

Minutes of

Meeting of the Board of Licensure for Professional Engineers and Professional Surveyors held 9:00 a.m. August 10, 2012 at Board Office, 2550 Cerrillos Road, Rio Grande Conference Room, Santa Fe, NM

Members Present Rola Idriss, PE, Board Chair
Julie Samora, PE
Gilbert Chavez, PS
Fred Sanchez, PS
Subhas Shah, PE
Paul Brasher, PE
Salvador Vigil, PS
Joshua Skarsgard, Public Member

Members Absent John Romero, PE
Augusta Meyers, Public Member

Others Present Eva Baca, Acting Executive Director
Perry Valdez, Licensing Manager, BLPEPS
Michelle Padilla, BLPEPS
Sean Cuniff, Board Attorney
David Martinez, RLD
Vadra Baca, Deputy Director of Boards and Commissions
John Loughead

I. Convene/ Roll Call

Dr. Idriss convened the meeting at 9:12 a.m.

Roll call was taken and it was noted that a quorum of the Board was present.

1.1 Introduction of Guests

Mr. Loughead, Mr. Martinez and Ms. Baca introduced themselves as a guests to the board.

II. Approval of Agenda

MOTION by Mr. Sanchez, **SECONDED** by Mr. Vigil, and **PASSED** unanimously **VOTED:** To approve the agenda as presented.

III. Approval of Minutes

MOTION by Mr. Sanchez, **SECONDED** by Mr. Vigil, and **PASSED** unanimously **VOTED:** To approve the minutes of June 15, 2012.

IV. New Business

- 4.1 Renewals- Form, Process and Alert-** Ms. Baca showed the board what the new pocket card and certificates that will be mailed out for renewals look like.

Ms. Baca informed the committee that staff would be carefully screening all renewals that have marked the yes answer to the conviction question and make sure that a detailed answer to the response is provided. She also stated that these renewals would also be pulled and brought to the committee prior to being processed.

Mr. Chavez suggested that a small quiz be given to all licensees who are renewing their licenses based on New Mexico law.

Ms. Samora suggested there be more ways to notify the licensees other than the postcard reminder that goes out.

Upon further review of the updated renewal form...

MOTION by Mr. Skarsgard, **SECONDED** by Mr. Brasher, **PASSED** unanimously

VOTED: To break the conviction question up into two questions and remove “moral turpitude” from the second question.

- 4.2 Online Renewals- David Martinez-** Mr. Martinez explained to the board a little bit on the process of the online renewals.

MOTION by Mr. Chavez, **SECONDED** by Mr. Skarsgard, and **PASSED** unanimously

VOTED: Upon final approval of the M.O.U., staff is directed to continue with the online renewal process.

- 4.3 Office Space- Vadra Baca-** Ms. Baca presented a floor plan of the office space where the board staff is currently located and explained to them how they would be moved to have all of the staff closer to each other.

- 4.4 Committee Appointment-** Dr. Idriss explained that she had sent out committee assignments to all and asked that if anyone would like to be on any other committee to please let her know. Dr. Idriss also asked Mr. Shah to let her know which committees he would like to be on so he could be added.

MOTION by Mr. Skarsgard, **SECONDED** by Mr. Vigil, **PASSED** unanimously
VOTED: To approve the list of committees.

- 4.5 Redaction of Complaint Documents- Sean Cuniff-** Mr. Cuniff explained that the Attorney General’s office position on redaction of names on complaints

was that all names be redacted for privacy and non-bias by the boards upon review of the complaints. He also stated it would avoid any members having to recuse themselves from the matter, should they recognize anyone involved in the complaint since many communities in New Mexico are so small.

MOTION by Ms. Samora, **SECONDED** by Mr. Skarsgard, **PASSED**,
VOTED: To continue redacting names from all case matters.

Voting No: Mr. Sanchez and Mr. Shah

V. Old Business

- 5.1 M.O.U. -** Mr. Skarsgard explained the board got all of the changes they were asking for since the last review and he felt that the board was ready for a motion to enter into the M.O.U. with RLD.

MOTION by Mr. Skarsgard, **SECONDED** by Mr. Sanchez, and **PASSED** unanimously

VOTED: To approve the M.O.U. as drafted.

Mr. Skarsgard explained that the board was not under the umbrella of RLD, but rather were partners with RLD. The committee who worked on the M.O.U. was thanked for their hard work and effort.

- 5.2 Proposed language changes to the Administrative Code Title 16, Chapter 39, Parts 1 through 8- Committee Meetings-** Ms. Baca explained that the changes that were submitted by the committee, were incorporated and presented to them for review. She asked that any comments be submitted to her. Ms. Baca also asked that the rules committee schedule a meeting as soon as possible so all of the changes sent in by comment can be taken forward to the rules committee and the process can move forward.

VI. Committee Reports

- 6.1 PS Committee- Gilbert Chavez, PS, Chair-** Mr. Chavez reported the committee had approved the minutes of June 14, 2012.

Mr. Chavez reported the committee had five cases that were reviewed.

Mr. Chavez stated that the committee had a short report on the state specific exam.

Mr. Chavez reported that the committee also heard from Mr. Milford Keene regarding his reinstatement application.

Mr. Chavez stated the committee also reviewed two application for the PS Exam and two applications by endorsement.

- 6.2 PE Committee- Paul Brasher, PE, Chair-** Mr. Brasher reported the committee had approved the meeting minutes of June 14, 2012, June 22, 2012 and May 1, 2012.

Mr. Brasher reported the committee had five cases to review.

Mr. Brasher stated that the committee recessed its meeting until Friday, August 17th to continue with the review of applications.

- 6.3 Executive Committee-** No report

- 6.4 Joint Practice-** No report

- 6.5 Public Info, Exam and Licensure Promotion Committee-** No report

- 6.6 Rules and Regulations Committee-** No report

- 6.7 Legal Enforcement Committee-** No report

VII. NCEES News

- 7.1 Software Engineering-** Mr. Chavez explained that there was now an exam for software engineering.

Mr. Valdez stated New Mexico could now add software engineering as a discipline.

- 7.2 Annual Meeting- St. Louis, Missouri-** Ms. Baca placed this item just as a reminder of the meeting. She stated that she would be unable to attend but Mr. Valdez would be in attendance.

VIII. Executive Session-

MOTION by Mr. Vigil, **SECONDED** by Ms. Samora, unanimously **VOTED:** To convene in executive session pursuant to NMSA 1978, Section 10-15-1 (H)(1) and (2) to discuss the employment status of individual board employees and the complaints that bear upon the license status of individual licensees.

A roll call vote was taken:

Voting Yes: Mr. Shah, Mr. Vigil, Dr. Idriss, Mr. Brasher, Ms. Samora, Mr. Skarsgard, Mr. Sanchez and Mr. Chavez.

Dr. Idriss brought the committee back into open session by stating that only item 8.1 Staffing/ Personnel Issues and item 8.2 Complaint Status were discussed during the closed session.

8.1 a Decision on Board Matters from Closed Session-

No action to be taken at this time.

IX. Director's Report

Ms. Baca invited Ms. Shelley into the meeting to speak about the process of the travel schedules.

Ms. Shelley gave a short look into the way the travel is processed and some small changes that were going to take place regarding the processing of their travel.

X. Adjournment

Dr. Idriss adjourned the meeting at 11:55 a.m.

Submitted By:

Approved By:

s/ Erica Lopez
Ms. Erica Lopez, Executive Secretary

s/ Rola Idriss, PE
Dr. Rola Idriss, PE, Board Chair

November 9, 2012 Approved Date