

# POLYGRAPH EXAMINERS ADVISORY BOARD

## MINUTES OF MEETING

December 10, 2002

The Polygraph Examiners Advisory Board met on Tuesday, December 10, 2002, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, 5<sup>th</sup> Floor, Richmond, Virginia. The following Board members were present:

Gary M. Jenkins  
Denise Likens  
Paul K. Minor  
A. W. Omohundro

Barry M. Colvert, Constance Y. Daniels and Thomas H. Roberts were absent from the meeting.

Staff present for all or part of the meeting were:

Louise Fontaine Ware, Director  
Eric L. Olson, Assistant Director  
Karen Feagin, Regulatory Boards Administrator  
Mary Broz, Communications Director  
Dawn Waters, Director of Planning, Policy and Public Records  
Sharon Sweet, Director of Continuing Education and Examinations  
Jan McMahon, Administrative Assistant

Ms. Ware called the meeting to order at 10:15 a.m.

**Call to Order**

Ms. Ware called for introductions by board members and staff.

**Introductions**

Mr. Minor moved to approve the agenda. Mr. Omohundro seconded the motion which was unanimously approved by members: Jenkins, Minor, and Omohundro.

**Approval of Agenda**

Mr. Omohundro moved to approve the minutes from the September 18, 2002, meeting as written. Mr. Minor seconded the motion which was unanimously approved by members: Jenkins, Minor and Omohundro.

**Approval of Minutes**

Public Comment Period: No public comments were received.

**Public Comment Period**

Ms. Ware informed the Board that Board Member Kenneth R. Boner had passed away. Mr. Olson stated that staff will draft a resolution to be presented to a family member in honor of Mr. Boner's dedication and service.

**Condolences - Board Member Kenneth Boner**

Ms. Feagin distributed the Meeting and Exam Dates Schedule for 2003.

**2003 Meeting & Exam Dates**

**Meeting Dates**  
**Meeting time 10:00 a.m.**  
March 19, 2003 (Wed.)  
June 18, 2003 (Wed.)  
September 17, 2003 (Wed.)  
December 3, 2003 (Wed.)

**Deadline for Exam Application & Fee**  
February 17, 2003 (Mon.)  
May 19, 2003 (Mon.)  
August 18, 2003 (Mon.)  
November 3, 2003 (Mon.)

Ms. Feagin informed the Board she had obtained Web passwords and would mail them to board members so that they may access files over DPOR's secure website. Instructions were distributed. She also explained that several Polygraph pages had been updated. She encouraged Board members to refer potential candidates to our website for application materials in order to reduce mailing costs.

**Website Update  
& Secure Site  
Access**

Ms. Ware stated that no comments were received during the public comment period on the proposed regulations.

**Regulation  
Review**

Ms. Ware informed the Board that the legislation requested by the Board regarding continuing submission of fingerprints for criminal history checks as part of the licensure process may be included in the Governor's Homeland Security legislative package. She will keep the Board informed.

**Policy  
Update**

Ms. Ware called for nominations from the floor and Mr. Omohundro nominated Gary M. Jenkins as Chair. Mr. Minor seconded the motion. There being no other nominations, Ms. Ware declared the nominations were closed. The motion was unanimously approved by members: Jenkins, Minor and Omohundro.

**Election of  
Officers**

Mr. Omohundro nominated Mr. Paul Minor for Vice Chair and Mr. Jenkins seconded the motion. As there were no other nominations, Ms. Ware declared the nominations closed. The motion was approved unanimously by members: Jenkins, Minor and Omohundro. Mr. Jenkins then took the Chair.

Mr. Paul K. Minor reviewed the school approval request from the *International Academy of Polygraph*.

**School Approval  
Review**

Ms. Feagin reported that there were 8 candidates taking the Polygraph Examiner exams today and that the results would be forthcoming. In the meantime, the Board decided upon two members to review charts. They were Ms. Likens and Mr. Minor.

**Exams /  
Chart Review**

With two new appointees present, staff provided training and refresher concepts for the Board. Presentations were made by Dawn Waters (Director of Planning, Policy and Public Records), Mary Broz (Communications Director) and Sharon Sweet (Director of Continuing Education and Examinations).

**Board  
Member  
Training**

A motion was made by Mr. Omohundro, being seconded by Mr. Minor to enter into a closed session. Ms. Sharon Sweet and Ms. Tonie Robinson of the Exam Section brought in the Polygraph Examiners Exam Item Bank and distributed Affidavit of Non-Disclosure Forms to be signed by the Board members. Staff immediately left the room. Ms. Likens arrived and was admitted to the session.

**Exam Item  
Bank Review**

The meeting re-opened to the public. Chairman Jenkins read the following Certification of Closed Meeting:

**Reconvened at  
11:38 AM**

WHEREAS, the Polygraph Examiners Advisory Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**Certification of  
Closed Meeting**

WHEREAS, § 2.2-3712 of the *Code of Virginia* requires a certification by this Polygraph Examiners Advisory Board that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Polygraph Examiners Advisory Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Polygraph Examiners Advisory Board.

Mr. Jenkins announced that the Board had decided to complete the review of the exam item bank at the March meeting. Mr. Minor and Ms. Likens were assigned the task.

The Chair declared a ten minute break at 12:55 PM.

**Brief Recess**

The meeting reconvened at 1:05 PM.

**Reconvened**

Chairman Jenkins then asked the exam proctor to bring in the exam candidates to meet the Board and staff members. He congratulated the group since everyone passed all portions of the polygraph examiners licensing exam. Each candidate introduced him/herself to the board. Ms. Feagin explained that by the next day, their licenses will be issued. Ms. Feagin reminded them to notify staff of any address changes so that they would continue to receive their annual renewal forms.

**Introduction  
of Candidates**

Conflict of Interest forms and travel vouchers were completed by all members present.

**Travel Vouchers  
& Conflict of  
Interest Forms**

With no further business before the Board, Mr. Omohundro moved to adjourn the meeting at 1:15 PM. Mr. Minor seconded the motion which was then unanimously approved by members: Jenkins, Likens, Minor, and Omohundro.

**Adjourned at  
1:15 PM**

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Gary M. Jenkins, Chair

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Louise F. Ware, Secretary

COPY TESTE:

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Custodian of Records