

POLYGRAPH EXAMINERS ADVISORY BOARD
Final MINUTES OF MEETING
April 24, 2014

The Polygraph Examiners Advisory Board met on Thursday, April 24, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Advisory Board were present:

William (Vic) Ingram, Chairman
John R. Patterson
John T. Orr

The following members of the Advisory Board were not present:

Sandra K. Baum
Karl Holzbach
Brett Feinstein
John E. (Ed) McDowell

Staff present for all or part of the meeting:

Nick Christner, Acting Director
Eric L. Olson, Executive Director
Mark Courtney, Senior Director Regulatory and
Public Affairs
Elizabeth Peay, Assistant Attorney General
Mindy Spruill, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant

Chairman William Ingram called the meeting to order at 11:00 a.m.

Call To Order

Mr. Patterson offered a motion to approve the agenda with the addition of two items for consideration. Items to add: Complaint update by Nick Christner as agenda item 6 d under new business and Review of types of Charts as 6 e. **Mr. Orr** seconded the motion, which was approved unanimously. Members voting "Yes" were: Ingram, Orr and Patterson.

Approval of the Agenda

After the minutes from the Board's October 17, 2013 meeting was reviewed, **Mr. Orr** offered a motion to approve the October 17, 2013 meeting minutes. **Mr. Patterson** seconded the motion, which was approved unanimously. Members voting "Yes" were: Ingram, Orr and Patterson.

Approval of October 17, 2013 Meeting Minutes

There was no public comment.

Public Comment

Mindy Spruill, Regulatory Board Administrator shared with the Board that the new Polygraph Regulations effective January 1, 2014 are available. Copies were distributed to each person present.

Old Business

A. Commonwealth of Virginia Polygraph Examiners License Examination

New Business

Mindy Spruill provided the Polygraph Board members with a status update on the license examinations. Ms. Spruill distributed the charts to the Advisory Board members. Advisory Board members will need to review the charts. The candidates were testing and Rhonda Starr and Deborah Ogram were proctoring the exams. After the chart review and completion of the test Board members will interview the candidates. Ms. Spruill also shared that 5 licenses were issued in error and the license holders were contacted and two of those persons were testing today.

Mr. Ingram opened the floor for discussion of its state regulations for examinations. A handout was provided for review and consideration. Members shared in the discussion and Mr. Olson, Executive Director offered some historical notes to the members. He shared that approximately 8 years ago the Board reviewed the charts required for the exam and determined that the three charts should be for criminal cases.

After additional discussion Mr. Orr shared that he will create an executive summary of written suggestions of requirements for this matter. He will send it to staff. Staff will then disseminate the information to Advisory Board members for review prior to the October 23rd, 2014 meeting.

D. Complaint Update

Complaint Update

Acting Director, Nick Christner briefed the Board regarding a potential exam security breach. There was much discussion. Some items mentioned for consideration were: redoing the examination and staff shared this would cost potentially \$20,000; the other consideration mentioned was adjusting the test bank questions. After much discussion the Board decided to request Nick Christner to investigate further and bring back numbers for consideration. Mr. Christner shared he felt obligated to share with the Board without comprising the outcome of the ongoing investigation. On this note the Board thanked Mr. Christner and shared they would await his updated report at its October 23rd meeting.

B. Intern Supervisor – Equivalence Requested

Intern Supervisor- Equivalence Requested

Chairman Ingram requested the Board to review the application of Patrick J. Roche. They were provided a copy for review. Mr. Orr motioned to approve the Polygraph Intern Supervisor License for Mr. Roche based on the information provided in the application and in 18 VAC 120-30-60. Mr. Patterson seconded the motion.

Members voting “Yes” were: Orr, Ingram and Patterson.

Chairman Ingram requested the Board to review the application of Donna J. Turner and they did. Mr. Orr motioned to approve the Polygraph Intern Supervisor License for Ms. Turner based on the information provided in the application and in 18 VAC 120-30-60. Mr. Patterson seconded the motion.

Members voting “Yes” were: Orr, Ingram and Patterson.

C. General Regulatory Review

General Regulatory Review

Mr. Ingram opened the floor for discussion. The Board was provided a handout for consideration. Advisory Board members discussed: ethical violations, complaints and license suspension in great detail. It was determined that many of the items of concern were addressed in the 4 new prohibited acts that were added to the regulations effective January 1, 2014.

No action was taken to open a formal regulatory review.

The board took a break for a working lunch break to review charts of examinations candidates at 12:07 p.m. and resumed the meeting at 1:30 p.m.

Break

Chairman Ingram and board members congratulated the polygraph examiner candidates: Jeremy Stanley, Thomas Morgan, Lou Ann Sandstrum, and Wendall Cunningham on passing their examination and welcomed them to the profession. Each new Regulant was allowed to share information about themselves and they were given a copy of the Polygraph Regulations.

Examination Candidates

There will be a Polygraph Examination administered on July 17th, 2014. The next Board meeting is scheduled for Thursday, October 23rd, 2014.


Next Board meeting

Travel vouchers and conflict of interest forms were completed by all the board members present.

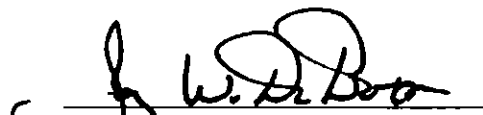
Completion of Paperwork

Chairman Ingram requested a motion to adjourn the meeting. **Mr. Orr** made a motion to adjourn the meeting at 1:45 p.m. and **Mr. Patterson** seconded. By unanimous vote, Chairman Ingram adjourned the meeting. Members voting "Yes" were: Ingram, Orr and Patterson.

Adjourn


William V. Ingram, Chairman
JOHN R. PATTERSON

10/23/14
Date


Niel Christner, Acting Director
Jay W. DEBOER

10/23/14
Date

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

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

1. Name: John R. Patterson
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: April 24, 2014
(Date)

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

(Agenda Item)

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

April 24, 2014
Date

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

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

1. Name: William V. Ingram
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: April 24, 2014
(Date)

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

_____ (Agenda Item)

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 interested in any transactions taken at this meeting.



Signature

April 24, 2014
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: John T. Orr
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: April 24, 2014
(Date)

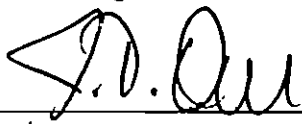
5. I have a personal interest in the following transaction:
NONE
(Agenda Item)

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 interested in any transactions taken at this meeting.


Signature

April 24, 2014
Date