



# Arizona Department of Agriculture

## Office of Pest Management

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### NOTICE OF OFFICE OF PEST MANAGEMENT ADVISORY COMMITTEE MEETING

Thursday, March 6, 2014, 10:00 A.M.

Arizona Department of Agriculture  
1688 W. Adams Street, Phoenix, AZ 85007  
Room 206

#### MINUTES

*The following minutes are for the meeting held on March 6, 2014 in Room 206 at 1688 West Adams Street, Phoenix, AZ 85007 (the Department of Agriculture Building)*

#### AGENDA

#### **I. 10:00 A.M.: Welcome and Call to Order (Interim Director)**

*Mr. Jack Peterson calls the meeting to order and introduces Mr. Carlos Coyazo*

##### **a) Committee Roll Call (Mr. Coyazo) –**

*Present: Linda Harrington (Qualifying Party), Ruth Leo (Public Member), Dr. Kirk Smith (Political Subdivision), Dr. Steve Thoenes (Business Licensee < 5 employees), Staff and Public/Industry Members*

#### **II. Oath of Office**

*Mr. Jack Peterson informs all present of the new committee members having already taken the Oath of Office by signing the Oath Document.*

#### **III. Open Meeting Law Review (Mr. Cullings)**

*Mr. Casey Cullings outlines basic open meeting laws and defines a quorum as three or more members meeting at any given time. Mr. Cullings cautions the members not to discuss items outside of an organized meeting, as any gathering of three or more members discussing relevant items would constitute an open meeting. Mr. Cullings informs the group of the required 24 hour agenda posting requirement. Mr. Cullings does state the agenda must list specific matters to be discussed during the meeting and that any items outside the agenda should be tabled and placed on the next meeting's agenda. Mr. Cullings issues caution to the committee members in regard to email communication, as emails sent between committee members can constitute a meeting. Mr. Cullings asks for questions. Dr. Kirk Smith asks if a public meeting sign-in sheet is required for those wishing to speak at the meeting or is there just an open call at the end of the meeting for any members of the public to speak. Mr. Cullings informs the group that a sign-in sheet is not necessary and that those items are considered procedural and are open for the committee to decide on that tactic. Mr. Robert Tolton informs the group that there are*

*Request to Speak forms available if the committee so chooses to use. Mr. Cullings states when the public makes comment on agenda items, the committee is free to respond to the comment/question; should the comment not be applicable to agenda items, the committee is to thank the public for their comment/question and place the item on the following meeting's agenda if they deem appropriate.*

**a) Telephonic Meeting Option**

*Mr. Cullings addresses the need to issue an approval for teleconference, should the committee so choose to utilize this means of communication during meetings.*

*MOTION: To allow committee members to attend meetings by conference call is made by Ms. Linda Harrington.*

*Second by Dr. Steve Thoenes.*

*VOTE: 4-0*

*MOTION IS PASSED*

**IV. Member's Welcome and Introduction**

*The committee members introduce themselves and issue comment on their respective careers. The Office of Pest Management staff introduces themselves and issues general comments on their respective job duties.*

**V. Nomination and Election of Chairperson, Vice Chairperson, and Secretary**

*MOTION: To nominate Dr. Kirk Smith as the Committee Chair by Dr. Steven Thoenes.*

*Second by Ms. Ruth Leo.*

*VOTE: 4-0*

*MOTION IS PASSED*

*MOTION: To nominate Dr. Steven Thoenes as the Committee vice Chair by Dr. Kirk Smith.*

*Second by Ms. Linda Harrington.*

*VOTE: 4-0*

*MOTION IS PASSED*

**VI. Reports**

**a) Budget (Ms. Houseworth)**

*Ms. Louise Houseworth calls the committee's attention to the Cash Flow handout. Ms. Houseworth discusses the frequency the Cash Flow report is done and its overall function. Ms. Houseworth goes on to explain the Federal Grant. Dr. Kirk Smith asks if the Grant arrives in one lump sum or if it arrives in installments. Ms. Houseworth explains the grant is actually drawn from in quarterly installments.*

**b) Compliance (Mr. Craig)**

**1. Snapshots**

**a) Second Quarter (handout)**

*Mr. Vince Craig outlines the purpose and function of the Snapshot document. Mr. Craig states compliance is no longer conducting vehicle inspections; compliance will only inspect a vehicle to the extent of the chemical storage necessity/requirement.*

**b) Adjudicated Cases**

*Mr. Craig goes on to describe the difference between ‘complaints’ and ‘inquiries’; complaints being inquiries that end in disciplinary action. Mr. Craig notes cases that are 100% complete (meaning a resolution to the complaint has been reached and any fees associated to that action have been paid) are considered adjudicated and only those are reported.*

*Mr. Craig states the total number of attendees for Initial License Training (ILT) and Continuing Education (CE) classes hosted by The Department of Agriculture was 140 persons. Mr. Peterson interjects to inform the group of the Department of Agriculture’s limit on ILT and CE to 4 classes of each per year. Dr. Kirk Smith asks if the Department of Agriculture can provide an outline of what the ILT and CE course teach. Mr. Craig responds with interpretation of the label, rodenticide, Qualifying Party responsibility, Arizona Law and Rule and “myth-conceptions”. Dr. Kirk Smith calls for any further questions. None are made.*

**2. Categories – What you can do.**

*Mr. Craig calls attention to the additions and changes from the previous definitions. Mr. Peterson states the changes were implemented to be more flexible and to work with the industry. Ms. Harrington asks for clarification on why briquettes are allowed in the new wording but not granules. Mr. Craig states no type of aquaculture work should have been performed with the General Pest category. Mr. Craig goes on to say the Department of Agriculture is in favor of using the briquettes because no measuring equipment is needed and that even realtors are beginning to use them. Mr. Peterson adds that fumigants and aquatic pest control are very critical and the department feels that certification in those categories is needed in order to perform those types of pest control. Dr. Thoenes asks what category, if any, the removal of bees would be. Mr. Craig states as with a person who is a beekeeper, no pest control license is necessary. Mr. Thoenes says bees are a public danger and therefore are subject to the pest definition. Mr. Peterson says the department has not made the bee removal issue a priority. Mr. Peterson goes on to state the department has not gone after bee removers in so much as compliance involvement. Dr. Smith asks about the multitude of products used to mitigate mosquitoes and how the change in the definition of the Industrial & Institutional language affects these products. Mr. Cullings reminds the committee that licensure in the Aquatics pest control category is needed to deal with pests in and around water and the definition of the Industrial & Institutional category is being adjusted slightly to include the use of briquettes. Dr. Smith says there are a multiple types of control outside of the briquettes. Mr. Peterson asks how the department is to draw the line in regards to treatment in/around water. Mr. Peterson says the briquette is easy to use and requires nothing else; as an agency, “we must draw the line”. Mr. Harrington states in obtaining an Aquatic pest control license, the applicant must know more than mosquito treatment; this makes it very difficult to obtain. Mr. Smith concurs with Mr. Harrington’s statement. Mr.*

Peterson asks if the committee is of the mindset that the category definitions should change to specifically reference mosquitos. Mr. Cullings states the aquatic category is not specific to any pest, it is merely says if you are treating water, then you need the aquatic license. Dr. Smith suggests tabling the discussion for the next meeting.

**MOTION:** To table the aquatic, mosquito and briquette subject until next meeting by Ms. Leo.

Second by Ms. Linda Harrington.

**VOTE:** 4-0

**MOTION IS PASSED**

**c) Licensing (Mr. Tolton)**

**1. Snapshots**

**a) Second Quarter (handout)**

Mr. Robert Tolton outlines the purpose and function of the Snapshot document. Dr. Kirk Smith asks how business name approvals have changed since the time of the commission. Mr. Tolton goes on to describe how the commission had to approve all applications, including those who were applying for a business license. Mr. Tolton describes how it is now the Director of the Department of Agriculture, with delegation to his employees, who now approves applications. Mr. Tolton states the Department does not scrutinize business names and if the Secretary of State or the Corporation Commission approved a name, LLC or Company, then the Office of Pest Management would grant that name a license. Mr. Peterson asks the committee if the provided newly licensed business information (items (c)(2-5)) is useful in any capacity. Dr. Kirk Smith states that it is not really needed as access to segments of this information are available online.

**MOTION:** To have the OPM provide total number of newly licensed companies only, no detail is needed by Ms. Harrington.

Second by Ms. Ruth Leo.

**VOTE:** 4-0

**MOTION IS PASSED**

**b) 2015 Certification & License Renewals – will be mailed March 28<sup>th</sup> or 31<sup>st</sup>.**

Mr. Tolton informs the committee renewals will be going out on the 27<sup>th</sup> or 28<sup>th</sup> of April. Mr. Tolton also reminds the committee of the one or two year renewal options available to those renewing. Ms. Leo Ruth asks how many CEUs are need to renew. Mr. Tolton informs the committee that one year renewals, this year, will require 6 CEUs for both the Certified Applicator (CA) and Qualified Applicator (QA) certifications; two year renewals will require 12 CEUs for the CA license and 18 CEUs for the QA. Mr. Tolton goes on to state next year's one year renewal will require 6 CEUs for the CA and 12 CEUs for the QA; the two year renewal will require 12 CEUs for the CA and 24 CEUs for the QA. Mr. Tolton informs the committee of the new CE Calculator that shows all applicable or valid CE that a specific applicator has. Dr. Smith offers compliments on the new website. Dr. Smith calls for questions. Mr. Rick Robertson, a general member of the public, asks "how come CE was increased." Mr. Tolton goes on to describe the heightened

degree of responsibility that lies with the QA; the QA must respond to any complaints that are generated for a particular company.

## 2. Business Licenses issued during October 2013

	Business Name	City	Business Licensee	Qualifying Party
1	ARIZONA BUG DOCTOR, LLC	TUCSON	ARIZONA BUG DOCTOR, LLC.	JOHN C. GHIZ
2	ARIZONA COATING & EXTERMINATING, LLC	MARICOPA	ARIZONA COATING & EXTERMINATING, LLC	STEPHEN P. DILLION
3	BUG COMMANDER, LLC	PAYSON	BUG COMMANDER, LLC	ALICIA A. SEXTON
4	CAMCONTROL, LLC	MARICOPA	CAMCONTROL, LLC	JAY P. MANSPERGER
5	CATALINA MOUNTAIN LANDSCAPING, LLC	TUCSON	CATALINA MOUNTAIN LANDSCAPING, LLC	VICKI LYNN MCPHERON
6	DISCREET PEST CONTROL	MARICOPA	DISCREET PEST PRODUCTS,	JERRY L. VANCE
7	DOC'S EXTERMINATING	BUCKEYE	BRANDY-BRENT ELIZABETH LOMELI	JEREMIAH B. LOMELI
8	EXPERT PEST & WEED	COCHISE	DENNIS D. DALEY	DENNIS D. DALEY
9	PEST GUARD PEST & TERMITE CONTROL	PRESCOTT VALLEY	DAVID LYNN COONS	DAVID LYNN COONS
10	SCORPION RISING	MARICOPA	MICHAEL A. RIPPL	MICHAEL A. RIPPL
11	SONORA SPRINKLER & LANDSCAPE, INC	MARICOPA	SONORA SPRINKLER & LANDSCAPE, INC	KENT P. MCCrackEN
12	TACTICAL WEED MANAGEMENT, LLC	PEORIA	TACTICAL WEED MANAGEMENT, LLC	VICTOR N. ABRIL

## 3. Business Licenses issued during November 2013

	Business Name	City	Business Licensee	Qualifying Party
1	AFFORDABLE PEST & WEED CONTROL	MOHAVE	CAROL PERCENY & MICHAEL STOVALL	MICHAEL STOVALL
2	DESERT MOON PEST CONTROL	PHOENIX	TAG EXTERMINATING, LLC.	DIANE J. RAINES
3	EXTRA STEP PEST CONTROL	MESA	STANLEY W. CARPENTER	STANLEY W. CARPENTER
4	PESTERSON PEST CONTROL MANAGEMENT, LLC	GILBERT	PESTERSON PEST CONTROL MANAGEMENT, LLC	SARAH G. KENNEDY

## 4. Business Licenses issued during December 2013

	Business Name	City	Business Licensee	Qualifying Party
1	BEESAFE PEST CONTROL	YUMA	RONALD L. SCARBROUGH	DENNIS M. GARRETT
2	PARKS PEST PREVENTION	BUCKEYE	WILLIAM PARKS, SUSAN PARKS, AMBER LOPEZ, DESTINY KING	WILLIAM D. PARKS
3	PROTECTION 1 PEST CONTROL, LLC	HIGLEY	PROTECTION 1 PEST CONTROL, LLC	BRONSON R. HATCH
4	WHAT'S BUGGING YOU PEST CONTROL, LLC	GILBERT	WHAT'S BUGGING YOU PEST CONTROL, LLC	LOGAN N. BENSON

## 5. Business Licenses issued during January 2014

	Business Name	City	Business Licensee	Qualifying Party
1	ABLS, INC	SPRINGVILLE, UT	ABLS, INC.	JAMES D. KELTON
2	AGAVE TREE & LANDSCAPE SERVICES	GILBERT	AZMACKENZIE, LLC	GEOFFREY A. MACKENZIE
3	ECO FRIENDLY PEST & TERMITE CONTROL	SCOTTSDALE	FRANK'S ECOLOGIC PEST CONTROL, INC.	FRANK J. ABBATE
4	G.O.N.E. PEST CONTROL SERVICES	SURPRISE	BRIAN I. DOHERTY	BRIAN I. DOHERTY
5	GOODWILL COMMERCIAL MAINTENANCE	PHOENIX	GOODWILL INDUSTRIES OF CENTRAL ARIZONA, INC.	LEE E. BOUGNIET
6	GREEN NINJA HOME SERVICES, LLC	MESA	GREEN NINJA HOME SERVICES, LLC.	CORY R. MALMIN
7	IRISH PEST WEEDS & TERMITE	SURPRISE	BRIAN I. DOHERTY	STANLEY J. URBAN (TEMPORARY)
8	IRON MANTIS PEST CONTROL, LLC	HIGLEY	IRON MANTIS PEST CONTROL, LLC	BENJAMIN J BOWLES
9	LADY BUG PEST CONTROL ARIZONA	HIGLEY	ENVIRO FRIENDLY PEST CONTROL, LLC	KARL T. THEODORSON
10	LADY BUG PEST CONTROL SPECIALIST OF SOUTHERN ARIZONA	GREEN VALLEY	RJT BLUE SKY GEM, LLC	LEON M. YOAKUM
11	MARICOPA BUG BUSTERS, LLC.	MARICOPA	MARICOPA BUG BUSTERS, LLC.	OSCAR D. TOLEDO
12	MULE MOUNTAIN PEST CONTROL	SIERRA VISTA	ALLEGRA & ERNEST GARCIA	ERNEST E. GARCIA
13	PRECISE PEST SOLUTIONS CORPORATION	SANFORD	PRECISE PEST SOLUTIONS CORPORATION	DAVID R. COLEMAN

## VII. Discussion and possible action (Mr. Peterson)

### a) Review of March 2014 OPM rule changes (Mr. Cullings)

*Mr. Cullings reminds the committee of the new laws and rules that were adopted by the OPM in September of 2013. Mr. Cullings draws attention to the rules regarding committee formation and that among its outlined items, one committee member must be from outside both Maricopa and Pima counties. Mr. Cullings informs the committee of the lack of applicants who fit this prerequisite. Mr. Cullings suggests adding more flexibility in the rule to include members who may reside in Maricopa and Pima counties but that have satellite offices outside of those specific counties.*

*Mr. Cullings informs the committee of the following rule additions/changes:*

*R4-29-103(A)(3)(b). Business license for federal entity, \$0.*

*R4-29-201(E)(5). Only uses, applies or installs home improvement articles, such as insulation, caulk and paint, that are preincorporated with pesticide.*

*R4-29-505(B). ...exclude pesticides applied within the stem wall or footer of a structure or to soil that will be promptly covered with concrete.*

*With respect to R4-29-102, Mr. Cullings describes each category with the new, proposed wording beginning with:*

- 1. Industrial and institutional: pest management in, on, around or adjacent to a structure not covered by another category; pest management in or on asphalt,*

concrete, gravel, rocks and similar surfaces, including man holes, not covered by another certification category; pest management of health related pests wherever found other than in water; and pest management of insects (in all life stages) in water limited to using briquettes; but excluding anti-microbial pest management and fungi inspection.

2. *Wood-destroying organism management:*
  - a. *Wood-destroying organism treatment: inspecting for the presence or absence of wood-destroying organisms and treating for wood-destroying organisms in or about a residential or other structure by means other than use of a fumigant.*
  - b. *No change.*
3. *Ornamental and turf: pest management, including weeds, in the maintenance of turf not covered by the right-of-way category and ornamental trees, shrubs, and flowers, by means other than use of a fumigant.*
4. *Right-of-way: pest management of pests , including weeds, in the maintenance of public roads, electric power lines, pipelines, railway rights-of-way or other similar areas by means other than use of a fumigant, but excluding pest management in the maintenance of ornamental trees, shrubs and flowers*
5. *Aquatic - No change*
6. *Fumigation - No change*
7. *Wood Preservation - No change*

*MOTION: To make the proposed rule changes effective today (03/06/2014) by Dr. Thoenes.*

*Second by Ms. Harrington*

*Ms. Harrington voices concerns in regards to the wording as it applies to the use of pesticide briquettes. Ms. Harrington asks if we can expand the definitions to include specific briquette types. Mr. Cullings explains a one year window to do exempt rulemaking was given to the department. Mr. Cullings explains this will allow changes to the rules to be easily done at the department level. Dr. Smith voices his opinion of not wanting to get too complex in the issues of briquettes. Dr. Smith calls for a vote on the motion.*

*VOTE: 3-1*

*Ms. Linda Harrington – Yea*

*Ms. Ruth Leo – Yea*

*Dr. Steve Thoenes – Yea*

*Dr. Kirk Smith - Nay*

*MOTION IS PASSED*

#### **b) Legislative Activities (Mr. Peterson)**

*Mr. Cullings informs the committee of the legislation’s action in making the PMAC a “study committee”. Mr. Cullings states the legislation inappropriately did so and there is a proposed argument to have the designation of “study committee” removed from the PMAC.*

#### **c) Exams and Study Materials (Mr. Peterson)**

##### **1. Formation of Committees**

Mr. Peterson calls attention to the “CTAG” handout made available to the committee. The CTAG document can be located at [http://www.ctaginfo.org/pdf-documents/Flexible%20ExamManual%20Dev%20Process\\_July07.pdf](http://www.ctaginfo.org/pdf-documents/Flexible%20ExamManual%20Dev%20Process_July07.pdf).

Mr. Peterson informs the committee that new tests must be drafted to suite the newly defined categories of pest management/control. Mr. Peterson stressed to the committee the usefulness of the handout and strongly urges the committee to utilize the guidelines in this handout while creating/drafting the new category tests.

Mr. Peterson recommends subcommittees under the PMAC to be formed to draft the new tests. Ms. Harrington calls for clarification on the number of subcommittees, the number of members of each subcommittee and the required licensure status of each subcommittee member. Dr. Smith informs the committee in previous committees, there were approximately 5 members. Mr. Peterson draws attention to the fact that subcommittees of 3 or more members will be considered an open meeting. Mr. Peterson notes a test cannot be written in a public meeting, as its contents must be guarded from the general public to insure credible testing results from applicants.

**MOTION:** To create subcommittees and have the PMAC oversee all those committees. To have those committees divided and overseen as follows:

- Industrial & Institutional – Dr. Steve Thoenes
- Wood Destroying, Wood Preservation – Mr. Linda Harrington
- Fumigation – Ms. Ruth Leo
- Aquaculture, Ornamental & Turf, Right of Way – Dr. Kirk Smith made by Dr. Smith.

Second by Ms. Ruth Leo.

**VOTE:** 4-0

**MOTION IS PASSED**

Dr. Thoenes asks if subcommittee members should hold some type of licensure. Mr. Peterson says he believes that the members should hold a license in the pest control category for which the subcommittee is appointed to create the test.

**d) Landscape Contractors – concern over fees being paid (Mr. Peterson)**

Mr. Peterson calls for members of the public who have expressed concerns over the licensing fee structure to make comment.

- 1. Is the licensing fee structure fair?**
- 2. Does it encourage licensure/certification?**
- 3. Are there alternate ways to fund this or is this the best way to fund OPM and encourage licensure?**

Ms. Judy Gausman of the Arizona Landscape Contractors’ Association addresses the committee and offers numerical insight into the impact the Office of Pest Management’s fee structure has had on the business’ profit margin. Ms. Gausman states of 6 landscape companies she surveyed, there was an increase in dollars paid by those companies to license their employees in the rage of \$700.00 to \$2500.00 in a year. Ms. Gausman says this represents an increase of 175% to 1200%; which impacts

overall profit margin by three to four percent.

*Mr. Matthew Johnson, contractor, states applicator fees are disproportionate to business fees. Mr. Johnson says he will have to cut down on employees in an effort to keep cost down. Mr. Rick Robinson, business owner, states since his business really only treats approximately one property a day, it is not cost effective to have an employee licensed. Mr. Patrick McWilliams of AAA Landscape, whose company does a lot of Right of Way and Turn & Ornamental work, is looking at ways to reduce the number of applicators needed because of the increased fees. Mr. Scott Richardson offers comment and suggests perhaps a tiered pricing schedule would help alleviate the increased fees. Dr. Thoenes asks for a clarification on exactly what the public is asking the committee to do. Mr. Richardson states profit margins are so slim for these businesses and the OPM fees are taking a large piece out of what they charge their customers. Mr. Richardson expresses concerns that these businesses will begin to lose customers should they have to increase their fees and he expresses the notion that some businesses may even resort to having their employees work unlicensed. Dr. Thoenes expresses the sentiment that he wants everyone to get licensed and the committee should address the issue. Mr. Jack Peterson issues comment on the fact that fees collected from TARFs were funding practically all the OPM. Mr. Peterson says the Task Force believed that fact to be unfair since it was one portion of the industry paying these fees. Mr. Richardson mentions the tiered pricing schedule again and offers an example of his idea, stating if you employ 1 or 2 applicators then the fee would be \$xxx, if you employ 3-5 applicators then the fee would be \$xxx...so on and so forth. Ms. Gausman issues comment stating it is actually the applicator licensing fees that are the larger burden; the new renewal fees are increasing the overall cost. Mr. Vince Craig asks why the employers are paying for licensing fees. Mr. Craig says the licenses are granted to the individual and not the employers. Mr. McWilliams feels it is the company's responsibility to insure their employees are licensed and their renewals completed. Ms. Linda Harrington points out the usefulness of the OPM website at which one can track the current licensure status of an applicator at any given time. Dr. Thoenes does draw attention to the fact that certain fees paid during the licensure process are outside of the OPM's control; these items being study material cost, testing fees and educational classes. Ms. Gausman reiterates the concern being, primarily, over the renewal fees. Mr. Peterson recommends getting through this first renewal process and see where the registration numbers lay and go from there. Dr. Smith calls for more questions or comments. None are offered.*

**e) Acknowledgment – Casey Cullings (Mr. Peterson)**

*Mr. Peterson calls attention to Mr. Casey Cullings leaving his employment with the Arizona Department of Agriculture. Mr. Peterson offers compliments to Mr. Cullings for jobs well done while employed with the agency.*

**VIX. Call to the Public (Chairperson) - Each speaker is limited to five minutes. This is the time for the public to comment. Pursuant to A.R.S. Section 38-431.01(H), action (if any) taken as a result of public comment will be limited to recommending the Acting Director study the matter, responding to any criticism, or recommend scheduling the matter for further consideration at a later date. Pursuant to A.R.S. § 38-431.02(H), the Committee may discuss, consider or make decisions only on matters listed on the Agenda.**

*Dr. Smith calls for comments from the public. Mr. Harvey Logan, of Western Exterminator Co., asks if in the future, the public will have the opportunity to comment on items as the*

meeting is in progress. Mr. Logan would like that ability, just as he did in previous meetings. Mr. Logan feels it is important for the public to be able to issue comment while the subject is being discussed instead of later, at the end of the meeting. Mr. Scott Richardson suggests changing the definition of the Industrial & Institutional category to include wording about manholes. Mr. Richardson also issues comment in regards to business names and the possibility that a name may be too similar to another or can possibly be misleading. Mr. Richardson references the “old law” in which the commission was charged with the authority to scrutinize names more meticulously. Dr. Smith calls for any more comments. None are offered.

**VX. Communication with Advisory Committee Members (Chairperson) – Each member may disclose any communication with the Public or Industry on issues that they may want to add to a future agenda.**

*Mr. Peterson mentions an email he received in reference to the change in the termite warranty time period, from five to three years. Mr. Peterson suggests the possibility of discussing this at the next meeting.*

**X. Scheduling of Future Meetings (Chairperson/Interim Director)**

**a) To Be Determined**

*Dr. Smith calls for date suggestions on future meetings. Mr. Peterson suggests the following dates for future meetings: May 22<sup>nd</sup>, August 21<sup>st</sup>, November 20<sup>th</sup>, March 19<sup>th</sup>, 2015 and June 18<sup>th</sup>, 2015. Dr. Smith states May 22<sup>nd</sup>, 2014 at 10:00 am will be the next meeting.*

*Dr. Smith asks what the time table for establishing the test committees will be. Mr. Peterson suggests setting up an announcement on the website in the next two weeks and then one month from that time to create the subcommittees. Dr. Smith asks what the time table for presenting the final product, the rewritten tests, is. Mr. Peterson states as soon as possible by the end of June 2015 seems reasonable.*

**XI. Adjournment**

*Dr. Smith adjourns the meeting at 12:29pm.*