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**TO:** Examining Board Council Members  
**FROM:** Justin DeWitt, Chief, General Engineering Section  
**DATE:** April 10, 2017  
**SUBJECT:** Meeting Minutes-January 24, 2017

**Attendance and Meeting Location**

The meeting began at 1:30 p.m. on January 24, 2017 at the Springfield Plumbers & Steamfitters Training Association, 2880 East Cook Street, Springfield, Illinois.

The following were in attendance:

**IDPH Staff**

Justin DeWitt, Chief, General Engineering Section  
Frank W. Shimkus, Plumbing Consultant, Plumbing Program  
Rhonda K. Hawkins-Jackson, Plumbing Program  
Pamela Direso, Plumbing Program  
Tony Fatigato, Plumbing Inspector  
Pete Prehn, Plumbing Inspector

**Examining Board Members**

Timothy Atkisson  
James Brinkman  
John Defrates  
Thad Ellet  
Brian McGrath  
Philip Roknich  
Robert Schafer

**Guests**

Andy Fuchs – Springfield Plumbers & Steamfitters

## **Welcome and Introductions**

Robert Schafer introduced himself and welcomed everyone. A roll call was performed and quorum established.

## **Motions**

- A motion was made by Tim Atkisson to approve the meeting agenda and seconded by Philip Rocknich.

The motion carried by a unanimous voice vote.

- A motion was made by Tim Atkisson to approve the meeting minutes and seconded by James Brinkman.

The motion carried by a unanimous voice vote.

- A motion was made to approve the next plumbing exam date of April 11-12, 2017.

The motion carried by a unanimous voice vote.

## **Discussion Items**

- Robert Schafer opened the floor for public comment; however, there was none.
- Justin DeWitt discussed procedures for handling repeat and/or failed examinees of more than three times and sorting through data to target those individuals.
- Justin Dewitt discusses new exam project and current supply listing with the board.
- Exam board members discuss materials needed for the new exam project and developing more than one project.
- Exam board members discussed future meeting dates.

## **Meeting Adjourned**

Timothy Atkisson motioned to adjourn, seconded by Philip Rocknich. Meeting was adjourned by voice vote at 2:05 p.m.