APPROVED

BOARD OF DENTISTRY
NEW MEMBER ORIENTATION

Friday, August 12, 2016

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

CALL TO ORDER: The meeting was called to order at 1:15 p.m.

PRESIDING: Al Rizkalla, D.D.S., President

MEMBERS PRESENT: Patricia B. Bonwell, R.D.H., Ph.D
Nathaniel C. Bryant, D.D.S.
Augustus A. Petticolas, Jr., D.D.S.
Tammy C. Ridout, R.D.H.

STAFF PRESENT: Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Huong Q. Vu, Operations Manager

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

ORIENTATION: Dr. Rizkalla welcomed all new Board Members. Dr. Rizkalla reviewed the Board's bylaws and the Code of Conduct for all members.

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. Reen went over the laws, regulations and policies in the Board Member's notebook. 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.

Ms. Vu reviewed the state's policies on travel and per diems then provided the conflict of interest training information to complete online and ask to be notified upon completion.

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 members to use it to help work through cases and to call staff with any questions about a case.

ADJOURNMENT The training was adjourned at 4:35 p.m.

A. Rizkalla DDS
Al Rizkalla, D.D.S., President

Sandra K Reen
Sandra K. Reen, Executive Director

9/16/16
Date

September 16, 2016
Date