

# MINUTES

## State Board of Examiners of Environmental Professionals

### Regular Meeting – October 11, 2012

#### 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, October 11, 2012 at 9:25 AM in the Russell Room, 3<sup>rd</sup> Floor, 79 Elm Street, Hartford, by Chair D. Ruzicka. Board members J. Adams, R. Potterton, S. Holtman, J. Loureiro, and A. Phillips-Griggs were present. Also K. Maiorano of DEEP, Nelson Walter representing EPOC and Jack Looney of the Attorney General’s office were in attendance.

#### B. Reading and Approval of the Minutes

The draft minutes of the Board meeting of September 13, 2012 were read and approved with no revisions; motion: S. Holtman; second: A. Phillips-Griggs; passed unanimously.

#### C. Public Participation

N. Walter of EPOC did not have input at this time.

#### D. Unfinished Business and General Orders

##### **Distance Learning**

Jack Looney provided copies of FOI legislation and a summary from his June 28, 2012 memorandum to the Board. The memorandum recommended that the distance learning policy be put into regulatory language and adopted through the rule making process. The Board discussed options for a course of action to govern future course approvals. The Board was in agreement that the LEP Regulations should be revised to reflect the draft Distance Learning Policy providing a pathway to approve various forms of educational opportunities outside of a classroom setting. The Distance Learning Subcommittee agreed to draft proposed regulatory changes by the November meeting. The policy would be vetted through the EPOC to identify potential issues of concern to the regulated community. The Board concurred that approval of continuing education courses on a case-by-case basis should continue in the interim period. Course approvals will continue to reflect a need to demonstrate attendance in addition to other requirements provided for in the current LEP Regulations.

## **Board Letterhead**

Chairman Ruzicka suggested that the letterhead contain the State of Connecticut Seal and that the State of Connecticut Board of Examiners of Environmental Professionals be included in the header. The names of the current Board members and staff will also be included on the letterhead.

## **Update on complaint 12-101**

K Maiorano reported that the matter continues under review.

## **Complaints 11-102 and 11-103**

R. Potterton and J. Loureiro reported that the matter continues under review.

## **E. New Business**

### **LEP Examination Contract**

K. Maiorano reported that she is working to secure a five year agreement with Jim Henderson's firm to prepare and administer the annual examination. The agreement may include an option to perform a job analysis study at a future time when statutory and regulatory revisions are promulgated.

### **Audit Metrics**

The audit statistics for the past four years were provided to the Board.

### **2013 Meeting Schedule**

A draft 2013 meeting schedule was distributed and discussed. It was decided that the January and February 2013 regular monthly meetings would fall on the third Thursday, and the remaining regular monthly meetings will be scheduled for the second Thursday of each month.

### **Course Approval Requests**

Approval request from NEWMOA for course titled "**Understanding TSCA and State Requirements for Sites with PCBs**" for 5.5 CECs. Motion to approve for 5.5 CECs by A. Phillips-Griggs, seconded by S. Holtman, passed unanimously.

Approval request from LSPA for course titled "**MCP Representativeness Evaluations & Data Usability Assessments**" for 8.0 CECs. Motion by J. Adams and

seconded by J. Loureiro for 6.0 CECs. Motion passed with one dissenting vote from S. Holtman.

Impacts of transformation process on the Board and the remediation program were discussed. The likely need for additional staff resources is foreseen by the Board.

Next meeting: November 8, 2012.

**F. Adjournment**

Upon a motion by A. Phillips-Griggs, seconded by S. Holtman; Chair Ruzicka declared the meeting adjourned at 10:49 AM.

Minutes approved December 12, 2012.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John E. Adams". The signature is fluid and cursive, with the first name "John" being the most prominent.

John E. Adams  
Board Co-Secretary