## Minutes of Meeting INFORMAL FACT-FINDING CONFERENCES MAY 24, 2007

The Department of Professional and Occupational Regulation convened in Richmond, Virginia, an Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Amy Chappell, Presiding Officer, presided. No other Board members were present.

Ilona LaPaglia appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case Lic = Licensing Application

RF = Recovery Fund Claim

C = Complainant/Claimant

A = Applicant

R = Respondent/Regulant

W = Witness Atty = Attorney Inv = Investigator

## **Participants**

 Melinda S. Ward File Number 2007-04578 (NO DECISION MADE) Melinda Ward – A Michael Ward - W

The meeting adjourned at 3:00 PM

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS

Harold W. Walker, Chairperson

Jay W. DeBoer, Secretary

L. Informal Fact-Finding Conference Forms – 11 Conflict of Interest Form (7/04)

## STATE AND LOCAL GOVERNMENT CONFLICT OF INTEREST ACT

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

1.	Name:	Amy Chappell
	Title:	Presiding Officer
3.	Agency:	Waterworks and Wastewater Works Operators Board
4.	Transaction:	Informal Fact-Finding Conferences on May 24, 2007
5.	Nature of Personal Interest Affected by Transaction:	
6.	I declare that:	
	(a) 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.	
	Signature	Date