

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**March 19, 2019**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Tuesday, March 19, 2019. Those present for all or part of the meeting were:

Bhajan S. Saluja	President
Garth E. Thomas	Vice-President
Larry Nottingham	Secretary
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 9:00am. Mr. Gates participated via teleconference. The Board meeting minutes for January 30, 2018 were reviewed. A motion to approve the minutes was made by Dr. Nottingham, seconded by Mr. Thomas. Motion carried.

The Board budget summaries for January, and February were received and reviewed, as well as the PCard transactions for the same months. Ms. Rosier discussed that revenue projections were on track and also compared expenses and revenue to January 2018 figures, noting the key difference was COA renewal revenue vs. PE renewal revenue.

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

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

- Ms. Rosier reported that 55 PE applications were received for the April 2019 PE exam and that all 55 applicants have already registered with NCEES.
- Ms. Rosier discussed the impending FY 2020 annual budget submission and informed the Board that there will be some minor object code and sub-object code changes, but that the budget numbers will remain similar to previous years.
- Ms. Rosier discussed recent NCEES travel for the 2019 Board President's Assembly, the CLEAR Investigator training, and upcoming staff required continuing education, training and associated travel.
- The Board discussed the annual newsletter and Ms. Rosier informed the Board that the newsletter will be distributed in conjunction with the COA renewal notifications.
- Ms. Rosier highlighted that the Board is in its final year of the 3-year database maintenance contract.

A motion was made by Dr. Nottingham, seconded by Mr. Gates, 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 2019 calendar. Motion carried.

At this point in the meeting, the Board elected to proceed with the General Session portion of the agenda to accommodate schedules of both staff and Board members.

The Board discussed two NCEES MBA list serve questions concerning Community Engineering Corps and the Massachusetts NTSB investigation, and directed the Executive Director to work with Board Counsel to draft responses to meet the needs of the Council.

Mr. Saluja and Ms. Rosier provided the Board with a recap of the progress and discussions of their recently attended NCEES BPA/MBA meeting in Atlanta, GA.

The Board reviewed the 2019 NCEES NE Zone meeting agenda and a candidate's announcement who would be running for NE Zone Vice President. The Board was also presented the 2019 NCEES Annual Meeting draft agenda. Ms. Rosier requested Board members interested in attending to let her know ASAP so she could submit the WV delegate list to NCEES on or before the May 3, 2019 deadline.

Ms. Rosier presented the NCEES proposed Bylaw Changes disseminated by the Special Committee on Bylaws who will propose these changes as motions at the annual meeting in August. All Board members were asked to review the revisions and submit any questions to the WV Board members who will be attending the NCEES NE Zone meeting as they will have the opportunity to ask questions of the committee members and NCEES staff.

The Board reviewed and discussed "Threats to Professional Licensure" articles and website links provided by the National Society of Professional Engineers.

Ms. Rosier discussed the anticipated game plan for the upcoming 2019-2020 Legislative Session, to include PLLC administrative rules, de-coupling language, and consideration of a Certificate of Authorization (COA) fee reduction.

Ms. Rosier provided an update concerning the outcome of PE renewal season, reporting that 8219 Active PE renewals were processed and the overall renewal process went smooth. She also noted that the number of Retired PE renewals processed decreased from 280 to 255. The differences in those contacted for renewal (PE and Retired) vs. those completing the renewals can be accounted for in the number of Inactive Status Requests, Lapsed notifications as well as deceased notices processed.

Mr. Armstrong provided a PDH audit update, highlighting the 2019 PE renewal audit was ongoing and that 367 audits (4.3% of all active renewals) were initiated.

The Board reviewed the 2019 WV EXPO presentation and discussed the plan for supporting the Board's March 20<sup>th</sup> afternoon seminar.

The Board recognized Ms. Rosier for obtaining 25 years of public service with the State of West Virginia. The official WV Public Service Recognition week is scheduled for the first full week of May 2019.

The Board recessed the meeting at 12:05pm for an abbreviated lunch break and resumed their General Session at 12:40pm.

Prior to entering into Executive Session, the Board Investigator provided the details of the settlement of complaints C2019-06 and C2019-09. The consent orders will be posted on the Board's website within a reasonable timeframe.

Dr. Nottingham made a motion to enter into Executive Session at 12:45 pm, seconded by Mr. Thomas. Motion carried. It is noted that Mr. Armstrong requested, and was approved, to leave the room for discussion of C2019-08. As such, Mr. Armstrong will not be a part of any investigation, discussion, or ruling relative to C2019-08 matters.

At 1:00pm, the Board recessed the Executive Session for the purpose of holding an Informal Conference related to complaint C2019-17. At the conclusion of the Informal Conference, the Board re-entered Executive Session.

Dr. Nottingham made a motion, seconded by Mr. Robinson, to move into general session at 2:30 pm. The motion carried, and the Board took the following action:

- Mr. Thomas made a motion, seconded by Mr. Robinson, to dismiss C2019-12. Motion carried.
- Dr. Nottingham made a motion, seconded by Mr. Thomas, to move I2019-12 to complaint and to set said complaint for hearing during the September 2019 meeting, if not settled. Motion carried.
- Mr. Robinson made a motion, seconded by Mr. Thomas, to move I2019-13 to complaint and to set said complaint for hearing during the September 2019 meeting, if not settled. Motion carried.

Upon motion by Mr. Thomas, seconded by Dr. Nottingham, the Board approved the following special case files:

- David Klimas
- Sean Pic-Kell

The Board reviewed the final copy of the new, updated seal brochure. Ms. Rosier discussed the minor changes made prior to printing, specifically those of the WV Architects Board, who had also reviewed and approved the final draft. The updated seal brochure will be posted to the Board's website in the next few weeks.

Ms. Rosier discussed the proposed 2019 Calendar of Events, and noted that the May 2019 meeting date will be moved to May 29, 2019 due to a Board member conflict.

Upon motion by Dr. Nottingham, seconded by Mr. Robinson, the Board voted to adjourn the meeting at 2:45 pm. The next Board meeting will be May 29, 2019, 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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**Larry C. Nottingham, P.E.**  
**Board Secretary**