

**Illinois Department of Financial and Professional Regulation
Division of Professional Regulation**

Illinois Roofing Advisory Board

February 9, 2017

Time: 11:00 a.m. Adjourn: 1:50 p.m. (Petry/Kaiser)
Location: IDFPF Chicago Office, 100 W Randolph St, Suite 9-171C

Board Members Present: Rod Petrick, Chairman
 Jim Petry, Vice-Chairman
 Laurie Moore, Member
 Mitch Kaiser, Member
 Doug Sutton, Jr, Member
 Alfred Nyman, Member
 Robert Grela, Public Member

Staff Present: Jim Koehl, Board Liaison
 Munaza Aman, Legal Counsel

Guests: Dr Ron Rodgers, Psychometrician
 Jonah Moore

| Topics: | Discussion: | Action: |
|-----------------|------------------------|---|
| Approve Minutes | August 2, 2016 minutes | Grela/Petry moved to approve the August 2, 2016 minutes. Motion carried. |

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| Old Business | Roofing Examination | Dr Rodgers met with the Board providing a slide presentation on job analysis results, candidate performance data and other details regarding the examination review process. He also discussed the exam review panel and how the selections are made for proper representation. Dr Rodgers stated that materials are needed to support a question if a new question is added. Would then need to make sure if the source would release materials to be used. |
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| Old Business | Roofing Examination (con't) | The timeline for exam review: -Select Review Panel -Select dates for review (March) -Work with candidates/materials -July test would reflect changes |
| New Business | Examination Statistics | Mr Koehl distributed the exam statistics report to the Board for review and comments. |
| | Disciplinary Report | Mr Koehl provided an overview of the disciplinary report. |
| | Supplies | Board members concerned with the need to print large volumes of paper for informal conferences. |
| Closed Session | Deliberate case | Grela./Sutton moved to go into closed session pursuant to Section 2(c)(4) and (15) of the Open Meetings Act. Motion carried. Subsequent to the motion a roll call was held and the following members voted unanimously to close the session. Petrick-yes Petry-yes Moore-yes Sutton-yes Kaiser-yes Nyman-yes Grela-yes Those voting yes constituted a majority of the quorum of the members of the Board. The session closed at 1:03p.m. |

Deliberations were held in closed session on cases presented to the Board. Closed session minutes from the August 2, 2016 business meeting were also reviewed.

Closed Session (con't)

Kaiser/Petry moved to come out of closed session at 1:17 p.m.
Motion carried.

Open Session

Case Deliberated in Closed Session

Randy Pugh
2016-02850

Grela/Kaiser moved that Randy Pugh be issued a Cease and Desist with a \$10,000 civil penalty payable in 60 days.
Motion carried.

Closed Minutes

Petry/Moore moved to accept the closed minutes from the August 2, 2016 meeting as written. Motion carried.

Board Chairman Time

Examination

Chairman Petrick noted that there is frustration by the Board with the examination process to date.

There was discussion by the Board on this topic as to what does it take to move on the exam review so there is a sense of progress.

The Board noted that they did not receive the survey as Dr Rodgers stated was sent out for the initial exam review step.

Chairman Petrick will e-mail Mr Koehl concerns regarding the exam review process issues with Dr Rodgers.

Board Liaison Time

Address Changes

Mr Koehl distributed the Board address roster for any changes.

Travel Vouchers

Travel voucher forms were distributed.

Findings

The Board signed the Findings from the meeting.

Exceptions and Comments

Deliberations-Let it be noted for the record that the Director's decision regarding disciplinary matters is withheld from the minutes and rendered at the time the Board presents their Findings of Fact, Conclusions of Law and Recommendations.
