

**COMMON INTEREST COMMUNITY BOARD  
TRAINING PROGRAM REVIEW COMMITTEE MEETING**

**MINUTES OF MEETING**

The Training Program Review Committee of the Common Interest Community Board met on Wednesday, June 6, 2012, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Pamela Coerse, Chair  
Elena Ferranti  
F. James Ahlberg  
Douglas Rogers  
Lucia Anna Trigiani (Ex-Officio)

Committee member Katherine Waddell was not in attendance.

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

Gordon Dixon, Director  
Mark N. Courtney, Deputy Director  
Trisha L. Henshaw, Executive Director  
Thomas K. Perry, Property Registration Administrator  
Betty C. Jones, Administrative Assistant

Steven Jack from the Office of the Attorney General was not present.

Ms. Coerse, Chair, called the meeting to order at 1:00 p.m.

**Call to Order**

Mr. Rogers moved to approve the agenda. Mr. Ahlberg seconded the motion which was unanimously approved by: Coerse, Ferranti, Ahlberg, and Rogers.

**Approval of Agenda**

Ms. Coerse opened the floor for public comment. Leslie Brown, a representative of Rees Broome, introduced herself and informed the Committee that she was in attendance to address concerns and answer any questions regarding the training course on the agenda.

**Public Comment  
Period**

Ms. Henshaw provided the Committee members with a brief overview of the training program review process. Mr. Perry gave a brief overview of the fair housing law training program application submitted for approval. Mr. Perry reminded the Committee that this Committee and the Board will be establishing precedence in reviewing future fair

**Staff Overview of  
Approval Process**

housing law training program applications, and in recommending approval or denial of training program applications to the Board.

The Committee reviewed the application from Rees Broome, PC, Fair Housing Law for Common Interest Community Managers, for approval as a Fair Housing Laws Training Program required for certification renewal for certified principal and supervisory employees of Common Interest Community Managers.

**Review of Rees  
Broome, PC  
Fair Housing Laws  
Related to CIC  
Management  
Training Program**

Upon thorough review of the application, Ms. Ferranti moved that the Committee recommend Board approval of the Fair Housing Law for Common Interest Community Managers as a Fair Housing Laws Training Program required for certification renewal for certified principal and supervisory employees of Common Interest Community Managers as submitted. Mr. Rogers seconded the motion which was unanimously approved by: Coerse, Ferranti, Ahlberg, and Rogers.

Ms. Coerse thanked the Committee members for their work in reviewing the application.

**June 7, 2012 Board  
Meeting**

Ms. Henshaw informed the Committee that Ms. Waddell was resigning from the Committee. The Board will need to replace her at the next meeting.

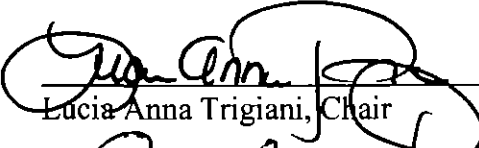
Ms. Henshaw said that the Committee's recommendation will be presented at the June 7, 2012 Board meeting. The next Committee meeting will be held on Wednesday, September 19 at 1:00 p.m. if any further applications are received.

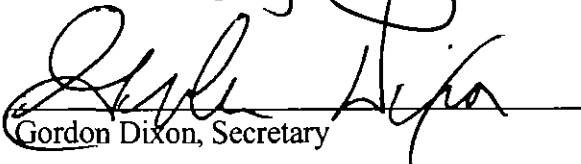
The Committee members were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
and Travel Voucher  
Forms**

There being no further business, the meeting was adjourned at 1:25 p.m.

**Adjourn**

  
\_\_\_\_\_  
Lucia Anna Trigiani, Chair

  
\_\_\_\_\_  
Gordon Dixon, Secretary

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

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

1. Name: F. James Ahlberg
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 6, 2012

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

\_\_\_\_\_

\_\_\_\_\_

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.

F. J. Ahlberg  
Signature

6/6/12  
Date  
FAA

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

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

1. Name: Pamela Coerse
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 6, 2012

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

\_\_\_\_\_

\_\_\_\_\_

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.

Pamela J Coerse  
Signature

6/7/12  
Date

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

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

- 1. Name: Elena Ferranti
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 6, 2012

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

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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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.

Elena Ferranti  
Signature

6/6/12  
Date

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

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

1. Name: Douglas Rogers
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 6, 2012

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

\_\_\_\_\_

\_\_\_\_\_

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

6-6-12  
\_\_\_\_\_  
Date

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

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

1. Name: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Training Program Review Committee Meeting  
June 6, 2012

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

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

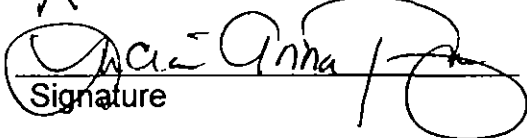
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

6/7/2012  
Date