

Board of Registration for Professional Soil Classifiers of North Dakota

Fall Board Meeting

Tuesday, November 5, 2019 10:00 am – noon, CST

Mandan Public Library

Members Present:

Alan Gulsvig
Matt Retka
Bruce Bogenrief
Jay Volk

Members Absent:

Darrell VanderBush (term expired but replacement not yet appointed)

Others Present:

None

Call to Order

The Meeting was called to order by Alan at 10:00am.

Minutes of last meeting

The Minutes of the last meeting from April 12th, 2019 were distributed and reviewed. Jay motioned to approve the minutes. Matt seconded. All in favor, none opposed, motion carried.

Secretary/Treasurer's reports

Treasure report was distributed and reviewed. Brief discussion on PSC audit submitted and approved by State Auditor. Matt to follow-up on checking account signing authority and how to add a second individual after Darrell is replaced. Bruce motioned to approve the report. Jay seconded. All in favor, none opposed, motion carried.

Old Business:

Alan gave update on board seat appointments and applicants.

Jay mentioned we should post our application deadline and test dates on-line. Matt to follow-up with Nate about adding this info to the NDBPSC website.

Discussion on Continuing Education for Classifiers and proposed framework in accordance with current Classifier law in ND Century Code. Discussion on NDAC rules ensued and Continuing Education topic was tabled.

Matt motioned to delegate Alan authority to update and/or amend NDAC rules to be consistent with current approved polices. Jay seconded. All in favor, none opposed, motion carried.

New Business:

Alan and Matt discussed highlights of the Office of Attorney General's Professional Licensing Board Orientation and Training Seminar they attended.

By consensus of the Board, Matt is to ask Nate about options for posting meeting minutes to the website.

Discussion on Code of Ethics for registered individuals. Matt to check files and post ethics code to website.

Reviewed email from Sandra regarding approval of licenses. It was determined the Board would hold timely special meetings to approve test taken applicants seeking licensure when necessary. The board has no previously issued certificates of registration that had not been ratified by the full Board.

Reviewed email from Dawn Cote regarding state guidelines for Board records management to develop and approve a list of records. Bruce motioned to approve the record list for 5-year retention, Jay seconded. All in favor, none opposed, motion carried. Matt to submit record list to State.

Matt motioned to approve Brianna Wegner for registration, Bruce seconded. All in favor, none opposed, motion carried. Matt to complete certification documents.

Alan mentioned Nate needs ~\$100 software update for maintaining website with his new computer. Bruce motioned to share this cost with PSCAND. Alan seconded. All in favor, none opposed, motion carried.

Jay motioned to reimburse travel & meeting costs for Board Training Seminar attended by Matt and Alan on Oct 29th, 2019. Bruce seconded. All in favor, none opposed, motion carried.

Next meeting tentatively scheduled for April 8th, 2019.

Meeting was adjourned at 11:55am.