UNAPPROVED - DRAFT

BOARD OF DENTISTRY
NEW MEMBER ORIENTATION

Wednesday, September 2, 2015

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

CALL TO ORDER: The meeting was called to order at 3:06 p.m.

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

MEMBERS PRESENT: Tonya A. Parris-Wilkins, D.D.S.

STAFF PRESENT: Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Donna Lee, Discipline Case Manager

ORIENTATION: Ms. Swain welcomed Dr. Parris-Wilkins and said she is available to answer any questions as Dr. Parris-Wilkins gets started. Ms. Swain explained that the Board speaks as a body and individual members cannot speak for the Board and also encouraged Dr. Parris-Wilkins to refer inquiries she receives to Board staff.

Ms. Reen explained a change in the order of business shown on the posted Agenda, indicating that Ms. Palmatier would begin by addressing disciplinary cases.

Ms. Palmatier explained and discussed the disciplinary case process and the roles of Enforcement and APD. She explained the Probable Cause Review form and discussed the information needed 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 guide on case reviews, probable cause decisions and disciplinary action. She encouraged Dr. Parris-Wilkins to use it to help work through cases and to call staff with any questions about a case.

Ms. Swain reviewed the Bylaws and the Code of Conduct for Members and explained the reference materials in the member handbook.

Ms. Reen introduced the Board's website and explained the pertinent information such as the Board's regulations, laws, guidance documents, and the 90-day Case Decisions. She then 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. She indicated that serving as an examiner is optional.

Ms. Lee reviewed the state's policies on travel and per diems then gave Dr. Parris-Wilkins the conflict of interest training material to complete and return.

ADJOURNMENT The training was adjourned at 5:45 p.m.

Melanie S. Swain, R.D.H., President	Sandra K. Reen, Executive Director
Date	Date