APPROVED

BOARD OF DENTISTRY
NEW MEMBER ORIENTATION

Friday, July 11, 2014

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

CALL TO ORDER: The meeting was called to order at 9:05 a.m.

PRESIDING: Melanie Swain, R.D.H., President

MEMBERS PRESENT: John M. Alexander, D.D.S.
Al Rizkalla, D.D.S.

STAFF PRESENT: Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Donna Lee, Discipline Case Manager

ORIENTATION: Ms. Swain welcomed Dr. Alexander to the Board and informed him that she is currently serving as President. Ms. Swain stated there is a steep learning curve and that she is willing to be of assistance in any way that she can, and also encouraged Dr. Alexander to contact Board staff if he has questions about anything related to the Board. Ms. Swain reviewed the Bylaws and the Code of Conduct for Members and Ms. Reen explained the information in the Board of Dentistry binder.

Ms. Lee reviewed the state's policies on travel, per diems and conflict of interest training.

Ms. Reen stated that being a Board member is a prestigious position, but it does not include individual privileges because the Board speaks as a body. She added that she is the spokesperson for the Board and asked Dr. Alexander to direct questions and requests for assistance related to Board business to her. Ms. Reen 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 as well as its participation in AADB meetings; and stated that serving as an examiner is optional.

Ms. Palmatier explained and discussed the disciplinary case process and the roles of Enforcement and APD. She reviewed the Probable Cause Review form and explained the information necessary 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 laminated guide staff prepared on case reviews, probable cause decisions and disciplinary action; and encouraged Dr. Alexander to use it to help him work through his cases and urged him to call the assigned case manager or her if he has any questions about a case.

ADJOURNMENT The training was adjourned at 3:05 p.m.

Melanie S. Swain, R.D.H., President

Sandra K. Reen, Executive Director

9/12/14
Date

September 12, 2014
Date