

# December 18, 2023 - Public Meeting Minutes

Assessing Certification Advisory Board

Dec 18, 2023 at 2:00 PM EST

@ OPLC - 7 Eagle Square, Concord NH 03301

## **Attendance**

### **Present:**

Members: Lindsey Stepp, Robert Gagne

Guests: Bethany Cottrell, Lindsey Courtney, Michael Gianunzio, Brenda Golden Hallisey, Gretchen Hamel (remote), Brenda Rines

### I. Call to Order

Meeting was called to order at 2:00 pm by R. Gagne and L. Stepp.

### II. Approve Meeting Minutes

This is the first meeting for the Assessing Certification Advisory Board, no meeting minutes to post.

### III. Introductions

#### A. Lindsey Courtney, OPLC Executive Director

Executive Director, Lindsey Courtney discussed the following with the Board members:

- 1) Gave an Overview of how this Board was created.
- 2) Reviewed the Universal Application.
- 3) Discussed rules that need to be worked on.
- 4) Update the website, OPLC will be uploading information from DRA to MLO so the licensees can view their license status online. At this point, the licensee will be able to receive their renewal notices and any other communication that is sent out automatically.

#### B. Bethany Cottrell, Division Director for Board Administration and Licensure

Division Director, Bethany Cottrell spoke with the board about 3rd Board Member needed as a Municipal Governing Board Official. There has been communication with the Nashua Assesors dept with no interest being communicated back to her. The board asked about the 3rd Board Member being

a public member. If this is the way the board would like to go, there would need to be a statute change. The board is considering this and will advise at the next board meeting.

C. Brenda Golden Hallisey - Board Counsel

As Board Counsel, she will guide the board through the process and address any concerns/questions to the rules and laws of the board. She also reviewed the recent changes that came about in October.

D. Gretchen Hamel, OPLC Program Specialist IV

The board had a question on how they go about initiating rulemaking. Rules adopted are located in Title Plc, Plc 1800. Ms. Hamel will mark up the existing rules with amendments and annotate them. Making sure that the Universal Application is included. L. Stepp and R. Gagne did mention that the ASB Certification rules were recently updated and do not believe there will be any other changes needed. The board will receive the marked up existing rules and present to the board for review.

E. Michael Gianunzio, Bureau Chief of Board Administration

F. Ashley Czechowicz, Administrator of Licensing

Administrator of Licensing, Ashley Czechowicz stated that there were 27 licensees that received a paper letter regarding the renewal of their licenses.

IV. New Business

A. R. Gagne – The Assessors have brought up requesting more public participation.

The recommendation from the State has always been to encourage public participation. The agenda can have a section for public comments.

B. Zoom is not part of 91A – if someone can't participate due to technical difficulties, the meeting will still go on.

C. DRA Files

1) How long do we retain the files?

- a. Retention policy is on the website approved by SOS office.
- b. Permanent retention on licensure and disciplinary decisions.
- c. Supporting documentations are 4 years, not sure about the timeframe for investigative documentations.

V. Officer Election

**Motion:**

Upon a motion by L. Stepp and seconded by R. Gagne to nominate Robert Gagne as Chair of the Assessing Certification Advisory Board. Motion passed unanimously.

VI. Board Administration Updates

Pre-Agenda Calls  
RSVP through OnBoard

VII. 2024 Meeting Dates

**Motion:**

Upon a motion by R. Gagne and seconded by L. Stepp to have a monthly board meeting set for the third Thursday at 2:00 pm. Motion passed unanimously. Schedule will be provided to board at the next meeting.

VIII. Licensing

A. Initial Application

Informational only

B. Renewal Application

Informational only

C. Checklist for Initial and Renewal Applications

Informational only

IX. Adjourn Meeting

Upon a motion by L. Stepp and seconded by R. Gagne the meeting was adjourned at 2:53 pm.