

**Georgia State Board of Registration for Foresters
Board Meeting
Thursday, May 28, 2015
Professional Licensing Boards Division
237 Coliseum Drive**

The Georgia State Board of Registration for Foresters met on Thursday, May 28, 2015 at the Professional Licensing Board Division, 237 Coliseum Drive, Macon, GA 31217.

Board Members Present:

James Johnson, Chairman
Brian Stone, Vice Chairman
Leonard L. Kinsley (excused himself at 12:00 p.m.)
John Mixon (excused himself at 12:00 p.m.)
Babe McGowan
Dotty Porter

Staff Present:

Deborah Beard, Executive Director (left the meeting at 9:50 a.m. and returned at 10:21 a.m.)
Beth Duffey, Board Support Specialist
Debra Helms, Licensure Supervisor (joined the meeting at 9:50 a.m. and left at 10:21 a.m.)
Janet Jackson, Senior Assistant Attorney General

Open Session

Chairman, James Johnson called the meeting to order at 9:33 a.m.

Newly appointed Board members were sworn into office by Division Director, Lisa Durden:

- Brian Stone
- Babe McGowan
- Dotty S Porter, Consumer Member

James Johnson, Board Chairman welcomed the new board members to the Board. He also recognized the re-appointments of Leonard L. Kinsley, and John Mixon.

Election of New Vice-Chairman:

The Board needed to vote in a new vice-chairman because the previous vice-chairman John Britt was no longer on the Board. James Johnson, Chairman opened the floor for nominations for Vice-Chairman. John Mixon made a motion, Babe McGowan seconded, and the Board voted unanimously to elect Brian Stone as Vice-Chairman.

Minutes:

The minutes from the December 11, 2014 Board meeting were reviewed. Leonard Kinsley made a motion to approve the minutes with corrections. Brian Stone seconded the motion and Board voted unanimously in favor.

Other Board Discussion Items:

- **Support Staff Information-** James Johnson discussed with the Board a support staff information sheet developed by James Johnson, Board Chairman and Deborah Beard, Executive Director. The document contains information which shows the staff supports a total of five (5) different Boards including the Georgia State Board of Registration for Foresters, staff names and contact information, general information, and board staff functions. The five (5) Boards in which the staff supports provide services to over 91,000 licensees.
- **Review of Board Process and Policies** – James Johnson, Board Chairman discussed board processes and policies. Discussion included the boards plan to revise the exam. John Mixon motioned, and Leonard Kinsley seconded for Brian Stone the Vice-Chairman to be co-cognizant in reviewing applications, continuing education documents, complaints and other documents requiring cognizant review. The Board voted unanimously in favor.
- **ASBORF Association Meeting** – Deborah Beard, Executive Director informed the Board the ASBORF Association meeting is scheduled for August 20 & 21, 2015 in Mobile, AL. Board members discussed whether they would be able to attend or not. Due to a number of conflicts, Babe McGowan is the only board member who plans to attend the meeting. The state will not be funding attendance to the meeting.
- **ASBORF Membership Dues** - Deborah Beard, Executive Director informed the Board that the Secretary of State office will pay for the membership dues this year. Funding was in the budget to pay the dues.
- **Revising Georgia Exam/Score** – The Board discussed revising the Georgia State specific portion of the licensing examination. The Board wants to assemble a team of individuals to review the questions and to come up with suggestions for revised exam questions. The Board would like the team to focus on the most frequently missed questions when revising the exam. Discussion included designating a board member to serve on the team as a liaison for Board. James Johnson will contact individuals as discussed by the Board to determine if they can serve on the Exam Committee. John Mixon motioned for James Johnson to be the liaison for the Board on the Exam Committee, Leonard Kinsley seconded and the Board voted unanimously in favor.
- **Requirements for Reinstatement Applications** – Discussion involved current requirements for reinstatement of license. The Board was informed it is not clear as to whether the certificate showing proof of completion of continuing education is required as part of the application or not. John Mixon motioned, Brian Stone seconded and the Board voted to require reinstatement applicants to submit a copy of the certificate showing proof of completion of continuing education hours.

Executive Session

John Mixon motioned, Leonard Kinsley seconded and the Board voted unanimously to enter into **Executive Session** in accordance with O.C.G.A. § 43-1-2 (k) and 43-1-19 (h), to deliberate on applications and complaint matters, and to receive information on applications, complaint reports, pending cases and the Attorney General’s report.

At the conclusion of the Executive Session, Chairman, James Johnson, declared the meeting to be “**open**” pursuant to the Open and Public Meeting Act, O.C.G.A. § 50-14-1 et seq. No Board votes were obtained during Executive Session.

Open Session

Approval of Executive Session Minutes:

Brian Stone made a motion, Dotty Porter seconded and the Board voted unanimously to approve the December 11, 2014 executive session minutes with corrections.

Applications:

John Mixon made a motion, the motion was seconded by Leonard Kinsley and the Board voted unanimously to approve the following applicants for reinstatement:

License#	Name
RF002212	Broome, Philip
RF002496	Scott, Rhodes
RF002525	Rodman, Douglas
RF002847	Saunders, Andrew Mckenna

John Mixon made a motion, the motion was seconded by Leonard Kinsley and the Board voted unanimously to approve the following applicants for licensure by reciprocity:

Name
Ingalls, Christopher
Love, Terry

John Mixon made a motion, the motion was seconded by Leonard Kinsley and the Board voted unanimously to approve the following applicants to sit for the exam:

Name

<p>Gordon, Colin Gorse, Zackary Jenkins, James Lecomte, Benjamin Poston, Jeffrey Reed, Brian J</p>

John Mixon made a motion, the motion was seconded by Leonard Kinsley and the Board voted unanimously to approve the following applicants for licensure:

Name
Huff, Kent
McDaniel, Paul
Thrift, John

Applicant#2530256 T.G.P.- John Mixon made a motion, Leonard Kinsley seconded and the Board voted unanimously to table for further review.

Complaints:

Complaint # FOR150002- Brian Stone made a motion, Babe McGowan seconded and the Board voted unanimously to refer the case to enforcement to obtain any invoice records, records between timber buyer and land owner, written contracts and/or communications (i.e. e-mails, etc.), verify if tax was paid, obtain statement from licensee, any copy of checks and copy of any documents regarding the services provided.

Complaint # FOR150003- Brian Stone made a motion, Babe McGowan seconded and the Board voted unanimously to close the complaint, no jurisdiction.

Complaint # FOR140003- Dotty Porter made a motion, John Mixon seconded and the Board voted unanimously to refer back to investigations to obtain invoices, obtain contracts with landowners, and the obtain the additional documents as discussed in executive session.

Attorney General Report:

Janet Jackson, Senior Assistant Attorney General provided the Board with a written case status and activity report.

John Mixon mad a motion, Dotty Porter seconded and the Board voted unanimously to share memo of advice regarding the impact of HB 790 with the Georgia Forestry Commission.

Board Member Orientation:

Janet Jackson, Senior Assistant Attorney General conducted a board member orientation. The information included a review of the Board Statutes, Rules, Disciplinary Process, Open Meetings and Open Records Act, and Ethics and Conflict of Interest.

The meeting adjourned at 12:58 p.m.

Minutes recorded by: Beth Duffey, Board Support Specialist
Minutes reviewed and edited by: Deborah Beard, Executive Director

James Johnson

James Johnson, Chairman
Georgia State Board of Registration for Foresters

Deborah Beard

Deborah Beard, Executive Director
Georgia State Board of Registration for Foresters

These minutes were accepted on: _____