

General Session Minutes
State Board of Registration for Professional Engineers
November 2, 2016

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, November 2, 2016. Those present for all or part of the meeting were:

Edward L. Robinson	President
Richard E. Plymale	Vice-President
Bhajan S. Saluja	Secretary
Garth E. Thomas	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 9:06 AM.

The Board meeting minutes for September 12, 2016 were reviewed. A motion to approve the minutes was made by Mr. Plymale, seconded by Mr. Thomas. Motion carried.

The Board budget summary for September 2016 was received and reviewed and the Board reviewed all PCard transactions. Ms. Rosier explained that since this meeting was held earlier in the month than normal and that the closing date of the billing cycle is on the 3rd of the month, the Board will review three months' worth of transactions during their next meeting in January 2017. Ms. Rosier addressed all Board member questions and explained the next budget report will include an influx of revenue due to the upcoming PE renewal season, but will also be offset by some additional expenditures such as printing and mailing costs associated with the renewal and distribution of the new WV Engineering Law booklets.

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

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

- Ms. Rosier reported that the NCEES E3 database additional updates and new export reports for FE results are available for download.
- There were 85 PE exams scheduled for the October 2016 exam administration, with 6 absences reported.
- Staff made 3 presentations since the last Board meeting to include trips to Martinsburg, Bridgeport, and Marshall University.
- Ms. Rosier discussed the upcoming training entitled the "State Auditor's Required Annual Seminar for State Licensing Boards." Board members Gates, Saluja, and Thomas plan to attend this training with select staff and counsel.

- Ms. Rosier reported that Board members and staff must register for the upcoming NCEES NE Zone meeting prior to February 1, 2017 and to please check their calendars as soon as possible.
- Staff submitted an article for the October 2016 Engineers Club of Huntington newsletter discussing the upcoming PE Renewal and Transition.

A motion was made by Mr. Gates, seconded by Mr. Plymale, 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 2016/2017 calendar. Motion carried.

Mr. Plymale made a motion to enter into Executive Session, seconded by Mr. Thomas. Motion carried.

The Board President reported the resolution of the following complaints: C2016-09, C2016-24, C2016-25, C2016-27, C2017-01, C2017-02, C2017-03, C2017-04, and C2017-05. The consent orders will be posted on the Board's website within a reasonable time.

At the conclusion of the Executive Session, Mr. Thomas moved to enter into General Session with a second by Mr. Plymale. Motion carried, and the Board took the following action:

- Mr. Thomas made a motion, seconded by Mr. Saluja, to consolidate C2016-18 and C2017-07. Motion carried.
- Mr. Plymale made a motion, seconded by Mr. Saluja, to move I2016-24 to complaint. Motion carried.
- Mr. Plymale made a motion, seconded by Mr. Thomas, to move I2017-12 to complaint. Motion carried.
- Mr. Gates made a motion, seconded by Mr. Thomas, to move I2017-13 to complaint. Motion carried.

There were no Special Cases for Board Action.

Ms. Rosier presented the NCEES National Service Awards call for nominations.

The Board discussed the NCEES Records Program updates, including that pre-2008 holders no longer having to manually re-establish most of their information in the new system. NCEES staff members will migrate most of this information into the new system, as is currently done for post-2008 holders, upon request for their record to converted and transmitted.

Ms. Rosier shared a letter of request from the NCEES NE Zone Vice President concerning his candidacy for President-Elect.

Upon motion by Mr. Thomas, seconded by Mr. Saluja, the Board voted to update the Educational Plan of Study (EPOS) form. Motion carried.

Ms. Rosier distributed temporary copies of the updated WV Engineering Law booklets to all Board members and reported that the actual 14,000 booklets are scheduled to be delivered within the next week.

The Board received the reappointment letter stating that Governor Tomblin has reappointed Mr. Saluja to serve on the Board until June 30, 2021. Additionally, Mr. Plymale announced his plans to resign from the Board due to his impending move to South Carolina in early 2017. Mr. Plymale indicated that his official resignation letter to the Governor's office is forthcoming but he is willing to serve until his successor is appointed. Board President Robinson thanked Mr. Plymale for his 14 years of service to the Board.

Mr. Gates updated the Board on his trip to Bluefield State College as the Board's ABET observer and reported that ABET will release its final report in the near future.

Ms. Rosier reported that more than 8600 PEs and over 300 Retired PEs will receive license renewal notifications in late November and that the online renewal screens will be activated prior to December 1st. Ms. Rosier also discussed the completion of the COA Questionnaire project that began in February which brought over 320 firms into compliance with the firm fee structure.

Upon motion by Mr. Thomas, seconded by Mr. Saluja, the Board voted to allow registrants to check a box for the online renewal certifying that they have met the PDH requirements and provide only the total number of PDHs claimed along with the number of any carryover hours requested. Motion carried.

Upon motion by Mr. Saluja, seconded by Mr. Thomas, the Board voted to again become an exhibitor for the 2017 West Virginia Construction and Design Exposition (EXPO) and purchase a program page to highlight the qualifying continuing education courses offered at EXPO, including the Board's annual 2-hour seminar. The motion carried and the Board directed staff to submit the applications and fees as required in the announcement.

Ms. Rosier reported that the Board's annual report has been finalized and includes the Board's 2016 InterChange Newsletter as well as the new WV Engineering Law booklet. The report will be submitted as required to the Governor's office and Legislature in the upcoming weeks and well prior to the December 31, 2016 deadline.

The Board reviewed the upcoming calendar of events. Upon motion by Mr. Gates, seconded by Mr. Plymale, the Board voted to adjourn the meeting. The next Board meeting will be January 25, 2017 in Charleston. The Board members will be compensated one day per diem plus travel expenses.

Edward L. Robinson, P.E.
Board President

Bhajan S. Saluja, P.E.
Board Secretary