

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

August 15, 2016 Meeting Minutes

4:30 p.m., Public Hearing Room, DEP, Trenton

Board Members:

Present

Philip Brilliant
Joseph Fallon
Jeffrey Hoffman
Mark Pedersen
Kathi Stetser
Constantine Tsentas
Ira Whitman

Absent

Jorge Berkowitz
Lawra Dodge
Joann Held
Christopher Motta
Peter Strom

Others Present:

Board Executive Director Janine MacGregor
DAG Kimberly Hahn
DAG Gwen Farley

Proceedings:

- **Meeting called to Order at 4:30 p.m. by Chairman Pedersen**
- **Roll Call**
- **Approval of the Minutes**

Motion to approve the July 11, 2016 meeting minutes by Phil Brilliant. Motion seconded by Joe Fallon.

All present voted yes. The motion was carried.

- **Chairman’s Report:**

Mark Pedersen announced that it was Kimberly Hahn’s last meeting, and that Neil Lewis would be the new DAG assigned to the Board with backup from Gwen Farley. Mark thanked Kimberly for her untiring efforts, expert assistance, and professionalism while the Board was established and during the course of its operations. Mark invited everyone in attendance to a small celebration in honor of Kimberly after the meeting.

- **Executive Director’s Report:**

Janine MacGregor reported that the new schedule for requesting agenda items and Board materials worked very well this month and thanked Board Members for their assistance.

Janine also reported she was in touch with Beverly Roby from the Massachusetts Board, who is very interested in our idea of setting up a conference call between both Boards to discuss our respective processes, particularly for Professional Conduct and Audit. Beverly will solicit two names of Massachusetts Board members at her next meeting, and she and Janine will work on setting up the conference call.

- **Report of the Ad-Hoc Committee on Board Operations: Ira Whitman for Joann Held**

Motion below made by Ira Whitman. Motion seconded by Phil Brilliant.

Motion: To accept the recommendations of the Ad-Hoc Committee on Board Operations discussed at the 7/11/2016 meeting that prior to discussing a new, non-routine issue at a board meeting, talking points will be developed and shared.

All present voted yes. The motion was carried.

- **Report of the Ad-Hoc Committee on Discharge Notification: Joann Held**

No Report.

- **Report of the Professional Conduct Committee: Jorge Berkowitz**

No Report.

- **Report of the Audit Committee: Philip Brilliant**

Five LSRPs were chosen for Audit on August 8, 2016.

Approved Audits to Report as Complete:

Completed Audits - January 2016

KEITH CONLIN #573674

DAVID MACKIE #668061
GEORGE KAYSER #594622
PETER NIMMER #574149
THOMAS VARNER #594643
CHRISTOPHER WATT #579065
Completed Audits - February 2016
AMY LOPEZ #668271

Audit Committee met prior to Board Meeting and the outcome of this meeting will be reported on at the September 12th meeting.

- **Report of the Continuing Education Committee: Constantine Tsentas**

Motion below made by Constantine Tsentas. Motion seconded by Ira Whitman.

Motion: To accept recommendation of Continuing Education Committee to approve 1 application for “AEHS Foundation - The 32nd Annual International Conference on Soils, Sediments, Water and Energy.”

NOTE: This is the fourth consecutive time the Committee has recommended approval of this Conference. Memorandum for individual sessions and credit recommendations was provided to Board with agenda.

Roll Call Vote:

Jorge Berkowitz:	Absent
Philip Brilliant:	Yes to all
Lawra Dodge:	Absent
Joseph Fallon:	Yes to all
Joann Held:	Absent
Jeffrey Hoffman:	Yes to all
Christopher Motta:	Absent
Kathi Stetser:	Yes to all
Peter Strom:	Absent
Constantine Tsentas:	Yes to all
Ira Whitman:	Yes to all
Mark Pedersen:	Yes to all

The Motion was carried.

- **Report of the Finance Committee: Joe Fallon**

Joe Fallon discussed the budget report for tracking through the end of the state fiscal year, and also where revenues were lower than expected and costs higher than expected.

Joe also reported that the budget for FY 2017 is being developed now for presentation to the Board in September.

- **Report of the Licensure Committee: Ira Whitman**

Ira Whitman reported that the RFP for the Board IT system is in Treasury undergoing review.

Ira also reported that the RFP for the new Exam Contract has been posted, vendor questions are being addressed, and bids are due September 7. Questions arose related to developing and delivering the examination electronically, but Treasury determined this was too substantive of a change to make for the current RFP. The Board will evaluate this for future examinations.

Caviart has been granted a 4-month extension on the Exam Contract, which will be in place until the new Exam Contract is in effect. In an effort to meet a March 2017 examination date, Ira and Janine are working with Caviart to determine whether they can develop the examination in that time, and whether the new contract can be modified to require use of the DEP-supplied examination in March 2017.

- **Report of the Outreach Committee: Christopher Motta**

No Report.

- **Ongoing Business:**

None.

- **New Business:**

Phil Brilliant stated he will defer his new business to the September Board Meeting.

- **Next Meeting Date:**

September 12, 2016 at 4:00 p.m.

- **Public Comments:**

None.

- **Meeting Adjourned at 5:18 p.m.**