, and Orr. **Nays:** None **Abstained:** None **Absent:** Lovely and Oliver.

Adjourn

  
Karl Holzbach, Chairman

1/24/21  
Date

  
Mary Broz Vaughan, Director

1/14/21  
Date

Approved