

**COMMON INTEREST COMMUNITY BOARD
TRAINING PROGRAM REVIEW COMMITTEE MEETING**

MINUTES OF MEETING

The Training Program Review Committee of the Common Interest Community Board met on Wednesday, June 26, 2013, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Douglas Rogers, Chair
Elena Ferranti
Kimberly Kacani
Lucia Anna Trigiani (Ex-Officio) (arrived
at 1:14 p.m.)

DPOR staff present for all or part of the meeting included:

Trisha L. Henshaw, Executive Director
Jill R. Hrynciw, Board Administrator
Betty C. Jones, Administrative Assistant

Steven Jack from the Office of the Attorney General was not present.

Mr. Rogers, Chair, called the meeting to order at 1:07 p.m.

Call to Order

Miss Ferranti moved to approve the agenda. Ms. Kacani seconded the motion which was unanimously approved by: Ferranti, Kacani, and Rogers.

Approval of Agenda

Mr. Rogers opened the floor for public comment. No members of the public present requested to speak during the Public Comment Period.

**Public Comment
Period**

Ms. Hrynciw provided the Committee members with a brief overview of the regulatory requirement for training and then introduced the Virginia Common Interest Community Law and Regulation Training course submitted for approval by Rees Broome, PC. Ms. Hrynciw stated that the course appeared to meet all regulatory requirements and that Board staff recommended approval. Leslie Brown of Rees Broome, PC, was present.

**Staff Overview of
Rees Broome, PC,
Virginia Common
Interest
Community
Law and
Regulation Training
Program
Application**

Ms. Trigiani arrived at 1:14 p.m.

Arrival of

Board Member

The Committee reviewed the application from Rees Broome, PC, for a course entitled “Virginia Common Interest Community Law Training for Common Interest Community Managers,” which was submitted for approval as a Virginia Common Interest Community Law and Regulation Training Program required for certification renewal for certified principal and supervisory employees of Common Interest Community Managers. The Committee members asked Ms. Brown clarifying questions regarding materials to be provided to students, post-course evaluations, and cases referenced in the materials. During the discussion, the Committee members offered several suggestions regarding the PowerPoint presentation that were non-substantive. After discussion and upon thorough review of the application, Miss Ferranti moved that the Committee recommend Board approval of the Virginia Common Interest Community Law and Regulation for Common Interest Community Managers course as a Virginia Common Interest Community Law and Regulation Training Program required for certification renewal for certified principal and supervisory employees of Common Interest Community Managers. Ms. Kacani seconded the motion which was unanimously approved by: Ferranti, Kacani, and Rogers.

**Committee Review
of Rees Broome, PC,
Virginia Common
Interest
Community
Law and
Regulation Training
Program**

The Committee members were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting was adjourned at 1:56 p.m.

Adjourn

Lucia Anna Trigiani, Chair

Gordon Dixon, Secretary