

Assessing Certification Advisory Board Public Meeting

Minutes

Assessing Certification Advisory Board
Feb 15, 2024 at 2:00 PM EST
@ OPLC - 7 Eagle Square, Concord NH 03301

Attendance

Present:

Members: Robert Gagne, Lindsey Stepp

Staff: Terese Barton, Brenda Golden Hallisey, Brenda Rines

I. Call to Order

Chair, Robert Gagne called the meeting to order at 2:01 pm.

II. Approve Meeting Minutes

A. January 18, 2024 Public Meeting Minutes

Upon a motion by R. Gagne and seconded by L. Stepp, the Board voted to approve the January 18, 2024, minutes as submitted. Motion passed unanimously.

III. Brenda Golden Hallisey - Board Counsel

Current legislative updates

1. HB 1538
2. HB 1291
2. HB1361

IV. Plc 500 - Notice and Rules

Documentation provided by Executive Director, Lindsey Courtney

V. Gretchen Hamel, OPLC Program Specialist IV

Gretchen Hamel to provide reviewed rules for meeting. Attached is a very rough draft of the rules.

Continuance on the rule making progress.

VI. NH Dept of Revenue - Continuing Education Courses

On a motion by R. Gagne and seconded by L. Stepp, the Board voted to approve the Continuing Education courses as submitted. Motion passed unanimously.

VII. Old Business

A. Board Member - open position

A continuous effort proceeds for looking for an individual as the third member for the Assessing Board.

VIII. New Business

- A. CE Broker - Heather Kelley, Director of Operations and Bethany Cottrell, Division Director of Licensing and Board Administrators 2:45 pm

Director of Operations Heather Kelley discussed the streamlined process for CE Broker will be more efficient for licensees to the Board.

- B. Board Travel Policy - Reminder FYI

IX. Public Comment

OPLC is currently updating the licensing system to reflect all the current licensees. Once this has been completed, the license lookup will be updated as well.

X. Non-Public Session

"The Board will conduct a Non-Public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3 II (e), RSA 91-A:5, IV, Lodge v. Knowlton, 119 N.H. 574 (1978), and the Board's executive and deliberative privileges."

On a motion by R. Gagne and seconded by L. Stepp, the Board voted to move into Non-public session by a roll call vote at 2:27 pm.

XI. Resume Public Session

On a motion by R. Gagne and seconded by L. Stepp, the Board voted to resume the public session by a roll call vote at 2:49 pm.

XII. Seal the Minutes of the Non-Public Session

"The Board votes to seal the minutes of the non-public session to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective."

On a motion by R. Gagne and seconded by L. Stepp, the Board voted to seal the non-public minutes by a roll call vote at 2:49 pm.

XIII. Adjourn Meeting - Next meeting is March 21, 2024 at 2:00 pm

Next meeting is March 29, 2024, at 10 am. Meeting adjourned at 2:49 pm.