

POLYGRAPH EXAMINERS ADVISORY BOARD MEETING

9960 Mayland Drive
Board Room 4, 2nd Floor 10:00A.M.
Tuesday, April 7, 2026

Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

II. ADMINISTRATIVE MATTERS

- a. Approval of Agenda
- b. Approval of Minutes:
 - i. July 15, 2025, Polygraph Examiners Advisory Board meeting draft minutes.

III. PUBLIC COMMENT PERIOD ***FIVE MINUTE PUBLIC COMMENT, PER PERSON***

IV. NEW BUSINESS

- a. Federal Examination Exemption Discussion
- b. Merek Schaefer – Reciprocal Waiver
- c. Examination Update
- d. Regulatory Update
- e. Board Appointments
- f. Executive Director Report
- g. Board Member Professional Development

V. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

VI. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **TUESDAY, JULY 14, 2026**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.

- ❖ Five minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation.
- ❖ The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position. DRAFT AGENDA

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff.

Board Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door **(Point)**, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Polygraph Examiners Advisory Board Meeting Minutes

The Polygraph Examiners Advisory Board met on July 15, 2025, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

Board members present for the meeting:

Heather Brown, Chair
Robert J. Dembowski, Vice-Chair
John Corsi (arrived at 10:18)
David M. Goldberg
Lt. Michael E. Lovely

Board members absent from the meeting:

George D. Grant
Michael McKinney
Robert Smith

Elizabeth B. Peay, Board Counsel, was present at the meeting.

H. Scott Johnson, Jr., Board Liaison, was not present at the meeting.

Staff members present for all or part of the meeting:

James B. Wilkinson, Jr., Agency Director
Steve Kirschner, Director of LRPD
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joseph Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Khang Le, Administrative Coordinator

I. Chair, Brown called the July 15, 2025, Polygraph Examiners Advisory Board Meeting to order at 10:07 A.M.

Call To Order

Chair, Brown declared a quorum of Board members to be in attendance.

Determination of Quorum

Marjorie King, Executive Director reviewed the emergency egress procedures with the Board and members of the public.

Emergency Egress

II. ADMINISTRATIVE MATTERS

Administrative Matters

Mr. Dembowski made a motion, seconded by Mr. Lovely, to adopt the agenda of the July 15, 2025, Polygraph Examiners Advisory Board Meeting

Approval of the Agenda

The motion was approved with a vote of 4-0-0. Ayes: Brown, Dembowski, Goldberg, and Lovely. **Nays:** None. **Abstain:** None. **Absent:** Corsi, Grant, McKinney, and Smith.

Mr. Dembowski made a motion, seconded by Mr. Lovely, to approve the following draft minutes as presented.

Approval of Minutes

- July 16, 2024, Polygraph Examiners Advisory Board Meeting

The motion was approved with a vote of 4-0-0. Ayes: Brown, Dembowski, Goldberg, and Lovely. **Nays:** None. **Abstain:** None. **Absent:** Corsi, Grant, McKinney, and Smith.

III. PUBLIC COMMENT

Public Comment

Chair, Brown opened the public comment period of the meeting.

With no one wishing to come forward, **Chair, Brown** closed the public comment section of the meeting.

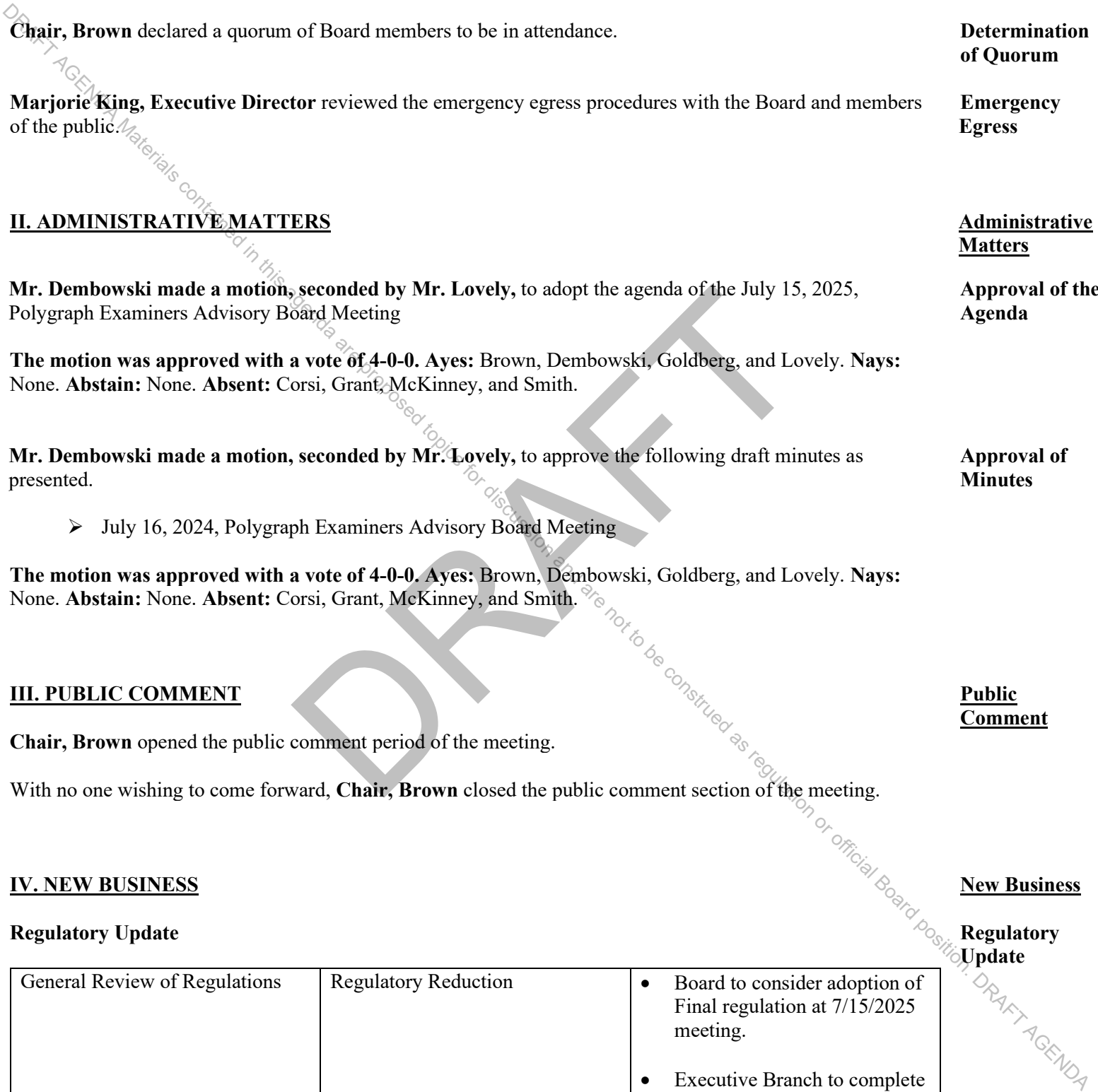
IV. NEW BUSINESS

New Business

Regulatory Update

Regulatory Update

General Review of Regulations	Regulatory Reduction	<ul style="list-style-type: none"> • Board to consider adoption of Final regulation at 7/15/2025 meeting. • Executive Branch to complete review.
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General Review of Regulations Governing Polygraph Examiners

Joe Haughwout, Regulatory Affairs Manager, presented the Board with draft proposed amendments pertaining to the Board's regulations.

Board Member John Corsi arrived at the meeting.

A motion was made by Mr. Corsi, seconded by Mr. Lovely, to adopt the draft proposed amendments to the Board's regulations.

The motion was approved with a vote of 5-0-0. Ayes: Brown, Dembowski, Corsi, Goldberg, and Lovely.
Nays: None. **Abstain:** None. **Absent:** Grant, McKinney, and Smith.

Jeb Wilkinson, Agency Director, stated the following:

"I accept the recommendation of the advisory board and adopt the final regulation as amended. I authorize staff to move forward with filing the final regulation. Staff are authorized to make any needed technical or stylistic corrections."

Examination Review

Marjorie King, Executive Director, informed the Board of the newly initiated examination review.

Ms. King explained that the Board planned to review the multiple-choice portion of the polygraph examination in 2020, however it was postponed due to COVID-19.

Ms. King further explained the examination review is set to take place on Tuesday and Wednesday, August 26 and 27, 2025 with the following Board members serving as subject matter experts:

Heather Brown
David M. Goldberg
Lt. Michael E. Lovely
Michael McKinney

Criminal History Matrix

Marjorie King, Executive Director, presented the Board with a draft proposed criminal history matrix and explained that amendments have been made to the original copy in regard to Board recommendations.

Ms. King explained upon approval of the matrix, the Board delegates authority to conduct predetermination fact-findings and license eligibility fact findings to the Department of Professional and Occupational Regulation in accordance with the applicable portions of the Administrative Process Act (Code of Virginia 2.2-4000 et. seq.).

**General Review
of Regulations
Governing
Polygraph
Examiners**

**Board Member
Attendance**

**Examination
Review**

**Criminal
History Matrix**

Ms. King further explained upon approval of the matrix, the following convictions would not be reviewed by the Board and may be approved by DPOR staff.

1. All felony conviction with no subsequent reportable convictions, unless the conviction resulted in incarceration where the release date is less than one year from the application date. This does not include convictions involving murder, manslaughter, sexual assault or any sexual crime, rape, robbery, indecent liberties, fraud, embezzlement, abduction, assaulting a law enforcement officer, resisting arrest, larceny, breaking and entering, burglary, firearms offenses, or similar convictions.
2. Felony convictions for possession of controlled substance more than five years old with no other convictions. For convictions less than five years old if the applicant has completed a deterrence program.
3. Misdemeanor convictions more than five years from the date of application that do not include lying, cheating or stealing, sexual offenses, or firearms offenses.
4. Misdemeanor convictions for possession or distribution of marijuana or controlled substances with no other convictions.
5. Misdemeanor convictions for simple assault (except domestic assault and assaulting a law enforcement officer), disorderly conduct, and/or trespassing.
6. DUI convictions where the applicant has completed VASAP or another similar program accepted by the court or DMV after the latest conviction. This does not include subsequent misdemeanor convictions or felony DUI convictions.

A motion was made by Mr. Corsi, seconded by Mr. Lovely, to adopt the criminal history matrix as presented.

The motion was approved with a vote of 5-0-0. Ayes: Brown, Dembowski, Corsi, Goldberg, and Lovely.

Nays: None. **Abstain:** None. **Absent:** Grant, McKinney, and Smith.

Executive Director Report

Marjorie King, Executive Director, informed the Board of current and past statistical data related to the Board's licensing and email statistics.

Executive Director Report

Board Member Professional Development

Marjorie King, Executive Director, informed the Board of the newly introduced Board Member Professional Development. Ms. King explained that 10 to 15 minutes are allocated for Professional development for each Board meeting moving forward.

Board Member Professional Development

Ms. King provided the Board with several reminders pertaining to the role of being a Board member, as well as emphasizing the importance of serving on the Board.

Federal Examination Exemption Discussion

Mr. Lovely inquired the Board about the possibility of exempting federally licensed individuals from the Virginia polygraph examination.

After discussion, the Board agreed to bring the discussion to the next Board meeting to allow staff time to conduct the requested research.

No action was taken.

Federal Examination Exemption Discussion

Marjorie King, Executive Director, called a recess to the meeting at 11:14 am.

Recess

Ms. King called the meeting to order at 2:09 pm.

Introduction of Examination Candidates

Board and staff members congratulated the polygraph examiner candidates on passing their examination and welcomed them to the profession. **Board members** encouraged the examinees to pursue continuing education and to enjoy their profession.

Introduction of Examination Candidates

V. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

Marjorie King, Executive Director, requested the Board members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

Completion of Paperwork

VI. ADJOURNMENT

Chair, Brown thanked the Polygraph Examiners Advisory Board and adjourned the meeting at 2:14 P.M.

Adjournment

The next Board meeting is scheduled for **October 28, 2025.**

Heather Brown, Chair

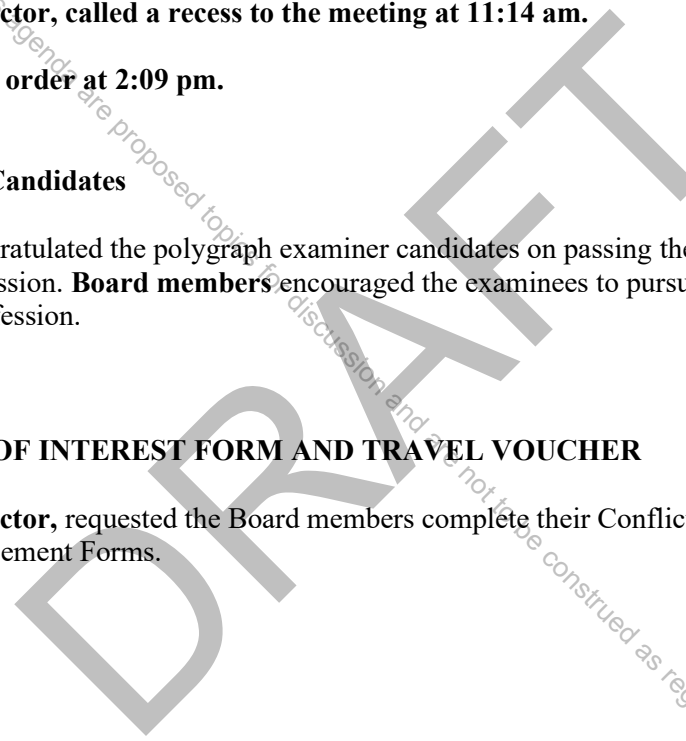
Date

Laura McClintock, Director

Date

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_____ Custodian of the Record



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