

STRATEGIC PLANNING MEETING MINUTES  
**ARIZONA STATE BOARD OF TECHNICAL REGISTRATION**

1110 West Washington, Conference Room #240

Phoenix, AZ 85007

**Tuesday, February 11, 2014**

8:00 a.m.

OPEN SESSION

**1. CALL TO ORDER/ROLL CALL** Board Members in attendance: Edward T. Marley, LeRoy Brady, Jason K. Madison, Douglas T. Whitneybell, Robert Stanley, Douglas Folk, Alejandro Angel, Ph.D. Staff: Melissa Cornelius, Patrice Pritzl and Eric Blake. Assistant Attorney General: Jeanne Galvin. Absent: Erick Weiland and Stuart Lane.

**2. Review, consideration and possible action on the Board's Mission Statement, and discussion regarding the Board's core purpose and core values.**

- Consider establishing a new direction for the Board  
Mr. Marley briefly gave an overview for the purpose of the Strategic Planning Meeting. He stated that with Director Cornelius taking over as the Executive Director, the Board will discuss short-term and long-term goals. He noted that among the Boards concerns, he would like to see a review of administrative procedures, such as applications.
- Develop Operational, Short-term Goals for the Board, including but not limited to:
  - Computer system update  
Director Cornelius is finalizing the Project Investment Justification which will be presented to ADOA for review. GL Solution is the selected vendor. The computer system update will allow for online applications, online renewals, online credit card payment, and uploading of files. An update will be presented to the Board at its February 25, 2014 Board Meeting.
    - Online applications/renewals
    - Online payments
    - Records Retention Schedule modifications
    - Records Organization
  - Hiring a lobbyist  
Director Cornelius stated that a request for proposal has been published and will be up for another week. More information will be available at the February 25, 2014 meeting.
  - Rules updates-compile a list of those rules  
Director Cornelius explained the 5 year rule review process and described the rules she believes require amendment. The Board identified additional rules for possible amendment, repeal, or creation as new rule.
  - Policy Statements-review and possibly update existing policies and/or create new policies

Mr. Marley advised that the Board should evaluate all rules and policies to see if they are in the right place, or should be promulgated as rule.

- Communications
  - Website Updates

Director Cornelius briefly discussed options for website updates. ADOA will still provide hosting and is currently rolling out website updates for several agencies. Director Cornelius will research options to use a vendor to help redesign the Board's website.
  - Newsletter

The Board discussed producing a quarterly newsletter, content to be included and distribution methods. Ms. Cornelius indicated a tentative deadline of the April Board meeting to produce a draft.
  - Board Outreach to Stakeholder Communities

Mr. Marley opened discussion by noting the Board's need to be more involved at the Universities. Dr. Angel advised that the Board can consider a traveling Board meeting, one Board meeting in Tucson and one in Flagstaff. Director Cornelius reported that she has been appointed to three committees.
- Best Use of National Councils' resources

Director Cornelius discussed that more of the councils are providing reimbursement for Board Members to travel to national council meetings. Mr. Folk discussed that the Board should have a clearly written policy on who, when, and why staff and Board members travel. Director Cornelius discussed that being a member of NCARB, NCEES, and ASBOG makes updates and news more readily available.
- EAC Member Recruitment and Training

Director Cornelius explained that Mr. Parlin has created an updated EAC Member list and the staff is always looking to add more members. The Board directed that the first issue of the newsletter should include information on the role of EAC members.
- Develop Strategic, Long-term Goals for the Board. The Board Discussed the Following.
  - Practice Act (statutory) updates, including but not limited to:
    - Request the Sunset of certain certifications such as Remediation Specialists and the Clandestine Drug Lab Program.

Director Cornelius stated that there are twelve registered remediation specialists, twenty two drug lab workers and supervisors, and one drug lab firm. At the moment, the Board is not getting any methamphetamines labs reported, but is getting other types of chemical lab seizures reported. She noted the Board does not have authority on these new labs and drugs. Director Cornelius suggested a meeting with ADEQ to have them take over the program.
    - Consider Increasing Board Member terms

Mr. Folk and Director Cornelius discussed that there shouldn't be a change to term limits.
    - Update Professional Practice definitions, including, but not limited to the definition of "land surveyor".

Mr. Folk discussed the update of professional practice definitions and land surveyor. He reported that there is a discussion draft out for feedback, but it is not yet completed. It was noted that this goal will require a statutory change.

- Consider modifying Practice Exemptions  
The Board did not recommend changes at this time.
  - Consider defining Incidental Practice  
The Board will take no action.
  - Create a Cease and Desist Authority  
Director Cornelius discussed cease and desist authority. She reported other Boards have this option instead of issuance of discontinuance. The Board stated it will consider this type of regulation.
  - Consider whether to define ethical marketing practices  
The Board will take no action.
- Consider methods to Improve Process and Outcome of Enforcement Actions  
Director Cornelius stated that new methods have been put in place to monitor compliance.
  - Anticipate Change and the Possibility of Administering future programs  
The Board and Director Cornelius discussed changes and future programs. It was determined that the Board will look at any program to see if it is a good fit and viable for the Board to regulate prior to agreeing to commitments.

### 3. ADJOURNMENT – 11:49 am



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Edward Marley, Chairman



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Melissa Cornelius, Executive Director