

Nebraska Board of Geologists
Board Meeting Minutes
January 17, 2019

215 Centennial Mall South, 5th Floor Large Conference Room, Lincoln, NE

CALL TO ORDER

The meeting was held at 215 Centennial Mall South, Lincoln, Nebraska. Chairperson Joyce called the meeting to order at 1:17pm and noted the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on January 3, 2019, and on the Board's website in accordance to the Open Meetings Act.

Roll Call: Andrew Grimm, Douglas Hallum, Charles Joyce, Martha Link, Ralph Martin; Absent: Harmon Maher, David Svingen

Staff Present: Jean Lais, Administrative Assistant (AA); Sandra Weaver, Business Manager (BM)

PUBLIC COMMENT/APPOINTMENTS

No members of the public were present.

A CONSENT AGENDA

October 11, 2018, Meeting Minutes

Certificates of Authorization

Approved: Weaver Consultants Group LLC, IL – CAG0086; Equus Environmental LLC, OK – CAG0090

Action

Motion by Hallum, second by Link to approve the Consent Agenda as presented. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

B REPORTS

Officers Report - None

ASBOG Meetings and COE Workshop Reports

Written reports were provided by ASBOG, Svingen, Chairperson Joyce, and AA Lais on the meetings held in October/November 2018 in Monterrey, CA. The members were encouraged to watch the video created by the California board marking 50 years of regulation, *50 Years of Protecting the Public: The California Professional Geologist License*. The video is available on YouTube and available to other member boards to use.

Office/Staff

AA Lais brought the members up to date on the database conversion project and informed them the revised retention schedule has been approved which allows for the scanning of applications immediately after Board action among other updates.

C OLD BUSINESS

Rules and Regulations

Cheryle Wolff from the Governor's Policy Research Office contacted AA Lais to inquire as to whether the Board had considered revising the use of *shall* in Chapter 4, Code of Practice, to *will*. Wolffe believed this could be revised as a scrivener change without going through the hearing process again.

After discussion, it was determined that all instances of *shall* will be to changed to *will*, except for the second *shall* in Rule 4.2.4 and the *shall* in Rule 4.7.3.

Action

Motion by Link, second by Hallum to change all instances of *shall* in Chapter 4 to *will*, except for the second *shall* in Rule 4.2.4 and the *shall* in Rule 4.7.3. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

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D NEW BUSINESS

Adoption of proposed revisions of Title 171, NAC, Rules and Regulations

Action

Motion by Link, second by Martin to adopt the proposed changes to Title 171, NAC, Rules and Regulations, as presented at the public rulemaking hearing and the change of *shall* to *will* in Chapter 4 as discussed. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

Proposed Certificate of Authorization Notice Process

At the October 2018 meeting, the members requested AA Lais develop a process for notifying applicants and organizations of the Certificate of Authorization process. She provided a draft email which will be sent to all licensees via Mailchimp prior to the April meeting. She also provided a process with draft letter language to be sent out when a license applicant is received and the organization does not currently hold a certificate and draft language to be included on the license approval letter as a second reminder.

Action

Motion by Hallum, second by Link to accepted the proposed Certificate of Authorization language and process as presented. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

Approval of Delegates to the ASBOG Spring COE Workshop

April 4-6, 2019, Nashua NH

Chairperson Joyce and Hallum were approved to attend the Spring COE Workshop.

Action

Motion by Link, second by Martin to approve Joyce and Hallum to attend the ASBOG Spring COE Workshop in Nashua, NH-April 4-6, 2019. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None; Abstain: Hallum

AGI EARTH Digital Subscription Offer

ASBOG forwarded an offer from the American Geosciences Institute (AGI) extending a complementary digital subscription offer to all licensees. AA Lais will work with PIO Mayhew to create an email to be sent to all licensees.

Action

Motion by Link, second by Martin to extend the AGI subscription to our licensees. Voting Yes: Link, Martin, Grimm, Joyce; Voting No: None

Strategic Plan

Maher provided written updates to to the plan related to student outreach. He has developed a PowerPoint presentation which he currently uses when speaking at student seminars. He has suggested that this be circulated among the members to help create a Board approved presentation that can be used in the future. He also recommended the Board reach out to Dr. Caroline Burberry at UNL to further student outreach in Lincoln.

Hallum agreed using the presentation as a starting point. AA Lais will send it out to the members for comment. The culminated presentation will be presented at the April meeting.

Hallum suggested posting articles of interest under the News and Events page , i.e. Svingen's appointment to ASBOG Board of Directors.

Further discussion on whether to move forward with the current plan or create a new plan will occur at the April meeting.

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Action

Motion by Hallum, second by Link to have circulate Maher's presentation for comments and bring back to the April meeting. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

Texas Sunset Review Related Information

Information related to the Texas Sunset Review was provided for reference. Svingen provided a written suggestion that there be a discussion to what steps the would need to be taken if licensure in Nebraska was threatened. These may include restarting the newsletter, a review and update of the Strategic Plan or a commentment to completing the implementation of the current plan, additional education and outreach, and an additional emphasis on enforcement.

Administrative Matters

Proposed revisions to Board letterhead

Chairperson Joyce has made suggestions to revising the Board's letterhead which included removing AA Lais' name and title from the side bar as she is not an employee of the Board and moving the State seal to the upper right hand corner in the same proportion as the Board seal. After discussion, it was decided to leave the state seal on the left side of the page, but to enlarge in proportion to the Board seal and to leave AA Lais' name. Add ASBOG title to Svingen. Discussed adding that the Board is a member of ASBOG. AA Lais will contact ASBOG to see if there is an issue. Action tabled until the April meeting.

Travel Policy Discussion

Chairperson Joyce requested a discussion of the travel policy specifically as it relates to mileage calculations. A copy of the current State and Board policies were provided for reference along with the *State Expense Reimbursement Document (ERD) Guidelines*. AA Lais requested that the members include their starting and ending points when traveling for meetings. This should clear any discrepancies in the actual milage calculations. No action taken.

Development of NEBOG Organizational Chart

Chairperson Joyce requested an organizational chart be develop for inclusion in the New Member Orientation Manual to better explain the relationship between the NEBOG and the Board of Engineers and Architects (NBEA). A chart as submitted by Chairperson Joyce and a revised chart as developed by AA Lais was provided. Chairperson Joyce also provided an updated chart at the meeting for consideration.

After discussion, the members chose the updated chart provided by Chairperson Joyce at the meeting with the following edits:

- Remove the Governor from the chart
- Move the chart to the center of the page
- Move the Attorney General to the right of the chart with a comment related to the services provided.
- Clean up the succession of officers

AA Lais will provide the revised draft at the April meeting. No action taken.

Development of NEBOG Application Review Process

Chairperson Joyce also requested the development of the application process flow chart. A chart submitted by Chairperson Joyce and a second chart by AA Lais were provided.

After discussion, the members requested a decision box for the number of exam attempts be added to the chart developed by AA Lais. The draft will be reviewed at the April meeting. No action taken.

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E COMPLIANCE - None

F APPLICATIONS

Copies of the Core Course Equivalency Chart and Rationale were provided for review.

FG Exam Applications

Approved: Hannah Joy Botten, NE; Allison Muriel Joy, NE; Jessica Katherine Messerschmidt, NE

Conditional Approval: Nathan Richard Sorsen, NE – currently only 29 semester hours of geology courses, but has six hours pending from Fall 2018. This would give him the required 30 semester hours if courses were passed. Conditional approval was granted upon verification of passing the Fall 2018 classes.

PG Exam Applications

Approved: Nicolas James Anderson, NE; Matthew Daniel Coan, NE

Action

Motion by Link, second by Martin to the applications as reviewed and discussed with the exception of Sorsen. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

Action

Motion by Link, second by Hallum to give conditional approval to Sorsen upon verification of passage of courses from Fall 2018. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

Action

Motion by Hallum, second by Link to review and revise the Core Course Equivalency chart and rationale to include currently offered courses not included on the chart. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

BM Weaver entered the meeting at 2:57p.

G FINANCIAL MATTERS

Financial Reports

Budget Status Report – July, August, September 2018

MTD General Ledger Detail Report – July, August, September 2018

Fund Summary Report – July, August, September 2018

FY 2018-19 Financial Profile – July, August, September 2018

BM Weaver reported that as of December 31, 2018, with a little over 50% of the fiscal year elapsed, 51% of the appropriated expenses have been used. The ASBOG annual dues were paid during the last quarter, which is the Board's largest expense.

Revenue is at 69% as of December 31st. Certificate of Authorization renewals and licensure applications are below projected amounts.

The Cash Fund was at \$77,174, which is down from \$81,548 the same time last year. Staff will continue to monitor and advise if any issues arise.

Other Financial Matters

Governor's 2019-2021 Bienium Budget Recommendations

The Governor's 2019-2021 Bienium Budget Recommendations were provided for review. He has recommended the Board receive the requested appropriations as submitted, \$32,903 for FY2019-20 and \$33,692 for FY2020-21.

Action

Motion by Martin, second by Hallum to approve the Financials as presented and discussed. Voting Yes: Hallum, Link, Martin, Grimm, Joyce; Voting No: None

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BM Weaver left the meeting at 3:08p

H GENERAL INFORMATION

A schedule of upcoming meetings and events was provided for review. Maher requested the meetings possibly be moved to Wednesday or Fridays to better fit his teaching schedule. The members determined Wednesday to be the best day to change it to. The April meeting was changed to April 10th at 1:00pm.

A roster of board members was provided for review.

Licensing and Certification Trends

Individuals and organizations authorized to practice as of January 10, 2019:

Professional Geologists: 298

Certificates of Authorization: 56

Temporary Permits: 0

Other information

The results for the ASBOG October Exam were provided for review.

The website dashboard reports showed the following number of total visits:

October: 220

November : 230

December: 310

A yearly analytics summary was provided for the year showing the most popular pages, overall website visits, unique website visits, and traffic drivers.

Three emails were sent out in December via Mailchimp, notice of the Public Rules Hearings and two renewal reminders. Analytics were provided for each of the messages which included the number of opens, number of clicks, number of bounces, and number of unsubscribes.

ADJOURNMENT: Motion by Link, second by Martin to adjourn the meeting at 3:22pm.

The next Board of Geologists board meeting is currently scheduled for April 10, 2019, at 1:00pm at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, small conference room.

Harmon D. Maher

Board Member

4/10/19

Date