



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

MINUTES

State Board of Examiners of Environmental Professionals

Regular Meeting – November 18, 2021

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, November 18, 2021 at 9:38 via a Zoom conference call, by Chair Kenneth Collette. Board members J. Adams, M. Gamache, K. Meloy, C. Violette, A. Phillips-Griggs, D. Wolfram and R. Good were present via Zoom. Board Administrator Liz McAuliffe and Jacques Gilbert of DEEP, Nelson Walter representing EPOC and an individual identifying himself as Bryan were also present on the Zoom call for the meeting. 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 October 14, 2021 were read and approved with minor corrections; motion by M. Gamache, seconded by K. Meloy, passed unanimously with D. Wolfram abstaining.

C. Public Participation

Mr. Walter reported that Liz McAuliffe had provided a new candidate guide prepared by Scantron and requested that EPOC review and comment. EPOC was soliciting LEPs to review the documents. EPOC requested that the Board provide information on which portions of the exam candidates were having the most problems with so that the exam preparation workshops could be tailored to better prepare candidates. Liz McAuliffe indicated she would seek the information from Scantron.

D. Unfinished Business and General Orders

Board Retirement Announcements

Kelly Meloy has submitted a letter indicating she will be retiring and will resign from the Board following the December meeting. As previously indicated, these retirements will create five vacancies on the Board.

Update on Complaint 21-101

Chair Collette had appointed R. Good and M. Gamache to perform the initial review during the October Board meeting. M. Gamache reported that she has a conflict with the matter. Board Chair Collette assigned D. Wolfram to take Ms. Gamache's place in the review. An additional complaint was received concerning the same LEP regarding the same matter. This complaint will also be addressed by R. Good and D. Wolfram.

E. New Business

Complaint concerning an LEP received on November 4th, 2021.

Per the previous item, this complaint will also be addressed by R. Good and D. Wolfram.

Review of Contract set to expire on December 31st, 2022.

Request for Board members to provide feedback. Consider allowing testing at computer kiosks at testing centers, or remote testing with monitoring (taking the test at home or work with visual monitoring).

M. Gamache indicated that she has taken numerous exams from test centers, explaining the process and supporting the use of testing centers. J. Adams inquired as to how the materials that are provided to the candidates will be provided. Liz McAuliffe will seek answers to the Board members questions. The consensus of the Board was that the Testing Centers would be the preferred option.

Review of Draft Record Retention for LEP application and license.

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

Liz McAuliffe outlined a records retention policy to dispose of various paper records that will be disposed of in a similar manner to what the Department of Consumer Protection utilizes. A copy of the schedule was provided by Ms. McAuliffe. K. Meloy suggested that insufficient applications be added to the incomplete application disposal schedule. With that addition, on a motion by J. Adams and seconded by A. Phillips-Griggs, the motion passed unanimously.

Review of Course Approval Requests

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 20th, 2021. No issue was found with content. Now confirming Zoom webinar with monitored attendance.

K. Meloy indicated that the provider indicated that they would/have tracked attendance through Zoom but the course materials indicated that the participants would certify their attendance and participation. K. Meloy made a motion to approve the course with the caveat that the provider be notified that it is their requirement to maintain these records. The motion was seconded by D. Wolfram and passed unanimously.

Additional Information

Next meeting is December 9, 2021 at 9:30AM.

F. Adjournment

On a motion by K. Meloy, seconded by D. Wolfram, passed unanimously, Chair Colette declared the meeting adjourned at 10:08 AM.

Minutes were approved on December 9, 2021.

Respectfully submitted,

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

John E. Adams
Board Secretary