

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

**November 7, 2016 Meeting Minutes**

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

**Board Members:**

***Present***

Jorge Berkowitz

Philip Brilliant

Lawra Dodge

Joseph Fallon

Joann Held

Jeffrey Hoffman – Arrived 4:18 p.m.

Christopher Motta

Kathi Stetser - Participated via teleconference due to necessity, because of serious medical issue of family member that prevented her from travelling to the meeting.

Peter Strom

Constantine Tsentas

Ira Whitman

***Absent***

Mark Pedersen

***Others Present:***

Board Executive Director Janine MacGregor

DAG Nielsen Lewis

***Proceedings:***

- **Meeting called to Order at 4:02 PM by Acting Chairman Joann Held**
- **Roll Call**
- **Approval of the Minutes of October 17, 2016**

Motion to approve the minutes by Ira Whitman.

Motion seconded by Joe Fallon.

Corrections provided: Mark Pedersen not present, Connie Tsentas was.

## Roll Call Vote:

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

The motion was carried.

- **Approval of the Closed Meeting Minutes of October 17, 2016**

Motion to approve the minutes by Connie Tsentas.

Motion seconded by Peter Strom.

Corrections provided: Mark Pedersen not present, Connie Tsentas was. Remove motion related to going into Closed Session, as that occurred during the Regular meeting.

## Roll Call Vote:

Jorge Berkowitz: Yes  
Philip Brilliant: Yes  
Lawra Dodge: Yes  
Joseph Fallon: Yes

Joann Held:	Yes
Jeffrey Hoffman:	Absent
Christopher Motta:	Yes
Kathi Stetser:	Yes
Peter Strom:	Yes
Connie Tsentas:	Yes
Ira Whitman:	Yes
Mark Pedersen:	Absent

The motion was carried.

- **Chairman's Report:**

Acting Chair Joann Held reported on the By-laws Committee, which she reconvened and tasked with reviewing and updating by-laws in an effort to streamline board operations.

The Acting Chair also reminded the Board to forward to the Executive Director any suggested changes to their committee assignments or chair assignment in two weeks (November 21).

- **Executive Director's Report:**

Executive Director Janine MacGregor reported that Board Chair Mark Pedersen is back to work on a limited schedule. She anticipates he will attend the December Board meeting.

Ms. MacGregor announced a change to the agenda. Complaint 006-2016 would not be discussed in closed session this night, and instead discussed at the December meeting.

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

Acting Board Chair Held noted that the Professional Judgment white paper has been revised based on final Board comments. It will now be forwarded to Board Chair Pedersen and DAG Lewis for their consideration and for full discussion at a future Board meeting.

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

Acting Board Chair Held reported that the Committee is revising its draft document. It will be forwarded to DAG Lewis for a discussion on how best to issue the statement.

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

Jorge Berkowitz reported that the PCC is in settlement negotiation discussions for Complaint 004-2014.

The PCC will review and revise its flowchart at the December 5, 2016 PCC meeting.

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

- Phil Brilliant pointed out that with 642 LSRPs, the Board will most likely audit 64 LSRPs next year, meaning there will be 4 months where 6 LSPRs will be chosen, compared to the usual 5 per month.
- 5 additional LSRP names were drawn for the November 2016 Audits and an Audit Review team will be assembled.
- Approved Audits to Report as Complete  
Complete audit – Thomas Hundt – 587245 – February 2016
- Correction to October 17, 2016 Audit Report: It was reported that Amy Lopez #668271 was complete, however she was already reported as complete on August 15, 2016.
- Audit Committee still has on its agenda the need to complete Audit Review Team Guidance.

- **Report of the Continuing Education Committee: Lawra Dodge**

Motion by Lawra Dodge to accept the recommendation of the Continuing Education Committee to approve applications for continuing education credit as follows:

- Application for approval of CECs from Montclair State University – CEEP for “NJ’s Financing Programs for Site Development” – Committee recommends approval of 2 Regulatory CECs.
- Application for approval of CECs from Montclair State University – CEEP for “Risk Assessment in Remediation” – Committee recommends approval of 4 Regulatory and 2 Technical CECs.

Joe Fallon seconded the motion.

Roll Call Vote:

Jorge Berkowitz: Abstain from both.

Philip Brilliant:	Abstain from both.
Lawra Dodge:	Yes to both
Joseph Fallon:	Yes to both
Joann Held:	Yes to both
Jeffrey Hoffman:	Yes to both
Christopher Motta:	Yes to both
Kathi Stetser:	Yes to both
Peter Strom:	Yes to both
Connie Tsentas:	No to Financing Programs, Yes to Risk Assessments
Ira Whitman:	Yes to all
Mark Pedersen:	Absent

The motion was carried with respect to all applications.

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

Joseph Fallon reported that the Board budget is currently on track; however, some costs for the quarter (e.g. DOL charges) have not been received as of this report date.

Our Executive Director is now set up to receive regular reports on time that has been coded to the Board. The Executive Director will review these charges to assure that they are appropriate and properly categorized

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

IT – Board Data System

A conference call has been set up for November 14 to review the scope of the proposed contract. Meeting attendees will include the Licensure Committee of the Board, and DEP IT and SRP staff.

License Exam

The 2017 exam continues to be developed by Caviart under their contract extension. The Department of the Treasury will report the status of bids for the new contract. The Licensure Committee is hopeful that a Spring 2017 exam can occur since Caviart's contract extension will now include exam administration.

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

No report.

- **Ongoing Business:**

**SRRA 2.0**

Jorge Berkowitz, Kathi Stetser, Chris Motta and Joe Fallon volunteered to serve on the ad hoc committee. Joann Held will appoint a committee chairman before the next meeting.

- **New Business:**

None.

- **Next Meeting Date:**

December 5, 2016 at 4:00 PM.

- **Public Comments:**

Steven Posten of the LSRPA. Mr. Posten requested that the Board issue a listserv to notify the public if the LSRP examination is rescheduled. He also commented on the frequency of future exams, and the LSRPA's desire to comment on the discharge notification clarification statement.

The meeting adjourned at 6:00 PM.