



STATE OF CONNECTICUT

Board of Examiners of Environmental Professionals

Board Members:
Denise Ruzicka, PE, Chairman
John Adams, LEP
Christopher Buchholz
Robert F. Good, Jr., LEP
Stephen Holtman PE, LEP
Jeffrey Loureiro, PE, LEP
Kelly Meloy, LEP
Elsie Patton
Alisa Phillips-Griggs
Robert S. Potterton, Jr., LEP
Carol Violette, PhD, CHMM

MINUTES

State Board of Examiners of Environmental Professionals

Regular Meeting – June 12, 2014

A. Call to Order and Sign-In

A regular meeting of the State Board of Examiners of Environmental Professionals (“the Board”) was called to order on Thursday, June 12, 2014 at 9:06 AM in Russell Room, 3rd Floor, 79 Elm Street, Hartford, by Chair D. Ruzicka. Board members J. Adams, K. Meloy, A. Phillips-Griggs, R. Potterton, E. Patton, R. Good, C. Buchholz and J. Loureiro were present in person. Also present was Board Administrator Kim Maiorano and Nelson Walter representing the EPOC.

B. Reading and Approval of the Minutes

The draft minutes of the Regular Board meeting of April 10, 2014 were read and approved with minor changes; motion by K. Meloy, second: J. Loureiro passed unanimously.

C. Public Participation

N. Walter had no comments.

D. Unfinished Business and General Orders

Distance learning – status of chgs to regs

Chair Ruzicka reported that the public hearing for the regulation changes has been noticed and will take place on July 23, 2014.

Update on complaints 11-102 & 11-103

R. Potterton reported that the compliance meeting was held with both LEPs and he will be meeting with J. Loureiro to discuss the matter following the Board meeting.

Update on complaint 13-101

K. Meloy and R. Good reported that they have a compliance meeting scheduled with the LEP for June 27, 2014.

Regulation Revisions – Degree/Experience

The discussion concerning this matter will be postponed until a full complement of Board Members can be present.

Review of Application – Subcommittee - Responsible Charge Demonstration

K. Meloy reported that the subcommittee will poll various firms to determine the average length of time that employees would need to work in the field before achieving a level of project manager. Also, does it vary whether a person is hired with an advanced degree? The instructions may be revised to reflect what is considered the norm and that outliers should provide sufficient information to document responsible charge. Also, the project descriptions should include projects that clearly define the candidate's role and responsibilities to document responsible charge. Generally the LEPs on the Board reported that a Project Manager level is achievable within 5-10 years of work experience with an average being in the 7 to 8 year range.

K. Maiorano suggested that the references could be instructed to discuss the responsible charge duties of the candidate. Most references do not provide this information in their narrative.

E. New Business

Course Approval Requests

- Course approval request from LEP for course titled “**Remediation Innovative Technology Seminar**” for 11.25 CECs. Motion to approve for 12.0 CECs by K. Meloy, seconded by R. Potterton; passed unanimously.
- Course approval request from MA LSP Association for course titled “**Method 3 Risk Characterization: A Short Course for LSPs**” for 6 CECs. Motion to approve for 6.0 CECs by K. Meloy, seconded by A. Phillips-Griggs; passed unanimously.

LEP License Renewals – Board Authorizes Commissioner to Issue Licenses

LEP License Renewals

Motion to authorize Commissioner to issue licenses to those who filed timely and sufficient renewal applications by J. Adams, second by C. Buchholz; approved unanimously.

Motion to authorize Commissioner to waive the deadline and issue licenses to those who requested a waiver of the deadline and filed a sufficient renewal application after June 1, 2014 but before June 14, 2014 A. Phillips-Griggs, second J. Loureiro; approved unanimously.

Motion to authorize Commissioner to waive the deadline to those who requested a waiver, apply a 10% late fee, and issue licenses to those who filed a sufficient renewal application on or after June 14, 2014 but before July 1, 2014 R. Potterton, second A. Phillips-Griggs; approved unanimously.

Any renewal applications submitted untimely and insufficient expire as a matter of law.

Motion to provide a standing motion to authorize Commissioner in future renewal cycles to issue licenses to those who filed timely and sufficient renewal applications by J. Adams, second by J. Loureiro; approved unanimously.

Review of Test Questions

Move into executive session to review test questions, motion by A. Phillips-Griggs, seconded by R. Potterton, passed unanimously. Entered executive session at 9:25 AM and came out of executive session at 10:11 AM. No votes or actions were taken during the executive session.

Issuance of New Licenses

Motion by C. Buchholz, seconded by R. Potterton to authorize the Commissioner to issue licenses to those individuals receiving a passing score on the LEP Exam. Passed unanimously.

Reminders

Test Assembly Workshop June 25th. Volunteers included John Adams, Steve Holtman, Robert Potterton and Kelly Meloy. Robert Good volunteered himself or an alternative LEP from LBG.

Next regular meeting is July 10, 2014.

F. Adjournment

Upon a motion by R. Potterton, seconded by C. Buchholz, Chair Ruzicka declared the meeting adjourned at 10:11 AM.

Minutes approved August 14, 2014.

Respectfully submitted,



Board Co-Secretary