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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

**PENNSYLVANIA STATE
NAVIGATION COMMISSION**

TIME: 10:38 A.M.

PENNSYLVANIA DEPARTMENT OF STATE

2601 North Third Street
One Penn Center, Board Room C
Harrisburg, Pennsylvania 17110

VIA MICROSOFT TEAMS

November 21, 2023

1 ***

2 Pennsylvania State
3 Navigation Commission

4 November 21, 2023

5 ***

6 The regularly scheduled meeting of the
7 Pennsylvania State Navigation Commission was held on
8 Tuesday, November 21, 2023. K. Kalonji Johnson,
9 Chairperson, Deputy Secretary for Regulatory
10 Programs, officially called the meeting to order at
11 10:38 a.m.

12 ***

13 [Amanda Li, Commission Administrator, noted the
14 meeting was being recorded, and those who continued
15 to participate were giving their consent to be
16 recorded.]

17 ***

18 Roll Call of Commission Members/Introduction of
19 Attendees

20 [Amanda Li, Commission Administrator, provided a roll
21 call of Commission members and introduction of
22 attendees.

23 Michael McDonald, Policy Director, Department of
24 State, introduced himself and provided a brief
25 history of his personal and professional background.

1 He informed everyone that the policy office assists
2 all of the licensing boards and commissions by
3 researching and analyzing legislation.

4 Mr. McDonald noted working closely with counsel
5 reviewing and drafting proposed regulations. He
6 mentioned also working closely with Board Counsel to
7 draft and review proposed regulations in the
8 Commonwealth of Pennsylvania and other jurisdictions
9 in other states.

10 Mr. McDonald noted also working closely with
11 Acting Commissioner Claggett and Andrew LaFratte. He
12 offered to provide assistance with any concerns or
13 policies the Commission would like to implement.

14 Mr. McDonald thanked Commission members for their
15 service to the citizens of the Commonwealth of
16 Pennsylvania.

17 Chair Johnson thanked Mr. McDonald and Mr.
18 LaFratte for supporting the work of the Commission.

19 Chair Johnson informed everyone that this would
20 be the last time business would be conducted at One
21 Penn Center, because of the transition to a new
22 building on 7th Street.]

23 ***

24 Approval of Minutes

25 CHAIR JOHNSON:

1 Approval of the January 13 minutes.
2 Were there any questions or concerns
3 about the minutes from the
4 commissioners? Hearing none.

5 Could I have a motion for approval?

6 MR. SULLIVAN:

7 I make a motion to approve the minutes.

8 CHAIR JOHNSON:

9 May I have a second?

10 MR. KELLER:

11 I'll second that.

12 CHAIR JOHNSON:

13 It's been moved and seconded. All in
14 favor, say aye. Any opposed? Hearing
15 none.

16 [The motion carried unanimously.]

17 ***

18 Appointment - Update on Apprentice Pilot Program

19 [Jerry Medd, Apprentice Program Administrator,
20 Pilots' Association for the Bay and River Delaware,
21 reported everyone passed exams completed on May 15,
22 June 7, and October 30. He noted the next exam is
23 the Rules of the Road Exam scheduled for January 22.
24 He also noted they would be attending a ship handling
25 seminar on January 22 at the pilot station.

1 Captain Medd noted Scott Taylor, the chief of the
2 U.S. Coast Guard Regional Exam Center, provided a
3 seminar on regulations and requirements for federal
4 pilotage, noting they would get their federal
5 pilotage prior to them taking the state exam for
6 their state license.

7 Captain Medd stated the apprentices all attended
8 a seminar on the methods of chart drawing by Captain
9 Nick Pino, where they draw full bay and river charts
10 from memory.

11 Captain Medd reported each apprentice to be on
12 track and provided Apprentice Activity Reports for
13 the Commission's review.

14 Chair Johnson asked how many apprentice pilots
15 are in the current class and requested information
16 concerning their next steps after the January 22
17 exam.

18 Captain Medd noted Pennsylvania has eight
19 apprentices in the program. He offered to provide a
20 quarterly schedule, noting April 15 would be the end
21 of the next quarter with another set of exams set for
22 that date. He mentioned they would have a ship
23 handling examination on April 15 after the seminar on
24 January 22. He stated the program is set up through
25 the U.S. Coast Guard with testing each quarter

1 throughout the entire program.

2 Mr. McMurry asked whether Delaware had anybody in
3 their program.

4 Captain Medd commented that the Commission is
5 under advisement to look at taking apprentices in
6 Delaware but do not have any at the current time.

7 Chair Johnson requested information regarding the
8 demographics for Pennsylvania apprentices.

9 Captain Medd reported two females with one being
10 a minority.]

11 ***

12 Report from the Prosecutorial Division

13 [J. Karl Geschwindt, Esquire, Commission Prosecution
14 Liaison, had nothing to report.]

15 ***

16 Report from Commission Counsel - No Report

17 [Jason E. McMurry, Esquire, Commission Counsel,
18 welcomed all of the new faces to the Commission and
19 offered to answer any Commission concerns.]

20 ***

21 Report from the Probable Cause Screening Committee -

22 No Report

23 ***

24 Report from the Apprentice Program Committee - No

25 Report

1 [Jason E. McMurry, Esquire, Commission Counsel, noted
2 the committee was closed after they selected the
3 apprentices at the last meeting.]

4

5 Report from the Diversity for the Apprentice Program
6 Committee

7 [Eric C. James, noted everything is going well. He
8 further explained that there are eight apprentices,
9 including two females, one of which is an African-
10 American young lady.]

11 Chair Johnson thanked Captain Medd for his fine
12 work on the apprentice program.]

13

14 Matters for Discussion

15 [Bevin Ann Buchheister, Esquire, Deputy Secretary for
16 Department of Environmental Protection - Water
17 Programs, requested information concerning outreach
18 and recruitment of applicants for the program.]

19 Mr. McMurry stated they advertise and have local
20 maritime schools and folks in the profession are
21 involved, along with the association notifying
22 members and associates. He also mentioned that they
23 work in consultation with other maritime states,
24 especially on the East Coast, with job placement and
25 recruitment offices in other colleges and

1 universities that are not necessarily maritime
2 schools to get as big of a diverse candidate as
3 possible. He noted there is also word of mouth from
4 pilots in both Pennsylvania and Delaware to contact
5 anyone who may be interested in the program. He
6 reporting having a good response with about 80 or 90
7 applications for potentially 6 to 8 spots.

8 Mr. McMurry provided a background of how the
9 program typically opens. He explained that the
10 association asks the Commission to open the
11 apprentice program when people would soon be leaving
12 the profession due to retirement and different things
13 and would need a certain amount of folks to take
14 over.

15 Mr. McMurry noted it takes a couple of years to
16 get through the apprentice program, so the
17 association reaches out to the Commission and
18 requests they start the recruitment process. He
19 explained that folks would be ready to fill those
20 slots, so the business of the river does not halt due
21 to a lack of pilots.]

22

23 Report of Commission Chair

24 [K. Kalonji Johnson, Chairperson, Deputy Secretary
25 for Regulatory Programs, greeted new members, Bevin

1 Buchheister and Anne Nadol, and requested they
2 provide an introduction to Commission members.

3 Bevin Buchheister and Anne Nadol provided a brief
4 summary of their professional background.

5 Chair Johnson thanked and welcomed Ms.
6 Buchheister and Nadol to the Commission.

7 Chair Johnson encouraged Commission members to
8 decide on 2024 meeting dates for somewhere in the
9 spring and late fall and provide those dates to the
10 Commission administrator.]

11 ***

12 Report of Commission Administrator

13 [Sparkle Thompson, Commission Administrator, informed
14 Commission members that she is the new Commission
15 administrator and would be replacing Amanda Li
16 shortly.]

17 ***

18 Public Comment

19 [Matthew Eaton, Director of Operations, Bureau of
20 Professional and Occupational Affairs, introduced
21 himself and provided a brief history of his
22 professional background.

23 Mr. Eaton welcomed Sparkle Thompson as the new
24 administrator. He also noted Amanda Li did a
25 wonderful job for the Commission over the last couple

1 of years. He mentioned Ms. Li would be assisting Ms.
2 Thompson through the renewal process next year and he
3 would be the backup for Ms. Thompson in the future.

4 Chair Johnson noted Mr. Eaton was also working
5 with Ms. Li over the past year and thanked both of
6 them for their service.]

7 ***

8 Adjournment

9 CHAIR JOHNSON:

10 I move for adjournment.

11 MS. NADOL:

12 So moved.

13 CHAIR JOHNSON:

14 May I hear a second?

15 MS. BUCHHEISTER:

16 I'll make a second.

17 CHAIR JOHNSON:

18 All in favor? The meeting is now
19 adjourned.

20 ***

21 [There being no further business, the Pennsylvania
22 State Navigation Commission Meeting adjourned at
23 11:03 a.m.]

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CERTIFICATE

I hereby certify that the foregoing summary minutes of the Pennsylvania State Navigation Commission meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the Pennsylvania State Navigation Commission meeting.



Sophia Mahoney,

Minute Clerk

Sargent's Court Reporting
Service, Inc.

PENNSYLVANIA STATE
NAVIGATION COMMISSION
REFERENCE INDEX

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TIME	AGENDA
10:38	Official Call to Order
10:41	Roll Call of Commission Members and Introduction of Attendees
10:44	Approval of Minutes
10:45	Appointment - Jerry Medd, Pilot, Pilots' Association for the Bay and River Delaware
10:50	Report from the Diversity for the Apprentice Program Committee
10:51	Matters for Discussion
10:55	Report from the Commission Chair
10:59	Report from the Commission Administrator
11:01	Public Comment
11:03	Adjournment