

POLYGRAPH EXAMINERS ADVISORY BOARD
Final MINUTES OF MEETING
October 23, 2014

The Polygraph Examiners Advisory Board met on Thursday, October 23, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Advisory Board were present:

John R. Patterson
John T. Orr
Karl Holzbach

The following members of the Advisory Board were not present:

Sandra K. Baum
William (Vic) Ingram, Chairman
Brett Feinstein
John E. (Ed) McDowell

Staff present for all or part of the meeting:

Jay DeBoer, Director
Eric L. Olson, Executive Director
Mark Courtney, Senior Director Regulatory and
Public Affairs
Elizabeth Peay, Assistant Attorney General
Mindy Spruill, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant
Rhonda Staff, Examination Coordinator
Deborah Ogram, Examination Specialist

Chairman William Ingram called the meeting to order at 11:03 a.m.

Call To Order

Mr. Patterson offered a motion to approve the agenda with the deletion of item 7 A. **Mr. Orr** seconded the motion, which was approved unanimously. Members voting "Yes" were: **Holzbach, Orr and Patterson**.

Approval of the Agenda

After the minutes from the Board's April 24, 2014 meeting was reviewed, **Mr. Orr** offered a motion to approve the April 24, 2014 meeting minutes. **Mr. Patterson** seconded the motion, which was approved unanimously. Members voting "Yes" were: **Holzbach, Orr and Patterson**.

Approval of April 24, 2014 Meeting Minutes

There was no public comment.

Public Comment

In the matter of File Number 2014-02722, Nia Mahallati, Application for Polygraph Examination Registration

File Number
2014-02722
Nia Mahallati

The applicant was approved to start her internship.

Eric Olson, Executive Director shared with the Board that staff had reviewed license examinations because of the suspected exam breach scenario. There was not enough evidence to pursue this further so staff closed the case. The Board discussed this and suggests that staff continue to monitor the exams for possible breach and make the Board aware if staff feels there is a possible exam comprise.

Old Business

Chart Requirements

Captain Orr shared with members present that he had not had time enough to complete his report that he wants to share with the Board and he wants to provide this information at the January 15, 2015 meeting. All present agreed and no vote was necessary.

Reciprocity Agreements

New Business

Mindy Spruill discussed reciprocity with the Board. Mr. Holzbach headed up a brief spirited discussion. The Board determined following the discussion to defer this until the next meeting.

Discussion on Interns from other states

Ms. Spruill and the Advisory Board discussed interns from another state. The members decided to bring this scenario up in their next annual conference and then bring back the recommendations to the Advisory Board for review.

Criminal History Matrix

Mindy Spruill and Eric Olson discussed the possibility of the Polygraph Advisory Board having a criminal history matrix to assist staff with reviewing applications. Advisory Board members considered a Board for contractor's criminal history application review matrix and asked Ms. Spruill if staff could take the advisory board's suggestions and recommendations and prepare a Criminal history matrix for the Polygraph Advisory Board to consider. Ms. Spruill will draft proposed matrix for Polygraph Board and bring it back to the next meeting.

Reciprocity Agreements – West Virginia and Michigan

Advisory Board members discussed this matter and determined they would keep the West Virginia reciprocity agreement and defer consideration of the Michigan reciprocity agreement proposal until the January 2015 meeting.

Regulatory Review

Ms. Spruill asked if the board wished to open a regulatory review. The unanimous decision of the group was to wait until 2015 and address it then.

State Regulations for Examinations

Captain Orr shared that he is requesting additional time to prepare his report. He will create an executive summary of written suggestions of requirements for this matter. He will send it to staff. Staff will then disseminate the information to Advisory Board members for review prior to the January 15th, 2015 meeting.

Meeting Schedule

After discussion the members present decided to adopt the proposed Polygraph Examiners Advisory Board 2015 Meeting Schedule with amendments. The meeting dates will be: January 15, April 23, July 16 and October 22, 2015.

Election of Officers

Mr. DeBoer opened the floor for nominations for the office of Chairman. Mr. Holzback nominated Mr. Patterson for the office of Chair. Mr. Orr seconded the motion. The motion carried by a unanimous vote. Members voting were: Holzback, Orr and Patterson.

Mr. DeBoer opened the floor for nominations for the office of Vice Chair. Mr. Orr nominated Mr. Holzback for the office of Vice Chair. Mr. Patterson seconded the motion. The motion carried by a unanimous vote. Members voting were: Orr, Patterson and Holzback.

The board took a break for a working lunch break to review charts of examinations candidates at 12:15 p.m. and resumed the meeting at 1:30 p.m.

Mr. Patterson and board members congratulated the polygraph examiner candidates: on passing their examination and welcomed them to the profession. Each new Regulant was allowed to share information about them self and they were given a copy of the Polygraph Regulations.

There will be a Polygraph Examination administered on January 15th, 2015. The next Board meeting is scheduled for Thursday, January 15th, 2015.

Travel vouchers and conflict of interest forms were completed by all the board members present.

Meeting Schedule

Election of Officers

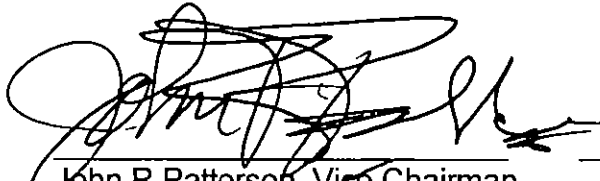
Break

Examination Candidates

Next Board meeting

Completion of Paperwork

Vice Chairman Patterson requested a motion to adjourn the meeting. **Mr. Orr** Adjourn
made a motion to adjourn the meeting at 3:19 p.m. and **Mr. Patterson**
seconded. By unanimous vote, Vice Chairman Patterson adjourned the
meeting. Members voting "Yes" were: Holzbach, Orr and Patterson.


John R Patterson, Vice Chairman 1/15/15
Date


Jay DeBoer, Director 1/15/15
Date

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

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

1. Name: John T. Orr
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 23, 2014
(Date)

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 interested in any transactions taken at this meeting.



Signature

October 23, 2014
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: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 23, 2014
(Date)

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 interested in any transactions taken at this meeting.

Signature

October 23, 2014

Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: John R. Patterson
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 23, 2014
(Date)

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

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

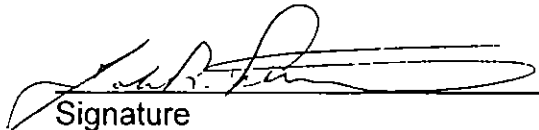
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Signature

October 23, 2014
Date