

Soil Classifiers Certification Advisory Committee
Georgia Department of Human Resources

December 3, 2001

Minutes

Vice-Chairman: Tim Kring called the meeting to order at 10:10am

Attending: Tim Kring (vice-chairman), Greg Harless, Bob Wilkes, Dr. Lewis Rogers, Dr. Larry West, and Mel Jones

The 19th meeting of the DHR Soil Classifiers Certification Advisory Committee was conducted at the Plant Sciences Building at the University of Georgia campus in Athens, Georgia.

The first order of business was a discussion of the minutes of the October 30, 2001 meeting. The minutes were amended with spelling corrections to Dr. Rogers and Boyd Rogers. Motion by Dr. Larry West, 2nd Dr. Lewis Rogers to approve minutes as amended; passed unanimously.

I. Old Business

A. New Applications:

Discussed 4 applicants: Shaun May, Erin White, Jeremy P. Bishop and a Mr. Barnett.

1. Shaun May: has graduated with degree, so he has the education and experience to test for S.C.I.T.
2. Barnett is an employee of Sam Asady. His packet has started at State Environmental Health Office but is not complete.
3. Erin White: need application and fee submitted to State Environmental Health Office.
 - a. Motion by Larry West to tentatively approve Erin White, Shaun May and Barnett to take the exam provided they get completed applications and fees and appropriate information submitted and reviewed by 2 members of the committee and then there will be a full review by the committee at the next meeting. 2nd by Dr. Lewis Rogers. Discussion: Greg will contact applicants, review packet, FedEx to Tim Kring, he will review and send back. Greg to notify Dr. West by December 12th regarding status and approval to test. Review of application to include: education, 3 months experience, \$500 fee, references (hopefully 5); should have everything but examples of work and liability insurance. Will eventually need Code of Professional Ethics. Passed unanimously.

- b. Jeremy P. Bishop: motion by Dr. West, 2nd by Bob Wilkes to approve Mr. Bishop to take examination. Discussion: A letter needs to be sent to Mr. Bishop to submit \$400 to complete application packet. Passed unanimously.
 - c. Motion by Bob Wilkes that applications for S.C.I.T. and Soil Classifiers be submitted by October 1st or April 1st each year for exam in that quarter. 2nd by Larry West. This is to give some dead line for applications, and will coordinate with our plan to meet quarterly and give the test in December and May. Passed unanimously.
 - B. Operating Procedures: still waiting on a response from Scott Uhlich.
 - C. CEU application forms: form had been modified by Larry West to include who to send the form to as approved at last meeting. Upon further review it was determined that there needed to be a line that detailed a "total" number of CEU's being submitted. Modifications were made.
 - 1. Larry will give a copy to us, and give out at the Soils meeting today.
 - 2. Greg Harless will send the CEU form out to Certified Soil Classifiers.
- II. New Business
 - A. CEU Approval Process: will receive the form at State Environmental Health and put in the classifier's file. Instruct them to keep their notes from attendance at training in case of audit. Greg will review to be sure applicants have the required hours.
 - B. Re-Certification: must submit the CEU form and the \$400 for re-certification. If the total hours are present and fees are paid they get re-certified. Conclusion: Greg will send out CEU form to Certified Soil Classifiers as soon as possible. He will request they resubmit with CEU information by December 31st and they will be informed of any discrepancies. They will also be notified to submit \$400 as their re-certification due date comes up based on 2 years from their initial certification. For many that will be February 20, 2002.

Next meeting set for February 7th 2002 (Thursday) at 2 Peachtree Street in Atlanta. This is to review progress on CEU applications and re-certification.

Motion by Larry West, 2nd by Bob Wilkes to adjourn, time 11:35am.