

**AGENDA**  
**Child Day-Care Council - New Member Orientation**  
**October 13, 2011**

**The Main Street Centre**  
**600 East Main Street**  
**12<sup>th</sup> Floor South Conference Room**  
**Richmond, Virginia 23219**

**New Members**

Welcome & Introductions

**9:30 a.m.**

Jan Sigler  
Division of Licensing Programs

**Information Items**

Mission and Bylaws

Henk de Jager  
Vice-Chair

Regulatory process overview

Karin Clark  
Legislative and Regulatory Affairs

Knowledge Center Instructions

Al Wilson  
Senior. Assistant Attorney General

State and Local Government Conflict of  
Interest Act

Al Wilson  
Senior Assistant Attorney General

Virginia Freedom of Information Act

Al Wilson  
Senior Assistant Attorney General

Transactional Disclosure Statement

Al Wilson  
Senior Assistant Attorney General

Division of Child Care and Early Childhood  
Development overview

Dottie Wells  
Director

Division of Licensing Programs overview

Lynne Williams  
Director

Travel Guidelines/Expense Reimbursement

Alicia Graham  
Division of Licensing Programs

**Chair's Remarks**

Henk De Jager  
Vice-Chair

**Council Check-In**

Members

**Adjournment**

2:00 p.m.