

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
76 Northern Avenue, Gardiner, Maine

BOARD OF LICENSURE OF FORESTERS
MINUTES OF BOARD MEETING
December 05, 2016

MEMBERS PRESENT

John Ackley
Sarah Medina, Chair
Theodore Shina
Maxwell McCormack, Jr.
Steve Pelletier

OTHERS PRESENT

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

MEMBERS ABSENT

None

Location: Central Conference Room

Start: 9:06 a.m.

Adjourn: 10:03 a.m.

CALL TO ORDER

The meeting was called to order by the Chair, Sarah Medina at 9:06 a.m.

AGENDA MODIFICATIONS

None

OLD BUSINESS

Action on Minutes of June 23, 2016 Meeting

A motion was made by Shina and seconded by Ackley to approve the minutes of the June 23, 2016 meeting as amended. Unanimous.

NEW BUSINESS

Complaint Officer's Report

Complaint Presentation - 2016-FOR-12326

A motion was made by Pelletier and seconded by McCormack to dismiss the complaint with a letter of guidance regarding communication with client and land owner objectives pursuant to Board Rules Chapter 100 Section 3(9). The letter of guidance is to remain in the licensee's record for five years. Medina, Ackley, Pelletier and McCormack voted in the affirmative; Shina abstained. Motion carried.

Administrator's Report

The administrator reviewed the Department's policy regarding recusals and hearing procedures.

Correspondence

The Board reviewed monthly reports for October and November 2016; the year to date licensing report; and recent continuing education requests.

Meeting Schedule

The next meeting is scheduled for January 26, 2017 at 9:00 a.m.

ADJOURN

Being no further board business to discuss, the meeting was adjourned at 10:03 a.m.

Respectfully submitted,
Kim Baker, Office Specialist I