

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**January 21, 2020**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Tuesday, January 21, 2020. Those present for all or part of the meeting were:

Bhajan S. Saluja	President
Garth E. Thomas	Vice-President
L.A. Gates	Member
Edward L. Robinson	Member
Lesley L. Rosier-Tabor	Executive Director
Aaron M. Armstrong	Board Investigator
Edward Eagloski	Board Counsel

The meeting was called to order at 9:15am. Dr. Nottingham was absent. The Board meeting minutes for November 13, 2019 were reviewed. A motion to approve the minutes was made by Mr. Robinson, seconded by Mr. Thomas. Motion carried.

The Board budget summaries for November and December 2019 were received and reviewed, and the Board reviewed the PCard transactions for the months of November and December. Ms. Rosier discussed the FY 2020 budget report noting the December 2019 revenue numbers are higher than anticipated due to the COA renewal season having an extremely high percentage of the firms opting to renew rather than go to lapsed or inactive status. Ms. Rosier reported Ms. Coleman, who handles all COA matters for the Board, has followed up with 238 companies that renewed their COA at a lower rate than their previous renewal (or original application designation or COA Questionnaire response). As of the date of the Board meeting, approximately 150 of the 238 firms indicated they inadvertently renewed at a lower fee rate than was warranted. Once the firm size selection errors were corrected, this resulted in an approximate \$60K revenue increase. Ms. Rosier informed the Board that there were only 162 firms (less than 5%) remaining to renew their COA during the January grace period.

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

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

- Ms. Rosier reported 61 applicants sat for the October PE exam and the result was an overall pass rate of 63.3%, which is one of the highest pass rates in recent history. There were 0 absences for the October exam.
- Ms. Rosier informed the Board that the number of pencil and paper PE test takers continues to decrease due to the increased number of computer-based testing (CBT) disciplines being made available by NCEES.

- The Board reviewed the recent and upcoming presentations, conferences, and meeting participation. Ms. Rosier discussed her and Mr. Thomas' planned attendance to the NCEES Education Committee meeting, Mr. Armstrong's planned attendance to the NCEES Law Enforcement Committee meeting, and the upcoming WVUIT student ethics presentation relating to C2017-17 that will take place in February on the Beckley campus. Ms. Rosier informed the Board of the upcoming NCEES Joint Zone meeting in Houston. Board members Thomas, Nottingham, Saluja, and Gates, as well as staff members Rosier and Eagloski, plan to attend.

A motion was made by Mr. Thomas, seconded by Mr. Robinson, 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 calendar. Motion carried.

Prior to entering into Executive Session, the Board Investigator provided the details of the settlement of complaints C2020-01, C2020-02, C2020-03, C2020-04, C2020-06, C2020-07, C2020-08, C2020-09, C2020-10 and C2020-16. The consent orders will be posted on the Board's website within a reasonable time.

Mr. Robinson made a motion to enter into Executive Session at 9:50am, seconded by Mr. Gates. Motion carried. It is noted that Mr. Armstrong left the room as to not be a part of any investigation, discussion, or ruling relative to C2019-08 matters. In addition, Mr. Robinson left the room as to not be part of any discussion or decision making relative to I2020-21.

The Informal Conference scheduled for 10:30am was cancelled at the request of the individual originally scheduling his appearance before the Board. At 11:10am, the Board recessed the Executive Session for the purpose of holding an Informal Conference related to complaint C2020-14. At the conclusion of the Informal Conference, the Board re-entered Executive Session.

The Board recessed the Executive Session for lunch at 12:10pm and resumed the Executive Session at 12:45pm. Mr. Gates made a motion, seconded by Mr. Thomas, to move into general session at 1:10pm. The motion carried, and the Board took the following action:

- Mr. Thomas made a motion, seconded by Mr. Robinson, to dismiss C2019-08. Motion carried.
- Mr. Thomas made a motion, seconded by Mr. Robinson, to dismiss C2020-14. Motion carried.
- Mr. Thomas made a motion, seconded by Mr. Gates, to move I2020-18 to complaint and set said complaint for hearing during the July 2020 meeting, if not settled. Motion carried.
- Mr. Robinson made a motion, seconded by Mr. Gates, to move I2020-16 to complaint and set said complaint for hearing during the July 2020 meeting, if not settled. Motion carried.

- Mr. Robinson made a motion, seconded by Mr. Thomas, to move I2020-17 to complaint and set said complaint for hearing during the July 2020 meeting, if not settled. Motion carried.
- Mr. Thomas made a motion, seconded by Mr. Gates, to move I2020-19 to complaint and set said complaint for hearing during the July 2020 meeting, if not settled. Motion carried

There were no special case files for Board approval.

The Board reviewed the agenda for the NCEES Interim Zone meeting and Ms. Rosier reported that the funded delegate list must be submitted to NCEES on January 22, 2020.

Ms. Rosier updated the Board concerning the NCEES Member Board Administrators (MBA) joint resolution and reported that the resolution is currently being re-drafted and will be presented during the NCEES Zone meeting in April.

The Board reviewed the NCEES correspondence related to legislative advocacy resources and the toolkit made available via the Alliance for Responsible Licensing (ARPL) Coalition.

Ms. Rosier reported that due to the upcoming NCEES headquarters move from Clemson, SC to Greenville, SC, Ms. Laura Daniel will not be making the move and Ms. Maria Coxwell will be her NCEES replacement going forward.

The Board reviewed the December 2019 NCEES notice of future changes to NCEES exams and supporting material, noting that the PE Industrial and Systems exam and the PE Fire Protection exam will be moved to Computer Based Testing (CBT) in October 2020.

Ms. Rosier discussed the November 17, 2019 Legislative Rule Making Review Committee (LRMRC) meeting, that occurred immediately following their last Board meeting, and informed the Board that the Board's Modified Legislative Rule filing was submitted immediately following the meeting with the Committee's recommended revisions.

Ms. Rosier reminded the Board members that all Ethics Commission Financial Disclosure Statements (FDS) must be filed prior to February 2, 2020.

The Board reviewed documentation regarding Bluefield State College's Bachelor of Science in Engineering Management degree curriculum, which is not ABET-accredited, and requested the Executive Director continue to follow up and provide an update during the Board's March 2020 meeting.

The Board reviewed the most recent Professional Licensing Report (PLR) and Ms. Rosier encouraged the Board and staff to continue to review the valuable content of the publication.

Ms. Rosier reported that the Board's EXPO registration was completed in early December, including booth request, PDH documentation page for program as well as seminar submission for Board members and staff to present another 2-hour WV PE Board session.

The Board reviewed the COA renewal status and Ms. Rosier indicated that at least 5 email reminders have gone out to the firms who have yet to renew, and some of the firms would even have received up to 13 email reminders if the firm provided a company email address and 2 email addresses for the EIRC.

The Board reviewed the upcoming 2020 Calendar of Events.

Upon motion by Mr. Robinson, seconded by Mr. Thomas, the Board voted to adjourn the meeting at 2pm. The next Board meeting will be March 24, 2020, in Charleston. The Board members will be compensated one day per diem plus travel expenses.

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**Bhajan S. Saluja, P.E.**  
**Board President**

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**Garth E. Thomas, P.E.**  
**Board Vice President**