



STATE OF CONNECTICUT

Board of Examiners of Environmental Professionals

MINUTES

Board Members:
Denise Ruzicka, PE, Chairman
John Adams, LEP
Michelle Gamache
Robert F. Good, Jr., LEP
Stephen Holtman PE, LEP
Jeffrey Loureiro, PE, LEP
Kelly Meloy, LEP
Elsie Patton
Alisa Phillips-Griggs
Carol Violette, PhD, CHMM

State Board of Examiners of Environmental Professionals

Regular Meeting – November 15, 2018

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, 2018 at 9:32 AM in the Russell Room on the 3rd floor, 79 Elm Street, Hartford, by Chair Ruzicka. Board members J. Adams, J. Loureiro, A. Phillips-Griggs, S. Holtman, E. Patton, M. Gamache and C. Violette and Board Administrator K. Maiorano were present. Nelson Walter representing EPOC, Jacques Gilbert from DEEP were present.

B. Reading and Approval of the Minutes

The draft minutes of the Regular Board meeting of October 11, 2018 were read and approved with minor corrections; motion by A. Phillips-Griggs, seconded by M. Gamache, passed unanimously.

C. Public Participation

Mr. Walter had no comments. Chair Ruzicka reported that K. Maiorano and she will be speaking to the EPOC Young Environmental Professionals (YEP) group on December 6, 2018 about the process of becoming an LEP. J. Adams reported that he had been asked to be the “seasoned” LEP to provide some lessons learned to the group.

D. Unfinished Business and General Orders

September Minutes

K. Maiorano provided a summary of how approved courses that are altered, typically with respect to the contact hours, without significant alteration of the content are considered a revised version of the original course and may not be taken for credit by an LEP unless two biennial periods have passed. The revised course will retain the original course number, but an “r” would be added to it. J. Loureiro made a motion to revise the September 2018 Board Minutes to reflect the clarification provided by K. Maiorano, seconded by E. Patton. Passed unanimously.

Update on complaint #17-102

J. Loureiro reported that he was working with E. Patton on a detailed letter to be sent to the LEP.

Update on complaints #18-101 and #18-102

C. Violette reported that she had reviewed the documents and was scheduling a meeting with R. Good to further discuss the matter.

LEP email address

M. Gamache provided a report to the Board on how the Appraisal Institute permits the use of terms, designated language and seals. The by-laws specify where the MAI designation may be used by a firm and when it may not be used in marketing materials. The use of the logo may not imply that a firm is a member of the institute. The guidance provided clarification of when and how the designation MAI may be used by firms and individuals.

Substantial discussion followed concluding that the specific instance regarding the email address (CTLEP.com) did not cross the line of an individual that was not an LEP representing him/herself as an LEP. The consensus was that firms and individuals need to be careful in representing firm services (LEP Services) verses individual licensed services.

Chair Ruzicka suggested we review our regulations to determine if clarification is required. She will review the PE Board regulations to determine if there may be clarifying language that the Board may incorporate into the LEP regulations.

Update on Item development workshop held on October 17th

Rob Good, Carol Violette, Steve Holtman, Jack Markey, Michael Ainsworth, Karen Goldenberg, Kim Maiorano, Peter Hill and Carolyn Fusaro developed 40 new items and reviewed more than 60 items. The item bank now exceeds 900 items.

Test Assembly Workshop November 14th

Elsie Patton, Rick Standish, Gordon Binkhorst, Rachel Rosen, Marilee Gonzalez, Carol Violette and Kim Maiorano participated. The workshop was delayed due to participants being stuck in traffic from a morning vehicle accident, but the exam was completed and assembled for the May 2019 exam.

E. New Business

Complaint #18-103

Chair Ruzicka reported that a new complaint had been received by the Board. She requested that M. Gamache and J. Adams step down to review the matter. Ms. Gamache and Mr. Adams agreed to complete the review.

YEP presentation on December 6th

Chair Ruzicka and K. Maiorano will speak to the young professionals group on December 6th, focusing on qualifications, applications to take the examination and the process.

December Board Meeting

The December Board meeting will start at 10:30 and we will adjourn by 11:30 followed by a Holiday Luncheon at Salute.

2019 LEP Board Meetings

The schedule of meetings for 2019 was distributed. Meetings are on the 2nd Thursday of the month, except the February meeting which is on the third Thursday.

Next meeting is December 13th, 2018 at 10:30AM.

F. Adjournment

Chair Ruzicka declared the meeting adjourned at 10:12AM.

Minutes were approved on January 10, 2019.

Respectfully submitted,



John E. Adams
Board Secretary