

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
STATE BOARD FOR CERTIFICATION OF
WATER AND WASTEWATER SYSTEMS OPERATORS
Board Meeting Minutes
June 19, 2009
Conference Call**

Board Members Present

John Brutz, Chairman
Michael Kyle
John Schombert
Curt Steffy
Nicki Kasi
Cheri Sansoni, Board Secretary
Asya Staevska, Legal Counsel

Board Members Absent

Ron Neufeld
Joe Swanderski

Non Board Members Present

Paul Handke, BWSFR
Dawn Becker, BWSFR
Roberta Radel, BWSFR

John Brutz called the meeting of the State Board for Certification of Water and Wastewater System Operators to order at 10:13 AM.

Introduction of New Board Members

Nicki Kasi introduced Curt Steffy as a new Board member.

Approval of February 6, 2009 and May 8, 2009 Minutes

Mike Kyle motioned to approve the amended February 6, 2009, minutes. Nicki Kasi seconded. The vote was unanimous. Motion carried.

Mike Kyle suggested the below amendments to the May 8, 2009, minutes:

- Page 1, meeting start time should be changed to 10:05 AM
- Page 2, Approval of February 6, 2009 Minutes: remove the sentence "Certification staff needs to review whether or not the motion was rescinded was voted on. After further review of the tape, the Board did not vote on the original motion."
- Page 3, Program Review – First sentence, insert "Nicki Kasi reported" at the beginning of the sentence. Replace "EPA" with "CPAC" in sentence two. Insert the word "All" at the beginning of the last sentence.

- Page 3, Old and New Business, paragraph 2, first sentence – replace “DEP” with “Board” and correct the word “that”
- Page 3, meeting adjourned time should be changed to 12:16 PM

Nicki Kasi motioned to approve the May 8, 2009, minutes as amended . John Brutz seconded. The vote was unanimous. Motion carried.

Criminal History Report

Paul Handke recommended one criminal history case for approval:

Client 217224: DUI in 2002

Nicki Kasi motioned to approve the application. Mike Kyle seconded. The vote was unanimous. Motion carried.

Approvals of New and Upgrade Applications

John Brutz motioned to approve new and upgrade applications. John Schombert seconded. The vote was unanimous. Motion carried.

Exam Summary

Nicki Kasi presented an exam summary:

- The ABC exam contract ends June 30, 2009. Software is in place for exam development, but the UV and Ozonation exams may not be ready for August. DEP regional staff is recommending splitting the UV exam into two exams; one for surface water systems and one for ground water systems. This suggestion is in response to new regulatory requirements for disinfection and the expectation that more systems will be using UV treatment. At the June 18, 2009, CPAC meeting, members recommended expanding the existing UV exam rather than create another subclassification and exam. Paul Zielinski of CPAC has offered to assist with exam development as a subject matter expert. Nicki stated a member of the Board also needs to assist in the development process.
- The new software will provide individual exam performance statistics. The goal is to eventually send exam performance deficiency letters to examinees to identify their demonstrated areas of weakness.
- The new exams will be copyrighted by the Board. Questions will be reviewed annually.
- The Department’s membership dues with ABC do not expire until April, 2010. Depending on the budget, these dues may not be renewed.
- A conference call is scheduled with AMP on June 29, 2009, to discuss continuation of on-line certification exam services.

ABC Nominations

Mike Kyle motioned to nominate Nicki Kasi for the Robert C. McAnespie Certification Officer Award in recognition of her dedication to the advancement of the DEP exam process. John Brutz seconded the motion. Nicki Kasi abstained. The vote was unanimous. Motion carried.

Board Secretary Report

Cheri Sansoni reported the Scantron equipment is set up to read the exam bubble answer sheets. Certification staff will continue to process exam score sheets. In the interim, scores will continue to be manually input and downloaded into eFACTS; however, the scoring process will eventually become automated with this new equipment. With in-house scoring, examinees will receive results within two weeks.

Old and New Business

Nicki Kasi reported on the June 18, 2009, CPAC meeting. CPAC members did not want to add the compliance and enforcement as a component of the program review. The committee identified 6 groups to survey, with surveys being distributed in a phased approach between August and October. CPAC has a July 15, 2009, teleconference scheduled to finalize the surveys; Mike Kyle indicated he would like to be involved in the teleconference.

Nicki Kasi reported a new Program Analyst 2 position has been added to the staff complement. The position may analyze the operator certification program and resources. Mike Kyle indicated using a DEP employee could be construed as a bias in the program review. Nicki Kasi agreed to pursue the possibility of using external sources, depending on funding.

Nicki Kasi stated the Board is responsible for maintaining membership on TAC. Mary McElhinny and Bill Ross were the Board representatives. Mary McElhinny indicated she would like to remain on TAC. John Brutz motioned to allow Mary McElhinny to continue as a Board representative, with the appointment of an alternate to be decided at a later date. Mike Kyle seconded. Nicki Kasi abstained since TAC is an advisory committee to the Department. The vote was unanimous. Motion carried.

John Schombert adjourned the meeting at 10:55 AM