

***MARINE CONTRACTORS LICENSING BOARD***

1800 Washington Blvd., Suite 430, Baltimore, MD 21230

(800) 633-6101, ext. 3249

MARINE CONTRACTORS LICENSING BOARD

MEETING MINUTES

January 11, 2016

**Location:** DNR Wye Island NRMA Conference Center

 Queenstown, MD

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| **BOARD MEMBERS PRESENT**  | **OTHERS PRESENT** |
| Jordan Loran, DNR | Emily Vainieri, Counsel to the Board |
| Chris McCabe (Co-Chair) | Thomas Blair, Board Administrator |
| Milton Rehbein (Chairman) | Matthew Standeven, Counsel to the Board |
| Robert Tabisz, MDE Designee |  |
| Josh Schleupner McGinty Marine Contractor |  |
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**CALL TO ORDER**

Board Chairman, Milton Rehbein called the meeting to order at10:35am at the DNR Wye Island NRMA in Queenstown, MD. Five Board members, the Board’s legal Counsel, the newly assigned legal Counsel, Matthew Standeven, and the Board’s Administrator were present.

 **AGENDA REVIEW**

The Board reviewed the agenda for the January 11, 2016 meeting which included reviewing the meeting minutes for the November 16, 2015 meeting, scheduling future meetings, progress update of the Manual and Exam, discussion of the license application forms, draft application cover letter, licensing fees and testing fees, review of current legal issues by Board Counsel, proposed website changes and various aspects of the testing procedures.

**REVIEW OF PRIOR MEETING MINUTES.**

Board Members reviewed the Draft Minutes of the November 16, 2015 Board meeting. The Board voted to accept the minutes. The minutes were approved and will posted on the website as final.

**OLD BUSINESS**

**Update on Status of License Study Manual and Test**

Tom Blair, Board Administrator updated the Board members on progress of finalizing the license study manual and exam. The manual and exam are currently being reviewed by Salisbury University as a third party reviewer. MES is projecting the Salisbury review to be complete by 1/15/16. MES will review comments from Salisbury and forward to the Board Counsel as soon as possible.

The cost of printing the manual and test were discussed as well as the projected number of copies to be printed. The original contract with MES was to print 500 copies. The Board voted to keep the number of copies to be printed at 500 pending further cost estimates. The Board members requested adding an estimate of producing 100 Compact Disc copies of the manual.

**NEW BUSINESS**

**Draft License Applications and Application Guide**

The Board reviewed the draft license application forms. Board members recommended the cover letter to be sent with the applications should require submittal to the Board within 1 month of the contractor receiving the application. Possible fees were also discussed. Board members agreed to not charge a fee for application submittal, but will charge a fee for the license exam. There was no agreement on the exact amount of the exam fee. The Board voted to send two application forms, an information form and cover letter to be mailed to all registered contractors as soon as possible.

**License Fees**

The Board would like to stagger the license periods. The staggered license will be based on odd and even license numbers. The license numbers will be carried over from the registration program, if a contractor was registered as number 5; then the contractor would be licensed as number 5. The staggered licenses would be based on odd or even license number so all odd licenses would be one year licenses to be renewed in 2017 and even numbered licenses will be renewed every 2 years (2018). The Board agreed to charge a $300 fee for a one year license and $600 for a two year license.

**Continuing Education Credits**

There was a discussion concerning the 12 hours of continuing education credit (CEC). The general thought was that a one year licensee would need 6 CEC’s and two year licensees would need 12 CEC’s. The Board discussed what CECs would be accepted and how the Board will approve CEC’s The Board decided to discuss what will be accepted for CEC’s at the next Board meeting.

**Legal Issues and Conducting “Closed” Meetings**

Emily Vainieri discussed recent legal requirements of the “Open Meetings Act”. Ms. Vainieri gave advice to the Board concerning the circumstances when a meeting must be closed and the procedures to be followed if the meeting is closed.

Ms. Vainieri also discussed a recent court case concerning the actions of a licensing board in North Carolina and how it will affect how the MCLB operates when it is possibly excluding a certain group from being a licensed. In the future the Board needs to coordinate with MDE if certain actions are to be taken by the Board concerning denial of licenses for certain individuals or businesses. MDE will advise the Board at a later date concerning how these actions will be reviewed.

**FUTURE MEETINGS**

The Board members agreed to meet on the second Monday of each month from Februay to June of 2016. Specific dates are: February 8th, March 14th, April 11th, May 9th and June 13th, 2016. All meetings will be held at the DNR, Critical Area Commission office in Annapolis.

**ADJOURNMENT**

Mr Rehbien requested a motion to adjourn. The motion was approved and the meeting was adjourned at 12:55 pm