

**POLYGRAPH EXAMINERS ADVISORY BOARD MEETING
MINUTES OF JANUARY 14, 2021**

The Polygraph Examiners Advisory Board met on Thursday, **January 14, 2021**, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Advisory Board were present:

Karl Holzbach, Chairman
John T Orr
Michael E Lovely

The following members of the Advisory Board were not present:

Stephen T Oliver
George D Grant

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director
Marjorie King, Regulatory Boards Administrator
Mary Charity, Licensing Supervisor
Stephanie Keuther, Administrative Assistant
Shannon Webster, Director of Exams
Rhonda Starr, Examination Coordinator
Deborah Ogram, Examination Specialist

Mr. Holzbach, Chairman called the meeting to order at 10:05 a.m.

Call to Order

A motion was made by Mr. Orr seconded by Mr. Lovely to approve the Draft Agenda of January 14, 2021

Approval of the Agenda

The motion was approved with a vote of 3-0-0 Ayes: Holzbach, Lovely, and Orr.
Nays: None Abstained: None Absent: Grant and Oliver.

A motion was made by Mr. Orr seconded by Mr. Lovely to approve the Minutes of October 17, 2019 as presented.

Approval of April, 11 2019 Meeting Minutes

The motion was approved with a vote of 3-0-0 Ayes: Holzbach, Lovely, and Orr.
Nays: None Abstained: None Absent: Grant and Oliver.

There was none.

Public Comment

There was none.

Old Business

New Business

New Business

Consent Order

Consent Order

In the matter of Consent Order File Number 2020-00323 Robert John Smith the board reviewed the Consent Order as seen and agreed to by Robert John Smith.

File Number
2020-00323
Robert John Smith

Robert John Smith did not attend the Board meeting in person by counsel or by any other qualified individual.

A motion was made by Mr. Holzbach seconded by Mr. Lovely to recommend to the Director that the proposed Consent order be ratified wherein Robert John Smith, acknowledges an understanding of the charges and admits to the violation(s) of the Counts as outlined in the Report of Findings.

Robert John Smith consents to the following violations of the Board's Regulations:

Count 1: 18 VAC 120-30-240.2 \$500.00

Robert John Smith agrees to Board costs of \$150.00.

Total fines and costs of \$650.00

The motion was approved with a vote of 3-0-0 Ayes: Holzbach, Lovely, and Orr.

Nays: None Abstained: None Absent: Grant and Oliver.

Regulatory Review

Regulatory Review

Board Administrator Marjorie King informed the Board that the current regulatory package to extend renewals and reinstatements is at the Secretary's office awaiting approval.

Exam Stats

Executive Director of Exams Shannon Webster informed the Board that the closed book exam started in 2020. Currently 23 people have taken the exam, and 23 people have passed with a 96 % pass rate.

Exam Stats

Election of Officers

Board Administrator Marjorie King updated the Board that staff looks to have some of the open seats on the Board filled by its next meeting on April 8, 2021.

Election of Officers

The Board agreed to differ the Election of Officers to its next meeting on April 8, 2021.

Polygraph Candidate Review

The Board was notified the candidate's charts had been reviewed and the exam candidate are moving to the next step in the examination process.

The next Board meeting is scheduled for Thursday, April 8, 2021 at 10:00 am.

Next Board meeting

Travel vouchers and conflict of interest forms were completed by all the board members present and submitted to Stephanie Keuther for processing.

Completion of Paperwork

Chairman Mr. Holzbach adjourned the Polygraph Examiners Advisory Board Meeting at 10:23 a.m.

Adjourn

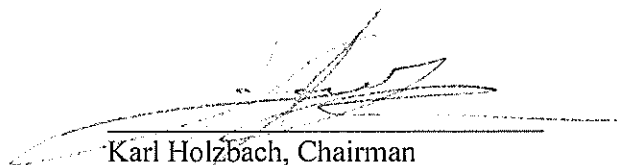
Chairman Mr. Holzbach reconvened the Polygraph Examiners Advisory Board Meeting at 2:25 p.m. to greet the exam candidates.

Introductory of Exam Candidates

Mr. Holzbach, Mr. Lovely, and Mr. Orr congratulated the polygraph examiner candidates on passing their examination and welcomed them to the profession. The Board members encouraged the candidates to participate in continuing education, keep pressing forward and enjoy their profession.

Introductory of
Exam Candidates

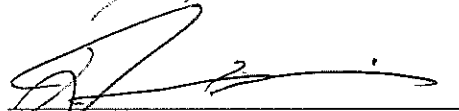
Chairman Mr. Holzbach adjourned the Polygraph Examiners Advisory Board Meeting at 2:31 p.m.



Karl Holzbach, Chairman

4/28/22

Date



Demetrios Melis, Director

4/28/22

Date

Approved

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

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

1. Name Captain John T. Orr
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: 01/14/2021

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

None
(Agenda Item)

Nature of Personal Interest Affected by Transaction:

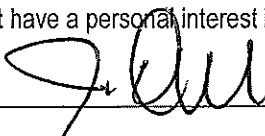
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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 interest in any transactions taken at this meeting.

 January 14, 2021
Signature Date

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

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

1. Name Lieutenant Michael E. Lovely
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: 01/14/2021
5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction:

<i>N/A</i>

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.

Michael E. Lovely
Signature

January 14, 2021

Date