

# LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS

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



## REGULAR MEETING OF LBOPG

Tuesday, August 8, 2017, 1:00 P.M.

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

## MINUTES

Chairman William Finley called the meeting to order at 1:01 p.m., Tuesday, August 8, 2017. He then commenced roll call.

Present: William Finley, Lloyd Hoover, Art Johnson, John Johnston, Thomas Klekamp, and Melanie Stiegler, Board Members; Harry Vorhoff, Legal Counsel; Brenda Macon, Executive Secretary; and Chantel McCreary, Assistant Executive Secretary.

Absent: William R. Meaney, Daisy Pate, and L. Todd Perry, Board Members.

Guests: Donna Sentell, Executive Director, and Richard Savoie, Deputy Executive Director, LAPELS. Quorum established. Roll Call sheet was circulated for signatures.

### Public Comment Opportunity

Finley invited visitors to address the board with comments, suggestions, and announcements.

### Meeting Minutes

Meeting Minutes of June 13, 2017, and July 26, 2017 were reviewed. Johnston moved to accept the minutes; Johnson seconded. The motion carried.

### Treasurer's Report

Johnson presented the June 2017 / July 2017 Treasurer's Report. A graph was presented that shows the account balance had a downward dip in the previous three months, but Johnson explained that major expenses, including the annual ASBOG membership dues and a special board meeting, combine with a lower number of expected license renewals during the summer months to produce a lower overall balance in the account. He also pointed out that the percentage of renewals is high. Finley asked that the graph include both expenses and income rather than income only. Johnson agreed that such a graph would be useful and that he would create one for the next board meeting. He further stated that, while this dip is not of immediate concern, he would be watching the income/expense trend carefully. Johnston moved to accept the treasurer's report; Klekamp seconded; the motion carried.

## **Standing Committees**

Application Review Committee: Johnson reported that ten candidates for full licensure were reviewed and all are recommended for approval. He read the numbers of applicants recommended by the Licensing Application Review Committee for a Louisiana Professional Geoscientist license as follows: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 of the Licensing Review Committee List for August 8, 2017. Johnston moved to accept these candidates; Johnson seconded the motion; the motion carried.

Johnson also explained that, because of an administrative error, one testing candidate, number 1, who had been recommended for approval to take both the ASBOG Fundamentals of Geology (FG) and Practice of Geology (PG) exams was listed only on the FG list and was omitted from the PG list at the July 26, 2017 meeting. That candidate appears on the August 8, 2017, list to be approved officially by the full board to take the PG exam. Johnston moved to approve; Johnson seconded the motion; the motion carried.

License Examination Committee: Macon delivered the report in the absence of Meaney, the committee chair. During the Louisiana Coastal Geology Framework symposium, Macon met with retired LSU Department of Geology & Geophysics faculty member Jeff Hanor. The two discussed the major points in "Using the ASBOG Fundamentals of Geology (FG) as a Program Assessment Tool," a presentation by Randy Kath – former president of ASBOG and professor of geology at the University of West Georgia. In this presentation, Kath explains how his department at UWG used their graduating seniors' performance on the ASBOG FG exam to assess the effectiveness of their program in training undergraduates in areas in which they will eventually be working. Hanor seemed interested and offered to talk with the current chair of the LSU Department of Geology about the points raised in this presentation.

On October 6, fifteen candidates will be taking the ASBOG Fundamentals of Geology exam, and six will be taking the Practice of Geology exam. As mentioned at the June meeting, the exams will be administered at the Medical Training College, 10525 Plaza Americana, in Baton Rouge.

Complaint Review Committee: Vorhoff reported that members of the committee met with LAPELS representative after the June 13, 2017, board meeting. At this meeting, all were in general agreement with LAPELS' revisions to the MOU, and Vorhoff was tasked with investigating the extent to which the two boards could share information on received complaints. His research indicates that the proceedings of the complaint process are confidential until a final decision is made by the board handling the complaint. At that point, the decision would become public record and could be shared. Discussion ensued regarding the importance of confidentiality.

Office Committee: Johnston distributed copies of the travel guide to board members and emphasized that all board members should read the guide and abide by the regulations. Finley commented that board members can read the regulations and still not understand them. He suggested having someone from the Division of Administration come to a regular board meeting and answer questions about the regulations, and Johnston responded with a motion to implement that suggestion. Klekamp seconded the motion. Discussion ensued, and the motion carried.

Johnston reported that:

- The office staff purchased two external hard drives and subscribed to Crashplan.com, as recommended and approved at the June meeting. Office computers are backed up daily through Crashplan and weekly on the external hard drives.

- The 2017-2018 L.A. Champagne contract for accounting services has been executed and approved by the state.
- The Louisiana Department of Justice three-year contract renewal for legal services has been executed and is currently in the online system to be approved by the state.
- The \$2000 contract with Usable Creative to develop an online renewal and payment system that was approved at the June 2013 board meeting was executed and did not need state approval. Usable Creative has since developed that online renewal system and is working to connect it to the LBOPG website. The payment system is implemented through Authorize.net, which will provide a secure “shopping cart” to complete the process.
- As discussed at the June meeting, as part of this online payment system, each renewing licensee will check a box indicating that the continuing education requirements have been fulfilled.
- The office staff is currently collecting the materials requested by the CPA who will be conducting the 2016-2017 legislative audit. This CPA, Michael Glover, was chosen by the Louisiana Legislative Auditor through the bid process.
- The credit card limit has been increased from \$1000 per month to \$2500 per month to accommodate the changing needs for paying recurring office expenses since regularly scheduled board meetings have changed from once a month to once every two months.

He also mentioned that the office staff investigated the possibility of saving funds on postage by switching from buying rolls of first-class stamps to using a postage meter. They estimate that switching to a meter will improve efficiency. Currently, Pitney Bowes is offering a 60-day trial with several attractive features. Johnson motioned to take advantage of the 60-day trial, see if the postage meter provides an efficient alternative to the current means of processing mail, and, if it does, continue to use the postage meter for one year. At the end of that year, the use of the postage meter will again be evaluated for its benefits. Johnston seconded the motion, and the motion carried.

Johnston revisited the meeting schedule that had been changed in 2016 to every other month. He explained that the meetings were changed to even-numbered months simply because the decision was made in an even-numbered month. Since then, the board has had to hold special meetings in January and July to finalize the list of candidates who apply to take the ASBOG exams because of the deadlines for those exams. He then motioned to hold regular board meetings in odd-numbered months, starting in 2018, to prevent the need for special meetings and thereby save money. Johnson asked if the regular board meetings in January and July would need to be moved from the second Tuesday of the month to the third or fourth Tuesday. Macon explained that the deadline for the spring testing date is in December, which would not affect the January date and that the deadline for the fall testing date could be adjusted to work with the regular July meeting date. Discussion ensued. Johnson then seconded Johnston’s motion; the motion carried.

### **Legal Counsel’s Comments**

Vorhoff mentioned that the Complaint Review committee will continue to work on the MOU and will attempt to have a finished draft for the next meeting.

### **Other Business**

ASBOG Annual Meeting: Johnston announced that the annual ASBOG administrative meeting will be held in Portland, Oregon, October 31, 2017, through November 4, 2017. Information and a schedule of meetings and activities were included in the board members’ folders. This meeting includes an administrators’ workshop and Council of Experts (COE) workshops. The executive secretary requested

board permission to attend the meeting. Johnston suggested that a board member who has not yet attended should also go. Stiegler expressed interest in attending at least on Friday, November 3, and Saturday, November 4. Johnston then motioned to send Macon and Stiegler to the meeting in Portland; Johnson seconded the motion, and the motion carried.

Election of officers for 2017-2018: Finley noted that legal counsel had advised him that the election of officers must be by voice vote. Johnson motioned to close nominations; Johnston seconded that motion; motion carried. Chairman Finley and Treasurer Johnson were re-elected to their positions without opposition; Klekamp was the sole nominee for secretary and agreed to serve in that capacity. Johnston and Pate were both nominated for the office of vice-chairman. Pate was not present; Johnston delivered his reasons for wanting to remain as vice-chairman. Stiegler asked if she could abstain, as she did not feel that she had been on the board long enough to make an informed decision. Johnston was re-elected to the office of vice-chairman with a vote of five yeas, no nays, and one abstention.

Discussion regarding the position of secretary ensued, with Johnson explaining that Klekamp has exceptional editorial skills, and he will add to the position considerably.

Question for discussion – What criteria should a licensee who lives out of state look for when selecting an ethics course to fulfill the board requirement?

Finley noted that he had asked Macon to check the rules in this area. Chapter 13, Continuing Education Program (CEP), Section 1301.2, of the LBOPG Rules, states, “A minimum of one PDH hour per renewal period must be in the area of professional ethics, roles and responsibilities of Professional Geoscientists.” Finley commented that he was not sure how many ethics courses are specific to the roles and responsibilities of geoscientists. Johnston mentioned the online course offered by the Texas Board of Professional Geoscientists does. Johnson added that the American Association of Petroleum Geologists (AAPG), Division of Professional Affairs (DPA), offers three different online courses that cover these areas. Johnson explained that, for AAPG - DPA members, the courses offered are free; for AAPG members who are not DPA members, the cost is small; for non-AAPG members, the cost is more. Johnson then reminded those present that the board cannot officially endorse a specific course. However, for CEU audit purposes, both the AAPG courses and the Texas board’s course are acceptable. Klekamp added that anyone taking any of the AAPG courses should take notes while listening to the course because there is a quiz at the end, and participants must have an acceptable score to get credit for the course. Finley summarized that, in lieu of recommending any specific courses, board members and staff should respond to questions from licensees by stating how the rule reads and directing them to search for courses that are geoscience-centered. Hoover suggested leaving any direction out of the response, only stating the rule.

**New Business**

No new business was noted.

**Adjourn**

The next regular meeting of the board will be held on Tuesday, October 10, 2017, at 1:00 p.m. in the conference room at the Brookline Avenue building. Johnston moved to adjourn the meeting, seconded by Johnson. Motion carried unanimously. Finley adjourned the meeting at 2:46 p.m.