



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

GEOLOGIST LICENSING BOARD
REGULAR BOARD MEETING MINUTES

DATE: June 23, 2020

TIME: 9:00 AM

LOCATION: Teleconference
360.407.3680

Guest Pin: 620276#

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

STAFF PRESENT: Julia Manley, Assistant Administrator
Shari Honeywell, Administrative Assistant
Rick Storvick, Administrator
Elizabeth Lagerberg, AAG

GUESTS PRESENT: Paul
Mark

1. Call to Order 9:06 AM

1.1 Introductions

Board members, staff and guests introduced themselves.

1.2 Order of Agenda

Ms. Troost made the MOTION to accept the agenda. Ms. Brock seconded the MOTION and it passed.

1.3 Approval of Minutes: March 3, 2020

Ms. Webb requested a paragraph wording be corrected under 3.2.

Ms. Troost made a MOTION to approve the meeting minutes as amended. Mr. Struthers seconded the MOTION, and it passed.

1.4 Review Communications

None

2. Public Comment Opportunity

No Comments

3. New Business

3.1. Future ASBOG Exam Administration

Ms. Manley reported she spoke with Deana Sneyd from the Association of State Boards of Geology (ASBOG) regarding ways to accommodate and support the national exams due to COVID-19. Ms. Sneyd indicated ASBOG to provide more information shortly.

Ms. Honeywell shared we have secured a location to hold the exams that will meet the COVID-19 guidelines. The exam will be held at the Red Lion Hotel in Olympia, WA on October 2, 2020, barring any changes due to the ongoing pandemic.

3.2. ASBOG Exam item writing manual update

Ms. Webb shared that she is involved with a new exam writing committee for ASBOG and they are working on a manual for item writers to follow.

4. Old Business

4.1. **Master Action Items List**

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

5. Complaint Cases for Review*

None

6. Legal Issues for Deliberation*

No Business

7. Disciplinary and Investigation Reports

7.1. Closed Session Deliberation Report

No Business

7.2. Disciplinary Cases Report

No action

8. Assistant Attorney General's report

No Business

9. Committee/Task Force Reports

9.1. Student outreach committee

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

Ms. Manley made a suggestion to have a digital copy to present at our virtual meetings.

Action item: Ms. Troost working on revised PowerPoint and digital copy

10. Board Executive's Report

10.1. Program Operations

Ms. Manley reported wall certificates have been updated with Mr. Tebb's signature as the new board chair.

Ms. Manley shared the ASBOG meeting will be virtual due to COVID-19.

10.2. Department of Licensing

Ms. Manley reported due to the budget shortfall the Governor has directed all State agencies that report to his office have furlough days 1 day a week for July and then 1 day a month from August to November. DOL has scheduled the furlough days for all staff are as follows; July 2, 10, 17 and 24. August - November dates have not been determined yet. ALL staff will work 8-5 for now.

Ms. Manley shared separation of Engineers licensing staff is complete except DOL staff continue to support their needs related to incoming customer calls until their new phones are set up.

Ms. Manley shared we are on schedule to rollout our second phase of POLARIS on June 29th. Our online website is currently shutdown and will go live again on June 29th. Staff is currently working on answering phones and working emails while the system is down.

10.3. Other Items

Ms. Manley shared we have 1815 active licensees including endorsements. We are hoping to have reports at the September board meeting.

Action item: Staff to work on reports for next board meeting

11. Other Business

11.1. Any Other Business

Ms. Troost shared she reviews transcripts that are sent from licensing staff when there is a question about meeting the education requirement. Ms. Troost was inquiring about a standardized form for all to use for the educational evaluation.

Ms. Troost and Ms. Boone will work on creating an evaluation matrix and share it with the board.

Ms. Brock asked if we can move to virtual meetings instead of phone teleconferences.

Action item: Ms. Troost and Staff to work on evaluation matrix.
Action item: Staff working on having virtual meetings.

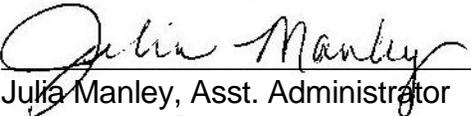
11.2. Action Items from Next Meeting

- Outreach presentation
- Reports / in-state/out of state
- Evaluation matrix
- Virtual meetings

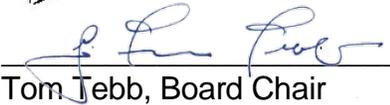
11.3. Agenda Items for Next Meeting

- ASBOG Exam Update

12. Adjourn Business Meeting 9:53 A.M.

Submitted by: 
Julia Manley, Asst. Administrator

09/02/2020
Date

Approved by: 
Tom Tebb, Board Chair

09/02/2020
Date