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TO: Examining Board Council Members
FROM: Justin DeWitt, Chief, General Engineering Section
DATE: October 13, 2016
SUBJECT: Meeting Minutes-August 03, 2016

Attendance and Meeting Location

The meeting began at 1:30 p.m. on August 03, 2016 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, Manager, Plumbing Program
Rhonda K. Hawkins-Jackson, Plumbing Program
Pamela Direso, Plumbing Program
Matt Popov, Plumbing Inspector
Ray (Verbin) Hall, 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

Justin DeWitt introduced himself and welcomed everyone. A roll call was performed and quorum established.

Motions

- A motion was made by Robert Schafer to approve the meeting agenda and seconded by Jay Defrates.

The motion carried by a unanimous voice vote.

- A motion was made to approve the next plumbing exam date of October 18-19, 2016.

The motion carried by a unanimous voice vote.

Discussion Items

- Justin DeWitt opened the floor for public comment; however, there was none.
- Justin DeWitt discussed State Board of Plumbing Examiners By-Laws.
- Justin Dewitt discussed the option for the board to select a chairman.
- Justin discussed Open Meetings Act (OMA).
- Justin DeWitt informed the council members that a new examining board is in place. The previous examining board was publically thanked for their service.
- Plumbing examining board discussed failed applicants; procedures for three or more failed; discussed strategy on notifying sponsors of failed applicants.
- Plumbing examining board discussed possible replacement of lead project; examiner's opening script for start of exam and morning check in procedures.
- Rhonda Hawkins-Jackson discussed travel voucher procedures.
- Justin DeWitt discussed exam procedures, scores and ways to improve the exam procedures.

Meeting Adjourned

Timothy Atkisson motioned to adjourn, seconded by Jay Defrates. Meeting was adjourned by voice vote at 3:05 p.m.