



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

DATE: September 1, 2022
TIME: 9:00 A.M.
LOCATION: Virtual – Microsoft Teams
JOIN: [Click here to join the meeting](#)
PHONE: 1.564.999.2000
CONFERENCE ID: 220.682.001#

BOARD MEMBERS PRESENT: **James Struthers**, LG/EG, Chair
Carla Brock, LG/HG, Secretary
Eileen Webb, LG, Member
Tom Tebb, LG/EG/HG, Member

BOARD MEMBERS ABSENT: **Casey Hanell**, LG/EG, State Geologist, Vice Chair

STAFF PRESENT: **Debra Allen-Ba**, Assistant Administrator
Shari Honeywell, Program Specialist 3
Sydney Muhle, Program Specialist 5
Star Boone, Customer Service Specialist 2
Tanya Hessler, Program Manager
Bill Dutra, Assistant Administrator
Evelyn Manley-Rodriquez, Central Investigation & Audits Program Manager
Jeanne Lockhart, Licensing Services Manager
Lynn Briscoe, Prorate and Fuel Tax Administrator

1. Call to Order 9:01 A.M.

1.1. Introductions

Program Specialist Shari Honeywell conducted roll call for Board Members and Staff.

1.2. Order of agenda

MOTION: Board Member Webb made a **MOTION** to approve the agenda as presented. Secretary Brock seconded the **MOTION**, and it passed.

1.3. Approval of minutes: September 1, 2022.

Board Member Webb suggested minor changes to the minutes.

MOTION: Secretary Brock made a **MOTION** to approve the meeting minutes as amended. Board Member Webb seconded the **MOTION**, and it passed.

Additionally, the Board determined that, as Secretary, Secretary Brock will review the minutes before they are put into the Board packet.

1.4. Review Communications

None.

2. Old Business

2.1. Master Action Items List

Ms. Honeywell reviewed the Master Action Items list with the Board.

3. New Business

3.1. ASBOG Annual Meeting October 25-29, 2022

Board Member Webb will attend the National Association of State Boards of Geology (ASBOG) Annual Meeting on October 25-29, 2022, in Wilmington, NC as the voting delegate for Washington.

MOTION: Board Member Tebb made a **MOTION** to designate Board Member Webb as voting delegate for the ASBOG Annual Meeting. Chair Struthers seconded the **MOTION**, and it passed.

MOTION: Chair Struthers made a **MOTION** to approve the vote on the ASBOG slate of officers as presented. Secretary Brock seconded the **MOTION**, and it passed.

The Board requested additional information from ASBOG before a vote is made on ASBOG's budget. Board Member Webb offered to reach out to ASBOG Executive Director Deana Sneyd.

MOTION: Board Member Tebb made a **MOTION** to approve the budget contingent upon Board Member Webb's discussion with ASBOG staff. Board Member Webb seconded the **MOTION**, and it passed.

Direction was provided for staff to prepare an annual state report-out to submit to ASBOG. Secretary Brock offered to prepare the report for the Board. Secretary Brock will work with Assistant Administrator Debra Allen-Ba or Program Specialist Sydney Muhle to prepare and submit the report to ASBOG.

MOTION: Board Member Webb made a **MOTION** to approve the ASBOG meeting minutes from 2021 as presented. Board Member Tebb seconded the **MOTION**, and it passed.

3.2. ASBOG Exam Administration

Ms. Allen-Ba and Customer Service Specialist Star Boone discussed ASBOG exam administration and the number of candidates testing this year.

The Board requested an opinion from Assistant Attorney General Elizabeth Lagerberg on whether WAC 308-15-050, or any other relevant WAC codes, require revision in consideration of electronic administration of the ASBOG exam.

Chair Struthers requested further details about the electronic administration of the ASBOG exams. An **ACTION ITEM** was added for Ms. Allen-Ba to research and present findings at the next board meeting.

ACTION ITEM: Research and present findings of additional details about the electronic administration of ASBOG exams.

3.3. ASBOG 2023 Annual Meeting

Ms. Honeywell said that the 2023 ASBOG meeting will be in Spokane, Washington and stated that Ms. Sneyd would need assistance finding speakers and local subject matter experts to serve as members at large and to help identify field trip stops. Secretary Brock offered to be the Board point of contact for the ASBOG 2023 meeting.

Board Member Tebb left the meeting at 9:46 A.M. and the quorum was lost. The remainder of the meeting was for informational purposes only and no further action was taken other than to refer items to the next meeting for full Board consideration.

4. Complaint Cases for Review

None.

5. Disciplinary & Investigation Items

5.1. Disciplinary Cases Report

Program Manager Evelyn Manley-Rodriquez shared the status of Geologist complaints.

Ms. Allen-Ba answered Chair Struthers question about submittal errors when complainants attempt to submit a complaint through the computer system.

6. Assistant Attorney General's Reports

6.1. AGO Opinion Update

Ms. Muhle provided a brief synopsis of an Attorney General's Office (AGO) opinion issued regarding plan stamping for engineers and architects. She said that this opinion could potentially impact engineering geologists, so she was asked to share it with the Board for informational purposes only.

7. Committee/Task Force Reports

7.1. Charter

Ms. Muhle provided an update on the charter. She said that staff was working to put the charters for all nine boards and commissions under the Department of Licensing (DOL) into a consistent format. She said that once that is completed, the charters would be sent to the AGO for a legal review and would be returned to the Geologist Licensing Board Charter Committee for review before being brought before the entire Board for review and adoption. She explained the timeline for this and hoped to have the charter ready for Board approval by the Spring 2023 meeting.

7.2. Student Outreach

Ms. Honeywell gave an update on the work for student outreach and shared that there is no poster. Secretary Brock asked about the PowerPoint. Chair Struthers offered to assist Board Member Webb with the PowerPoint and said that the target audience for the PowerPoint would be people seeking to get licensed.

Chair Struthers asked for an **ACTION ITEM** in the next meeting to go over a strategic plan for outreach. Secretary Brock would also like to be involved in the project due to Board Member Webb's exiting the Board in May 2023.

ACTION ITEM: Discuss a strategic plan for outreach.

7.3. Exam Review

Ms. Muhle gave an update from the Oregon and Washington boards' review of the Engineering Geologist Specialty Exam. She said there have been some delays in completing the analysis and once the information is available, there will be a presentation on this topic.

8. Board Executive's Report

8.1 Program Operations

Ms. Allen-Ba shared and explained the Business and Professions Division new structure chart. She also shared licensing statistics with the Board.

8.2 Department of Licensing

Administrator Lynn Briscoe gave a presentation about the operations of Prorate and Fuel Tax Services unit within the Business and Professions Division.

8.3. Other Items

There were no other business items.

9. Other Business

9.1 Any Other Business

Chair Struthers asked for an **AGENDA ITEM** for the next Board meeting to discuss the possible role of the Board, with scope of practice, regarding requirements set forth by state agencies should they require licensure for certain job descriptions that fall within the scope, particularly concerning the practice of hydrogeology.

ACTION ITEM: Discuss the possible role of the Board, with scope of practice, regarding requirements set forth by state agencies should they require licensure for certain job descriptions that fall within the scope, particularly concerning the practice of hydrogeology.

9.2 Action Items from this Meeting

Ms. Honeywell listed the next meeting's actions items:

Secretary Brock will send year-in-review information to Ms. Muhle for submission to ASBOG for the annual meeting.

Staff will Check with the AGO about WAC 308-15-050 allowing for computer-based testing (CBT).

Reach out to ASBOG about the CBT testing process.

Secretary Brock, Board Member Webb, and Chair Struthers will work on a strategic plan for outreach.

Staff will send draft meeting minutes to Secretary Brock for review.

Secretary Brock will serve as the point of contact for ASBOG 2023 annual meeting.

Chair Struthers asked if there were any applicants for the vacant board positions. Ms. Allen-Ba said there will be an active recruitment and hoped to have someone by December 2022.

9.3 Agenda Items for Next Meeting

Discuss nature of CBT and whether rulemaking is needed to allow for it.

Discuss 2023 meeting dates.

ASBOG annual meeting report out from Board Member Webb.

Fall exam results.

10. Public Comment Opportunity

There were no comments from the public.


11. Adjournment 10:47 A.M.

Next Board Meeting:

TEAMS-Virtual
December 1, 2022, at 9:00 AM

Submitted by: Debra Allen-Ba
Debra Allen-Ba, Assistant Administrator

12-01-2022
Date

Approved by: 
James Struthers, Chair

12-01-2022
Date