



STATE OF CONNECTICUT

Board of Examiners of Environmental Professionals

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

MINUTES

State Board of Examiners of Environmental Professionals

Regular Meeting – December 11, 2014

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, December 11, 2014 at 10:05 AM in Russell Room, 3rd Floor, 79 Elm Street, Hartford, by Chair Ruzicka. Board members J. Adams, A. Phillips-Griggs, S. Holtman, R. Potterton, J. Loureiro, E. Patton and Carol Violette (arrived at 10:34) were present. C. Buchholz joined the meeting by phone until 11:38 AM. Also present Jack Looney representing the Attorneys General’s Office, Nelson Walter representing the EPOC and Rob Robinson and Jacques Gilbert of DEEP and Kim Maiorano Board Administrator.

B. Reading and Approval of the Minutes

The draft minutes of the Regular Board meeting of November 13, 2014 were read and approved with minor changes; motion by J. Loureiro, second: S. Holtman passed unanimously with J. Adams abstaining.

C. Public Participation

N. Walter had no comments.

D. Unfinished Business and General Orders

Notice of Deficiency Letters – Audit stats

Rob Robinson reported on the concern regarding the Notice of Deficiency letters. The Department has decided to change the name to Notice of Insufficiency. Both LEP and Certifying Party will be notified. Mr. Robinson will make available the complete form and check list for the next meeting.

Mr. Robinson reported on statistics regarding Verifications. 78% have received No Audit Letters – No Notice of Audit Letters have been issued following these letters. The Department provides the benefit of the doubt to the LEPs in this process. Clair Foster has been designated as the Audit Coordinator. 2014 will be a record year for submitting Verifications. A total of 8 Notice of Audits have been issued so far this year. A little less

than 15% have traditionally been audited.

Top mistakes include incomplete groundwater monitoring. Also, absence of investigating certain AOCs that are common to a site.

Distance learning – status of changes to regs

The Hearing Officers report is on Chair Ruzicka's desk for review....

Update on complaints 11-102 & 11-103

R. Potterton and J. Loureiro met with AG and formulate a strategy to negotiate a Consent Order with the LEPs. Letters will go out in the next few weeks.

Complaint 13-101 closed

This complaint has been closed. No basis was found to pursue the complaint. Letters have been sent to the parties indicating the finding of the Board. E. Patton raised a concern that the Board did not properly debate the merits of the complaint and vote to dismiss the complaint. Chair Ruzicka suggested that the Board be briefed at the next Board Meeting.

A discussion followed concerning the appropriate amount of information that may be presented to the Board at the time a Board decision is required.

Regulation revisions – degree/experience

Tabled for discussion at a future meeting.

Review of application – subcommittee - responsible charge demonstration

Tabled for discussion at a future meeting.

Job Analysis Study conference call with James Henderson at 10:44 am

Dr. Henderson reported on case law as it relates to a Job Analysis Study (JAS). It has been 18 years since the last JAS was completed. The JAS has been reviewed by the Board in the past and during the various workshops there has been no concerns voiced that specific problems have been created by the age of the JAS. Dr. Henderson suggested it is time to review the JAS. It would also be appropriate to solicit the entire list of LEPs for the new JAS. It is reasonable to complete a JAS in +/- six months. A first step may be to gather a workshop and evaluate the outline for refinements. R. Potterton suggested that the data that has been gathered from the past 18 exams and the submittal of many Verifications may be valuable in revising the JAS.

Chair Ruzicka asked for a consensus as to a go/no go decision on the JAS.

C. Buchholz asked for clarification on the scope of the assignment.

Dr. Henderson summarized that the process would consist of two phases.

- Phase I – meeting of technical advisors. Evaluate adequacy of JAS and make recommendations for revisions to the document.
- Phase II – prepare a survey as the importance of the various domains. This would be circulate to all LEPs. Scales may be evaluated relative to the initial JAS.

Motion by J. Adams to move forward with the development of the JAS scope with an opportunity for Board review prior to finalization. R. Potterton seconded the motion.

A thoughtful discussion followed concerning the scope of the JAS and the objectives that may be sought through this process. Dr. Henderson describe the process in determining the validity of the exam through the JAS, item development and test assembly workshops.

C. Buchholz raised the question as to whether a regulation change is imminent and should this process wait until that time. The consensus was that the revisions may not happen for some period of time and that this process should not be delayed.

Chair Ruzicka confirmed that the scope would be reviewed by the Board prior to the Department entering into a contract.

The motion passes unanimously.

C. Buchholz departed from the meeting at 11:38 AM.

Resubmittal of course approval request from EPOC for course titled “*Connecticut Geology Review*” for 4.25 CECs

Motion to approve for 4.5 CECs by E. Patton, seconded by R. Potterton; passed unanimously.

E. New Business

Course Approval Requests

Course approval request from EPOC for course titled “*Understanding ProUCL and Use of the 95% UCL to Demonstrate Compliance with RSR Criteria*” for 8.0 CECs. Motion to approve for 8.0 CECs by J. Loureiro, seconded by S. Holtman; passed unanimously.

Course approval request from EPOC for course titled “*Conceptual Site Modeling and the Data Quality Objectives Approach to Site Characterization*” for 8.0 CECs. Motion to approve for 8.0 CECs by S. Holtman, seconded by J. Loureiro; passed unanimously.

Course approval request from LEP for summit titled “*MEA 2014 Environmental Learning Summit*” for 9.0 CECs. Tabled until next meeting.

Course approval request from LEP for conference titled “*International Symposium & Exhibition on Redevelopment of Manufactured Gas Plant Sites*” for 10.5 CECs. Tabled until the next meeting.

FYI letter from NEWMOA slight change in instructor course titled “*DNAPL Investigation & Remediation: The Evolving State of Practice*”. No action required.

Other Items

Item Development Workshop has been scheduled for Wednesday May 27th and the **Test Assembly Workshop** has been scheduled for June 25th.

Complaint #14-101 – A new complaint has been received. Staff reported that the complaint is not of a technical nature and that it may be appropriate for non-LEP members of the Board may step down C. Violette and A. Phillips-Griggs volunteered to investigate.

Next regular meeting is January 15, 2015.

F. Adjournment

Upon a motion by J. Loureiro, seconded by S. Holtman, Chair Ruzicka declared the meeting adjourned at 11:46 AM.

Minutes approved January 15, 2015.

Respectfully submitted,



John E. Adams
Board Co-Secretary