

**LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS**

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



**REGULAR MEETING OF LBOPG**

Tuesday, December 8, 2015, 1:00 P.M.

Louisiana Engineering Society Building Conference Room

9643 Brookline Ave., Baton Rouge, LA 70809

**MINUTES**

Chairman John Johnston called the meeting to order at 1:00 p.m., Tuesday, December 8, 2015.

He then commenced Roll Call.

Present: John Johnston, Todd Perry, Madhurendu Kumar, William Finley, William Meaney, Board Members. Thomas Klekamp, NOGS board member nominee. Harry Vorhoff, Legal Counsel. Georgeann McNicholas, Executive Secretary. Mag Lockhart, Assistant Executive Secretary.

Absent: Lloyd Hoover, Kelli Hardesty and Daisy Pate, Board Members.

Quorum established. Roll Call sheet was circulated for signatures.

Meeting Minutes: Meeting Minutes of 11/12/2015 were reviewed. Motion made by Johnson to accept the minutes, seconded by Finley. Motion carried unanimously.

Treasurer's Report: Johnson presented the Treasurer's Report for November 2015. He noted that the Board will need to continue monitoring the renewals in relation to expenses for the 2016 – 2017 budget. Since LBOPG has only been in existence a short period of time, the data collection to date is limited. LBOPG will have more data to project its annual budget once it has been established for a few more years. Finley asked about the procedure for notifying licensees of renewal. McNicholas responded that a letter is sent 30 days prior to the expiration date. Following the expiration date, an email is sent to those who did not renew and, if no response, a telephone call is made to make sure that there was no communication breakdown. If they respond that they do not wish to renew or do not respond, the licensees account is "disabled". The Legislative Auditor's Office has asked that LBOPG reissue a check to replace check number 754 which was lost in transit between their office and their bank. Check number 754 has not cleared the LBOPG account. Motion was made by Meaney to stop payment and reissue check, seconded by Johnson. Motion carried unanimously. Johnston said Lockhart requested a \$2.00 per hour raise prior to the Board meeting today and suggested that the Office Committee take it under consideration once Johnson reviews how that would affect the budget and a performance evaluation is received from McNicholas. The Office Committee would then make their recommendation to the Board at the next meeting. Motion to accept the Treasurer's Report was made by Perry, seconded by Finley. Motion carried unanimously.

Licensing Application Review Committee – Johnson read the numbers of applicants recommended by the Licensing Application Review Committee for a Louisiana Professional Geoscientist license as follows: 1, 2, 3, 4,

5, 6, 7, 8, 10, 11, 13, 14, 15, 16 and 17 of the Licensing Review Committee List for November 10, 2015. Finley motioned to accept the recommended list of applicants as read. Seconded by Kumar. Motion carried unanimously.

Licensing Examination Committee – No report at this time.

Complaint Review Committee – No report at this time.

Office Committee – Usable Creative contract of September 9, 2014 to September 10, 2015 was for \$11,700.00. We were billed and paid \$14,275.00. The reason is that LBOPG and Usable Creative determined that three of the line items, the reference response alternative form, the online payment, and a separate temporary license form, would not work or were not going to be done at this time. Instead, LBOPG requested a means of generating renewal of licenses status, 30-day notice status, and 60-day notice status, which were not in the contract but took the place of the three line items that were in the contract. Therefore, Usable Creative is going to provide LBOPG a letter of credit or return the difference of \$2,575.00. Perry made the motion that we accept a Letter of Credit, seconded by Finley. Motion carried unanimously. To avoid this issue going forward and because of the ongoing development of the website, it has been suggested that we have two contracts with Usable Creative. One for support, maintenance and annual licensing fee of the Business Catalyst, our database software, which is the contract that LBOPG approved at the November LBOPG meeting for a \$1500 annual fee. A second contract will be drafted for ongoing additions/revisions to the website.

Legal Counsel's Comments – No comments at this time. Johnston said that the LBOPG wants to insure that it follows the law and hopes legal counsel will continue to monitor LBOPG actions to that end. Legal Counsel concurred.

Other Business – *Reciprocity Statement*: Johnson presented a Reciprocity Statement to be sent to all geological societies and to each board member. Further, he recommended that each Board member present it to their respective geological societies. Discussion ensued. Revisions to be made are “LBOPG” be added to “license application”, “license fee”, that references be sent directly to LBOPG, and the words “except the examination requirement” be in bold font. Johnston will make the revisions, forward it to McNicholas who will send it in PDF to all board members. *Committee Assignments*: 3 members per committee, so 2 constitute a quorum. Perry noted that if 3 committee members are meeting and 2 additional board members attend that committee meeting, it constitutes a board quorum and a board meeting. Legal counsel confirmed. Further, Perry requested that he not be on the Examination Committee. Johnston suggested he serve on the Complaint Committee and Hoover be on the Examination Committee. Perry accepted the change. Discussion ensued regarding quorum for a committee versus quorum for a board meeting. McNicholas suggested that only the 3 Licensing Application Review committee members review applications at this time since LBOPG has fewer applications to review each month. It was restated that the Hearing Committee will be appointed by the Chairman on an “as needed” basis and can be comprised of one board member not on the Complaint Committee and two non-board members with expertise in the area related to the complaint. Johnson moved that the committee assignments be accepted as revised by Perry, seconded by Finley. Motion carried unanimously. *LBOPG Proctoring/Verification Form*: With the addition of “u” to “yo”, “if” instead of “is”, alignment of address, “contact” telephone instead of “daytime” telephone, addition of “The” before “testing site”, “s” added to “Fundamental”, and removal of “s” from “Practices”, Johnson moved to accept the draft LBOPG Proctoring/Verification Form, seconded by Meaney. Motion carried unanimously. *ASBOG COE Field Trip*: Johnston suggested that all board members ask their geological societies or those they know who may be interested in presenting and bring their suggestions to the next board meeting. Discussion ensued. *PG License Plates*: McNicholas has made repeated telephone calls and emails to the Legislature DMV contact

with no response. Perry offered to follow-up. *Newsletter*: McNicholas suggested that the Annual Report to ASBOG be used as a framework with the addition of reciprocity and ethics. Discussion ensued concerning frequency. Determined that it be bi-annually or on an as needed basis. Meaney suggested specific ethics articles. Finley suggested announcements of courses. *ASBOG Statement of Understanding of Cooperative Licensure Model Agreement*: McNicholas sent electronically to LBOPG for review. Any comments can be sent to her to forward to ASBOG. Deadline is January 7<sup>th</sup>, 2016. *ASBOG Annual Meeting Review*: McNicholas said that the annual reports from the other states were very interesting and informative. She suggested that the LBOPG members go to [www.asbog.org](http://www.asbog.org) and read the reports. Additionally, she noted that the EPA report generated a lot of discussion concerning the lack of geoscientist's approval of geoscience related work. Some individual state boards commented but that ASBOG and AIG should be commenting as well. McNicholas found it was valuable to sit in on how the ASBOG exams were vetted and explained the process.

Johnson suggested the application review committee to meet at noon, January 12, 2016.

The next board meeting will be Tuesday, January 12, 2016 at 1:00 p.m.

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

Johnston adjourned meeting at 2:06 p.m.