



# 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  
Kelly Meloy, LEP  
Alisa Phillips-Griggs  
Carol Violette, PhD, CHMM  
Daniel Wolfram, LEP, CHMM

**TO: State Board of Examiners of Environmental Professionals**  
*via E-MAIL:*

Kelly Meloy	Robert Good
Michelle Gamache	Carol Violette
Alisa Phillips-Griggs	John Adams
Dan Wolfram	

*via E-MAIL:*

Kenneth Collette, Chairman

**DATE:** November 16th, 2021

**RE:** November 18th, 2021, Meeting of the Board via Zoom call

**Attached please find the following:**

- 1) Agenda for this month's Board meeting and the previous month's minutes. The meeting will be **via Zoom** and will commence at **9:30 a.m.**

Topic: Kenneth Collette's Zoom Meeting

Time: November 18th, 2021 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://ctdeep.zoom.us/j/6054257048>

Meeting ID: 605 425 7048

One tap mobile

+16468769923,,6054257048# US (New York)

+16699006833,,6054257048# US (San Jose)

Dial by your location

+1 646 876 9923 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 605 425 7048

Find your local number: <https://ctdeep.zoom.us/u/acygx3CGy0>

**Please reply to this e-mail to confirm receipt and participation.**

cc: David Wrinn, AGO – via e-mail  
Jacques Gilbert, DEEP - via e-mail  
Seth Molofsky, EPOC - via e-mail  
library@cga.ct.gov, CGA via e-mail  
Nelson Walter, EPOC - via e-mail  
Jan Czczotka, DEEP – via e-mail

**A G E N D A**  
**Meeting of the State Board of**  
**Examiners of Environmental Professionals**  
**November 18, 2021 9:30 a.m.**  
**via Zoom**

**A. Call to Order and Sign-In**

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

Discussion and approval of the draft minutes of the previous meeting.

**C. Public Participation**

**D. Unfinished Business and General Order**

1. Board retirement announcement from Kelly Meloy, LEP, effective at the end of the year. She plans to attend the December meeting.
2. Complaint #21-101 update – Request for assignment of another Board member to join the review team.

**E. New Business**

**1. Complaint concerning an LEP received on November 4<sup>th</sup>, 2021.**

Request for two Board members to review submission contents.

Request to assign to the same two members as assigned to #21-101.

**2. Review of Contract set to expire on December 31<sup>st</sup>, 2022.**

Request for Board members to provide feedback. Consider allowing testing at computer kiosks at testing centers, or remote testing with monitoring.

Consider recalibration of the test passing score with the Psychometrician.

**3. Review of Draft Record Retention for LEP application and license.**

- a. Record Retention Schedule (RRS) Items inadvertently deleted in 2013 when RRS 00-13-1 was superseded by 13-6-2.
- b. Retention schedule proposed would use language from the Consumer Protection License related schedule.

**4. Review of Course Approval Requests**

**A. Reconsideration of course E. from October meeting. (3.75 CECs)**

Request for retroactive approval for AGWT's Managing PFAs at the Source Webinar given October 20<sup>th</sup>, 2021. No issue was found with content. Now confirming Zoom webinar with monitored attendance.

**B.**

**F. Adjournment**