

**NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD**

**FINAL**

**July 11, 2011 Meeting**

**4:00 p.m. Public Hearing Room, DEP, Trenton**

**Board Members:**

***Present:*** Chairman David Sweeney, Jorge Berkowitz, Philip Brilliant, Richard Dewling, Lawra Dodge, Joann Held, Christopher Motta, Karl Muessig, Michael Pisauro, Constantine Tsentas, Ira Whitman.

***Absent:*** None

***Others Present:*** Board Liaison Karen Hershey, DAG Kimberly Hahn, Director Tony Farro

***Proceedings:***

- Meeting called to Order at 4:05 by Chairman Sweeney.
- Statement by Chairman Sweeney that adequate notice of the meeting was provided pursuant to the Open Public Meetings Act.
- Approval of May 31, 2011 minutes.
  - Motion by Richard Dewling to accept minutes, seconded by Constantine Tsentas; passed unanimously.
- Chairman's Report
  - Chairman Sweeney communicated with DEP Chief of Staff regarding pending appointments to the Board; hopeful it will result in some progress.
  - Chairman asked Director Farro to report on RFP for exam; Farro reported that one person bid on RFP; evaluation committee will be making recommendation to Treasury; expect bid award to take place first week of August; after bid is awarded, DEP will request that contractor make a presentation to the Board for September meeting.
- Committee Reports
  - Audit Committee (no formal action taken): Phil Brilliant reported on the progress of the Audit Committee:

- Committee looked at all the comments and prepared revised audit process and questionnaire; draft will be submitted to Board next week for discussion at next meeting on August 8; hope to have process and questionnaire in place in September.
  - On July 28, Committee will meet with Myrna Campion to discuss NJEMS and how it could be used to help with Audit process.
- Continuing Education (no formal action taken): Lawra Dodge reported on the progress of the Continuing Education Committee.
  - On June 27, the Continuing Education group met to discuss working draft of recommendations; the Committee received good input.
  - Committee will set up a conference call this week for Committee members to discuss comments and incorporate them into revised working draft for distribution, discussion and approval at August 8 meeting; draft would thereafter be posted on web site and addressed at August 22<sup>nd</sup> Open Forum.
- Finance Committee (no formal action taken): Dick Dewling reported on the progress of the Finance Committee.
  - Met with Tony Farro, Karen Hershey and Leslie Ledogar to discuss fee formula to go into rules.
  - Board members should check with their own liability policy carrier to see if members are covered; looking into getting insurance policy to cover Board members for any personal suits.
  - Nothing in budget to cover AG time for handling lawsuits against Board members.
  - By September, Finance Committee needs to know committee staffing needs to include in budget.
  - As of now, about \$88,000 has been charged to the Board.
- Licensure (no formal action taken): Ira Whitman reported on the progress of the Licensure Committee.
  - On June 22<sup>nd</sup>, Committee met to discuss licensing issues.
  - Last Friday, met with Tony Farro, Karen Hershey, Dave Haymes and Frank Pinto to discuss responsibility for licensing issues.
  - Committee will distribute write-up of licensing issues and recommendations before next meeting.
  - Licensing issues and recommendations will be the subject of August 22 Open Forum.

- Website/Outreach (no formal action taken): Chris Motta reported on the progress of the Outreach Committee.
  - The Committee revised and finalized the Public Involvement Statement (handout) based on feedback from the Board; Committee reviewing comments from Joann Held; next step is for statement to be posted on Board web site.
  - Committee plans to discuss online internet-based tracking system for LSRPs to log on and verify status of continuing education activities.
  - Clarified that Professional Conduct Committee will take the lead on drafting complaint form to go on the Web.
  
- Professional Conduct (no formal action taken): Jorge Berkowitz reported on the progress of this Committee.
  - Committee is working on drafting a mission statement.
  - Committee is also developing complaint form to go on Web.
  - Two complaints are being reviewed and investigated by Complaint Review Teams; discussed need for DEP investigatory staff to evaluate complaints.
  - Open Forum on disciplinary process to take place on July 25.
  - Joann Held walked Board through the disciplinary process; Board discussion regarding various aspects of process.
  
- Rulemaking (no formal action taken): Joann Held reported on the Rulemaking Committee.
  - Committee has a draft launch memo, next step is for proposal launch meeting; Karen Hershey will schedule meeting.
  - Launch meeting is a good way to inform people in the Department about the Board's intentions regarding rules.
  - Dave Sweeney reported that Board rules have been identified as a priority by the Department.
  
- Ongoing Business
  - Board discussed the subject of who shall serve as OPRA public records custodian for the Board; DAG Hahn stated Board has authority to designate whomever whether it be DEP OPRA office or Board can designate alternative; Board discussion followed.
  - Motion by Mike Pisauro to have Matt Coefer's DEP OPRA office serve as the records custodian for the Board, seconded by Lawra Dodge; passed unanimously.

- New Business
  - None
- Public Comment
  - Tony Farro suggested that Board reach out to State Ethics Commission to see if they have recommendations about notification procedures regarding complaints.
- Motion by Phil Brilliant to adjourn at 5:47 p.m.; seconded by Richard Dewling and passed unanimously.