



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**  
**GEOLOGIST LICENSING BOARD**  
**REGULAR BOARD MEETING MINUTES**

**DATE:** September 2, 2020

**TIME:** 9:00 AM

**LOCATION:** Teleconference  
360.407.3680

**Guest Pin: 702612#**

**BOARD MEMBERS:** Tom Tebb, LHG, LEG, Chair  
**PRESENT** Eileen Webb, LG; Vice Chair  
Kathy Troost, LG; Member  
Casey Hanell, LG; LEG, Member  
Carla Brock, LHG, Member

**BOARD MEMBER:** James Struthers, LG, LEG, Secretary  
**ABSENT**

**STAFF PRESENT:** Julia Manley, Assistant Administrator  
Shari Honeywell, Administrative Assistant  
Rick Storvick, Administrator  
Star Boone, Program Representative

**GUESTS PRESENT:** Allen Rathban  
Mark Wolbern

**1. Call to Order 9:06 AM**

1.1 Introductions

Board members, staff and guests introduced themselves.

1.2 Order of Agenda

Ms. Webb requested a discussion on the Association of State Boards of Geology (ASBOG) Computer Based Testing development be added under 10.1, other business.

Ms. Webb made the MOTION to accept the agenda as amended. Ms. Troost seconded the MOTION and it passed.

1.3 Approval of Minutes: June 23, 2020

Ms. Troost made a MOTION to approve the meeting minutes. Ms. Brock seconded the MOTION, and it passed.

1.4 Review Communications

None

**2. New Business**

2.1. ASBOG Exam Administration Update

Ms. Manley reported we have secured several rooms at the Hotel RL in Olympia for administering both the ASBOG and State Specialty exams. We are currently working with the agency staff and the Office of Financial Management to get approval of our plan to administer the exams. If the plan is approved, we can move forward with giving the exams in October. The plan includes giving the exams over two days to allow for complying with the Governor's proclamations, and to provide a safe environment for staff and examinees. We have been working very closely with Deana from ASBOG to meet our needs and requirements and have adjusted the times of the exam for a safe environment.

2.2. ASBOG Exam Item Writing Manual Update

Ms. Webb shared with the board that Executive Director, Ms. Sneyd, is compiling all the committees' feedback, will make edits and produce a final version for the Executive Committee approval. If approved the manual should be available in spring 2021.

2.3 Evaluation Matrix

Ms. Troost shared with the board the evaluation matrix that she created for education evaluation. This matrix will be used by licensing staff and board members only on applications that require review by a board member. The board agreed to test out the matrix between this and the next meeting and then discuss approval at the next board meeting.

**Action Item: Ms. Troost asked the board to send any feedback on the evaluation matrix. Staff will begin using the evaluation matrix on applications that require board member review.**

2.4. New Department of Education Requirements

Ms. Troost shared that effective July 1, 2020, all colleges must inform students of whether their curriculum meets the educational requirements for professional licensure in all states that require licensure.

Ms. Manley stated that this is a federal rule and something that is more appropriate for ASBOG to be undertake.

Ms. Webb shared that ASBOG is looking into this.

**3. Old Business**

**3.1. Master Action Items List**

Ms. Honeywell reviewed the master action items list with the Board.

**4. Complaint Cases for Review\***

None

**5. Legal Issues for Deliberation\***

No Business

**6. Disciplinary and Investigation Reports**

**6.1. Closed Session Deliberation Report**

No Business

**6.2. Disciplinary Cases Report**

No action

**7. Assistant Attorney General's Report**

No Business

**8. Committee/Task Force Reports**

**8.1. Student outreach committee**

Ms. Troost reported she is in process of updating the outreach PowerPoint and hopes to have a revised copy at the December board meeting.

Action item: Ms. Troost to present updated power point

Action item: Ms. Honeywell get a list of Contact names at Universities and Community Colleges that offer Geology programs.

**9. Board Executive's Report**

**9.1. Program Operations**

Ms. Manley reported the 2<sup>nd</sup> release of the new online system rolled out on June 29th. We are in stabilization mode through the end of September. The vendor will have completed their job and Department of Licensing will take over the program.

**9.2. Department of Licensing**

Ms. Manley reported that staff is working remotely due to COVID-19 until June 2021.

**9.3. Other Items**

None

**10. Other Business**

**10.1. Any Other Business**

- Mr. Tebb mentioned he has received questions in regards to the new online system.
- Ms. Webb shared that ASBOG will be going to Computer Based Testing (CBT). There is three vendors that presented. The release date is projected for March 2022.
- Ms. Webb also shared that ASBOG is doing a task analysis study. Ms. Sneyd is working with a psychometrician on how to host online task workshops.
- Ms. Webb also mentioned the professional licensure disclosure article and the matrix that is being put together by ASBOG.

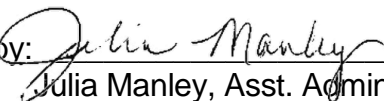
**11.2. Action Items from Next Meeting**

- Outreach presentation update
- Evaluation Matrix comments to Kathy/Test Matrix
- University/Community College contact information


**11.3. Agenda Items for Next Meeting**

- ASBOG Annual Meeting Report Out
- 2021 Calendar
- Education requirements
- Power Point/Outreach
- Exam follow-up

**12. Adjourn Business Meeting 10:15 A.M.**

Submitted by:   
Julia Manley, Asst. Administrator

12/02/2020  
Date

Approved by:   
Tom Tebb, Board Chair

12/02/2020  
Date