



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 – August 13, 2020

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, August 13, 2020 at 9:34 via a Zoom conference call, by Chair Kenneth Collette. Board members J. Adams, R. Good, A. Phillips-Griggs, M. Gamache, K. Meloy, C. Violette and J. Loureiro were present via Zoom. Board Administrator K. Maiorano, Mike Cote representing EPOC, Jacques Gilbert, Liz McAuliffe and Selena Thornhill-Moody of DEEP and David Wrinn representing the Attorney General’s Office were also present on the Zoom call for the meeting. Jim Henderson from Scantron joined the meeting from 9:40 to 10:15 AM. This meeting is being held via Zoom due to the Covid-19 pandemic and the Governor’s Executive Orders prohibiting the physical gathering of persons.

B. Reading and Approval of the Minutes

The draft minutes of the Regular Board meeting of July 9, 2020 were read and approved with minor corrections; motion by M. Gamache, seconded by K. Meloy, passed unanimously.

C. Public Participation

Mike Cote thanked Kim Maiorano for her service to the LEP community on behalf of EPOC.

D. Unfinished Business and General Orders

Update on complaint #17-102

J. Loureiro reported that a letter had been sent to the LEP requesting a response. The LEP had requested a few dates for a meeting.

Update on complaint #18-103

J. Adams and M. Gamache reported that they were working with K. Maiorano and D. Wrinn to draft a letter to be sent to the LEP.

LEP Examination

Jim Henderson joined the meeting at 9:40 AM. K. Maiorano indicated that 18 of 21 applicants admitted to the exam had indicated their desire to take the exam on October 7th. No one had expressed concerns with the exam process or the venue. Protocols for distancing and sanitary provisions had been put in place by Scantron.

Item Development Workshop Scheduled for Week of September 16th

Jim Henderson reported that he had a number of conversations with Kim to evaluate the viability of item writing virtually using the Scantron software. Jim recommended that the technical advisors be invited to a webinar of a two-hour duration orienting them to the software, setting up user credentials and navigating in the software. Technical advisors would be given direction on writing questions and distractors. Three additional sessions could be scheduled either during the same week or at another time. Jim suggested 4 two-hour sessions rather than one eight-hour session. They have found this to be more productive. This will still require five LEPs and two DEP staff as technical advisors. The same advisors would be required to be available for each two-hour block. The time of 9:00 to 11:30 AM would be the suggested time for Monday through Thursday.

K. Maiorano suggested that additional technical advisors be added to the next item development where the new revised RSRs will be in force. Jim mentioned that there are 3 or 4 additional advisors that could be available based on a few less that were not used previously in workshops.

Test Assembly Workshop Scheduled for Week of October 21st

Jim indicated that travel from his home base is a problem due to Scantron's internal policy and Connecticut's policy on travel from NC. Jim suggested that Test Assembly could be done virtually. The questions could be selected by the Advisors in the weeks leading up to the workshop. This would eliminate the need for the morning session. The afternoon assembly portion could be done virtually with the validation ratings via zoom. Video would be required to verify who is in the room. Jim suggested four two-hour sessions for this also. He does not believe there will be charges from the hotel to cancel the meeting. Chair Collette indicated he believed this was a good concession to accommodate all parties and be able to complete this workshop. The time of 9:00 to 11:30 AM would be the suggested time for Monday through Thursday. K. Maiorano asked that EPOC put out a request for technical advisors.

E. New Business

Course Approvals

Course approval request from an LEP for the approval of a *Structural Geology Course* for 4.0 CECs. On a motion by J. Adams, seconded by J. Loureiro, the request to deny credit passed unanimously.

A motion to add a course approval for EnviroSummit was made by J. Loureiro seconded by J. Adams, passed unanimously.

Course approval request from Enviroworkshops for course titled “**EnviroSummit Conference**”. On a motion by J. Loureiro, seconded by A. Phillips-Griggs, the conference was approved, passed unanimously. See the attached for schedule for approved workshops and possible credit for each workshop. The CECs shown represent half credit as specified for conferences. Approval assumes the provider will comply with Board requirements for attendance verification.

Letter from LEP regarding complaint 15-101

The LEP has provided verification of his continuing education portion of the Consent Order. The Order also required that he have the next two Verifications be peer reviewed. The LEP indicated he has no intent to file future Verifications and requested that the Consent Order be discharged as being complete. D. Wrinn, Chair Collette and K. Maiorano drafted and sent a letter to the LEP indicating that the CEC portion of the Consent Order had been fulfilled, but as long as he is licensed he can Verify and therefore that portion of the Consent Order must remain in place.

Into of New Staff

Liz McAuliffe and Selena Thornhill-Moody introduced themselves. Both have been with the Department a number of years and are looking forward to supporting the Board after Kim’s retirement.

This being Kim Maiorano’s last meeting, Chair Collette gave members of the Board, DEEP staff, EPOC and David Wrinn an opportunity to thank Kim for her years of service to the Board.

Jacques Gilbert – Indicated he had the pleasure to work with Kim for the past several years. Kim has worked with DEEP for 34 years and has supported the Board since its formation in 1997 (23 years). She has tremendous technical knowledge that will be lost. Jacques noted Kim was the consummate professional and goes above and beyond to keep the Board on track. Her sense of humor will be missed. Jacques wished her the best in her retirement.

Kelly Meloy – Kim has provided continuous guidance and is the memory of the Board. Kim would go above and beyond to keep all the LEPs licensed. Kelly announced that the Board members have contributed to a gift certificate to Mpix.com, a photographic website

where prints on different media, etc. can be ordered. She indicated that Kim will be sorely missed.

Carole Violette – Kim has become a great friend and has help Carol through difficult times. She will be missed.

John Adams – Kim has been the conscience of the Board. She has always looked out for the Board’s best interest. He thanked Kim for all the help she has provided to the Board and to him over the many many years of her service to the State.

David Wrinn – When Jack Looney approached David about taking over the AG’s assistance to the Board, he indicated that it would be made easy because of Kim’s great knowledge and that she was a great person. She has been a great partner to work with behind the scenes. It has been glorious working with her.

Alisa Phillips-Griggs – Kim has been the consummate professional and thanked Kim for helping her attend many meetings.

Jeff Loureiro – Jeff indicated that he has known Kim through most of her 34 years. Kim cares deeply about her work. Jeff enjoyed working with Kim and will miss her. Good Luck in your retirement Kim.

Chair Collette – Former Chair Ruzicka indicated rightfully so that he would be well supported by Kim as he took on the Board Chairmanship. Kim works diligently through the course of the month to prepare for the Board meetings and make certain all the essential information is distributed. Kim has been working over the past few months to make certain that Selena and Liz are well prepared for taking over her duties.

Michelle Gamache – Thank Kim for her orientation to the Board. Her professionalism shines through every time. Her humor is utmost, especially “She Who Must Be Obeyed”. Thank you, Kim.

Mike Cote – Mike thanked Kim for helping him straighten out his application to the many times Kim has provided assistance since.

Kim Maiorano – It has been an honor to serve the Board. She indicated she was fortunate to begin working at the Department when she was 10 and is now able to take an early retirement (tongue in cheek). She indicated she will miss the Board members. Kim indicated that the Board is in good hands with Liz McAuliffe, Selena Thornhill-Moody, David Wrinn and Jacque Gilbert assisting the Board.

Next meeting is September 10, 2020 at 9:30AM.

F. Adjournment

Chair Collette stepped down as Chair and handed the gavel to Assistant Chair Maiorano to adjourn the meeting.

On a motion by J. Adams, seconded by J. Loureiro and passed unanimously, Chair Maiorano declared the meeting adjourned at 11:07AM.

Minutes were approved on September 10, 2020.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John E. Adams". The signature is fluid and cursive, with a large initial "J" and "A".

John E. Adams
Board Secretary