

## **FINAL MINUTES**

### **State Board of Examiners of Environmental Professionals**

#### **Regular Meeting – August 15, 2013**

##### **Call to Order and Sign-In**

A meeting of the State Board of Examiners of Environmental Professionals (“the Board”) was held on Thursday, August 15, 2013, and called to order at 9:08 a.m. by Chair D. Ruzicka. Board Members J. Loureiro, K. Meloy, S. Holtman, R. Potterton, C. Buchholz, A. Phillips-Griggs and R. Good were in attendance. Also attending was DEEP staff member K. Maiorano and J. Looney of the Attorney General’s Office, and by conference call N. Walter of EPOC.

##### **Reading and Approval of the Minutes**

The draft minutes of the Board meeting of June 13, 2013, were read and approved as written with typographical corrections provided to K. Maiorano by K. Meloy; motion: R. Potterton; second: J. Loureiro; passed unanimously.

##### **Public Participation**

N. Walter of EPOC indicated that he had no comments to provide during public participation.

##### **Unfinished Business and General Orders**

###### **Proposed LEP Regulation Revisions on Distance Learning**

The proposed LEP regulation revisions on distance learning, which now incorporate suggested revisions by J. Looney, were briefly discussed. Board members were asked to provide any additional suggested revisions to such proposed regulations to K. Maiorano at or before the next scheduled Board meeting.

###### **Update on complaint 11-102 and 11-103**

A compliance meeting has been rescheduled to October 23, 2013 with the complainants.

###### **Complaints and Investigations flow chart**

A revised July 2013 version of the Complaints and Investigations flow chart, which incorporates enforcement steps added by J. Looney, was provided to the Board members for review and discussion during the meeting. R. Potterton briefly summarized

the various steps of the flow chart during this discussion. Several changes were proposed to the flow chart based on such discussions, and R. Potterton/J. Looney will edit the flow chart consistent with such discussions. A revised version of the flow chart will be provided to Board members for additional review in advance of the next scheduled Board meeting.

## **New Business**

### **Course Approval Requests**

Course approval request from AEHS for conference titled “29<sup>th</sup> Conference on Soils, Sediments, Water and Energy” for CECs; Motion to approve for 50% of conference time attended and 100% of workshop time attended, provided attendee attends a minimum of 2 hours of contact time K. Meloy; second J. Loureiro, passed unanimously.

Course approval request from NGWA for conference titled “NGWA Conference on Groundwater in Fractured Rock and Sediments” for CECs; Motion to approve for 50% of conference time attended, provided attendee attends a minimum of 2 hours of contact time K. Meloy; second C. Buchholz, passed unanimously.

Course approval request from NEWMOA for course titled “Vapor Intrusion Workshop (Updates)” for 5 CECs; Motion to approve for 5.5 CECs K. Meloy; second A. Phillips-Griggs, passed unanimously.

Course approval request for course titled “LNAPL Mobility & Recoverability” for 9 CECs; Motion to approve K. Meloy; second J. Loureiro, passed unanimously.

Course approval request from LEP for course titled “CIH Exam Workshop” for CECs; Motion to deny due to subject matter not being relevant K. Meloy; second J. Loureiro, passed unanimously.

Motion to add additional course to agenda titled “Inland Wetland Agency Comprehensive Training Program” R. Potterton; second J. Loureiro, passed unanimously.

Course approval request from LEP for course titled “Inland Wetland Agency Comprehensive Training Program” for CECs; Motion to deny due to subject matter not being relevant R. Good; second J. Loureiro, passed unanimously.

### **Complaint 13-101**

LEP Board members K. Meloy and R. Good volunteered to review and investigate (as warranted) new Complaint 13-101, which involves alleged investigation issues of a technical nature.

Motion to add additional issue to agenda regarding potential disclosure of personal identify information at Test Assembly Workshop S. Holtman; second A. Phillips-Griggs, passed unanimously.

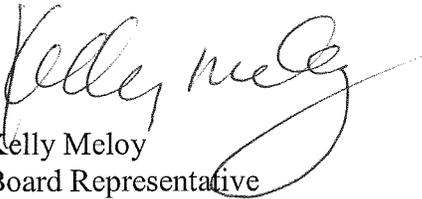
The LEP Exam Contractor identified a potential disclosure of personal identify information for persons attending the recent Test Assembly Workshop, and offered to provide identity theft coverage for up to 2 years to those persons that attended the workshop and desire such coverage. The Board members discussed this offer and agreed that it appeared to be a reasonable response.

**Adjournment**

Upon a motion by R. Good; second: S. Holtman; approved unanimously; Chair Ruzicka declared the meeting adjourned at 10:05 a.m.

Minutes approved at the September 12, 2013 meeting.

Respectfully submitted,

  
Kelly Meloy  
Board Representative