

STATE OF CONNECTICUT

Board of Examiners of Environmental Professionals

Board Members:
Kenneth M. Collette, Esq., Chair
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

MINUTES

State Board of Examiners of Environmental Professionals

Regular Meeting – December 12, 2019

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 12, 2019 at 10:37 AM in the Russell Room on the 3rd floor, 79 Elm Street, Hartford, by Chair Kenneth Collette. Board members J. Adams, R. Good, C. Violette, S. Holtman, A. Phillips-Griggs, J. Loureiro, E. Patton (by phone) and Board Administrator K. Maiorano were present. David Wrinn (final 10 minutes) of the Attorney General’s Office, Rob Robinson of DEEP and Mike Cote representing EPOC also attended the meeting.

B. Reading and Approval of the Minutes

The draft minutes of the Regular Board meeting of November 2019 were read and approved with minor corrections; motion by S. Holtman, seconded by C. Violette, passed unanimously, with A. Phillips-Griggs, J. Loureiro and E. Patton abstaining.

C. Public Participation

No public comments.

D. Unfinished Business and General Orders

Update on complaint #17-102

J. Loureiro reported that they were waiting for the LEP to review materials provided through an FOI request and schedule a meeting.

Update on complaints #18-102

C. Violette and R. Good reported that additional materials had been received from the LEP was being evaluated.

Update on complaint #18-103

J. Adams reported that a meeting had been held with the LEP on December 11, 2019 and a letter requesting additional information was being prepared.

Update on complaints #19-101, 19-102 and 19-103

S. Holtman reported that they had held a meetings with LEPs on December 5, 2019 and were contemplating next steps.

E. New Business

Verification and Audit Process

Rob Robinson of DEEP provided an overview of the Audit process and changes that will be coming to the program to provide efficiencies for DEEP staff. The revised Transfer Act law requires DEEP to respond to an audit within one year and the Commissioners 20 by 20 initiative requires that Verifications be acted on within 90-days. The steps in the process are as follows:

1. A data processor enters the Verification into the system and gives it a number.
2. Claire or Carolyn then review the Verification entering certain data into the tracking program. This is when there is a determination if the Verification is complete. If not a notice of insufficiency is sent to the LEP. This is done within 30-days.
3. If the Verification is complete, the Verification undergoes an administrative review. If found to be appropriate a No Audit Letter may be issued. More complex verifications may require a more complete evaluation.

Since 2014 the number of incomplete verifications has been roughly 50% of the total verifications submitted. This process takes a lot of time.

Starting in a month, the Verifications will be stamped “REJECTED” and the first page and the signature page will be returned to the LEP with a check list indicating what was determined to be insufficient.

If the Verification is determined to be complete and no audit is required, the first page of the Verification Form will be stamped “NO AUDIT” and returned to the LEP with a copy of the last page.

If a Verification is selected for an audit, and the Verification is rejected, a letter will be prepared that is sent to the Certifying Party. The letter will identify the problems with the audit. If the audit confirms that Verification is complete and appropriate, the Verification will be stamped “AUDITED AND ACCEPTED” on the first page and returned to the LEP with a copy of the last page.

Prior to the start of using the REJECTED Stamp, a list serv message will be sent to all LEPs advising them of the change in the process. Rob anticipates this process will begin within a month.

FYI

Scantron Corporation acquired by Transom Capital Group - K. Maiorano reported to the Board that Scranton Corporation, the LEP Test preparer, has been acquired by the Transom Capital Group. The contract is in the process of being transferred.

LEP Board opening posted on DAS statewide employment site – Chair Collette reported that those interested in joining the Board should apply through the DAS statewide employment site.

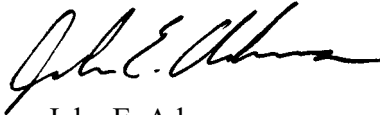
Next meeting is January 9, 2020 at 9:30AM.

F. Adjournment

On a motion by J. Loureiro, seconded by S. Holtman and passed unanimously, Chair Collette declared the meeting adjourned at 11:36 AM.

Minutes were approved on February 20, 2020.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John E. Adams", written in a cursive style.

John E. Adams
Board Secretary