

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION

**Board of Examiners  
Certification of Industrial/Commercial Wastewater Treatment Plant Operators  
July 28, 2022 – Lansing (In Person)  
Meeting Minutes**

Meeting called by announcement, dated March 24, 2022

- Meeting was called to order by Chairman Tom Ryden – 9:32 A.M.

**Roll Call of Board Members**

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**Members of the Board**

Henry Hatter  
Tom Ryden  
Christine Veldkamp

**Staff**

Sarah Ehinger  
Alyssa Sarver  
Corey Velandra  
Earl Wuestnick

**Virtual**

Greg Merricle

**Consideration of March 24, 2022 Meeting Minutes**

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Board and staff reviewed meeting minutes presented for the March 24, 2022, meeting.

- **Christine Veldkamp:** I noticed that you have provided in the minutes that there will be a new contact list provided during this meeting, I do not see that in the included materials.
  - **Alyssa Sarver:** Yes, I forgot to print them off; however, prior to the Board leaving the building today, I will provide that updated list to you.

- **Henry Hatter:** Included in the minutes was a notation of Veldkamp's concern of the low pass rate for A1F and A1G operators, was there anything done to help encourage improvement to increase the pass rate of these exams?
  - **Earl Wuestnick:** We have been conducting one-on-one reviews with operators who have failed their exams.
  - **Henry Hatter:** Has that shown additional improvement?
  - **Sarah Ehinger:** We have seen that usually when we conduct one-on-one reviews, operators do tend to improve with their next exam that they take. This gives the operators a better idea of areas in which they are weak in, and that generally leads to better results their second attempt as they are much more aware of what they can expect to see on the exam for their next attempt.
- **Henry Hatter:** Commented on the website having recently visited it and was very impressed with the content that is available; most, if not everything, they need to be successful can be found there.

Motion to approve March 24, 2022, Meeting Minutes:

**Motion:** Henry Hatter  
**Seconded:** Christine Veldkamp  
**Motion Passes 3-0:** March 24, 2022, minutes approved

### **August 18, 2022, Industrial/Commercial Exam Applications**

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- **Tom Ryden:** Has everything that has come in been processed for the upcoming exam?
  - **Earl Wuestnick:** Everything is processed, we currently have two applications on hold; the deadline has passed as of last Monday, July 25, 2022.
  - **Alyssa Sarver:** We have transitioned our application process to mostly be online whenever possible. 100% of our applications for this cycle have come in online, and nothing has been submitted or received past the deadline.
  - **Christine Veldkamp:** Have the two (2) applications on hold provided everything required?
  - **Earl Wuestnick:** They are missing some information, which we have given them a deadline to resubmit the missing material(s) by this Friday, July 29, 2022. If they fail to provide the requested material(s) by the given deadline, their application will be denied.
- **Christine Veldkamp:** Would you say that you received the expected number of applications?
  - **Alyssa Sarver:** We received approximately 116 applications.
- **Tom Ryden:** Are there any additional discussion on applications? Will there be five (5) exam sites for the upcoming exams?
  - **Alyssa Sarver:** There will be four (4) exam sites.

## Open Meetings Act 2023 Meeting Recording Requirements

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- **Sarah Ehinger:** In May of this year, there were additional items added to the Open Meetings Act. Section 15.269 is the section on minutes which has been amended to include Section 15.269(a) which is the addition of the requirement of sound recordings of public meetings. The goal and purpose of this change is to increase transparency, every meeting of the meeting of the public body that is of a state licensing board (or rulemaking board), must be recorded in a manner that allows for the capture of sound (which can include sound only, sound and video, etc.) and that recording, upon request, must be furnished for up to a year after recording. The change should be effective as of April 2023.
  - **Christine Veldkamp:** Does this affect, in any way, the ability to allow these meetings to be held virtually?
  - **Sarah Ehinger:** The Act does not prevent us from a hybrid meeting; however, the Members of the Board cannot be virtual. If there are Members of the Board present in a virtual capacity, they are not allowed to participate in votes or decisions made during the meeting.
- General Board discussion pertaining to the changes enacted to the Open Meetings Act and how that affects open or closed sessions for the purposes of the Board's meetings. Staff encouraged the Board to submit items for conversation to Staff to be added to the agenda appropriately ahead of time so that open and closed sessions can be prepared for ahead of time. Staff let the Board know that they would look further into what can or cannot be said in an open or closed session to provide further guidance to the Board in the future.

## 2023 Calendar Distribution and Discussion

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- Tom Ryden went through the 2023 calendar and confirmed with the Board the dates in which they are scheduled to meet; January 26, March 23, July 27, and September 14 of 2023.

## Next Exam and Meeting Dates

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Exam Announcement: December 16, 2022  
App. Deadline: January 16, 2023  
Board Meeting: January 26, 2023  
Next Exam Date: February 16, 2023

## Adjourn

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Meeting Adjourned by Chair: 10:32 AM