

APPROVED

**BOARD OF DENTISTRY
NEW MEMBER ORIENTATION**

Wednesday, November 18, 2015

**Department of Health Professions
9960 Mayland Drive, Suite 200
Henrico, Virginia**

- CALL TO ORDER:** The meeting was called to order at 1:35 p.m.
- PRESIDING:** Charles E. Gaskins, III, D.D.S., President
- MEMBERS PRESENT:** Carol R. Russek, J.D., Citizen Member
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Huong Q. Vu, Operations Manager
- ORIENTATION:** Dr. Gaskins welcomed Ms. Russek and expressed his appreciation for her legal experience. Dr. Gaskins explained that a proposal to amend the Board's bylaws will be addressed at the December 11th Board meeting and reviewed the proposal.
- Ms. Reen went over the laws, regulations and policies in the Board Member's notebook and explained that the current chapter of regulations is being replaced by four chapters which will be in effect on December 2, 2015. 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 SRTA and ADEX.
- Ms. Vu reviewed the state's policies on travel and per diems then gave Ms. Russek the conflict of interest training material to complete and return.
- 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 an advisory letter, confidential consent agreement, pre-hearing consent order or informal conference. She also reviewed the guide on case reviews, probable cause decisions and disciplinary action. She encouraged Ms. Russek to use it to help work through cases and to call staff with any questions about a case.

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ADJOURNMENT The training was adjourned at 3:35 p.m.



Charles E. Gaskins, III, D.D.S., President



Sandra K. Reen, Executive Director

December 11, 2015
Date

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Date