



***MARINE CONTRACTORS LICENSING BOARD***

1800 WASHINGTON BLVD., SUITE 430, BALTIMORE, MD 21230  
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MARINE CONTRACTORS LICENSING BOARD  
MEETING MINUTES

August 18, 2014

Location: Critical Area Commission  
1804 West Street  
Annapolis, MD 21401

BOARD MEMBERS PRESENT

Milton Rehbein (Chair)  
Josh Schlepner  
Jordan Loran, DNR  
Doug Suess

OTHERS PRESENT

Emily Vainieri, Counsel to the Board  
Rick Ayella, Assistant to the Board

CALL TO ORDER

Board Chairman, Milton Rehbein called the meeting to order at 10:02 A.M. at the Critical Area Commission, 1804 West Street, Annapolis, MD 21401. Four Board Members, the Board's legal Counsel, and the Board's Administrative Assistant were present.

AGENDA REVIEW

MES Presentation

Megan Simon, representing the Maryland Environmental Service, provided an update to her organization's progress on the Marine Contractors Licensing Examination and associated handbook. Overall MES is on schedule with the project. Board members questioned the three month lag time between submission of the draft manual and draft examination and suggested that MES move the draft completion dates closer together. MES agreed to investigate.

MES advised that Salisbury University has not signed a contract for their portion of the project and suggested that a third party engineering firm perform those activities. The Board responded that this was unacceptable because the purpose of including Salisbury University was to insure the integrity of the exam questions from an educational perspective.

#### REVIEW OF AGENDA AND PRIOR MEETING MINUTES.

Board Members reviewed the meeting agenda and the draft minutes from the June 16, 2014, June 30, and July 28 meetings. The Board's Counsel suggested a minor edit to the July 28<sup>th</sup> minutes. A Motion made by Doug Sues to approve the minutes was seconded by Jordan Loran. The Board voted unanimously to approve the motion with the changes requested.

#### TESTING

Jordan Loran advised that the Board needs to begin preparing for test administration. The Board suggested that MDE should formally ask MDE to take on this task with support from the Board. The Board's Administrative Assistant will make this request to MDE.

#### BOARD CALENDAR

The Board reviewed a proposed calendar of items that need to be completed by the Board for the remainder of 2014 and 2015. The Board agreed on the milestone dates in the calendar.

#### BOARD INSURANCE

Milton Rehbein asked if the Board members were covered by liability insurance. Counsel advised that Board members are covered through the State. Mr. Rehbein requested that this subject be further investigated and a determination regarding how other Boards are insured be made.

#### FUTURE MEETINGS

<u>DATE</u>	<u>LOCATION</u>
October 6, 2014	Critical Area Commission, 1804 West Street, Annapolis, MD 21401
November 10, 2014	Critical Area Commission, 1804 West Street, Annapolis, MD 21401
December 8, 2014	DNR Wye Island Lodge, Queenstown, MD

#### ADJOURNMENT

The August 18, 2014 Board meeting was adjourned at 12:14.