

LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS (LBOPG)

REGULAR MEETING

TUESDAY, MARCH 11, 2014

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

MINUTES

The meeting was called to order by Chairman Madhurendu B. Kumar at 10:22 a.m.

Roll Call – Present: Madhurendu B. Kumar, Ph.D., John E. Johnston, William R. Finley, William R. Meaney, Perry L. Todd, Members of the LBOPG. Ethel Graham, Counsel to the LBOPG. Georgeann McNicholas, Potential Candidate for Executive Secretary to the LBOPG. Absent: Victor R. Donald, Kelli A. Hardesty, and Daisy B. Pate, Members of LBOPG

Kumar called for approval of the last meeting's minutes. Graham requested a change be made to item 6A, recalling approval was subject to the approval of the Office of Contractual Review. "Subject to approval" was added. It was noted that "%" and "50" placement needed to be switched. With these changes, a motion was made by Perry to approve the minutes, seconded by Meaney. Unanimously approved.

Kumar called for Committee Reports.

- House Bill 167 is in process. Rep. Green going ahead with that. If explanation needed, Kumar will supply.
- Contract originals brought in by potential CPA, Mike. Three originals were signed and submitted for approval by the Office of Contractual Review (OCR). The Tatman Group has been paid up until now, but its contract must be approved by the OCR to make further payments. Kumar had to explain the delayed submittal of this contract in a letter drafted by counsel. All contracts including Usable Creative's contract are in process at OCR which may take 4 to 6 weeks.
- Office Space: Johnston informed the Board that three bids were required for office space. Board has one. Perry made motion to obtain two more bids. Perry made motion to allow Johnston to get two more bids. Meaney seconded it which was unanimously approved.

- Executive Secretary position: Advertisements placed by Johnston in two publications, The Daily Reveille and The Advocate. Johnston gave a brief overview of McNicholas' qualifications. Graham noted that the position would not be subject to the Civil Service rules. Johnston has a list of all who applied for the position. Graham asked the Board to clarify whether this was a full or part-time position. McNicholas was interviewed by the Board. Perry made motion to go into Executive Session. It was seconded by Johnston, and unanimously approved. The Board went into Executive Session and discussion was held. The Board offered the position of Executive Secretary to McNicholas who accepted it. Salary for position is \$40,000.00 annually with a raise in six months based on performance. No benefits. Motion to hire McNicholas was made by Johnston, seconded by Finley, and unanimously passed. Graham will draft employment contract. Kumar will sign for the LBOPG. Employment will commence upon execution by McNicholas.
- Two assignments were given to McNicholas: 1.) Obtain information for permanent telephone number assigned first to a cell phone and then to the office phone when office is set up to be ratified at the next board meeting; and 2.) Obtain 2 more bids for office space. A motion made to this effect by Perry and seconded by Johnston unanimously passed.
- Kumar informed McNicholas that her duties would include updating and supplying information to the Governor's office website including agenda for board meetings, minutes of meetings and providing budget information to the Governor's office and Legislature. It was noted that the Tatman Group has been doing the management until now. McNicholas has to interface with them by the end of April with the Board's approval. It was suggested that McNicholas meet with Daisy Pate.
- Legal Counsel's Comments: Contracts to be approved are website design group, accountant and Tatman Group, LLC. A question was asked about Board being aware of Bill HB167. Kumar confirmed that Board had approved of the amendments reflected in the bill currently in the legislative process. Johnston sent link of HB167 to all LBOPG's members. Anyone can see changes through the link and the progress of the bill. Kumar will email telephone number and name the lady who drafted the bill.
- Website: Finley reported that they are working diligently. No graphics as yet. Application is functioning. Application information can be put in at intervals. Applicant will have user ID and password. Applicant can save information and return at a later time to complete. Web designers need to know what fields should be mandatory. Finley explained that after applicants have input contact information, education, and work experience they will be able to review and edit before submitting. References (3) can be listed and accessed by email. References will be able to input their reference and applicants can see it but not revise. Kumar asked if the web designers were following the contract schedule. Data entry and database first priority. Perry offered pictures from their website at

www.RWPPM.com. Database will be able to state the stage in the process of each application. It was suggested that McNicholas make a trip to Lafayette to meet with the web design group. Graham to check on how McNicholas will be reimbursed for out of town travel. Finley will work on mandatory fields for website. McNicholas will assist as needed.

- Graham noted that the IT contract format should be used for the Board's website; thus the prior contract is superseded by the most recent contract signed by Ms. Allison. Johnston made a motion to approve the invoices of the Tatman Group; it was unanimously approved. Graham suggested that the Board wait to pay their invoices until after the contract is approved.
- Kelli Hardesty wants Board approval to write a letter to each of the applicants who missed the deadline of December 31, 2013. Finley has a copy of LBOPG's letterhead. Johnston made a motion that Hardesty may write letters and send the applicants items back to them. Perry revised the motion adding that the letter should be reviewed by Board. This motion seconded by Meaney was unanimously approved.

Next meeting is scheduled at 10:00 a.m. on March 25, 2014 at the 6th floor conference room, Livingston Building, Baton Rouge. Meeting adjourned at 11:35 a.m.