

**Plumbing and Mechanical Systems Examining Board
Application & Fees Committee Meeting Minutes
November 18, 2008**

Committee Members Present:

Jane Hagedorn, Chairperson
Carol Crane
Mick Gage
Ron Masters

Staff Attending:

Cindy Houlson, Executive Officer
Susan Van Horn, Program Planner
Wendy Zimmerline, Secretary 1
Matt Oetker, Assistant Attorney General

Committee Chair Jane Hagedorn called the meeting to order at 11:57 am.

Proceeded with Chapter 30 edits and reviewed suggested wording for 30.2(2) b discussed and was decided that change was going to be left up to Matt and Cindy.

Reviewed and edited forms from electrician's application for CEU approval and attendance. After discussion it was decided that a sub committee should work directly on how this program is established. It is thought that once the program is designed it will be easy for staff to approve the courses based on the criteria provided. Forms will be forwarded to those on the committee with current edits. It was also decided that Board Chair Ron Masters would appoint the sub committee.

Discussion was held on the options available to complete evaluations on course content and instructor. Options discussed were online surveys, paper surveys filled out after the course, and prepaid post cards. The committee discussed the pros and cons of the options and no final decision was made at this time.

The agenda for the next meeting was discussed and decided that directions for the application, the application, wallet card, and wall certificate will be covered. The next meeting was set for a half hour after the board meeting ends on December 16, 2008 at DPS in conference room 125.

The meeting was adjourned at 1:39 pm.

Respectfully submitted
Wendy Zimmerline