

RESOURCE GUIDE COMMITTEE MEETING

MINUTES

The Resource Guide Committee of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects met on March 6, 2008, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

J. Everette Fauber, III, Chair
Lorri B. Finn
Wiley V. Johnson, III
Nancy E. McIntyre
Vaughn B. Rinner

Staff present for all or part of the meeting:

Jay W. DeBoer, Director
Saba L. Shami, Chief Deputy
Mark N. Courtney, Executive Director
Marian H. Brooks, Program Administrator
Michelle Gowen, Administrative Assistant

No representative was present from the Office of the Attorney General.

Mr. Fauber called the meeting to order at 9:14 a.m.

Call to Order

Ms. Rinner moved to approve the agenda. Ms. Finn seconded the motion which was unanimously approved by members: Fauber, Finn, Johnson, McIntyre, and Rinner.

**Approval of
Agenda**

Duncan Abernathy of VSAIA noted that he was very interested in the topic of the meeting and will be making comments during the second public comment period.

**Public Comment
Period**

Mr. Courtney reviewed the purpose of the committee with the members.

**Review Purpose of
Committee**

The committee members reviewed the draft prepared by staff and, after discussion, made changes to the draft. Mr. Courtney noted that he will make the requested changes and provide the members with a revised draft prior to the next committee meeting. During this time, the committee members took a break from 10:30 a.m. to 10:52 a.m.

**Review & Discussion
of Draft Resource
Document**

Leigh Dicks, Executive Director of VSPE, stated that plain language in the Resource Guide would be a great benefit to easily answer questions from people not in the professions. Ms. Dicks noted that links within the document would be beneficial to direct readers directly to other documents of interest. Ms. Dicks requested that a section be created to explain how to file a complaint, to address how firms are licensed, to show the number of licensees, as well as a FAQ section. Another suggestion from Ms. Dicks was to include a section that encourages the use of the Departments Regulant Look-Up feature in order to hire properly licensed professionals.

**Public Comment
Period**

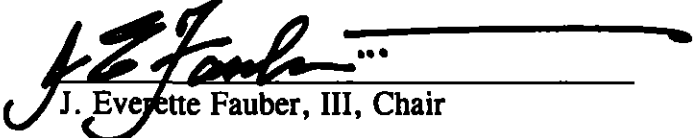
Duncan Abernathy of VSAIA stated that he agreed with all of the comments made by Ms. Dicks and would add a section on Cease and Desist Orders into the Guide as this is important information.

The committee members set the next committee meeting for May 5, 2008, in Board Room 4.


Set Next Meeting Date

There being no further business, the meeting was adjourned at 12:10 p.m.

Adjourn



J. Everette Fauber, III, Chair



Jay W. DeBaer, Secretary

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

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

1. Name: Nancy E. McIntyre
2. Title: Member
3. Agency: APELSCIDLA Board
4. Transaction: Committee Meeting on March 6, 2008
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

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

LAND SURVEYORS + PROFESSIONAL ENGINEERS

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

Nancy E. McIntyre
Signature

3-6-08
Date

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


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

1. Name: Vaughn B. Rinner
2. Title: Member
3. Agency: APELSCIDLA Board
4. Transaction: Committee Meeting on March 6, 2008
5. Nature of Personal Interest Affected by Transaction: None
-

6. I declare that:

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

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


Signature

6 March 2008
Date

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

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

1. Name: Lorri Finn
2. Title: Member
3. Agency: APELSCIDLA Board
4. Transaction: Committee Meeting on March 6, 2008
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

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

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



Signature

3-6-08

Date

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

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

1. Name: J. Everette Fauber, III
2. Title: Member
3. Agency: APELSCIDLA Board
4. Transaction: Committee Meeting on March 6, 2008
5. Nature of Personal Interest Affected by Transaction: NONE
-

6. I declare that:

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

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

J. E. Fauber, III
Signature

3-6-8
Date

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

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

1. Name: Wiley V. Johnson, III
2. Title: Member
3. Agency: APELSCIDLA Board
4. Transaction: Committee Meeting on March 6, 2008
5. Nature of Personal Interest Affected by Transaction: _____

None

6. I declare that:

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

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

Signature

Date

3.6.08