

TIME RECORD		DORIS CUBITT		MINUTES	
DATE	TASK	GEO	TOTAL BY MONTH	HOURS	
JANUARY 2017					
1/20/2017	Discipline Questions	30	30	0.5	
19 WORKING DAYS IN THE MONTH X 7.5 = 142.5 AVAILABLE HOURS; .50/142.5 = 0%					
FEBRUARY 2017					
2/3/2017	EXAM QUESTIONS	30			
2/24/2017	EXAM QUESTIONS	15	45	0.75	
10 WORKING DAYS IN THE MONTH X 7.5 = 75 AVAILABLE HOURS; .75/75 = 1%					
MARCH 2017					
3/3/2017	RESEARCH FEES IN OTHER STATES	240			
3/10/2017	STATUTE QUESTIONS	15			
3/17/2017	WORKING ON EXAM ISSUES	60			
3/24/2017	PREP FOR BOARD MEETING	180			
3/31/2017	WORKING ON RENEWALS, AND BOARD MEETING	360	855	15	
18 WORKING DAYS IN THE MONTH X 7.5 = 135 AVAILABLE HOURS; 15/135 = 11%					
APRIL 2017					
4/7/2017	WORKING ON EBLAST FOR FEE INCREASE, REVIEWING RENEWAL DOCUMENTS	300			
4/21/2017	LICENSING QUESTIONS AND WORKING ON RENEWALS	135			
4/28/2017	FEE INCREASE AND QUESTIONS ON LICENSING	60	495	8.25	
18 WORKING DAYS IN THE MONTH X 7.5 = 135 AVAILABLE HOURS; 8.25/135 = 6%					
MAY 2017					
5/5/2017	CALLS RE FEE INCREASE AND EBLAST	45			
5/12/2017	CALLS FEE INCREASE AND RENEWALS	90			
5/19/2017	EXAM QUESTIONS AND FEE INCREASE	75			
5/26/2017	RENEWAL AND EXAM QUESTIONS	145	355	5.9	
19 WORKING DAYS IN THE MONTH X 7.5 = 142.5 AVAILABLE HOURS; 5.9/142.5 = 4%					

JUNE 2017

6/2/2017	RENEWAL QUESTIONS	60		
6/9/2017	WORK ON RENEWAL PROCESS	60		
6/16/2017	PREPARE FOR BOARD MEETING	120		
6/23/2017	RESEARCH ISSUES AND PREPARE FOR BOARD MEETING	210		
6/30/2017	RENEWAL QUESTIONS	30	480	8
17 WORKING DAYS IN THE MONTH X 7.5 = 127.5 AVAILABLE HOURS; 8/127.5 = 6%				

JULY 2017

7/14/2017	EXAM QUESTIONS AND BOARD MEETING	270		
7/21/2017	RENEWAL PROCESS	60		
7/28/2017	RENEWAL PROCESS	60	390	6.5
18 WORKING DAYS IN THE MONTH X 7.5 = 135 AVAILABLE HOURS; 6.5/135 = 5%				

AUGUST 2017

8/11/2017	STUDY REGULATIONS	60		
8/18/2017	STUDY REGULATIONS	60		
8/25/2017	STUDY STATUTES	60	180	3
23 WORKING DAYS IN THE MONTH X = 172.5 AVAILABLE HOURS; 3/172.5 = 2%				

SEPTEMBER 2017

9/1/2017	RECORD KEEPING AND RESEARCH ISSUES	120		2
9/7/2017	COMPLAINT	60		1
9/13/2017	REVIEW REGULATIONS AND STATUTES	120		
9/14/2017	REVIEW REGULATIONS AND STATUTES	60		3
9/20/2017	PREPERATION FOR BOARD MEETING	210		
9/22/2017	PREPERATION FOR BOARD MEETING	240		7.5
9/26/2017	BOARD MEETING	300		
9/27/2017	FOLLOW UP FROM BOARD MEETING	60		6
			1170	19.5
20 WORKING DAYS IN THE MONTH x7.5 = 150 AVAILABLE HOURS; 19.5/150 = 13%				

OCTOBER 2017

10/1/2017	Licensing Questions	60		1
10/9/2017	Talk to ASBOG re Testing Provider	120		2
10/18/2017	Licensing Questions	60		1

240 4

22 WORKING DAYS IN THE MONTH X 7.5 = 165 AVAILABLE HOURS 4/165 = 2%

NOVEMBER 2017

11/30/2017	NO HOURS FOR NOVEMBER = 0%		
	15 WORKING DAYS IN THE MONTH X 7.5 = 112.5 AVAILABLE HOURS		0%

DECEMBER 2017

12/5/2017	REVIEWING FILES AND ANSWERING QUESTIONS	120	2
12/6/2017	PREPARE FOR BOARD MEETING, READING FILES, GOING OVER STATUTES AND REGULATIONS	240	4
2/11/2017	PREPARE FOR BOARD MEETING, GOING OVER LAST MINUTE DETAILS AND FILES	240	4
12/12/2017	BOARD MEETING AND WRAPUP	300	5
12/19/2017	PHONE CALLS LICENSING ISSUES	60	1
			960
			16

13 WORKING DAYS IN THE MONTH X 7.5 = 97.5 AVAILABLE HOURS 16/97.5 = 16%

2017 PERCENT OF AVAILABLE TIME SPENT ON GEOLOGY

JANUARY	0%
FEBRUARY	1%
MARCH	11%
APRIL	6%
MAY	4%
JUNE	6%
JULY	5%
AUGUST	2%
SEPTEMBER	13%
OCTOBER	2%
NOVEMBER	0%
DECEMBER	16%

40-210(F) (1) The director, with the advice and consent of the board, shall designate for the use of the board one full-time administrator who is a certified public accountant licensed in this State. The administrator's primary responsibility is to administer the board; provided, however, that the director may assign to the administrator additional duties and responsibilities within the department so long as the additional duties and responsibilities do not unreasonably occupy the administrator's time so that he does not thoroughly fulfill his duties and responsibilities to the board.

The above information shows the amount of time that the Administrator spent working on the Geology board in actual hours and in percent of available hours to work.