

BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS
MINUTES – October 28, 2014

MEMBERS PRESENT:

David Titcomb, Chair
Michael Sackett, Vice-Chair
Roderick Craib
John Roberts
Deirdra Perry

MEMBERS ABSENT:

Elwood Ellis, Complaint Officer

STAFF PRESENT:

Karen Bivins, Administrator
Robert Perkins, Assistant Attorney General
Kim Baker, Office Specialist I
Deborah Fales, Office Specialist I
Cathy Pendergast, Education Coordinator

CALL TO ORDER

The meeting was called to order at 8:33 a.m. by Chairman David Titcomb.

AGENDA MODIFICATIONS

OLD BUSINESS

Action on Minutes of September 3, 2014 Meeting

A motion was made by Roberts to approve the minutes of the September 3, 2014 meeting as amended; seconded by Perry. Unanimous.

NEW BUSINESS

Administrator's Report

The Board was reminded that a letter of guidance should only be used when the entire complaint is dismissed.

The Board adopted a new policy regarding complaints as indicated in the following motion. A motion was made by Roberts and seconded by Sackett to revise the first notice of complaint to include disciplinary language if the licensee does not respond and provide requested documentation within 30 days. If there is no response, the Board authorized staff to send a second notice with a consent agreement to include: warning; a \$500 fine; and agreement to provide documents within 14 days of execution of the consent agreement. Unanimous.

The Board adopted a new policy regarding reinstatement requests as indicated in the following motions:

A motion was made by Titcomb and seconded by Sackett to send a letter to the licensee reminding them of their unlicensed status between the expiration of the license and date of request for reinstatement. Roberts, Sackett, Titcomb and Craib voted in the affirmative; Perry Opposed. Motion carried.

The Board further discussed reinstatements and decided on a Board policy as indicated in the following motion: A motion was made by Titcomb and seconded by Perry to delegate authority to staff to process reinstatement requests received between 90 days to 2 years beyond expiration; waive the exam; and send a letter to the licensee reminding them of their unlicensed status between the expiration of the license and date of request for reinstatement. Unanimous.

Complaint Officer's Report

A motion was made by Sackett and seconded by Roberts to approve the Decision and Order in case number 2013-LSU-9163 – John Mathieson. Unanimous

Craib recused and left the room.

Complaint Presentation 2013-LSU-9488: A motion was made by Roberts and seconded by Perry to dismiss with a letter of guidance pursuant to Chapter 90 Part 2 §3 to remain in the licensee's file for three years. Specifically, the written confirmation needs to be clearer regarding the specific work to be completed; in what timeframe and the lines of responsibility. The Board also authorized the Chair to review and sign the letter without further action. Perry, Roberts, Sackett and Titcomb voted in the affirmative; Craib recused. Motion carried.

Craib returned to the room.

Complaint Presentation 2014-LSU-9774: A motion was made by Craib and seconded by Sackett to table the complaint and offer a consent agreement to include: The Board to receive copies of all versions of the plan including the final plan; licensee to explain why the assignment has taken so long; and licensee to explain why he did not respond to the Board in a timely manner. Unanimous.

Complaint Presentation 2014-LSU-10328: A motion was by Craib and seconded by Titcomb to table the complaint pending receipt of further information. Unanimous.

Applications

The Board reviewed the application report provided by staff.

Travel Request

A motion was made by Perry and seconded by Craib to authorize Elwood Ellis to attend the NCEES Future of Surveying Task Force, November 20, 2014 in Minneapolis, MN.

MSLS Report

Keith Morse reported on recent activities of the MSLS.

Next Scheduled Meeting Date

January 20, 2015

ADJOURN

Being no further business, the meeting adjourned at 10:41 a.m.

Respectfully submitted,
Kim Baker, Office Specialist I