

LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS

9643 Brookline Ave., Ste. 101, Baton Rouge, LA 70809



REGULAR MEETING OF LBOPG

Tuesday, July 14, 2015, 1:00 P.M.

Louisiana Engineering Society Building Conference Room
9643 Brookline Ave., Baton Rouge, LA 70809

MINUTES

Chairman Kumar called the meeting to order at 1:05 p.m., July 14, 2015.

He then commenced Roll Call.

Present: Madhurendu Kumar, John Johnston, Arthur Johnson, William Meaney, Lloyd Hoover, and Daisy Pate, Board Members. Ethel Graham, Legal Counsel. Georgeann McNicholas, Executive Secretary. Mag Lockhart, Assistant Executive Secretary.

Absent: William Finley, Kelli Hardesty and Todd Perry, Board Members.

Quorum established. Roll Call sheet was circulated for signatures.

Meeting Minutes: Meeting Minutes of 06/23/2015 were reviewed. Meaney noted that on page 2, Other Business: the word "as" should be corrected to "has". Johnston made a motion that the Board Meeting Minutes of 6/23/2015 as revised be approved. Seconded by Meaney. Motion carried unanimously.

Treasurer's Report: Johnson presented the Treasurer's Report for June 2015. Motion to accept the Treasurer's Report was made by Johnston, seconded by Pate. Motion carried unanimously. Johnson presented the Actual Income and Expenses from 07/01/14 to 06/30/15 and Proposed Budget for 07/01/2015 – 06/30/2016. Discussion ensued. Johnston made a motion that the board accept the proposed budget for the 2015 – 2016 fiscal year. Seconded by Hoover. Motion carried unanimously.

Licensing Application Review Committee – Pate read the numbers of applicants recommended by the Licensing Application Review Committee for a Louisiana Professional Geoscientist license as follows: 1, 2, 3, 6, 7, 9, 10, 17, 18, 21, 22, 23, 25, 26, 27, 30, 33 and 34 of the Licensing Review Committee List for July 14, 2015. Johnson motioned to accept the recommended list of applicants as read. Seconded by Hoover. Motion carried unanimously.

Licensing Examination Committee - No report at this time.

Complaint Review Committee – No report at this time.

Hearing Committee – No report at this time.

Comity/Reciprocity – No report at this time.

Office Committee – Second Laptop: Dell Inspiron 17 5000 series Touchscreen Laptop was purchased and installed. Cheapest price was through Costco. Johnston's membership and AMEX was used to purchase. Johnston reimbursed \$741.13. Shredder: The sale on the Ativa 16 sheet, Micro-Cut for \$149.99 at Office Depot ended the day of the last Board meeting. Regular price is \$179.99. Georgeann will wait until she meets with Records Retention Specialist with the Secretary of State's office to further determine the size needed for the office. Records Retention: Carrie Martin of the Secretary of State's office is to schedule meeting with Georgeann next week to discuss the implementation of a Records Retention Schedule for LBOPG. Louisiana Legislative Auditor: Georgeann received notice from the Louisiana

Legislative Auditor (LLA) that they will be evaluating certain controls that LBOPG uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and overall accountability over public funds. This is not an audit. They will issue a procedural report that will include the results of their procedures, as well as any identified findings and will discuss the report before issuance which will be available for public inspection. L.A. Champagne & Company have been notified and will have the books to date in order for any requested information. Georgeann will provide written policies and procedures for the Board's primary financial and business functions, including budgeting, receipts, purchasing, disbursements, payroll/personnel, contracting, travel, related parties, and ethics. LBOPG will be supplying the Board minutes, bank statements, bank reconciliations, credit card statements, travel reimbursements, contracts, payroll records, budget documents, debt covenants, and supporting documents for transactions selected for testing, explanations for significant changes in account balances and transaction classes, responses to any findings identified by the LLA and other assistance and supporting documents as deemed necessary. Georgeann will be the contact for LBOPG. Their fee will not exceed \$2000.00 based on the assumption that LBOPG will provide requested documentation, cooperation, and unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, they will discuss it with Georgeann and arrive at a new fee estimate before they incur the additional costs. Late Renewal Penalty: Discussion ensued regarding grace period for renewing license and when late penalty is assessed. Johnson made a motion to allow a 10-day grace period to pay the licensing fee. Seconded by Johnston. Motion carried unanimously.

Rules – McNicholas reported that the Rules were approved by the Legislative Fiscal Office and delivered to the Louisiana Register on July 10. They will be published in the Louisiana Register for public comments on July 20, 2015. The Public Notice period will end on August 10, 2015. At that time, she will draft a Summary and the Rules will be sent to the Speaker of the House and the President of the Senate. October 20, 2015 will be the earliest the Rules will be final. Discussion ensued regarding what reports need to be stamped and sealed. A licensed professional geoscientist has requested a list of what reports must be sealed. Discussion ensued. Continue under Other Business. Discussion on list of what is and what is not acceptable for continuing education tabled to the August meeting so Finley may be present.

Website – No report.

Other Business – Johnston presented the ASBOG's Tasks of a Professional Geologist. Discussion ensued concerning what should be included in the compilation of LBOPG's list of geoscience specific work tasks. Kumar pointed out that the ASBOG list is comprehensive of tasks that all the ASBOG member state's laws allow which will be different from what the Louisiana Professional Geoscience Practice Act allows. Johnston offered to draft a list. Further discussion ensued. Meaney summarized the list as 1.) one to be used when reviewing applications; 2.) one to be put on website for prospective applicants to determine if they qualify; and 3.) reports that require a seal. Pate noted that Hardesty, Perry and Pate had been assigned and working on compiling a list. Further discussion tabled to August board meeting.

Legal Counsel's Comments – Rules and record retention are in progress. No further comments.

McNicholas reported that the ASBOG exam cannot be proctored for LBOPG by a member state of ASBOG. At this time an applicant may apply for a license in another state and that state may share their score with our office.

Next board meeting will be Tuesday, August 11, 2015 at 1:00 p.m.

Johnson motioned to adjourn meeting, seconded by Johnston. Motion carried unanimously.

Kumar adjourned meeting at 2:00 p.m.