

BOARD OF TREE EXPERTS

MINUTES

March 18, 2014

The Board of Tree Experts met on this date at the Forest Tree Nursery in Jackson, N.J. at 9:35 a.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Jennifer Dalia, DAG
Joseph Greipp	Gary Lovallo
Rich Wolowicz	Kevin Downes
Mark Goggin	Dave Johnson
Michael D’Errico, Program Coordinator	Don Swaysland

Open Public Meetings Act:

The open public meetings act was read by D. Johnson. R. Wolowicz made a motion to approve the minutes of the December 17, 2013 meeting. D. Johnson seconded the motion which was unanimously approved.

Correspondence/ Administrative Report:

M. D’Errico reported that to the board that we had interest in the CTE already. Two applications have been received as well as interest from an individual from Virginia who wants to use NJ’s exam to qualify for Maryland’s Tree Expert exam.

Treasurers Report:

D. Johnson provided the Treasurer’s reports for March 2014:

March 2014	
Balance 7/01/13 = \$	15,398.65 (FY2014)
Disbursements = \$	14,202.85
Receipts= \$	<u>11,280.00</u>
Checking Account balance = \$	12,275.80

R. Wolowicz moved to accept the Treasurer’s report as submitted. M. Goggin seconded the motion. Motion was approved unanimously.

General Public Comments:

None

Old Business:

A. NJ OPMA 2014 – The Board received the 2014 NJ OPMA dates.

B. Discussion on Summary and Impact Statements - The Board decided to combine this agenda with item C below.

C. Draft Rules DAG/Subcommittee Review Update - DAG Dalia discussed with the Board the draft Rules. She is waiting on the Assistant Section Chief to complete the review. DAG Dalia did receive a phone call from the State Forester's office asking for a time frame when the Board would meet to discuss the Rules with State Forestry Services. The Board was informed that the subcommittee on rules planned to meet right after the board meeting to review both the draft Rules and the draft Impact statements. Once completed the subcommittee will email them to DAG Dalia.

D. Annual Dinner Meeting Recap – M. D'Errico reported to the board that 70 individuals attended the annual CTE dinner. The Board followed up with a discussion on the future of the annual CTE Dinner.

E. Other – G. Lovallo asked DAG Dalia if immediate action was needed by the board; What would be the process? DAG Dalia responded that an emergency meeting can be called with notice within 48 hours.

New Business:

A. CTE Meeting Interactive Session - M. D'Errico reviewed with the board the interactive session at the Dinner Meeting. This question and response session permitted the board to gather feedback from CTE's in attendance. M. D'Errico went through several of the question for the board and the board discussed several of the responses given. This activity/meeting was view as a stakeholders meeting for the LTE rules as all the question were taken from potential topics found within the draft of the Rules.

B. Web page additions: Study Guide/Prep course – M. D'Errico updated the board to several additions/updates made to the board's web site. A reference bibliography was added to the web site so that potential exam applicants can review the reference texts used in creating the CTE Exam. G. Lovallo asked if there should be a study guide for the LTCO exam. The board discussed. J. Greipp suggested that a third party "vet" the questions as we move forward with development of the LTCO exam. The board then discussed the on line directory. Changes have to be made to the web site as business registrations and LTCO credentials

C. Lee Gilman's email concerning equivalent credentialing - S. Chisholm discussed with the Board an email received from Lee Gillman. The board followed up with discussion on credentials from outside organizations that could be presented to the board for consideration. S. Chisholm will follow up with Mr. Gilman on the matter.

D. Discussion/comments per CTE presentation at NJ A-ISA meeting – D. Johnson and S. Chisholm discussed with the Board feedback received at the NJ A_ISA conference during the LTE presentation. Executive director Jim Skiera was present and provided a very good view of an organization's credential verses that of state licensing. S. Chisholm discussed the suggestion that a possible outdoor exam be provided to those that have credentials from a written exam as a way to obtain a license. The board discussed.

E. License Certificate Layout – The board decided to table this discussion until examples are gathered.

F. Other – S. Chisholm discussed with the board several emails he received through ISA from two CTE's – T. Szczawinski and L. Roberts. The board discussed. S. Chisholm will follow up with a letter to each inviting them once again to any Board meeting to discuss their concerns with the Board.

D. Johnson discussed with the board the how to deal with “dual licenses”. In this case the LTE license and the Pesticide license. DAG Dalia was asked to look into this for clarification and direction. LTE proctor and Board shirts were discussed again and a motion was made by D. Johnson and seconded by J. Greipp to obtain shirts. Motion was approved.

General Public Comments: D. Swaysland, Chief of the NJ Forest Service reported to the Board that he is fielding phone calls on the LTE law and suggestions on the rules.

Closed Session: None

Next Meeting - Tuesday, **April 15, 2014 at 9:30 am at Board of Tree Expert Office, Jackson, NJ**

D. Johnson moved to adjourn and R. Wolowicz seconded the motion.

Meeting adjourned at 12:10 p.m.