

**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 Thursday September 10, 2015, 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:

Kimberly Kacani, Chair
Kristie Helmick
Thomas Mazzei
Paul Orlando
David Watts

Committee member Lucia Anna Trigiani (Ex-Officio) was not in attendance.

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

Trisha L. Henshaw, Executive Director
Jill R. Hrynciw, Board Administrator
Tanya M. Pettus, Administrative Assistant

A representative from the Office of the Attorney General was not present.

Finding a quorum of the Committee present, Ms. Kacani, Chair, called **Call to Order** the meeting to order at 9:02 a.m.

Ms. Kacani provided Emergency Evacuation Procedures. **Emergency Evacuation Procedures**

Mr. Orlando moved to approve the agenda. Mr. Mazzei seconded the motion which was unanimously approved by: Kacani, Helmick, Mazzei, Orlando, and Watts. **Approval of Agenda**

Ms. Kacani opened the floor for public comment. No members of the public present requested to speak. **Public Comment Period**

The Committee reviewed for approval the *Fair Housing Laws Training for Common Interest Community Management* training program application from Vandeventer Black. **Review of Vandeventer Black Training Program Titled Fair Housing**

After discussion, Mr. Mazzei moved that the Committee recommend Board-approval of the training program application, with the recommendation that there should be an emphasis on the language used pertaining to familial status and specific uses of facilities.

Laws Training for
Common Interest
Community
Management

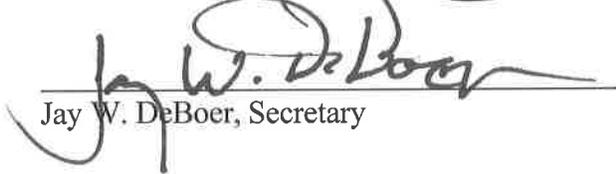
Mr. Orlando seconded the motion which was unanimously approved by: Kacani, Helmick, Mazzei, Orlando, and Watts.

There being no further business, Mr. Orlando moved to adjourn. The motion was seconded by Ms. Helmick. The meeting was adjourned at 9:08 a.m.

Adjourn



Lucia Anna Trigiani, Chair



Jay W. DeBoer, Secretary

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

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

1. Name: Kimberly Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting
September 10, 2015

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

Nature of Personal Interest Affected by Transaction:

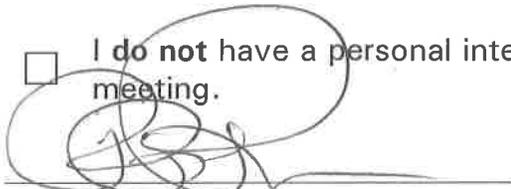
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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 interest in any transactions taken at this meeting.



Signature

9-10-2015

Date

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

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

1. Name: Paul Orlando
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting
September 10, 2015

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

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 interest in any transactions taken at this meeting.

Paul Orlando
Signature

9-10-15
Date

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

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

- 1. Name: Kristie Helmick
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Training Program Review Committee Meeting
September 10, 2015

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

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 interest in any transactions taken at this meeting.

Kristie Helmick
Signature

9-10-15
Date

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

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

1. Name: Thomas Mazzei
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting
September 10, 2015

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

Nature of Personal Interest Affected by Transaction:

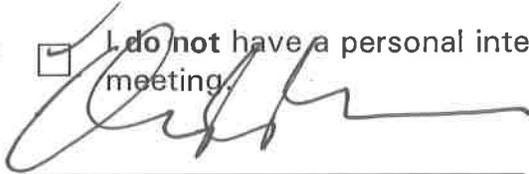
I declare that I am a member of the following business, profession,
occupation or group, the members of which are affected by the transaction:

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 interest in any transactions taken at this
meeting.



Signature

9/10/15

Date

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

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

1. Name: David Watts
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting
September 10, 2015

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

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 interest in any transactions taken at this meeting.

David A. Watts
Signature

9/10/15
Date