

QUARTERLY BOARD MEETING OF THE STATE PLUMBING BOARD OF LOUISIANA

BATON ROUGE, LOUISIANA

MAY 8, 2008

The Quarterly Board Meeting of the State Plumbing Board of Louisiana was called to order by the Chairman James Finley at 10:00 a.m.

The following persons were in attendance:

BOARD MEMBERS	ADVISORY BOARD	STAFF	GUESTS
James Finley	Jim Clarke	John Barker	Louis Robein - Attorney (Bd.)
Rickey Fabra	Jim Payne	Christina Hymel	Earl LeBlanc
Keith Bienvenu	Jay Huckabee	Katie Ramagos	Ed Guillory – Home Depot
Johnny Gypin		Terry Moore	Al Smith - Sears
John Thomas		Mike Leger	Sal Giardina
		Bill Landrum	David Cloteaux
		Joe Leger	Don Traylor
		Lloyd Bordelon	Fred Robillard
		Nolan LeBlanc	Rena Stevens

INVOCATION

PLEDGE OF ALLEGIANCE: Jim Finley

ROLL CALL: Christina Hymel

JOURNEYMAN QUALIFICATIONS

NONE

ENFORCEMENT

a.) Informal Hearing Report

Christina Hymel reported that one informal hearing was scheduled in the previous quarter but that it had to be rescheduled due to the schedule of bills to be heard in the legislature.

b.) Daryl Galliano LMP 4806

Mr. Jim Finley asked to defer discussion of Mr. Galliano to executive session.

c.) Use of unlicensed person that are illegal and undocumented

Mr. John Barker asked if the board can decide rules and/or penalties for undocumented and undocumented workers. Mr. Louis Robein informed Mr. Barker that those decisions have to be made legislatively.

Mr. Finley pointed out that there was an error on the Journeyman exam application. The application packet states that applicants are allowed up to three (3) temporary licenses; however, they are actually limited to one (1). Mr. Finley requested that the information be corrected on all forms.

OTHER GUESTS

NONE

SPECIAL REQUEST

NONE

TRAINING PROGRAM APPROVAL

a.) Reciprocity for CPE credits from other states

Mr. Barker explained that currently the board does not accept continuing education credits from other states. He asked if the board would consider making accommodations to those people licensed in Louisiana that reside and work outside of the state. It was suggested that the continuing education information from other states be reviewed and approved on an individual basis by the board.

MOTION: to allow continuing professional education reciprocity after review and approval of the program by the board

MOTION: JOHNNY GYPIN
SECOND: RICKEY FABRA
MOTION: CARRIED

MOTION: to set the effective date for continuing professional education reciprocity for the calendar year of 2008

MOTION: JOHNNY GYPIN
SECOND: JOHN THOMAS
MOTION: CARRIED

b.) Review and approve instructors for CPE classes offered by PHCC

Instructors nominated by PHCC for the 2008 calendar year:

- | | |
|----------------|------------------|
| Gene Martin | Neil Bergeron |
| Luther Sanson | Timothy Everding |
| Jimmy Lockwood | John Johnson |
| Ray Tolar | Jim Finley |
| Jim Clarke | Keith Bienvenu |
| Kendal Derouen | Parker Perot |
| Bart Mormino | John Barker |

Mr. Finley stated that all of the applications had been filled out and reviewed.

MOTION: to approve these CPE instructors for PHCC for the 2008 calendar year

MOTION: JOHNNY GYPIN
SECOND: KEITH BIENVENU
MOTION: CARRIED

c.) CPE topics for next year (2009)

Mr. Finley appointed a committee to discuss and recommend topics for 2009 continuing education classes. Continuing Professional Education Committee members are:

- Keith Bienvenu (Chair)
- Johnny Gypin
- Rickey Fabra

The committee will make recommendations to the board at the annual board meeting in August.

d.) Medical Gas and Water Supply Protection Specialist (WSPS) CPE

After discussion of the matter, Mr. Finley decided to defer the topic to the CPE committee. The committee's recommendations will be made at the annual board meeting in August.

COMMITTEE REPORTS

NONE

PREVIOUS MINUTES

(February 21, 2008)

MOTION: to accept the February 21, 2008 minutes as presented

MOTION: RICKEY FABRA

SECOND: JOHN THOMAS

MOTION: CARRIED

FINANCIAL REPORT

MOTION: to accept the financial report as presented by Rickey Fabra

MOTION: JOHNNY GYPIN

SECOND: KEITH BIENVENU

MOTION: CARRIED

ADVISORY REPORT

NONE

CHAIRMAN'S REPORT

Mr. Finley made note of the new exam room that was recently constructed. He stated that he has been very busy lately with business outside of his board duties. Mr. Finley mentioned that he is not involved as much in the day-to-day business of the board's office because Mr. Barker has been handling the daily operations. He commended Mr. Barker for the work he has been doing.

INDIVIDUAL MEMBER'S REPORT

NONE

ENFORCEMENT OFFICERS' REPORT

The enforcement officers each gave their individual report.

EXECUTIVE DIRECTOR'S REPORT

1.) Notice of Levy

Mr. Barker stated that the board received a notice of levy from the Internal Revenue Service on the account. The amount due was \$755.68 and it was paid before the account was levied. This penalty was from tax period 12/31/2004. According to the board's CPA, the code for the penalty was for W-2's that were either never filed or contained errors. The W-2's for that period cannot be found in the board's records.

2.) New Addition

Mr. Barker commented again on the new exam room. He stated that the written portion of the journeyman exam will be administered in the room and that some of the master applicants will take their exam in that room.

3.) Legislative Session

Mr. Barker stated that the legislative session was in full swing. He informed everyone that the Senate Commerce Committee would be meeting the following week and that one of the bills involving the Plumbing Board was scheduled to be read at that time.

4.) Correct Literature for Master Exam

Mr. Barker asked the examiners and board members to please check to make sure that each applicant for the master exam was using the appropriate materials. The proper books for the exam are:

- Chapter 13 of the Sanitary Code
- Louisiana State Plumbing Code 2000 edition
- NASCLA Louisiana Master Plumbers Guide to Business, Law and Project Management

5.) Mr. Barker reminded everyone that grades will not be given out to anyone before the grades are mailed out.

EXECUTIVE SESSION:

Mr. Finley requested that the board enter into Executive Session.

MOTION: to enter into Executive Session

MOTION: JOHNNY GYPIN

SECOND: JOHN THOMAS

MOTION: CARRIED

Reconvened at 11:07am

Mr. Finley stated that the board received two (2) written complaints against Executive Director, John Barker. He recommended that the matter be turned over to the board's attorney, Louis Robein.

**MOTION: to defer the complaints against Mr. John Barker to the board's attorney,
Louis Robein**

MOTION: RICKEY FABRA

SECOND: JOHNNY GYPIN

MOTION: CARRIED

Ms. Rena Stevens appeared before the board to discuss a complaint she had against B&D Plumbing. After Ms. Stevens explained the extent of her complaint, it was decided that she should follow the regular protocol by first submitting a complaint in writing. From there the enforcement division would review the complaint and inform her of what action would be taken.

OLD BUSINESS

A.) EXAM REPORTS

1.) JOURNEYMAN EXAMINATIONS

- a.) January 12, 2008 - Wendell Guillot – *no problems*
- b.) January 19, 2008 - Keith Bienvenu – *no problems*
- c.) January 26, 2008 - John Thomas – *no problems*

2.) MASTER EXAMINATIONS

- a.) February 2, 2008 - Rickey Fabra – *no problems*

3.) SPECIAL MASTER EXAMINATION

- a.) February 1, 2008 – John Barker – *no problems*

B.) OTHER BUSINESS WHICH MERITS DISCUSSION

NEW BUSINESS

a.) *Audit Report*

All board members were given a copy of the audit report. Mr. Finley stated that all of the auditor's comments have been reviewed and that the necessary changes are being made.

b.) *4% Merit Increase*

Mr. Barker asked that the board ratify the 4% merit increase for Lindsey Soileau and Christina Hymel. He stated that they both had favorable evaluations.

MOTION: to ratify 4% merit increase for Lindsey Soileau and Christina Hymel

MOTION: RICKEY FABRA

SECOND: JOHNNY GYPIN

MOTION: CARRIED

c.) *Payroll from ADP to Paychex*

After numerous problems with the payroll company the board was contracted with, ADP, Mr. Finley gave his approval to switch to a different payroll company, Paychex. Paychex provided better services at a lower price. The decision to switch had to be made before this board meeting, therefore Mr. Finley gave his approval and is now asking the board to ratify that decision.

MOTION: to ratify the decision to switch payroll companies from ADP to Paychex
MOTION: KEITH BIENVENU
SECOND: RICKEY FABRA
MOTION: CARRIED

TENTATIVE DATE FOR THE MAY, 2008
QUARTERLY BOARD MEETING

August 7, 2008 is the tentative date of the Annual Board Meeting of the State Plumbing of Louisiana.

ADJOURNMENT

MOTION: to adjourn the Quarterly Board Meeting of the State Plumbing Board of Louisiana - 11:24 a.m.

MOTION: JOHNNY GYPIN
SECOND: KEITH BIENVENU
MOTION: CARRIED

Respectfully Submitted,

Rickey Fabra, Secretary / Treasurer

Board Member