

LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS

5802 Highland Road, Baton Rouge, Louisiana 70808



REGULAR MEETING OF LBOPG

Friday, April 11, 2014

10:00 A.M.

Louisiana Department of Justice
1885 North Third Street
Livingston Building
Sixth Floor Main Conference Room
Baton Rouge, Louisiana 70802

MINUTES

Present: John E. Johnston, III, William R. Finley, William Meaney, Arthur Johnson, and Lloyd Hoover, Board members. Ethel Graham, Legal Counsel, and Georgeann McNicholas, Executive Secretary.

Absent: Madhurendu Kumar, Daisy Pate, Todd Perry, and Kelli Hardesty, Board Members

Meeting called to order at 10:00 a.m. Role Call was executed. Quorum established. Minutes of last meeting accepted. Motion made by Johnson, Seconded by Finley. Carried unanimously.

Finley clarified that nothing else needs to be revised on continuing education draft.

Reports from Committees:

- a.) HB 167 - Voted out of committee; Not on agenda as yet.
- b.) Membership - McNicholas presented letter to be sent those whose applications were received post 12/31/13. It has been approved by Hardesty, Membership Committee Chair, and approved by Kumar, Board Chairman. Letter was circulated.
- c.) Office - Two more proposals obtained, required form completed and submitted last week to the Randy Janies, Facility Planning and Control. Contracts revised and submitted. Tatman's kicked back for further revisions. Revisions made, initialed by David Tatman and Dr. Kumar is initialing today. Johnston suggested that as soon as the

lease is approved, the Board authorize McNicholas to write a check to be signed and submitted for the lease of the office space. Johnston made the motion, seconded by Hoover. McNicholas to notify the board by email when that happens. Hoover moved that all meetings going forward be held at LA Engineering Society building. Seconded by Finley. Carried unopposed. Clarified meetings are Tuesday at 1:30 p.m. McNicholas reported that she contacted Anthony Pounders, IT for Louisiana Engineering Society, and was told that they will set up internet service for us once we have a move-in date. Hoover explained that originally we were told that there would not be a further fee but then was told we may be assessed a fee. Johnston suggested that if there is an additional internet fee, the Board authorize McNicholas to pay it. Hoover made the motion. Seconded by Johnson. Carried unopposed. Johnston reviewed list of office furniture and equipment, software and supplies needed for the office and explained how the information was researched. Graham requested clarification be made that the purchase of office furniture and equipment does not have to be authorized by Facilities Planning and Control. Further, Graham explained that services under \$2,000.00 do not have to be authorized by a government entity. Johnston explained that the Board CPA will determine what will be the best software program for us to interface with his office. McNicholas to get price from Cox for telephone service in office. Finley suggested we look at the HP 7610?, scanner does 11x17. \$200 petty cash fund for office small office supplies was suggested by Hoover. Motion made by Johnson, seconded by Finley. Carried unopposed. McNicholas will keep receipts of expenditures. Johnston asked for motion to allow Georgeann to purchase equipment with a 10% plus tax leeway. Finley made motion to accept list of equipment and furniture needed to populate the office and move forward with purchases in a timely manner. Meaney made motion to amended to add "subject to required further approval". Johnson seconded. Carried unopposed. McNicholas informed Board members that she will transmitting tax forms required by CPA to be completed, executed and returned at the next Board meeting.

Rules - Finley working on the rules. Using Texas as a guideline but their rules are not cross referenced.

Website - McNicholas met with Pate and Usable Creative and provided update of information requested by Usable Creative and our responses. McNicholas asked Graham for clarification of what information must be made available to the public and what is protected by right to privacy. Graham explained that everything is public record if written request is sent to the Board unless sealed, including references. Public record is determinable based on the purpose of the request. Sealing is based on the purpose of the request as well. Discussion ensued concerning how much of information should be available. Decided that application information not accessible for public to see, board only. Graham to confirm. Finley to draft Mission Statement. McNicholas to draft Q&A. Discussion ensued regarding what information should on the Member Roster. Board decided to list name, license number, business address, and business telephone number. Meetings will list only meetings of LBOPG. Link will be available for applicants to order their own seal; link for filing a complaint; and link to a list of the names of those disciplined by the LBOPG. Board decided that there will not be a Calendar of Events. LBOPG meetings will be listed under the Meetings link. Discussion ensued concerning

links for continuing education (CE) and what counts as one credit. Disclaimer on CE page that Board has final determination of what is approved continuing education. Johnston suggested that the Board use Texas' model for continuing education link and disclaimer about their links. Board decided no link for Member Resources at this time. Agreed that licensors submit only one email address. McNicholas advised that photographs used on website need Todd Perry's written approval. Finley recommended having Usable Creative person join us on April 22 unless additional expense then via remote access.

Legal Counsel - Lease and contracts still in process. New task - clarification of what is sealed and not; public records.

New Business: Finley clarified that the applicant is responsible for insuring his references have been received by the Board but will not see the references..

Next meeting March 22, 2014 at 1:30 pm at Louisiana Society of Engineers building. Board will try to follow the pattern of the 2nd and 4th Tuesdays at 1:30 p.m.

Motion to adjourn was made by Johnston. Seconded by Meaney. Carried unopposed.

Meeting adjourned at 11:15 a.m.