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New Jersey State Board of Professional Planners Public Session Minutes

September 2, 2009

I. CALL TO ORDER

A meeting of the Board of Professional Planners was convened in accordance with the provisions of the Open Public Meetings Act. In accordance with these provisions, proper notice was made to the Secretary of State, the Newark Star-Ledger, the Trenton Times, the Camden Courier-Post, the Bergen Record, and the Asbury Park Press. President, Joseph Petrongolo opened the meeting at 10:00 a.m.

Present: Joseph M. Petrongolo, CLA, PP - Board President
Richard R. Ragan, RA, PP
Marge Della Vecchia, PP, Government Member
Rosalee Keech, Public Member

Absent: Victor E. Vinegra, PE, PP - Board Vice-President

OTHERS PRESENT: Arthur Russo, Executive Director, Joseph Grabowy, Assistant to the Executive Director, and Cora M. Ramirez, Board staff.

2. APPROVAL OF MINUTES

- June 17, 2009

The Board reviewed the minutes of June 17, 2009 and on a motion by BM Ragan, second by BM keech, voted to approve the minutes as amended.

3. EXECUTIVE DIRECTOR REPORT

ED Russo discussed the contract for the Item Writing Expert Workshop between the State Board of Professional Planners and Professional Credentials Services (PCS). He stated that the Item Writing Contract had been signed by Director, David Szuchman, and forward to PCS for final approval.

- BP Petrongolo spoke about using the same ten (10) individuals for the Item Writing Workshop who previously volunteered in 2005. However, BM Keech suggested to establish a bidding process thus allowing all interested individuals to participate. BM Ragan prepared a notification which shall be posted to the Professional Planners' website and the webpages of NJPO and the NJAPA, advising interested candidates of the specifics regarding the item writing workshop. The workshop will be held during the last weekend in January 2010.
- Executive Director Russo stated that LaserGrade, the Board's examination administrators, has been purchased by PSI. PSI will coordinate with LaserGrade to ensure a smooth transition to its services. PSI offers the professional examinations in five (5) New Jersey locations.
- The Board discussed the frequency of meetings and concluded that six (6) meetings per years is sufficient to address the Board's business.
- ED Russo stated that applications for the professional examinations will be reviewed at the October 2009 meeting. The Board's examinations are scheduled for November 2 - 16, 2009.
- The Board requested that another letter be sent to Howard Schoor, PP, PE, PLS, requesting that he submit his physical professional planners' license to the Board office pursuant to the terms of his Consent Order. If a response is not received by September 30, 2009 the Board agreed to request his wall certificate and seal.

4. NEW BUSINESS

- a. New Legislative Liaison - On a motion by BM Keech, seconded by BM Ragan, the Board agreed to contact Deborah Shane-Held, its new regulatory analyst replacing Patricia Schiripo, to investigate the issue of issuing, controlling and monitoring seals for Professional Planners, (N.J.S.A. 45:14A-12). In addition, the Board on a motion by BM Keech, second by BM Della Vecchia, requested that Ms. Shane-Held determine the feasibility of adding continuing education units as part of the Board's licensing requirements.
- b. The Board members requested updated copies of its statutes and regulations for distribution at its October 2009 meeting since pages were missing from their existing version,
- c. The Board discussed a correspondence from Mara Wuebker, P.P., A.I.C.P., who stated that one need not be a planner in order to obtain a professional planner's license in New Jersey, but rather, just pass an examination. BMs Ragan and Della Vecchia will prepare a response to this submission and send it to Courtney Mercer.

- d. The Board discussed the planner-in-training application for Philip Abramson and on a motion by BM Ragan, second by BP PEtrongolo, voted to approve Mr. Abramson to take the professional examination(s).

5 OLD BUSINESS

The Board discussed the memorandum previously sent to June Levy regarding the Board's expiring examination contract with PCS.

6. MOVE TO EXECUTIVE SESSION

On a motion by BM Keech, second by BP Petrongolo, the Board voted to move to Executive Session for the purpose of completing the Executive Session agenda.

7. MOVE TO PUBLIC SESSION

On a motion contained in Executive Session the Board moved into Public Session for the purpose of adjourning the meeting.

Approved by:

**Joseph M. Petrongolo,
President**

**Arthur Russo,
Executive Director**