

**POLYGRAPH EXAMINERS ADVISORY BOARD
MINUTES OF MEETING
OCTOBER 4, 2007**

The Polygraph Examiners Advisory Board met on Thursday, October 4, 2007, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia. The following Board members were present:

Paul Minor, Chairman
Denise Likens, Vice Chairman
Sandra Baum
Barry Colvert
Bernard Levin
John E. McDowell
A. W. Omohundro

Elizabeth Wild hack was absent from the meeting.

Staff present for all or part of the meeting.

Jay W. DeBoer, Director
Karen O'Neal, Deputy Director
Eric L. Olson, Executive Director
Adrienne Mayo, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant

Chairman Minor called the meeting to order at 11:15 a.m.

Call to Order

Dr. Levin offered a motion to approve the agenda. Mr. Colvert seconded the motion, which was approved unanimously. Members voting "Yes" were: Minor, Omohundro, McDowell, Baum, Colvert, Levin, and Likens.

**Approval of
Agenda**

Dr. Levin offered a motion to waive the reading of the Board's January 11, 2007 minutes and to approve the January meeting minutes. Mr. Colvert seconded the motion, which was approved unanimously. Members voting "Yes" were: Minor, Omohundro, McDowell, Baum, Colvert, Levin, and Likens.

**Approval of
January 11, 2007,
Meeting Minutes**

There was no public comment.

**Public
Comment**

Eric Olson, Executive Director of the Polygraph Examiners Advisory Board introduced staff to the Board. Adrienne Mayo the new Regulatory Boards Administrator, Meagan Ohlsson, the Polygraph Licensing Specialist and Trisha Henshaw the Licensing Education Administrator.

**Introduction of
Staff**

Adrienne Mayo the Regulatory Boards Administrator read the following Resolution:

Resolution

Commonwealth of Virginia



**Department of Professional and
Occupational Regulation**

**Polygraph Examiners Advisory Board
Resolution**

Gary M. Jenkins

WHEREAS, Gary M. Jenkins, Chairman and member of the Polygraph Examiners Advisory Board has faithfully and diligently served since July 9, 1996 to 2006; and

WHEREAS, Gary M. Jenkins discharged his duties with excellence and expertise to protect the health, safety and well-being of the public; and

WHEREAS, Gary M Jenkins served the Board with dedication and effectiveness and devoted generously of his time, talent and leadership, and

WHEREAS, Gary M. Jenkins guided the Board wisely, ensuring that the Board always rendered decisions with fairness, good judgment, and in the best interest of the Board, its regulants, and the Commonwealth; and

WHEREAS, the Polygraph Examiners Advisory Board wishes to acknowledge its gratitude and deepest appreciation for devoted service by Gary M. Jenkins, who is held in high esteem by the members of the Board, the employees within the Department, and the citizens of the Commonwealth.

NOW, THEREFORE, BE IT RESOLVED, by the Polygraph Examiners Advisory Board this fourth day of October, in the year two-thousand and seven, that Gary M. Jenkins be given all honors and respect due for his outstanding

service to the Commonwealth, its citizens, and the Polygraph Examiners Advisory Board; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held

Mr. Omohundro offered a motion that was seconded by Sergeant Likens to adopt the resolution and make it a part of the official minutes of the Board so that all may know of the high regard in which Mr. Jenkins is held. The vote was unanimous: Members voting "Yes" were. Minor, Omohundro, McDowell, Baum, Colvert, Levin, and Likens.

Chairman Minor informed the Board that five candidates are sitting for the licensure examination today

Examination of License Candidates

The following Old Business was addressed

Old Business

Denise Likens advised the Board that she wished to discuss federal versus state rules as applicable to federally employed Polygraph License applicant. After discussion, no board action was taken.

Federal employee wanting to apply

Board Executive Director Eric Olson recently attended a meeting of the Commission on Sexual Violence.

Update – Commission on Sexual Violence

Mr. Olson informed the Board of Commission business, specifically concerning administering polygraph examinations to sexual violence victims as a prerequisite for conducting an investigation. Several states have prohibited the administration of polygraph examinations to such victims. The Board plans to submit a request to the legislative body for consideration of making the Polygraph testing optional for the victim of sexual crimes. Mr. Olson will keep the Board apprised of the Commission's work on this subject

Ms. Baum and the Board discussed this proposed section of the Code of Virginia §40.1-51 4; 4 It was motioned by Dr. Levin and seconded by Ms. Baum to have her and Mr. Jay DeBoer write up a proposal that's inclusive of the Boards opinion on this matter to be presented for an opinion of the Attorney General's office. This motion was approved unanimously. Members voting "Yes" were: Minor, Omohundro, McDowell, Baum, Colvert, Levin, and Likens

Examination of Law Enforcement Employees

The Board members received their COIA Training. All members signed their certifications at the end of the training. No further action was taken.

COIA Training

The following New Business was addressed.

New Business

Board meeting and examination schedule for the year of 2008. It was decided to adopt the following schedule.

Board and
Examinations
Schedule for 2008

January 10, 2008
April 3, 2008
July 24, 2008
October 9, 2008

Colvert offered a motion to adopt the schedule and Likens seconded it. This motion was approved unanimously. Members voting "Yes" were: Minor, Omohundro, McDowell, Baum, Colvert, Levin, and Likens

Mr. DeBoer, Mr. Olson and Mrs Mayo stated they would take the Board on a tour of the new work area.

Perimeter Center
Tour

Travel vouchers and conflict of interest forms were completed by all the Board members present.

Completion of
Paperwork

Sgt. Likens made a motion to adjourn the meeting at 1:35 p m. Dr. Levin seconded the motion, which was approved unanimously

Adjourn



Paul K. Minor, Chairman

07 24 08
Date



Jay W. DeBoer, Secretary

7/24/08
Date

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

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

1. Name Sandra K Baum
(Name of Board Member)
2. Title. Board Member
3. Agency. Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 4, 2007
(Date)

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

(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 interested in any transactions taken at this meeting

Sandra K. Baum
Signature

October 4, 2007
Date

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

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

1. Name: Barry D Colvert
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 4, 2007
(Date)

5 I have a personal interest in the following transaction.

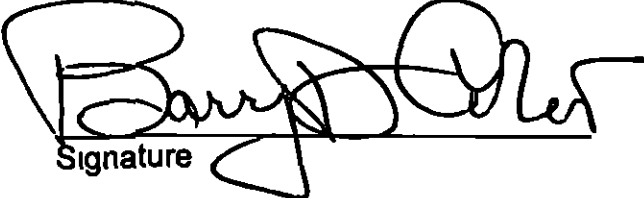
(Agenda Item)

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 interested in any transactions taken at this meeting


Signature

10/4/07
Date

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

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

1. Name: Dr. Bernard H Levin
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 4, 2007
(Date)

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

(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

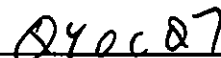
I did not participate in the transaction.

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

Signature



Date



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

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

1. Name: Sgt. Denise Likens
(Name of Board Member)

2. Title: Board Member

3. Agency: Polygraph Examiners Advisory Board
(Name of Board)

4. Meeting/IFF Date: October 4, 2007
(Date)

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

(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

Denise E. Likens
Signature

10-04-06 07
Date

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

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

1. Name: John E (Ed) McDowell
(Name of Board Member)
2. Title: Board Member
3. Agency: Polygraph Examiners Advisory Board
(Name of Board)
4. Meeting/IFF Date: October 4, 2007
(Date)

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

(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.

John E McDowell
Signature

10-4-07
Date

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

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

1 Name. Paul K. Minor
(Name of Board Member)

2. Title: Board Member

3. Agency. Polygraph Examiners Advisory Board
(Name of Board)

4 Meeting/IFF Date: October 4, 2007
(Date)

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

(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


Signature

Oct 4, 2007
Date

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

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

- 1 Name. A. W. Omohundro
(Name of Board Member)
- 2 Title: Board Member
- 3 Agency. Polygraph Examiners Advisory Board
(Name of Board)
- 4 Meeting/IFF Date. October 4, 2007
(Date)

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

None
(Agenda Item)

Nature of Personal Interest Affected by Transaction: N/A

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

None

- 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.

A. W. Omohundro
Signature

10-4-07
Date