

APPROVED

BOARD OF DENTISTRY
NEW MEMBER ORIENTATION

Wednesday, September 10, 2014

Department of Health Professions
9960 Mayland Drive, Suite 200
Richmond, Virginia

CALL TO ORDER: The meeting was called to order at 3:25 p.m.

PRESIDING: Melanie Swain, R.D.H., President

MEMBERS PRESENT: Sharon W. Barnes, Citizen Member

STAFF PRESENT: Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Huong Vu, Operations Manager

ORIENTATION: Ms. Swain welcomed Ms. Barnes to the Board. Ms. Swain reviewed the Bylaws and the Code of Conduct for Members and Ms. Reen explained the information in the Board of Dentistry binder.

Ms. Vu reviewed the state's policies on travel, meals and incidental travel expenses (M&IE), and conflict of interest training.

Ms. Reen stated that the Board speaks as a body. She added that she is the spokesperson for the Board and asked Ms. Barnes to direct questions and requests for assistance related to Board business to her and Ms. Palmatier. Ms. Reen explained the Board's three areas of work; licensure, regulation, and discipline. She gave an overview of the Board's structure, staffing, and memberships in SRTA and ADEX.

Ms. Palmatier explained and discussed the disciplinary case process and the roles of Enforcement and APD. She reviewed the Probable Cause Review form and explained the information necessary to close a case and to move a case forward for an advisory letter, confidential consent agreement, pre-hearing consent order or informal conference. She also reviewed the laminated guide staff prepared on case reviews, probable cause decisions and disciplinary action; and encouraged Ms. Barnes to use it to help work through cases and urged to call the assigned case manager or her if has any questions about a case.

ADJOURNMENT The training was adjourned at 5:25 p.m.



Melanie S. Swain, R.D.H., President



Sandra K. Reen, Executive Director

10/3/14

Date

October 3, 2014

Date