



**LSRPA Board of Trustees Conference Call
October 6, 2011, 8:30 – 10:30 am**

ROLL CALL: N. DeRose, J. Davies, K. Goldstein, R. Katz, S. Boyle, D. Toder, G. Martin, S. Posten, J. Oberer, J. Hochreiter, L. Watson

PRESIDENT'S REMARKS

Primary focus of BOT call will be the Executive Director position, bylaws and update on the exam development process for LSRP licensing. Additional agenda topic is request for volunteers to help staff the LSRPA booth at the League of Municipalities Conference. Regular committee reports should address items that cannot be resolved via e mail and, or by committee.

OLD BUSINESS

- Review Executive Director Qualifications

Sue Boyle has expressed interest in the Executive Director position; therefore, two discussions will take place, one with the full Board and another without S. Boyle present. The latter discussion will consist of comments for S. Boyle and the overall candidate review process.

There were no further questions for S. Boyle based on her qualifications submission and letter of interest. N. DeRose advised that he did not have any concern with selecting S. Boyle given her qualifications and budget parameters. Decision process included developing a job description for Executive Director, S. Boyle's response to BOT questions and her willingness to commit to the position, and S. Boyle was unanimously endorsed by the Board in the separate discussion without her present.

This outcome is consistent with discussion during September Steering Committee meeting that selection of an Executive Director is a Board function, with decision communicated to the Steering Committee.

K. Goldstein advised that the next step in the process is development of a contract. G. Martin will contact the accountant for advice to ensure that the contract is written with full consideration of our nonprofit status and filings required for the Secretary of State. In the interim, formal discussions will begin on contract contents. The question was also raised on S. Boyle remaining on the Board after assuming the role of Executive Director, since this is a paid LSRPA position. K. Goldstein made motion that Executive Director cannot hold BOT position. Motion approved unanimously with S. Boyle abstaining. J. Hochreiter will be requested to add clause to Bylaws on this concept.

N. DeRose delegated contract language development to K. Goldstein.

K. Goldstein reminded BOT that a timeframe for the beginning of the term of the new Executive Director needs to be set before placing the candidate before the membership during the annual meeting. Discussion on whether to add another Board applicant as part of nomination process. If it is a replacement position, whatever time is left in her position would be filled, and would add another opening to the list of open positions.

S. Boyle recommended contacting the LSPA in MA or the similar organization in CT for a copy of their Executive Director contract. K. Goldstein will ask D. Bonas to contact both states. We should seek applicants for a BOT position during current cycle in order to prevent time loss between S. Boyle resigning her Board position and becoming Executive Director. G. Martin commented that a standing Board member who assumes Executive Director Position should be required to resign upon effective date of contract and reiterated the goal to have an Executive Director onboard effective January 1, 2012.

Bylaws – Joe Hochreiter

- Terms of officers discussion

Bylaws Committee to clarify language.

- Add Executive Director to Bylaws

Will be included.

Bylaws should be amended to also include the responsibilities of the Executive Director. J. Hochreiter stated that as leadership positions are developed (officers including Executive Director, CFO, etc), it is appropriate to include not only the responsibilities of the position but the position's relationship to existing management structure. Defining relationships is needed to eliminate ambiguity and define mechanism for accountability. It is important to identify the reporting responsibility between the Board and the Executive Director. J. Hochreiter requested suggestions from the Board on how the relationship between the Executive Director and Board should be characterized. A draft would be prepared for review by K. Goldstein before circulation to the Board. A one-month timeframe was suggested. N. DeRose suggested assigning Board members this task to keep it efficient. K. Goldstein, J. Hochreiter, D. Bonas and J. Oberer were assigned. A conference call will be held to begin proposed language and K. Goldstein will take the lead. It is anticipated that the process will be completed and circulated to the BOT within one month and to LSRPA membership in January.

N. DeRose questioned whether the Bylaws should be amended before Board votes to fill position? Bylaws will be amended by Jan. 1 to reflect Executive Director position.

Ex-President Ex-Officio – Board has powers to invite anyone and does not need to be in Bylaws.

Regulatory Outreach Committee

- Comments on proposed rules

Mark Fisher commented that the Committee is going through process and should be completed and circulated by the weekend for review and comment. Not many comments received. He will focus upon three or four "big picture issues" at the beginning with individual comments following. S. Posten has a number of comments to submit.



Additional comments should be sent to M. Fisher. K. Goldstein advised that ARRCs comments group has conference call tomorrow. He advised that 17 pages of comments have been received with more to come from S. Senior. K. Goldstein and M. Fisher will combine their comments into one document; draft will be circulated over weekend.

Risk Management/Loss Prevention Committee

Committee working on contract language document which is currently under review by Legal and Legislative Committee. Also looking into providing information on insurance to membership. BOT concern with perception that LSRPA is endorsing a product. Strong disclaimer needed if/when such information is disseminated.

- **Licensing Exam**

N. DeRose spoke with Buck Chafee of the Caviart Group, the contractor selected to develop the exam. The three positions identified for developing the licensing exam include Job Task Analysts, Item Test Writers and Cut Score Volunteers.

Currently, an LSRP can participate only in the Job Task Analysis phase. Presently, only individuals who are not planning to become an LSRP should be used for Item Test Writers and Cut Score groups. S. Boyle indicated that multiple versions of the exam will be prepared and individual cannot take the version of the exam worked on.

N. DeRose circulated Excel list with suggested individuals to serve as Job Tasks Analysts. G. Martin, D. Toder and R. Katz were suggested with N. DeRose withdrawing. G. Martin suggested not limiting list to only two individuals. N. DeRose spoke with Buck Chafee, who indicated being open to LSRP Board members volunteering for these positions. D. Toder commented that Continuing Education participants should not be overlooked. LSRPs should not be included in the preparation or evaluation of test questions or evaluating. Role of LSRPs is to make sure the individuals preparing the test understand job description.

N. DeRose opened the discussion on candidates for the Job Task Analyst positions. Ted Toskos and B. V. Rao were agreed to be included on the list and J. Davies will contact them after BOT discussion. G. Martin will speak with K. Stetser on her interest. Those not selected for Job Task Analysts will sit as alternates for subsequent assignments.

Robert Lippincott, TRC, was suggested by J. Davies, agreed upon, and J. Davies will contact him.

B. Alter, GZA - Agreed upon to include on list and J. Davies will contact him. J. Davies questioned whether serving would impact his Licensing Board Member limbo status.

Al Arnofsy, Pleasant Hill Consultants, non-LSRP. He works with NJIT on continuing education for PE license. Also Barry Weisman from Pleasant Hill Consultants. D. Toder to contact both individuals.

Pete Spinney – S. Boyle will contact him.

Buddy Bealer – J. Davies will contact him



Nicky Brice – N. DeRose will contact her.
Sue Goetz - S. Boyle will contact her.
N. Rothman suggested.
Rich Blackman – J. Hochreiter will contact him.
Michele Cristina – S. Boyle will contact her.
Richard Chapin – Steve Posten will contact him

N. DeRose to contact Buck Chafee to inquire whether non-LSRPs can be considered for several positions. (After the Board call Buck clarified that non-LSRPs may be considered for multiple work groups, however. If they participate as Item Test Writers or in Cut Score analysis, based on current policy, they will not be allowed to take any future licensing exam,)

N. DeRose indicated that staff level names are not included in the list. He advised that two staff individuals with two to six years experience, from member firms should be included for Task Analyst positions. M. Fisher will email a suggested candidate from his firm to N. DeRose. BOT members who submitted potential candidates need to followup with information by Monday to N. DeRose.

Internal procedures to be used by Caviart, Licensing Board and DEP to select participants is unknown. Plan is to submit many names for Caviart selection process.

SECRETARY'S REPORT

R. Katz commented that S. Posten's summary could be substantially reduced, but should include as is in approving the minutes. Motion made by N. DeRose and seconded by S. Boyle to approve the September Steering Committee minutes.

NEW BUSINESS

Status of Environmental Forum Subcommittee. S. Boyle will contact J. Held and M. Pisauro on their interest in this dialogue and will report back in November. Will try to schedule after the Oct. 17th Licensing Board Meeting.

- League of Municipalities Conference

Request sent to BOT and Steering Committee members to volunteer to staff the LSRPA table at the League. Request will be circulated to member firms with booths at the League. The money spent on having table includes six free admissions. Credentials may be shared. Please let S. Boyle know of any interest by Monday. Only Bill Call and Michael van der Heijden volunteered. Since L. Watson volunteered for the setup date, volunteers are needed only November 15 and 16.

S. Boyle requested BOT opinion on using our BOT status on individual firm correspondence. Moot point...not done.

S. Boyle questioned whether an independent organization would be precluded from giving training course, although not under contract with State of New Jersey.

Call concluded at 10:30 am.

