

## BOARD OF LICENSURE FOR FORESTER MINUTES

There was a meeting of the Board of Foresters on April 26, 2022. Board Chair Steve Roberge called the meeting to order at 1:10 pm. Also present were Board members Richard Roy, Patrick Kenney and Colleen O'Neill. Absent were Board members Ann Davis and Patrick Hackley. Present from OPLC were Board Administrators Dawn Couture and Marla Pike.

1. **Interview/meeting** – None
2. **Approval of Minutes** – Colleen O'Neill made a motion to approve the minutes from January 25, 2022, Board meeting. Richard Roy seconded the motion, motion passed unanimously with a roll call vote.
3. **New Business** -
  - a. **Prometric exam**- Heather Kelley, Director of Finance, attended the meeting to speak with the members about having the Board approved applicants take the exam with Prometric instead of having the exam proctored in the office by OPLC employees. Ms. Kelley explain that Prometric is responsible for the content of the exam, prometric would be responsible for proctoring the exam and the Board would be responsible for the content where the exam is in person or an online exam. The exam fee cost with Prometric is \$60.00. Prometric will be a one-year contract. Patrick Kenney made a motion to approve Prometric to proctor the exam. Steve Roberge seconded; motion passed unanimously with a roll call vote.
  - b. **Review Rules 100 through 400** – Tina Kelley attended the meeting to discuss updating the rules with the Board of Foresters. Ms. Kelley explained to the Board that the Rules 100 have been updated with the general OPLC information. A change was mentioned to correct the OPLC phone number. Colleen O'Neill made a motion to approve the 100 Rules for the Board of Foresters. Richard Roy seconded; the motion passed unanimously with a roll call vote.
4. **Reading of Communications** –
  - a. Sherman R. Small - Self Reported Disciplinary Action – Tabled until May meeting
  - b. Jessica Kallipolites – Memo on Enforcement process – Tabled until May meeting
  - c. Lindsey Courtney – Administrative Law Training – Tabled until May meeting

**5. Reading and Consideration of Applications -**

- a. Christopher J. Casadei – The Board approved Mr. Casadei’s application pending the passing the Foresters Law exam. Colleen O’Neill made a motion to approve Mr. Casadei to take the exam. Richard Roy seconded; motion passed unanimously with a roll call vote.
- b. Donn Downey – The Board approved Mr. Downey’s application pending the passing the Foresters Law exam. Richard Roy made a motion to approve Mr. Downey to take the exam. Colleen O’Neill seconded; motion passed unanimously with a roll call vote.

**6. Unfinished Business –**

- a. Exam Update - Board Chair Steven Roberge said that they are still working on a new exam.
- b. Date and time of next meeting - May 25, 2022, at 10:00 a.m.

**7. Non- Public Session –**

- a. NON-PUBLIC SESSION OPENED - Upon the motion of Colleen O’Neill and the second of Richard Roy the Board, by roll call vote, voted to conduct a non-public session at 1:46 p.m. Such a non-public session is authorized by RSA 91-A:3, II(j), RSA 91-A:5, IV, Lodge v. Knowlton, 118 N.H.574(1978), and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by unanimous vote of all members present.
- b. NON-PUBLIC MINUTES SEALED – On an appropriate motion by Board Member Colleen O’Neill and seconded by Board Member Richard Roy, by roll call voted to seal the minutes of the non-public session from public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would likely affect adversely the reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful brokerage activity, RSA 91-A:5, IV, Lodge v. Knowlton, 118 N.H. 574 (1978), and the Commission’s executive and deliberative privileges. The motion passed with each member recording his or her vote on the motion.

- c. PUBLIC MEETING RECONVENED – At 1:53 p.m. an appropriate motion was made by Board Member Colleen O’Neill and seconded by Board Member Richard Roy, and the Board unanimously voted by roll call, to reconvene the public meeting.
8. **Adjournment** – Steven Roberge made a motion to adjourn at 2:05 p.m. Richard Roy seconded; the motion passed unanimously with a roll call vote.