

**VIRGINIA BOARD OF DENTISTRY  
NEW MEMBER ORIENTATION  
July 30, 2018**

**TIME AND PLACE:** The meeting was called to order at 8:30 a.m., on Monday, July 30, 2018 in Training Room 2, Department of Health Professions, 9960 Mayland Drive, Suite 201, Henrico, Virginia.

**PRESIDING:** Tonya A. Parris-Wilkins, D.D.S., President

**MEMBERS PRESENT:** Perry E. Jones, D.D.S.

**STAFF PRESENT:** Sandra K. Reen, Executive Director  
Kelley W. Palmatier, Deputy Executive Director  
Sheila Beard, Executive Assistant

**OTHER PRESENT:** James E. Rutkowski, Assistant Attorney General, Board Counsel

**ORIENTATION:** Dr. Parris-Wilkins welcomed Dr. Jones and reviewed the Board's current issues involving Sedation, DA II, and remote supervision.

Ms. Reen went over the laws, regulations and policies in the Board Member's notebook to include the bylaws and Code of Conduct for the members. She then explained the Board's three areas of work; licensure, regulation, and discipline. She gave an overview of the Board's structure, staffing, and memberships in AADB, SRTA and ADEX.

Mr. Rutkowski explained his role with the Board and discussed the powers and duties of health regulatory boards, the Administrative Process Act, the Freedom of Information Act, and the Conflict of Interest provisions.

Ms. Beard reviewed the state's policies on travel, per diems and reimbursements then directed Dr. Jones on how to complete the conflict of interest training.

Ms. Palmatier explained the disciplinary case process and the Probable Cause Review form and discussed the information needed to close a case and to move a case forward for issuance of an advisory letter, confidential consent agreement, pre-hearing consent order and notice for an informal conference. She also reviewed the guide for case reviews, probable cause decisions

and disciplinary action. She encouraged Dr. Jones to use it when reviewing cases and to call staff with any questions about a case.

**ADJOURNMENT:** The training was adjourned at 11:45 a.m.

  
\_\_\_\_\_  
Tonya A. Parris-Wilkins, D.D.S., President

  
\_\_\_\_\_  
Sandra K. Reen, Executive Director

12/14/2018  
Date

December 18, 2018  
Date