

# BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

## MINUTES

The Board for Professional and Occupational Regulation met on Monday, March 4, 2013, 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:

John Barsa  
Laurie Buchwald  
Elizabeth Cake  
William Dennis  
Heather Martin  
Delceno Miles  
Mick Shaw

Board members Patricia Kline and Sheree Tsai were not present at the meeting.

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

Gordon Dixon, Director  
Kathleen (Kate) R. Nosbisch, Executive Director  
Andrea Overman, Executive Secretary

Additional agency staff was present for all or part of the meeting.

Mark Courtney, Senior Director, Regulatory and Public Affairs  
Trisha Henshaw, Executive Director, Common Interest Community Board  
Elena Ferranti, Common Interest Community Board Member  
Jill Hrynciw, Common Interest Community Board Administrator  
Sharon Verry, Finance Director  
Mary Broz Vaughan, Director of Communications, Legislation & Consumer Education

Chair Mick Shaw called the meeting to order at 10:11 a.m., noting there was a quorum, and welcomed Board members and guests.

### **Call to Order**

Vice Chair Laurie Buchwald advised the Board and guests of the emergency evacuation procedures.

### **Emergency Evacuation Procedures**

Mr. Dennis moved to approve the agenda and Ms. Miles seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Dennis, Martin, Miles, and Shaw.

### **Agenda Approval**

Mr. Barsa moved to approve the September 10, 2012 minutes and Ms. Miles seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Dennis, Martin, Miles, and Shaw.

**Approval of Minutes**

There were no public comments made to the Board.

**Public Comment**

Ms. Henshaw presented the Common Interest Community Board Academy.

**Trisha Henshaw, Director,  
Common Interest Community  
Board**

Ms. Ferranti, a Common Interest Community Manager with Shockoe Commercial Properties, LLC, presented “A Day in the Life of a CIC Manager.”

**Elena Ferranti, Board Member,  
Common Interest Community  
Board, A Day in the Life of a  
Common Interest Community  
Manager**

Ms. Verry presented the Department of Professional and Occupational Regulation Report on Audit for the Period July 1, 2009 through June 30, 2012. She reported the Agency received a clean audit report.

**Sharon Verry, Finance Director**

Mr. Courtney presented the Regulatory review. He noted Governor McDonnell’s Regulatory Reform initiative created a new portal for citizens to submit ideas for regulatory reform. Further, Governor McDonnell charged regulatory agencies to conduct a comprehensive review, by March 1, 2013, of regulations currently in place and repeal regulations that are unnecessary or no longer in use, reduce unnecessary regulatory burdens on individuals, businesses, and other regulated groups, and identify statutes that require unnecessary or overly burdensome regulations.

**Mark Courtney, Sr. Director,  
Regulatory and Public Affairs**

Director Dixon presented the Director’s Report. He discussed the Governor’s Reform Commission and how it led to board mergers and deregulations within the Department.

**Director’s Report**

He also noted that the Agency presented the fee adjustment process as required by the Callahan Act to the Joint Commission on Administrative Rules.

Mr. Dixon also commented Phase 3 of the EAGLES database conversion is now ahead of schedule. The project is

approximately 96% complete.

Ms. Nosbisch thanked the Director and guests for their presentations and called for a short recess and lunch. **Recess**

Ms. Vaughan presented the 2013 General Assembly Briefing. She noted the Agency tracked 48 bills that were assigned by the Administration with no new programs added. **Mary Broz Vaughan, Director, Communications, Legislation & Consumer Education**

Mr. Shaw 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. Miles moved to adjourn and Mr. Barsa seconded the motion which was unanimously approved by members: Barsa, Buchwald, Cake, Dennis, Martin, Miles, and Shaw. The meeting adjourned at 12:40 p.m. **Adjournment**

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Michael "Mick" Shaw, Chair

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Gordon Dixon, Director