

**NEW JERSEY SITE REMEDIATION PROFESSIONAL LICENSING BOARD**

**FINAL**

**May 16, 2011 Meeting**

**4:00 p.m. Public Hearing Room, DEP, Trenton**

**Board Members:**

***Present:*** Chairman David Sweeney, Jorge Berkowitz, Richard Dewling, Lawra Dodge, Joann Held, Christopher Motta, Karl Muessig, Michael Pisauro, Constantine Tsentas, Ira Whitman.

***Absent:*** Philip Brilliant

***Others Present:*** Board Liaison Karen Hershey, DAG Kimberly Hahn, Executive Assistant David Haymes, Assistant Director George Klein.

***Proceedings:***

- Meeting called to Order at 4:06 by Chairman Sweeney.
- Statement by Chairman Sweeney that adequate notice of the meeting was provided pursuant to the Open Public Meetings Act.
- Approval of May 2, 2011 minutes.
  - Motion by Constantine Tsentas to accept minutes, seconded by Joann Held; motion passed unanimously.
- Chairman's Report
  - Discussion about changes to Board meeting schedule.
  - Discussion regarding quorum issues; there cannot be a quorum at the Audit Committee Open Forum.
  - RFP Exam bid due date pushed back two weeks from June 1 to June 14 to allow sufficient time for bidders to ask additional questions; question period ends May 19; final bid award date will be beginning of August rather than late July.

- Committee Reports
  - Audit Committee (no formal action taken): Ira Whitman reported on the progress of the Audit Committee on behalf of Committee Chairman Phil Brilliant.
    - Open Forum is Tuesday, May 17 from 4:30 to 6:30.
    - The Committee will review all the comments and make changes to the process and the questionnaire as needed; the Committee will then submit the materials to the full Board for consideration.
    - Audit Committee will work with the Rulemaking Committee to incorporate the audit process into the rules.
    - The Committee is undecided about releasing comments.
  - Continuing Education (no formal action taken): Lawra Dodge reported on the progress of the Continuing Education Committee.
    - While not everyone was present, the Committee met on May 9 to go through issues that needed more deliberation, i.e., how to calculate CEUs for conferences, workshops, seminars, and other courses not affiliated with the DEP; the Committee also discussed mandatory course content, the format for pre-approval of courses and whether to allow for retroactive approval.
    - Committee will meet with Licensure Committee to discuss continuing education as it relates to Temporary licensees.
    - Next Training Committee meeting is on June 27; Committee will work with Training Committee and continue to fine-tune Continuing Education proposal to present and finalize with the Board.
  - Finance Committee (no formal action taken): Richard Dewling reported on the progress of the Finance Committee.
    - As of May 16, Board charges totaled \$29,000.
    - Charges do not include DAG or Treasury's time.
    - Board discussion about indirect and fringe costs in billing charges.
    - Still too early to formulate a budget.
  - Licensure (no formal action taken): Ira Whitman reported on the progress of the Licensure Committee.
    - Committee is waiting on the Audit and Continuing Education Committees whose work interacts with licensing.
    - At next meeting, the Committee will discuss extending temporary licenses.

- Website/Outreach (no formal action taken): Chris Motta reported on the progress of the web site.
  - The Committee met last week.
  - Committee is developing a stakeholder/open forum process; there may not be a one size fits all approach to the process.
  - Process could be incorporated into the Bylaws.
  - Board discussion about using Outreach Committee as a means of disseminating information such as advisory opinions.
  - Board discussion about posting an announcement on the Board's web site that Board members are available to speak at functions.
  
- Professional Conduct (no formal action taken): Jorge Berkowitz reported on the progress of this Committee.
  - The Committee is waiting for comments from the Board on the proposed narrative of the disciplinary process.
  - The Committee is aiming to finalize the narrative and post on the Board's web site, and then conduct an Open Forum in early June to obtain input on both the narrative and the flowchart.
  - Committee is planning to finalize and obtain Board approval on the process by the end of July.
  - Board discussion about pending complaint which involves a subsurface evaluator who is also an LSRP.
  
- Rulemaking (no formal action taken): Joann Held reported on the Rulemaking Committee.
  - Joann Held worked with Dave Sweeney to develop a Board schedule for rules, Board meetings and stakeholder meeting dates (handout); schedule runs through October 2012.
  - The schedule is ambitious with a project rule adoption deadline of October 2012.
  - Board discussion about folding in important RFP and exam development dates.
  
- Ongoing Business
  - Discussion led by Chairman Sweeney about status of two vacant Board positions; the academic candidate has not yet been contacted by the Governor's office; there is no news on Ben Alter.
  - Steering Committee is meeting this Wednesday to discuss LSRP reliance on NFAs, then their white paper will be forwarded to the Board.

- New Business
  - Chairman Sweeney led a discussion about a letter (handout) written by Jeff Tittel on behalf of the Sierra Club, the Edison Wetlands Association and PEER to the Commissioner regarding the auditing process and the composition of the Board; DEP is preparing a response.
  - DEP is planning to also hold a meeting with the Sierra Club, EWA and PEER to discuss these issues; Board discussion about having select Board members attend that meeting.
  
- Public Comment
  - Dick Katz, PennJersey Environmental:
    - Commented that the Board is over-reaching.
    - Board has many tasks and is tackling issues that it does not need to address at this time, i.e., LSRP reliance on NFA and Subsurface evaluator complaint; Board should look at these issues down the road.
  - Nick DeRose, Langan:
    - Inquired about the format for the Audit Open Forum.
  
- Motion by Richard Dewling to adjourn at 6:08 p.m.; seconded by Mike Pisauro and passed unanimously.