

NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD

FINAL

February 4, 2019 Meeting Minutes

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

Board Members:

Present

Phil Brilliant
Joann Held
Jeffrey Hoffman
Christopher Motta
Mark Pedersen
Kathi Stetser
Peter Strom
Ira Whitman

Absent

Jorge Berkowitz
Lawra Dodge

Others Present:

Board Executive Director Janine MacGregor
Board Staff Dana Haymes
DAG Nielsen Lewis

Proceedings:

- Meeting called to Order at 4:02 PM by Chairperson Mark Pedersen
- Mark Pedersen read the Statement of Adequate Public Notice of the meeting required by the Open Public Meetings Act.
- Roll Call:
 - Jorge Berkowitz - absent
 - Phil Brilliant - present
 - Lawra Dodge - absent
 - Joann Held - present
 - Jeffrey Hoffman - present

Christopher Motta - present
Mark Pedersen - present
Kathi Stetser - present
Peter Strom - present
Ira Whitman - present

A quorum of the Board was in attendance.

- **Approval of the Board Meeting Minutes**

Motion by Mark Pedersen to approve the December 3, 2018 Board Meeting Minutes of the Closed Session.

Motion seconded by Joann Held.

Correct minutes to show that Chris Motta was not present, and that Peter Strom was present.

Motion by Mark Pedersen to rescind the motion to approve the December 3, 2018 Board Meeting Minutes of the Closed Session because there are not enough members of the Board present tonight that were also present at the subject meeting and thus eligible to vote, so the Board is unable to reach a quorum.

Motion seconded by Joann Held.

All Board Members voted yes except for Phil Brilliant, who abstained.

The motion was carried.

- **Chairperson's Report**

Mark Pedersen reported that there will be a stakeholders meeting tomorrow with Senator Smith and his staff to discuss SRRA 2.0. Phil Brilliant will attend on behalf of the Board.

- **Executive Director's Report**

Janine MacGregor reported that it is difficult to vote on meeting minutes due to the low number of Board Members and high number of absences. She requests that Board Members advise her as soon as possible if they know that they are going to be absent from a meeting so that the agenda properly reflects which meeting minutes may be voted on.

Committee Reports:

- **Continuing Education Committee – Joann Held for Lawra Dodge**

Motion by Joann Held to approve the application of Rutgers New Jersey Agricultural Experiment Station – Office of Continuing Professional Education for approval of CECs for “Digital Signature and Seals for Site Plans” for 3 Technical and 1.5 Regulatory CECs.

Motion seconded by Ira Whitman.

Roll Call Vote:

Jorge Berkowitz	- absent
Phil Brilliant	- Yes
Lawra Dodge	- absent
Joann Held	- Yes
Jeffrey Hoffman	- Yes
Christopher Motta	- Yes
Kathi Stetser	- Yes
Peter Strom	- recused
Ira Whitman	- Yes
Mark Pedersen:	- Yes

The motion was carried.

Phil Brilliant asked, if review of a CEC application results in committee members recommending different numbers of credits, how is the final recommendation made? It was reported that Lawra Dodge makes the final decision based on additional input from the committee. Kathi Stetser said we may want to change the CEC application to include more pertinent information.

Ira Whitman reported that he personally thinks LSRPs need a course in project management and encourages providers to develop such a course.

Phil Brilliant noted that he thinks that Board Members should not have to recuse themselves from voting to approve a course if they are on the agenda as a speaker or instructor for a course, provided they are not being paid or otherwise benefitting financially. Janine MacGregor was asked to pose this question to the Ethics Liaison.

- **Professional Conduct Committee – Phil Brilliant**

Motion by Phil Brilliant to adopt a resolution to enter closed session to discuss Complaint 004-2017.

Motion seconded by Joann Held.

All present voted yes. The motion was carried.

Open session resumed at 5:15 PM.

Phil Brilliant noted that on February 6, 2019 he and Janine MacGregor will be discussing the complaint process with the Massachusetts LSP Board.

Phil Brilliant reported that the Professional Conduct Committee and Outreach Committee have been discussing procedures for posting documents on the Board website with respect to complaints. He hopes to bring further information to the Board at the next Board Meeting.

Phil Brilliant is pleased to represent the Board at the SRRA 2.0 Stakeholders Meeting with Senator Smith tomorrow.

- **Audit Committee – Jorge Berkowitz**

Janine MacGregor reported on behalf of Jorge Berkowitz that six LSRPs have been selected for audit this month and the LSRPs and Audit Review Teams will be notified.

Audit Review Teams have reported the following audits as complete:

LSRP NAME	LSRP LICENSE	Date of Audit Selection
Denis Newcomer	582602	July 31, 2017
Brian Worden	584478	July 9, 2018
Lihua Zhang	668736	July 9, 2018

- **Finance Committee – Christopher Motta**

Christopher Motta presented the FY 2019 Budgeted and Actuals to date. The actuals generally agree with projections.

- **Licensure – Kathi Stetser**

Janine MacGregor reported that all new LSRPs have paid their annual license fee. At this time there are 709 LSRPs, not counting the last LSRP that paid who had not yet been processed.

The renewals are continuing and are on track for February.

Of the annual license fees that were due on 1/19/19 there are currently 13 outstanding. The licenses will expire 90 days after receipt of the invoice, which is approximately 2/28/19. Staff sent emails to those LSRPs last week and will be conducting further outreach to ascertain their status.

Kathi Stetser reported that she and Chris Motta are looking into fees and are going to meet to evaluate the issue. They will then update their respective committees and come back to the Board with recommendations, if any.

- **Outreach Committee – Peter Strom**

No Report.

- **Rules Committee – Joann Held**

No report.

- **Ongoing Business**

None

- **New Business:**

Phil Brilliant suggested that the Board hold a Board meeting at the LSRPA conference in 2020. Mark Pedersen noted that this is an interesting concept but needs to be checked with the Ethics Liaison. Joann Held thought this might be appropriate for the second meeting of the month. Peter Strom noted that this must be a public meeting. Phil Brilliant also suggested the Board look at ways of getting out news from the Board regarding our activities.

- **Next Board Meeting**

Motion by Mark Pedersen to cancel the Board Meeting previously scheduled for February 19, 2019.

Motion seconded by Joann Held.

All present voted yes.

The motion was carried.

The next Board Meeting is March 4, 2019.

Ira Whitman reported that he will not be present at the March 4, 2019 meeting.

- **Public Comments:**

Mark Pietrucha, LSRPA. Thanks to Mark Pedersen and Ira Whitman for participating in the LSRPA conference. The LSRPA appreciates their input and cooperation. The LSRPA will consider hosting a Board meeting as part of the 2020 conference. However, he feels it would be best if there was an ongoing dialogue.

Motion by Phil Brilliant to adjourn the meeting.

Motion seconded by Kathi Stetser.

All present voted yes.

The motion was carried.

Meeting adjourned at 5:48 PM.