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MINUTES OF THE REGULAR MEETING
LOUISIANA PROFESSIONAL ENGINEERING
AND LAND SURVEYING BOARD
9643 BROOKLINE AVENUE, SUITE 121
BATON ROUGE, LOUISIANA 70809-1433
January 18 – 19, 2010

At 8:00 a.m. on January 18, 2010, the Chairman called the meeting to order at 9643 Brookline Avenue, Baton Rouge, Louisiana with the following members present:

Timothy J. Allen, P.L.S.	Chairman
James D. Garber, Ph.D., P.E.	Vice Chairman
Mark A. Jusselin, P.E.	Treasurer
Rhaoul A. Guillaume, P.E.	Secretary

Roger D. Danzy, P.E.
Ali M. Mustapha, P.E.
Richard L. Savoie, P.E.
Norma Jean Mattei, Ph.D., P.E.
Miles B. Williams, P.E.
James E. Bowie, Ph.D., P.E.
M. Ernest Gammon, Sr., P.L.S.

Also present: Donna D. Sentell, Executive Secretary
Heidi Watts, Office Manager
Joanne White
Laura L'Herisson

The invocation was led by Mr. Danzy and the pledge was led by Ms. Watts.

The Board unanimously approved the motion made by Mr. Mustapha, seconded by Mr. Williams, to accept the January 18 – 19, 2010 Call for the Meeting and the Agenda.

The Board unanimously approved the motion made by Mr. Savoie, seconded by Mr. Danzy, to approve the Minutes from the November 16, 2009 Board meeting.

The Board unanimously approved the motion made by Mr. Guillaume, seconded by Mr. Mustapha, that the Board's next regular meeting will be held on March 7 - 9, 2010.

Ms. White and Ms. L'Herisson thanked the Board for the opportunity to attend the Board meeting and watch the proceedings of the Board.

Committee Reports

Finance Committee

The Board unanimously approved the motion made by Mr. Mustapha, seconded by Dr. Mattei, to add a separate general ledger account under professional services for the appraisal fees of the office space as a one-time charge.

The Board unanimously approved the motion made by the committee to approve the financials as reported.

1 **Education/Accreditation Committee**

2
3 The Board unanimously approved the motion made by the committee to add Josef
4 Silny & Associates, Inc. to the list of approved credential evaluation services.

5
6 The Board unanimously approved the motion made by the committee to add
7 Foreign Credentials Service of America to the list of approved credential evaluation
8 services.

9
10 Dr. Garber led the discussion of the Board not accepting engineering technology
11 degrees after January 1, 1999. In an effort to address the inconsistencies in the
12 laws and rules concerning engineering technology degrees, Chairman Allen
13 charged the committee with reviewing Rules 901(A)(2), 1105(A) and 1303(C) and
14 La. R.S. 37.693(B)(1)(b) concerning engineering technology degrees.

15
16 Mr. Justin Owens and Mr. Tyson Ducote entered the meeting at 9:57 a.m.

17
18 Ms. Victoria Hatton entered the meeting at 10:05 a.m.

19
20 The Board unanimously approved the motion made by Mr. Mustapha, seconded
21 by Mr. Williams, to adopt the following policy:

22 **Applicants Certified/Licensed Prior to July 2009 Without a Credential**
23 **Evaluation**

24
25
26 Applicants certified by the Board as an EI or LSI by the Board, prior to the
27 policy established in July 2009 requiring all applicants with a non-ABET
28 foreign degree to obtain an education credential evaluation by an
29 approved evaluation service, will be allowed to continue on the path to
30 licensure without obtaining a credential evaluation.

31
32 Applicants licensed by the Board as a PE or PLS, prior to the policy
33 established in July 2009 requiring all applicants with a non-ABET foreign
34 degree to obtain an education credential evaluation by an approved
35 evaluation service, will be allowed to apply for additional examinations for
36 their career path without obtaining a credential evaluation

37
38 Ms. White and Ms. L'Herisson exited the meeting at 10:12 a.m.

39
40 **Applications**

41
42 The Board approved the motion made by Mr. Williams, seconded by Dr. Mattei,
43 with Mr. Guillaume, Mr. Williams, Dr. Mattei, Mr. Mustapha, Dr. Bowie and
44 Chairman Allen for and Mr. Gammon, Mr. Savoie, Mr. Danzy, Mr. Jusselin and Dr.
45 Garber against, to grant **Mr. Marc Ischen's** request for reconsideration of the
46 denial of his application to take the Principles and Practice of Engineering
47 examination in April 2010 and license him upon passing.

48
49 The discussion of Mr. Ischen's application included different interpretations of
50 Rule 1507. Chairman Allen charged the Liaison and Law Review Committee with
51 reviewing Rule 1507.

52
53 The Board approved the motion made by Dr. Mattei, seconded by Dr. Bowie, with
54 Mr. Mustapha opposed, for the Land Surveyor Intern Committee to review the
55 proposed Land Surveyor Intern Certificate Renewal Application for land surveyor
56 interns who have expired."

57
58 The Board unanimously approved the motion made by Mr. Danzy, seconded by
59 Mr. Jusselin, to deny **Mr. Walter Medley's** request for reconsideration of the
60 denial of his application for licensure by comity as a Professional Engineer.

1 Dean Nikos Kiritsis, Ph.D., McNeese State University; Dean Stanley Napper, Ph.D.,
2 Louisiana Tech University; Dean Mark Zappi, Ph.D., University of Louisiana-
3 Lafayette; Dean Russell Trahan, Ph.D., University of New Orleans; Dean Nicholas
4 Altiero, Ph.D., Tulane University; and Warren Waguespack, Ph.D., Associate Dean
5 for Academic Programs, Louisiana State University, entered the meeting at 11:30
6 a.m.

7
8 The deans and Ms. Watts exited the meeting at 1:02 p.m.

9
10 **Enforcement**

11
12 **Formal Hearing for File #2008-91 & 2009-12**

13
14 Ms. Celia Cangelosi and Ms. Rachel Torres entered the meeting at 1:10 p.m.

15
16 Mr. Scott Landry, Mr. Thomas Poole, P.E., Mr. Gilbert Buras and Mr. Mark Smith
17 entered the meeting at 1:20 p.m.

18
19 Mr. Owens, Mr. Mustapha, Mr. Danzy and Dr. Bowie exited the meeting at 1:30
20 p.m. Mr. Mustapha, Mr. Danzy and Dr. Bowie, as the complaint review committee
21 Board members, did not participate in any of the votes associated with the
22 hearing.

23
24 Mr. Gammon and Mr. Guillaume voluntarily recused themselves due to their
25 working relationship with Mr. Poole. Mr. Gammon and Mr. Guillaume exited the
26 meeting at 1:33 p.m. and did not participate in any of the votes associated with
27 the hearing.

28
29 The formal hearing began at 1:35 p.m.

30
31 At 4:00 p.m., the Board unanimously approved the motion made by Mr. Jusselin,
32 seconded by Dr. Mattei, to enter into executive session to conduct deliberations.

33
34 At 4:55 p.m., the Board unanimously approved the motion made by Mr. Williams,
35 seconded by Dr. Garber, to end the executive session.

36
37 After hearing all the evidence and arguments, the Board unanimously approved
38 the motion made by Mr. Savoie, seconded by Dr. Mattei, that Poole Engineers be
39 found guilty of violating La. R.S. 37:698(A)(9) and (16) as charged.

40
41 Additionally, the Board unanimously approved the motion made by Mr. Williams,
42 seconded by Mr. Savoie, that Thomas Poole, P.E. be found not guilty of La. R.S.
43 37:698(A)(12) as charged.

44
45 The Board also approved the motion made by Dr. Mattei, seconded by Mr. Savoie,
46 that the Board assess the following sanctions against Poole Engineers:

- 47
- 48 ○ Payment of a fine of \$5,000
 - 49 ○ Payment of one-half of the actual administrative costs for both
50 cases through the date of the hearing
 - 51 ○ Payment of past unpaid renewal fees of \$780
 - 52 ○ Publication of a summary of this matter with name in the official
53 journal of the Board and reporting to NCEES and publication of the
54 final findings of fact/conclusions of the law and final decision and
55 order on the Board's website.

56 Mr. Mustapha, Mr. Danzy, Dr. Bowie, Mr. Gammon, Mr. Guillaume and Ms. Watts
57 re-entered the meeting at 5:05 p.m.

1 Mr. Ducote informed the Board that **Mr. Anthony Venson** has requested
2 reinstatement of his Louisiana professional engineering license. Mr. Venson's
3 license was revoked in 2005 following a Board hearing in which he was found
4 guilty of having been convicted of a felony and/or of a crime of moral turpitude
5 under laws of the United States in violation of La. R.S. 37:698(A)(3). After
6 discussion, the Board disapproved a motion made by Dr. Bowie, seconded by Mr.
7 Mustapha, with Dr. Bowie for, Dr. Garber abstaining, and Mr. Jusselin, Dr. Mattei,
8 Mr. Williams, Mr. Mustapha, Mr. Gammon, Mr. Savoie, Mr. Danzy and Mr.
9 Guillaume against, to reinstate Mr. Venson's license.

10
11 **File #2009-83:** Mr. Owens reported on a licensed engineering firm who admitted
12 to practicing and/or offering to practice in Louisiana with an expired license for
13 approximately four months. The respondent has signed and returned the
14 proposed Consent Order offered by the Complaint Review Committee. After
15 discussion, the Board unanimously approved the motion made by Mr. Mustapha,
16 seconded by Mr. Gammon, to approve the signed Consent Order.

17
18 **File #2009-98:** Mr. Owens reported on a licensed land surveying firm who
19 admitted to practicing and/or offering to practice in Louisiana with an expired
20 license for a little over five months. The respondent has signed and returned the
21 proposed Consent Order offered by the Complaint Review Committee. After
22 discussion, the Board unanimously approved the motion made by Mr. Mustapha,
23 seconded by Mr. Danzy, to approve the signed Consent Order.

24
25 **File #2009-99:** Mr. Owens reported on a licensed engineering firm who admitted
26 to practicing and/or offering to practice in Louisiana with an expired licensed for
27 over four years. The respondent has signed and returned the proposed Consent
28 Order offered by the Complaint Review Committee. After discussion, the Board
29 unanimously approved the motion made by Mr. Guillaume, seconded by Dr.
30 Mattei, to approve the signed Consent Order.

31
32 The Board unanimously approved the motion made by Mr. Mustapha, seconded
33 by Mr. Guillaume, to adopt a policy that complaint review committee members
34 should complete their recommendations even though additional activity in the
35 case may be temporarily deferred while the complainant and respondent are
36 involved in civil/criminal litigation.

37
38 Board staff discussed the new NCEES website and the expanded capabilities of
39 uploading signed consent orders and final decisions directly to the website's
40 Enforcement Exchange section. Chairman Allen charged the Enforcement Ad-Hoc
41 Committee with reviewing this practice and making a recommendation at the
42 March 2010 Board meeting.

43
44 Ms. Watts exited the meeting at 6:00 p.m.

45 46 **Committee Reports (continued)**

47 48 **Continuing Professional Development Committee**

49
50 The Board unanimously approved the motion made by the committee to approve
51 the following revised policy and related forms for Continuing Professional
52 Development (CPD) Sponsors/Providers:
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Board Policy

Continuing Professional Development (CPD) Sponsors/Providers

Adopted: November 13, 2006

Revised: January 18, 2010

1. History:

In the fall of 1998, the Board promulgated rules implementing Continuing Professional Development (CPD) for professional engineers and professional land surveyors . The effective date of the rules was January 1, 1999, with the first group of licensees being required to certify compliance with the CPD requirements for the biennial licensure renewal cycle ending on March 31, 2001. The CPD rules are currently contained in LAC Title 46, Part LXI, Chapter 31, Sections 3101-3121.

In the CPD rules, the Board established the definition of a Board-approved sponsor/provider as the Louisiana Engineering Society; the Louisiana Society of Professional Surveyors; professional and technical engineering or land surveying societies; federal, state or local governmental agencies; colleges or universities; and any individual, firm or educational institution approved by the Board on a case-by-case basis.

On November 13, 2006, the Board established the policy requiring that in order for a sponsor/provider to be approved by the Board on a case-by-case basis, the sponsor/provider must submit an application, pay a \$100 application fee, and renew every five years with a \$100 renewal fee. The Board reserved the right to review individual courses offered by each such sponsor/provider. Additionally, the Board approved the National Council of Examiners for Engineering and Surveying (NCEES) as a Board-approved sponsor/provider.

2. General Requirements for Board-Approved Sponsors/Providers:

All Board-approved sponsors/providers must conduct courses which will enhance and improve a licensee's professional development as a professional engineer or a professional land surveyor, and/or serve to safeguard life, health and property and promote the public welfare. Failure to do so will be grounds for the Board to revoke its sponsorship/provider approval.

In order for a sponsor/provider to be approved by the Board on a case-by-case basis, the sponsor/provider must submit to the Board a *Continuing Professional Development (CPD) Sponsor/Provider Application* and pay a \$100 application fee. The sponsor/provider must comply with all requirements set forth in the application and provide any additional documentation requested by the Board in connection with the application.

3. Review of Application:

All *Continuing Professional Development (CPD) Sponsor/Provider Applications* will be reviewed by the CPD Committee and must receive a majority vote for approval.

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4. Notification of Application Status:

The Board office will notify by letter each sponsor/provider of its approval or denial by the CPD Committee.

5. Notification of Expiration and Renewal:

A renewal notice will be sent to each Board-approved sponsor/provider’s address of record approximately six (6) weeks prior to the expiration date. If this renewal invoice is not signed and returned to the Board by the expiration date, the sponsor/provider’s status will be changed to “Expired”. The sponsor/provider has thirty (30) days from the date of expiration to renew late. After this thirty (30) day period, the sponsor/provider must reapply by submitting a new *Continuing Professional Development (CPD) Sponsor/Provider Application*.

6. Staff Procedures:

Staff will follow all current procedures to process applications and ensure documents and correspondence are scanned and filed according to the Board’s records retention policy. All applications are emailed to the CPD Committee for review and approval.

Attached to this policy are the following form documents:

1. Continuing Professional Development (CPD) Sponsor/Provider Application
2. Letter of approval
3. Renewal invoice

Enforcement Ad Hoc Committee

The Board unanimously approved the motion made by Mr. Williams, seconded by Mr. Gammon, to adopt the following policy for the Enforcement Division relating to the filing of criminal charges against respondents:

Board Policy
Enforcement Division
Filing of Criminal Charges against Respondents

1. Filing of Criminal Charges against Respondents:

Adopted: January 18, 2010

Every attempt will be made, through evidence review by the Investigator and Complaint Review Committee, to determine which other, if any, authority should be notified (*DEQ, State Police, District Attorney, and/or Attorney General*).

- a. If the evidence appears to show a violation of state criminal law, the District Attorney for the parish in which the activity is believed to have occurred, the Attorney General and/or the State Police will be provided with a copy of all evidence of possible criminal activity.
- b. If the evidence appears to show a violation of federal criminal law, the local FBI office will be provided with a copy of all evidence of possible criminal activity.

The Board unanimously approved the motion made by the committee to adopt the following policy for the Enforcement Division relating to firms in expired status:

Board Policy
Enforcement Division
Firms in Expired Status

1. Firms in Expired Status:

Adopted: January 18, 2010

At the end of each biennial licensure renewal cycle, enforcement staff will identify all firms in "Expired" status. Staff will check the firm's status (if any) at the Louisiana Secretary of State's office and will review the Board's database to determine the supervising professional(s) of record for the firm. A letter of notification and request for action will be sent to each firm relative to its "Expired" status with the Board; its status with the Louisiana Secretary of State's office; and a request to review/update the supervising professional(s) of record. The letter will be sent to the firm via U. S. Mail Certified - Return Receipt Requested, with a copy sent to the supervising professional(s) of record.

A sample of the Expired Firm Notification & Action Letter is attached to this policy as Attachment # 1.

The Board unanimously approved the motion made by Mr. Williams, seconded by Dr. Mattei, for the Board staff to work with IT support to update the rosters of individuals and firms on the Board's website to allow for cross referencing of firms and their supervising professionals.

The Board unanimously approved the motion made by the committee to adopt the following revised Section 1 (Practicing with an Expired License – La. R. S. 37:698(A)(9) and (16)) of the Disciplinary and Enforcement Sanction Guidelines for Consent Orders and Other Administrative Matters:

1. Practicing with an Expired License – La. R.S. 37:698(A)(9) and (16)

- a. Individuals - 1-120 days after renewal expiration date (March 31/September 30) (this is the right-of-renewal period)
 - Pay \$60 late renewal fee
 - Provide up-to-date CPD log with documentation
- b. Individuals - more than 120 days after renewal expiration date (March 31/September 30)
 - Apply to renew an expired license - complete *Application to Renew Expired Professional License* and pay \$195 application fee
 - Pay actual costs including past renewal fees and penalties
 - Provide up-to-date CPD log with documentation
 - Pass online Louisiana Laws and Rules Exam with 90% score
 - Be published by name in the Journal
 - Cease and desist letter
 - Receive ethical/moral/legal letter to inform clients
 - Pay fine:
 - Practicing 1-120 days – \$250 (if voluntarily disclosed) or \$500 (if involuntarily disclosed)
 - Practicing 121-365 days – \$500 (if voluntarily disclosed) or \$1,000 (if involuntarily disclosed)
 - Practicing 366 days-3 years – \$1,000 (if voluntary disclosed) or \$2,000 (if involuntarily disclosed)
 - Practicing 3 years-5 years – \$2,500 (if voluntarily disclosed) or \$5,000 (if involuntarily disclosed)
 - Practicing 5+ years – \$5,000

- 1 c. Firms - 1-120 days after renewal expiration date (March
2 31/September 30) (this is the right-of-renewal period)
3 • Pay \$60 late renewal fee
4 d. Firms - more than 120 days after renewal expiration date (March
5 31/September 30)
6 • Apply to renew an expired license - complete *Application to*
7 *Renew Expired Firm License* and pay \$195 application fee
8 • Provide documentation from Secretary of State that firm is
9 in good standing
10 • Pay actual costs including past renewal fees and penalties
11 • Supervising professional must pass online Louisiana Laws
12 and Rules Exam with 90% score
13 • Be published by name in the Journal
14 • Cease and desist letter
15 • Receive ethical/moral/legal letter to inform clients
16 • Pay fine:
17 o Practicing 1–120 days – \$250 (if voluntarily disclosed) or
18 \$500 (if involuntarily disclosed)
19 o Practicing 121-365 days – \$500 (if voluntarily disclosed)
20 or \$1,000 (if involuntarily disclosed)
21 o Practicing 366 days–3 years – \$1,000 (if voluntary
22 disclosed) or \$2,000 (if involuntarily disclosed)
23 o Practicing 3 years-5 years – \$2,500 (if voluntarily
24 disclosed) or \$5,000 (if involuntarily disclosed)
25 o Practicing 5+ years – \$5,000
26

27 Mr. Williams discussed the need to hire a technical support staff person to work
28 with the enforcement staff. This staff member would work part-time
29 (approximately 20 hours per week) and must be a licensed professional engineer
30 of the Board in good standing. This staff person would be charged with developing
31 a set of best practices for each engineering discipline and interfacing with
32 reviewing agencies such as the Fire Marshal's office, DHH, DEQ, etc. This staff
33 person would report to the Executive Secretary, and the Executive Committee
34 would approve the method of solicitation for this job posting.
35

36 The Board unanimously approved the motion made by Mr. Williams, seconded by
37 Mr. Danzy, to hire a technical support staff person as suggested by Mr. Williams
38 and approved funds of up to \$30,000 for the remainder of this fiscal year,
39 contingent upon approval of the Division of Administration/Office of Contractual
40 Review.
41

42 The Board unanimously approved the motion made by the committee to establish
43 a litigation contingency fund of \$400,000.
44

45 The Board recessed for the evening at 8:30 p.m.
46

47 The Board reconvened at 8:35 a.m. on January 19, 2010. Mr. Landry was present
48 and Dr. Mattei was not present.
49

50 Liaison and Law Review Committee

51

52 The Board unanimously approved the motion made by the committee to amend
53 Board Rule 1501(B) to read as follows:
54

55 B. In considering applications for licensure by comity, the board may
56 recognize examinations passed before the applicant had accrued sufficient
57 qualifying experience according to Louisiana experience requirements in
58 effect at the time, if:
59

1. the examination was passed in accordance with the laws and regulations in effect at the time in the jurisdiction in which the applicant was examined; and
2. the experience deficiency according to Louisiana experience requirements has been satisfied as of the date of the application to the Louisiana board.

Dr. Mattei and Mr. Owens entered the meeting at 8:45 a.m.

The Board disapproved the motion made by Mr. Williams, seconded by Mr. Mustapha, with Mr. Danzy, Mr. Williams, Dr. Mattei, Mr. Mustapha and Dr. Bowie for, and Dr. Garber, Mr. Gammon, Mr. Savoie, Mr. Guillaume, Mr. Jusselin and Chairman Allen against, to review all comity applications denied in the past 18 months if they meet the requirements of the newly-revised Rule 1501(B).

Chairman Allen charged the civil and non-civil engineering committees and staff with reviewing the professional engineer comity applications that have been denied in the past 18 months based on Rule 1501(B) and reporting at the March 2010 Board meeting.

Mr. Ducote entered the meeting at 9:20 a.m.

The Board unanimously approved the motion made by Mr. Savoie, seconded by Mr. Guillaume, to accept the Louisiana Engineering Society's changes to the Board's proposed law revisions, but to suggest further changes recommended by Mr. Landry to correct the typographical errors and inconsistencies in the language.

Ms. Evelyn Mayeux and Ms. Hatton entered the meeting at 9:35 a.m.

Nominations and Awards Committee

Mr. Williams briefed the Board regarding correspondence received from Louisiana Engineering Society regarding the lack of spacing between the expiration of the terms of the two professional land surveyor members of the Board.

The Board unanimously approved the motion made by Dr. Bowie, seconded by Mr. Danzy, to support the proposed law change recommended by Mr. Gammon and drafted by Mr. Landry.

Mr. Landry is to draft a letter from Mr. Williams to LES and LSPS forwarding the proposed law change in order to accomplish the spacing between the expiration of the terms of the two professional land surveyor members of the Board.

The Board unanimously approved the motion made by Mr. Guillaume, seconded by Mr. Williams, to appropriate up to \$26,000.00 for the March 2010 Board member continuity workshop.

Ms. Mayeux exited the meeting at 11:15 a.m.

1 The Board unanimously approved the motion made by the committee to elect the
2 following Board officers for 2010-11:

3
4 Rhaoul A. Guillaume, P.E. – first 6 months as Chairman/second
5 6 months as Vice Chairman
6 Mark A. Jusselin, P.E. – second 6 months as Chairman/first
7 6 months as Vice Chairman
8 Roger D. Danzy, P.E. – Treasurer
9 Ali M. Mustapha, P.E. – Secretary

10
11 The Board unanimously approved the motion made by Mr. Williams, seconded by
12 Dr. Mattei, to adopt the following policy regarding two Board members splitting a
13 year as Board Chairman:

14
15
16 **Policy for Two Board Members to Split a Year as Board Chairman**

17
18 *Board Rules:*

19
20 *Rule 707(B) Board Officers: The board shall elect annually from its*
21 *membership the following officers: a chairman, a vice chairman, a*
22 *secretary, and a treasurer.*

23
24 *Rule 707(D)(1) Chairman: The chairman shall preside at all meetings,*
25 *appoint all committees, except as otherwise provided, and shall,*
26 *together with the secretary, sign all certificates issued by the board.*
27 *The chairman shall compile certificates issued by the board. The*
28 *chairman shall compile the agenda for each regular and special*
29 *meeting.*

30
31 *Rule 707(D)(2) Vice Chairman: The vice chairman shall, in the absence*
32 *of the chairman, perform the duties of and possess all of the powers of*
33 *the chairman. Should the chairman's membership on the board be*
34 *terminated prior to the election of his/her successor, the vice chairman*
35 *shall automatically assume the duties of chairman until the board is*
36 *reorganized.*

37
38 Although not prescribed in the rules, it has been the tradition of the
39 Nominations and Awards Committee to nominate the longest-serving
40 Board members to positions on the Executive Committee, with those
41 Board members serving the final year of their terms being offered the
42 chairmanship.

43
44 When two Board members are entering the final year of their terms and
45 both desire to serve as chairman, it has been tradition to split the year
46 between the two of them. Each will serve for a six-month period as
47 chairman and for a six-month period as vice chairman.

48
49 As chairman, each will preside over three Board regular meetings. One
50 will preside over the March, May and July Board regular meetings and the
51 NCEES Southern Zone meeting; the other will preside over the September,
52 November and January Board regular meetings and the NCEES Annual
53 meeting.

54
55 Unless otherwise agreed upon by the two Board members, the
56 Nominations and Awards Committee will determine who will serve as
57 chairman first and who will serve as chairman second. The chairman
58 serving first will be responsible for preparing articles for the May and July
59 issues of the Journal and will preside at the certificate presentation
60 ceremonies in July. The chairman serving second will be responsible for

1 preparing articles for the November and February issues of the Journal and
2 will preside at the certificate presentation ceremonies in February.

3
4 Before taking over as chairman/vice chairman, the two Board members
5 will jointly:

- 6 • make committee appointments for the year
- 7 • discuss whether either Board member has specific matters he/she
8 wishes to propose during the chairmanship year
- 9 • make an effort to work in an atmosphere of support and cooperation
10 and to promote the charge "to safeguard life, health and property and
11 to promote the public welfare"
- 12 • meet with the executive secretary to establish a procedure for
13 communications

14 15 Strategic Planning Committee

16
17 Mr. Colin Beech, Mr. Bill Tripoli, and Ms. Wendi Ponders with Gator T, Inc. entered
18 the meeting at 11:30 a.m. to present the Board's new website design and exited at
19 11:45 a.m.

20
21 The Board unanimously approved the motion made by Mr. Jusselin, seconded by
22 Mr. Guillaume, to amend the current Gator T, Inc. contract as follows:

- 23 • In section C(3), change \$48,000 to \$67,400;
- 24 • In section C(1), change \$2,000 to \$2,808; and
- 25 • In section Q(1)(a)(2), change 20 hours to 32 hours.

26
27 The Board unanimously approved the motion made by the committee to accept
28 the proposed new office lease terms offered by the Louisiana Engineering
29 Foundation.

30 31 Policy and Procedure Ad-Hoc Committee

32
33 The Board unanimously approved the motion made by the committee to adopt
34 the Records Retention Schedule as presented by Ms. Hatton.

35
36 The Board unanimously approved the motion made by the committee to adopt
37 the following policy for the Enforcement Division relating to the records retention
38 schedule:

39 40 **Board Policy** 41 **Enforcement Division** 42 **Records Retention Schedule**

43 44 **1. Records Retention Schedule:** 45 **Adopted: January 19, 2010**

46
47 Pursuant to Title 44 of the Louisiana Revised Statutes, the Board will
48 operate under a records retention schedule approved by the Louisiana
49 Secretary of State, Division of Archives. The Board will maintain a
50 current retention schedule and cooperate with the guidelines set forth
51 by the Louisiana Secretary of State.

52
53 The Board unanimously approved the motion made by Mr. Williams, seconded by
54 Dr. Mattei, to designate Ms. Hatton as the official Records Manager for the Board.

55
56 Mr. Williams presented a draft of "Board Member Compensation Guidelines" for
57 Board member input. Upon discussion, Chairman Allen asked all Board members
58 to provide their comments on the draft guidelines to the Policy and Procedure Ad-
59 Hoc Committee within two weeks and for the committee to present its
60 recommendation at the March 2010 Board meeting.

1
2 The Board approved the motion made by Mr. Gammon, seconded by Mr. Williams,
3 with Mr. Jusselin, Dr. Garber, Dr. Bowie, Mr. Guillaume, Mr. Danzy and Mr.
4 Gammon for and Dr. Mattei, Mr. Mustapha, Mr. Savoie and Mr. Williams against,
5 to require Louisiana residents submitting new applications for
6 licensure/certification to obtain from the Louisiana State Police a criminal
7 background report on themselves for submittal to the Board in conjunction with
8 their applications.
9

10 New Business

11
12 Board committees will meet on Monday, February 15, 2010, to conduct committee
13 work and to conduct multi-failure interviews and land surveyor interviews.
14

15 Mr. Owens and Ms. Hatton exited the meeting at 2:30 p.m.
16

17 The Board unanimously approved the motion made by Mr. Guillaume, seconded
18 by Mr. Jusselin, to enter into executive session at 2:35 p.m. to discuss personnel
19 matters.
20

21 Mr. Landry, Ms. Sentell and Ms. Watts exited the meeting.
22

23 Mr. Landry and Ms. Sentell reentered the meeting.
24

25 The Board unanimously approved the motion made by Mr. Danzy, seconded by
26 Mr. Mustapha, to end the executive session at 2:40 p.m.
27

28 The Board unanimously approved the motion made by the Executive Committee
29 to increase Ms. Sentell's annual salary to \$71,500, effective January 1, 2010.
30

31 Ms. Watts entered the meeting at 2:45 p.m.
32

33 The Board unanimously approved the motion made by the Finance Committee to
34 amend the current 2009/2010 budget and resubmit the 2010/2011 budget to
35 reflect the following changes:
36

- 37 5277 – Continuity Meeting - \$26,000.00 NTE only for 2009/2010
- 38 5340 – Legal Investigation Consulting - \$30,000.00 for 2009/2010
- 39 5340 – Legal Investigation Consulting - \$80,000.00 for 2010/2011
- 40 5321 – Gator T - \$56,083.00 for 2009/2010
- 41 5321 – Gator T - \$67,400.00 for 2010/2011
42

43 The Board approved the motion made by Mr. Williams, seconded by Dr. Bowie,
44 with Mr. Mustapha and Mr. Savoie abstaining, to authorize Board members
45 invited to the Joint Engineering Society Conference (JESC) to be reimbursed for
46 their actual expenses up to an aggregate amount of \$500.00 if they so choose.
47

48 The Board unanimously approved the motion made by Dr. Bowie, seconded by Mr.
49 Gammon, to invite the state professional society presidents for lunch during the
50 May 2010 Board meeting.
51

52 Closing Business

53
54 The Board unanimously approved the motion made by Dr. Mattei, seconded by
55 Mr. Mustapha, to approve all committee recommendations and actions.
56

57 The Board unanimously approved the motion made by Mr. Guillaume, seconded
58 by Dr. Mattei, to acknowledge and confirm all licenses and certificates issued by
59 the Board.
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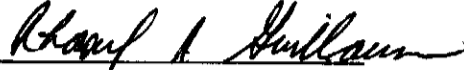
The Board unanimously approved the motion made by Mr. Mustapha, seconded by Mr. Guillaume, to approve all Board expenses.

The Board unanimously approved the motion made by Mr. Danzy seconded by Dr. Mattei, to adjourn.

The meeting adjourned at 3:27 p.m. on January 19, 2010.



Timothy J. Allen, P.L.S.
Chairman



Rhaoul A. Guillaume, P.E.
Secretary