

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**May 15, 2017**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Monday, May 15, 2017. Those present for all or part of the meeting were:

Edward L. Robinson	President
Bhajan S. Saluja	Vice-President
Garth E. Thomas	Secretary
Larry Nottingham	Member
L.A. Gates	Member
Lesley L. Rosier-Tabor	Executive Director
Aaron M. Armstrong	Board Investigator
Debra L. Hamilton	Legal Counsel

The meeting was called to order at 9:10am.

The Board meeting minutes for March 21, 2017 were reviewed. A motion to approve the minutes was made by Dr. Nottingham, seconded by Mr. Thomas. Motion carried.

The Board budget summaries for March and April 2017 were received and reviewed, and the Board reviewed all P-Card transactions for the same period. Ms. Rosier reviewed and discussed the approved annual budget for FY 2017 for the benefit of our 3 new Board members and noted that the FY 2018 budget will be submitted upon the Legislature (currently in special session) passing the state budget for next year. She stated that no major changes are anticipated upon submission of next year's budget. Per the Board's direction from the March meeting, Ms. Rosier submitted the office lease extension paperwork and reported that the 5-year lease agreement has been fully executed and is now valid through October 31, 2022. Ms. Rosier also reported the completion and acceptance of the cloud-based licensure database contract, including approval of the final payment for \$23,800 (\$14,000 remaining balance on Contract BPE140000 and \$9000 first year maintenance and support service fee).

A motion to approve the budget, current expenditures, and purchasing card transactions was made by Mr. Thomas, seconded by Mr. Gates. Motion carried.

Ms. Rosier presented the Executive Director's report and addressed all Board questions and comments:

- 58 applicants sat for the April 2017 PE exam. There were 3 absences: 2 in Fairmont and 1 in Charleston. Results of the exam are pending.
- Ms. Rosier again noted the approval and acceptance of the new licensure database and final contract payment, completing the initial development and implementation phase and the project now moves into the maintenance phase.

- The Board also discussed current network and website security measures considering recent global malware security alerts and Ms. Rosier informed the Board of the recent agency firewall upgrades.
- The Board discussed the upcoming newsletter and Ms. Rosier asked for any article ideas to be included in the next publishing, which will occur during the February – March 2018 timeframe.
- Ms. Rosier discussed the upcoming NCEES Annual Meeting and requested that those attending provide her with confirmation prior to June 15, 2017. The deadline for registration is July 7, 2017.

A motion was made by Mr. Gates, seconded by Mr. Saluja, to approve attendance and travel for Board members, staff and counsel to the activities as discussed and outlined in the Executive Director's report and the updated 2017 calendar. Motion carried.

The Board Investigator reported resolution of the following complaints since the last Board meeting, which were settled via consent order or dismissed: C2017-09, C2017-10, C2017-12, C2017-13, C2017-15, C2017-19, C2017-20. The consent orders will be posted on the Board's website within a reasonable timeframe.

Mr. Saluja made a motion to enter into Executive Session at 9:40am to consider matters in accordance with the provisions of WV Code 6-9A-4, seconded by Dr. Nottingham. Motion carried.

These minutes reflect that, due to Mr. Gates recusal and Ms. Rosier's non-involvement in anything substantive related to C2017-16, C2017-17, C2017-18 and the related investigations, Mr. Gates and Ms. Rosier absented themselves from the executive session and did not participate in any discussion of these matters.

The Board recessed the Executive Session at 12:00pm for lunch and resumed in Executive Session at 12:35pm.

At the conclusion of the Executive Session, Dr. Nottingham moved to enter into General Session at 12:48pm. Seconded by Mr. Gates, the motion carried, and the Board took the following action:

- Mr. Thomas made a motion to approve an average 6% merit increase for the Board staff, specifically providing the Executive Director with a pool of funds equal to 6% of current staff salaries to be distributed to all Board staff at her discretion. The raise is to be effective July 1, 2017. Mr. Saluja seconded, and the motion carried.

The Board recessed the general session meeting at 1pm for an informal conference with the Respondent concerning consolidated complaints C2016-18 and C2017-07. The informal conference had been requested by the Respondents in lieu of the hearing noticed for this date. Respondent appeared on his own behalf and on behalf of Respondent firm. He was accompanied by his father, who had also signed the requisite waiver and was permitted to participate.

Upon the conclusion of the informal conference, the Board resumed its general session meeting at 2:45pm.

The Board discussed the California Board Resolution relating to the NCEES member board organization and seeking to allow member boards that regulate both engineering and surveying to be entitled to two votes.

The Board reviewed the upcoming NCEES Annual Meeting Summary and Agenda and the NSPE's recent presentation concerning engineering education and experience requirements.

Ms. Rosier reported that there were 524 renewal audits conducted, 36 of which resulted in license invalidation due to insufficient response or no response provided by licensee.

Ms. Rosier informed the Board that she submitted the three recommendations for the Capitol Building Commission to the Governor's office per the Board's direction and that the Governor appointed Jenelle Armstrong to the Commission.

The Board conducted its annual election of officers. With a motion by Mr. Gates, seconded by Dr. Nottingham, the Board unanimously agreed that the current officers would continue to serve for FY2018.

Ms. Rosier discussed the upcoming COA renewal mailing and that this year's renewal notification will be via a post card mailing in mid-to-late November.

The Board reviewed the upcoming calendar of events. No changes were made.

Upon motion by Dr. Nottingham, seconded by Mr. Saluja, the Board voted to adjourn the meeting. The next Board meeting will be July 18, 2017 in Charleston. The Board members will be compensated one day per diem plus travel expenses.

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**Edward L. Robinson, P.E.**  
**Board President**

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**Garth E. Thomas, P.E.**  
**Board Secretary**