

POLYGRAPH EXAMINERS ADVISORY BOARD

MINUTES OF MEETING

The Polygraph Examiners Advisory Board met on April 18, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, 23233.

The following members of the board were present:

Heather Brown, Chair
John Corsi
Robert J. Dembowski, Vice-Chair
George D. Grant
David M. Goldberg
Michael A. McKinney
Robert J. Smith

Lt. Michael E. Lovely and H. Scott Johnson, Jr. were not in attendance.

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

Kishore S. Thota, Director
Steve Kirschner, Licensing and Regulatory Programs Division Deputy Director
Marjorie King, Executive Director
Tanya M. Pettus, Deputy Executive Director
Joe Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Rachel Harris, Administrative Coordinator
Rhonda Starr, Examination Coordinator

Elizabeth Peay of the Office of the Attorney General was not in attendance.

Ms. Brown, Chair, finding a quorum of the Board present, called the meeting to order at 10:00 a.m.

Call to Order

Ms. King advised the board of the emergency evacuation procedures.

Emergency Evacuation Procedures

Ms. King introduced to the Board newly-appointed member David M. Goldberg and Robert J. Smith.

Introduction of New Board Members

Mr. Dembowski moved to approve the agenda as presented. Mr. Corsi seconded the motion which was unanimously approved by: Brown, Corsi, Dembowski, Grant, Goldberg, McKinney, and Smith.

Approval of Agenda

Mr. Corsi moved to approve the minutes of the January 9, 2024, Board meeting. Mr. Dembowski seconded the motion which was unanimously approved by: Brown, Corsi, Dembowski, Goldberg, McKinney, and Smith. Mr. Grant abstained from voting because he did not attend the January 9, 2024 Board meeting.

Approval of Minutes

There were no members of the public present to address the Board.

**Public Comment
Period**

There was no old business to discuss.

Old Business

Ms. Parris provided an update of the Board's regulatory actions.

**Regulatory
Update**

A fire drill was conducted from 10:30 am. to 10:51 a.m. The Board meeting was recessed and Board members and staff exited the building for the duration of the drill.

Fire Drill

Ms. Parris provided the Board with an update on the final stage of regulatory amendments to the Board's Standards of Practice and Conduct.

**Review of
Standards of
Practice and
Conduct**

Mr. Haughwout provided the Board with the final draft proposed amendments to Standards of Practice and Conduct..

**Consider
Proposed Draft
to Polygraph
Examiners
Advisory Board
Regulations
Amendments**

After thorough review, Ms. King asked the Board to consider recommending the adoption of the draft proposed amendments as amended. Mr. Corsi moved to recommend adopting the draft proposed amendments as amended, authorizing staff to make stylistic and non-substantive changes as needed. Mr. Smith seconded the motion which was unanimously approved by: Brown, Corsi, Dembowski, Grant, Goldberg, McKinney, and Smith.

Ms. Parris provided the Board with an update on reciprocal agreements.

**Reciprocity
Agreements**

Ms. King provided an update of the Board's current application, email, and licensing statistics.

**Executive
Director Report**

Ms. King reminded the Board members of the upcoming Board Member Training Conference being held at the Great Wolfe Lodge in Williamsburg, VA, on October 10th and 11th, 2024..

**Board Member
Training
Conference**

The Board recessed from 11:21 a.m. to 1:40 p.m. for the completion of polygraph examinations.

Recess

Ms. King provided the Board with the most recent financial statements for informational purposes.

**Board Financial
Statements**

Ms. Starr introduced to the Board the exam candidates.

**Introduction of
Exam Candidates**

Ms. Brown reminded the Board members to complete and return their conflict-of-interest forms and travel vouchers.

**Complete
Conflict of
Interest Forms
and Travel
Vouchers**

Ms. Brown reminded the Board that the next scheduled meeting date is July 16, 2024.

**Future Meeting
Dates**

There being no further business, the meeting was adjourned at 1:45 p.m.

Adjourn

Heather Brown, Chair

Kishore S. Thota, Secretary

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