

**LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS**

9643 Brookline Ave, Ste. 101, Baton Rouge, LA 70809



**REGULAR MEETING OF LBOPG**

Tuesday, July 22, 2014

2:00 P.M.

Louisiana Engineering Society Building, Conference Room  
9643 Brookline Ave., Baton Rouge, LA 70809

**MINUTES**

Dr. Kumar called the meeting to order at 2:05 p.m., July 22, 2014.

Present: Kelli Hardesty, William Finley, Lloyd Hoover, Arthur Johnson, John Johnston, William Meaney, Madhurendu Kumar, Board Members. Ethel Graham, Legal Counsel, and Georgeann McNicholas, Executive Secretary to the Board.

Absent: Todd Perry and Daisy Pate, Board Members.

Roll Call sheet was circulated for signatures.

Finley requested that the July 8, 2014 minutes be revised to reflect that the next meeting was scheduled for July 22, 2014. Johnston made a motion to accept minutes of July 8th, 2014 meeting as revised. Finley seconded. Motion carried unanimously.

Treasurer's Report was given at the July 8, 2014 meeting. A list of checks written from July 8, 2014 to July 22, 2014 was distributed to Board members. Dr. Kumar asked what the balance of the checking account was as of June 30, 2014. McNicholas responded that it was \$271,996.53. Finley requested that when a list of checks is provided, that the total be included in the future.

Licensing Application Review Committee - Hardesty asked for clarification of who may be a reference. Johnson responded that it must be someone who would be eligible for licensing as a professional geoscientist. Finley added that it could also be someone the Board determined was qualified to supply a reference. Further discussion ensued. Hardesty directed the Board to the list of submitted applications that the committee has reviewed. Graham suggested that when discussing candidates for licensing that they are referred to by number. Number 3 and 13 held from last meeting have supplied the necessary documentation to fulfill the requirements for

licensing. Numbers 4 and 5 will be held pending Hardesty's further review of their references. Numbers 14 and 15 will be asked to provide more detail concerning their last 5 years of work experience. Johnson made a motion numbers 1, 2, 3, 6, 7, 8, 9, 10, 11, 12 and 13 of the list be approved for licensing. Meaney seconded. Motion passed unanimously. Finley brought to the Board's attention the word limitation in work experience section. Discussion ensued regarding notation to be added to website.

Licensing Examination Committee - Pate is absent. Kumar asked if ASBOG materials had been mailed to committee members and McNicholas confirmed they had. Kumar emphasized the importance of the completion of the rules and ethics to be submitted to the Legislature and then to ASBOG as soon as possible.

Complaint Review Committee – Finley is compiling information received.

Hearing Committee – Johnson is getting information from Hoover concerning the procedure that LAPELS uses. Johnson will draft LBOGP procedure and give to Hoover to review and revise and then to Graham and the Board for review. Johnson set goal to get draft to Hoover by 08/12/14 and then to the Board by 08/26/14.

Comity/Reciprocity - Finley noted that rules need to be in place prior to this committee's action. Further, he stated that Texas will require that licensing in Louisiana be ongoing for five years prior to Texas approving reciprocity with Louisiana. The Committee will look into other states requirements. It's not a two way street at this time since this is the first year for Louisiana.

Office Committee – Revised licenses with the language “and as annually renewed thereafter” were circulated. All licenses will be reissued with the revised language. Business cards were distributed to Board members and noted that the zip code of 70809 was corrected. Licensing cards were reviewed. Finley stated that the rules will require the signature of the Chairman. Johnston pointed out that the national certification does not require it. Discussion ensued. McNicholas is to purchase a rubber stamp with Dr.Kumar's signature and the cards will be revised with the addition of a signature line and the words “Chairman of the Board” under the signature line. The scanner, that scans both sides and creates a PDF in one step, has been purchased and is in operation. Finley stressed the need to refer to licenses as credentials and not as certificates. Credit card application requires credit information from an individual. McNicholas is working with the bank to overcome this obstacle. CPA says we do not need to be paying the bank a fee for Account Analysis so Johnston will request that services be terminated. Vacation/Sick time for unclassified employees is 12 days a year of sick leave and 12 days a year of vacation. Vacation leave must be preapproved by supervisor, but not sick leave. Notification must be given by the employee to his supervisor when taking sick leave. Kumar suggested a sign be placed on the door of the office when employee is out stating when employee returns and a form be submitted for vacation leave. McNicholas has produced an Excel spreadsheet to log her vacation and sick leave. Further, McNicholas will contact either the Office Committee

Chairperson or the Chairman of the Board when she will be out of the office due to illness and provide adequate advance notice of vacation dates. Signage is still in the process as the door sign must be corrected to read “Geoscientists” instead of “Geoscientist” and the lobby sign is outstanding but being pursued.

Rules Committee – Finley distributed a handout. He will be doing a PowerPoint for next meeting with questions that need to be discussed. In reviewing applications for licensing, he requested clarification of what we are licensing. Skill sets, competency and ethics were discussed and the responsibility of the individual geoscientist. Finley discussed references and Texas requirement of reference submitting his/her certification. Johnson pointed out that Louisiana has not had licensing until now. Finley noted that we ask for their license number and state of licensing but should we require they upload their certificate? Discussion ensued. Determined that the Rule should state that the Board may require submission of a copy of the references license. Reference must be in sufficient detail for applicant review committee to make a determination or application will be returned to applicant with notice of insufficiency. Meaney noted that the Act states what the requirements are for licensing and the additional ethical requirements are the responsibility of the licensed geoscientist. Discussion ensued. Hoover pointed out a Complaint must be filed for Board to review a licensee’s actions. Finley noted that some applicants do not give sufficient work detail. Board agreed that the application should be returned to the applicant. Finley to talk to Usable Creative tomorrow regarding the 3950 number of characters noted on the work experience webpage.

Website – McNicholas reported on the number of applications receive to date and issues and their resolution. McNicholas has asked Usable Creative for a place that the date of licensing can be added that will flag her two months in advance of the expiration date. Graham questioned how the digital signature will be linked to the 2 applications when hard copies are submitted. McNicholas said the information will be input once Usable Creative fixes the problems. McNicholas informed the Board that Usable Creative has created a link on each webpage, “Report An Issue”, so the user may directly notify them and respond to them directly and track the issues. Finley explained that previously applicants “Submit for Review” when they complete the application but prior to the receipt of their transcripts or references. The Application Review committee received applications that were not ready for review. Therefore, McNicholas requested and another status has been added “Ready for Board Review” that only McNicholas can change.

Legal Counsel’s Comments – Graham explained that the vacation/sick leave varies with longevity and that it is based on the number of hours worked. Hardesty asked if the board employee has the same State Holidays as state employees and Graham confirmed. Board members do not get sick or vacation leave. Anything that is subject to voting should be saved for a Board meeting because of Open Meeting Rules, and not in emails. Procedure for adoption and promulgation of the rules can be found at R.S. 49:952. Graham provided a brief overview of

the required phases and steps in those phases. Discussion ensued concerning public notice and public comments. McNicholas offered to make a time line for the Board.

No other business.

Next meeting will be August 12, 2014 at 1:30 p.m. at the Louisiana Engineering Society Building Conference Room, 9643 Brookline Ave., Baton Rouge, LA and the following one will be August 26, 2014.

Motion to adjourn meeting was made by Johnson, seconded by Hardesty. Motion passed unopposed. Kumar adjourned meeting at 3:30 p.m.