

Nebraska Board of Geologists
Board Meeting Minutes
April 10, 2019

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

CALL TO ORDER

The meeting was held at 215 Centennial Mall South, Lincoln, Nebraska. Vice-Chairperson Maher called the meeting to order at 1:00pm and noted the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on March 27, 2019, and on the Board's website in accordance to the Open Meetings Act.

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

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

ELECTION OF OFFICERS

Per Board Policy G-P13.01, Maher will become Chairperson, Hallum will become Vice-Chairperson. Link was nominated as Secretary. The new officers will assume their duties at the end of this meeting.

Action

Motion by Martin, second by Hallum to elect Maher as Chairperson, Hallum as Vice-Chairperson, and Link as Secretary. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

PUBLIC COMMENT/APPOINTMENTS

No members of the public were present.

A CONSENT AGENDA

January 17, 2019, Public Rulemaking Hearing Minutes

January 17, 2019, Meeting Minutes

Certificates of Authorization

Approved: Antea USA Inc, MN – CAG0091; Adaptive Resources Inc, NE – CAG0092; Trihydro Corporation, WY – CAG0093; WSP USA Inc, NY – CAG0094; Loess Hills Environmental LLC, IA – CAG0095

Action

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

B REPORTS

ASBOG COE Workshop Report

Hallum reported there were 48 Subject Matter Experts (SME) of which 15 participated in the FG exam review, 17 in the PG exam review, and the balance participating in item writing. There were no double keys associated with the PG exam, but there were a couple with the FG exam. Chris Mathison was presented with the Hutton award for his lifetime achievements to the profession of geology.

Office/Staff

AA Lais brought the members up to date on the database conversion project. Testing on the geologist portion of the system is scheduled to start in May or June.

C OLD BUSINESS

Rules and Regulations

The Rules and Regulations revisions are currently awaiting the Governor's approval. Once approved by the Governor, they will be filed with the Secretary of State's office and go into effect five days after the filing. AA Lais will keep the members apprised of any updates.

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Administrative Matters

Proposed revisions to Board letterhead

The members reviewed drafts of proposed letterhead revisions at the January meeting and requested changes discussed to be incorporated and brought back to the April meeting for approval. At the request of Chairperson Joyce, copies of the NBEA and NSBLA letterhead were provided for comparison.

After discussion, the members moved to remove Svingen's ASBOG title and to list staff after the Board members.

Action

Motion by Hallum, second by Link to approve the letterhead revisions as presented and discussed. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

Development of NEBOG Organizational Chart

The members reviewed several draft organizational charts at the January meeting and requested AA Lais to incorporate changes as discussed and bring a new draft back at the April meeting. The members requested an annotation related to officer succession and terms be added to the chart.

Action

Motion by Link, second by Hallum to approve the Organizational Chart revisions as presented and discussed. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

Development of NEBOG Application Review Process

The members reviewed a draft of the application review process at the January meeting and requested AA Lais to incorporate new decision boxes related to the number of times an individual had attempted the exams and bring back to the April meeting.

The members requested a qualifier be added that the document is for guidance only and specific requirements can be found in the statutes and rules. The left "No" on the "Attempted 3 times?" box was removed, "PG" was added to the "License Issued" box, and the outline on the box will be increased to better show the ultimate outcomes of the chart.

Action

Motion by Hallum, second by Martin to approve the Application Review Process as presented and discussed. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

D NEW BUSINESS

Strategic Planning Discussion

A copy of the current plan was provided for review. AA Lais sent a copy of the PowerPoint presentation used by Vice-Chairperson Maher for student seminars to the members for input as requested at the January meeting. Comments were to be sent to Maher directly for incorporation into the presentation.

After discussion, it was decided to hold a Strategic Planning meeting prior to the July board meeting. The planning session will be held in the morning with the regular board meeting being held in the afternoon. The members also requested that samples of strategic plans from other boards be made available at the meeting.

As Maher did not receive any comments on the presentation he currently uses, AA Lais will resend along with a copy of the "Why Licensure?" presentation developed by ASBOG.

No action taken.

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Core Course Equivalency Chart and Rationale Discussion

This will be included in the Strategic Planning meeting in July. No action taken.

Pocket Card Discussion

AA Lais informed the members that the NBEA is no longer issuing pocket cards for new licensees or renewals. When the current supply of cards is depleted, the Board would incur the cost of ordering additional cards. This is currently a shared expense between the boards. The last order was placed in March 2018 at a cost of \$.524 per sheet based on an order of 2,000. With a lower volume order, the cost will likely be higher.

The members also discussed the necessity of the secretary's signature since cards will no longer be issued. It was determined that this could be removed.

Action

Motion by Svingen, second by Link to discontinue the use of pocket cards and remove the secretary's signature from the printing. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

E COMPLIANCE - None

F APPLICATIONS

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

Licensure by Reciprocity Applications

Approved: Adam Prochaska, CO

FG Exam Applications

Approved: Jeremiah Cousins, NE

Action

Motion by Hallum, second by Martin to approve the applications as reviewed and discussed. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

BM Weaver joined the meeting at 2:10pm.

G FINANCIAL MATTERS:

Financial Reports

Budget Status Report – January, February, March 2019

MTD General Ledger Detail Report – January, February, March 2019

Fund Summary Report – January, February, March 2019

FY 2018-19 Financial Profile – January, February, March 2019

BM Weaver reported that with approximately 75% of the fiscal year elapsed as of March 31st, 66.77% of the appropriation has been used, and 82.16% of the projected revenue has been received. The Cash Fund balance as of March 31st is at \$75,555 which is \$4,500 less than the same time last year. The Board currently holds an account at Eagle Parking to enable it to validate parking for board members attending Board business in the downtown area as well as for examinees sitting for the FG and/or PG exams at the Board's office. The office has received notice that the garage is being sold to the City of Lincoln and will be closing for repairs in the near future. The City of Lincoln does not validate parking, therefore, in order to pay for parking, the Board would be required to purchase prepaid parking passes to be sent to members and examinees. After discussion, it was decided to discontinue validating parking passes for the examinees. Members will need to send a copy of their parking ticket to AA Lais if they wish to be reimbursed for meetings.

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Action

Motion by Hallum, second by Link to approve the Financial Reports as presented and discussed.
Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

Other Financial Matters

Review of Fee Schedule- with Financial Reports

The Board reviewed the fee schedule as of April 3, 2019. It was determined no adjustments are need at this time. No action taken.

ASBOG Exam Proctor Contract with Stan Fehlhafer

A copy of the contract was provided for review. The contract provides for proctoring services for the ASBOG examinations during FY 2019-20 at a maximum fee of \$17.00 per hour and meals or related travel expenses as approved by the Board.

Action

Motion by Link, second by Martin to approved the ASBOG Exam Proctor contract with Stan Fehlhafer. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

Administrative Service Contract with NBEA

Time and cost worksheets were provided to the Board for review. The proposed new weighted hourly rate for FY 2019-20 is \$19.628. The proposed contract amount is \$17,143 or \$4,285.75 per quarter. This is an increase of \$1,820 from the last contract. The service contract was approved by the NBEA at its meeting on March 22, 2019.

The increase in the contract amount is partly due to the increase time of AA Lais in preparing the rules and regulations revisions and additional time by both AA Lais and Compliance Officer Rauscher related to the license denial appeal hearing that was held at the end of 2017. NBEA Executive Director Wilbeck also had time worked for the Board in 2017 and 2018.

Action

Motion by Link, second by Svingen to approve the Administrative Services Contract with NBEA for FY 2019-20. Voting Yes: Link, Martin, Svingen, Hallum, Maher; Voting No: None

BM Weaver left the meeting at 2:45pm.

H GENERAL INFORMATION

A schedule of upcoming meetings and events was provided for review. Discussion was held as to whether to change the day of the meetings to accommodate Vice-Chairperson Maher's teaching schedule. After discussion, it was decided to move the meetings to Wednesday on a permanent basis. The next meeting will be on July 10, 2019, at 215 Centennial Mall South, Fifth Floor, at 1:00pm.

A roster of the Board members was provided. Certificates of appointment were received from the Governor's Office reappointing Martin and Grimm. Their terms will expire on February 28, 2024.

Licensing and Certification Trends

Individuals and organizations authorized to practice in Nebraska as of April 3, 2019:

Professional Geologists: 301

Certificates of Authorization: 59

Temporary Permits: 0

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Other information

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

January: 168

February: 105

March: 261

An email regarding the Certificate of Authorization requirement for organizations was sent out on March 27, 2019. Analytics from Mailchimp show:

Total Opens: 214 Open Rate: 72.1%

Total Clicks: 103 Click Rate: 34.7%

A copy of the approved Board Policies as of April 3, 2019, was provided for review.

ADJOURNMENT: Motion by Svingen, second by Martin to adjourn the meeting at 2:49pm.

The next Board of Geologists meeting is currently scheduled on July 10, 2019, at 1:00pm at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, large conference room. A Strategic Planning session will be held prior to the meeting starting at 8:30am.

Jan D. Mark

Board Member

7/10/2019

Date