

POLYGRAPH EXAMINERS ADVISORY BOARD
Draft MINUTES OF MEETING
October 22, 2015

The Polygraph Examiners Advisory Board met on Thursday, **October 22, 2015**, 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, Chairman
William (Vic) Ingram
George D Grant
Stephen T Oliver
John T Orr
Michael E Lovely
Karl Holzbach, Vice Chair

The following member of the Advisory Board was not present:

Brett Feinstein

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 Garofalo, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant
Rhonda Starr, Examination Coordinator
Deborah Ogram, Examination Specialist

Director DeBoer called the meeting to order at 11:00 a.m.

Call To Order

Mr. Ingram offered a motion to amend the Agenda and add Regulatory Review under New Business and approve the agenda. **Mr. Orr** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Lovely, Ingram, Patterson, Oliver, Holzbach, Orr and Grant. Feinstein was absent.**

Amendment and Approval of the Agenda

After the minutes from the Board’s April 23rd, 2015 meeting were reviewed, **Mr. Lovely** offered a motion to approve the April 23rd, 2015 meeting minutes. **Mr. Ingram** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Lovely, Ingram, Patterson, Oliver, Holzbach, Orr and Grant. Feinstein was absent.**

Approval of April 23, 2015 Meeting Minutes

There was none.

Public Comment

Candidate Direction

Mindy Garofalo, Regulatory Boards Administrator requested the Board’s advice as to whether or not they wanted all candidates to remain and be addressed by the Board or if they could leave after the completion of all exams. The Board requested they stay. No Board action needed on this matter.

Old Business

Licensee Examinations

Mindy Garofalo shared that we have seven candidates testing and she is waiting on notification from the examination proctors of applicant completion of their exams. She has been alerted that Candidate Crawford will need to leave after completion due to a family emergency.

Examination Questions Discussion – APA Guidelines

Chairman Patterson the floor for discussion. There are twelve questions on a pre-employment exam. A specific- issue test “identifies the number of questions for each type. No test should have more than twelve questions; the types included may consist of: control, relevant, concealed information and irrelevant. If you have more than twelve questions you must do an additional test.

New Business

New Business

Mindy Garofalo provided the Board information for discussion concerning the regulations. The Board discussed their options at this time. **Mr. Orr** offered a motion seconded by **Mr. Holzbach** to have staff begin an action for reg review and publish a

NOIRA on section 5 of the Polygraph Regulations. The motion was adopted by unanimous vote: Members voting “yes” were: Holzbach, Oliver, Lovely, Ingram, Patterson, Orr and Grant.

Exam Pass Rates

Mindy Garofalo shared with the members that the exam pass rate since 2014 is: 24 candidates took the exam and 5 of those failed. This gives us a 30% fail rate.

Regional Polygraph Meeting

Mindy Garofalo and Jay DeBoer will attend the Regional Polygraph meeting in Virginia Beach, VA later this month.

COI Training and Financial Forms

Mark Courtney reminded the members that Conflict of Interest training and completion of Financial Forms are a requirements that must be met in order to continue serving on the Board.

Candidate Report Update

Mrs. Garofalo shared that Rhonda Starr and Debbie Ogram reported that all seven candidates have passed the examination. The candidates are moving to the next step in the examination process.

Recess and Reconvene

Board chair recessed the meeting for chart review and a working lunch at 12:06 pm and reconvened the meeting at 2:27 pm.

Candidates

Mr. Patterson and staff members congratulated the polygraph examiner candidates: on passing their examination and welcomed them to the profession. The Board members encouraged the candidates to participate in continuing education, keep pressing forward and enjoy their profession. Each new Regulant was allowed to share information about them self and they were given a copy of the Polygraph Regulations. Each of them was encouraged to participate and attend the Regional Polygraph meeting. The new Examinees were given permission to leave.

Examination Candidates

There will be a Polygraph Examination administered on **January 7, 2015** at 9:00 am.
The next Board meeting is scheduled for Thursday, **January 7, 2015** at 11 am.

Next Board meeting

Travel vouchers and conflict of interest forms were completed by all the board members present and submitted to Sheila Watkins for processing.

Completion of Paperwork

Mr. Orr motioned to adjourn the meeting at 2:34 pm. **Mr. Oliver** seconded the motion. Members voting “Yes” were: **Lovely, Ingram, Orr, Holzbach, Patterson, Oliver and Grant. Feinstein was absent.**

Adjourn

John R Patterson, Chairman

Date

Jay DeBoer, Director

Date