

**General Session Minutes
State Board of Registration for Professional Engineers
November 3, 2014**

The State Board of Registration for Professional Engineers met in their offices at 300 Capitol Street in Charleston, WV on Monday, November 3, 2014. Those present for all or part of the meeting were:

Edward L. Robinson	President
William E. Pierson	Vice-President
Bhajan S. Saluja	Secretary
Richard E. Plymale	Member
Leonard J. Timms	Member
Lesley L. Rosier-Tabor	Executive Director
Aaron M. Armstrong	Board Investigator
Debra L. Hamilton	Legal Counsel

The meeting was called to order at 9:02 am.

The Board meeting minutes for September 15, 2014 were reviewed. A motion to approve the minutes as submitted was made by Mr. Timms, seconded by Mr. Plymale. Motion carried.

The Board budget summaries for September and October 2014 were received and reviewed. Ms. Rosier discussed the new OASIS financial reports and explained that these reports are much more in depth and will provide a very detailed list of every transaction. The Board also discussed the Database Software contract progress. Ms. Rosier presented the WV Purchasing Division opinion regarding vendor questions. Ms. Rosier indicated that, even though progress was being made on the project, the contract time of 120 days has lapsed.

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

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

- Ms. Rosier reported that while the volume of FE examinees has significantly decreased, the FE CBT pass rates are comparable to last year, with a 54.8% overall pass rate.
- Mr. Pierson volunteered to contact NCEES asking about a FE aggregate report for all in-state institutions.
- Ms. Rosier reported that for the October 2014 PE exam there were 71 applications received, 70 approved and one transferred to April 2015. Out of the 70 October approvals, 3 cancelled prior to registering with NCEES and 3 failed to register with NCEES, so 64 exams were ordered. There was 1 PE

absence in Morgantown (Fairmont) and 2 absences in Charleston. Results are pending as scoring is in progress.

- Mr. Timms reported on the PE exam location in the Morgantown area. He was an observer for the October exam held at the Fairmont High Tech Consortium complex. Mr. Timms indicated this site was well received as it was easy to access, parking was acceptable, and a secure environment. Mr. Timms reported that the next northern WV PE exam would more than likely be held at this location also. The Charleston Civic Center will also continue to be the PE exam site for southern WV.
- Ms. Rosier gave an update on her recent trip to the Society of Women Engineers conference where she assisted with the NCEES exhibit.
- Ms. Rosier discussed the upcoming required Auditor training for licensing boards. Mr. Plymale indicated he would attend as a Board member, along with multiple staff. The training will be in Charleston on December 2, 2014.
- Ms. Rosier shared details regarding the upcoming Halfmoon Educational seminar entitled "WV Engineering Law" and that Mr. Armstrong would attend this class on December 19th and also that Mr. Armstrong will give a brief presentation to the Huntington Engineer Club also on December 19th.
- Ms. Rosier discussed the annual Board newsletter and reported that the draft newsletter articles and content will be sent to the Board for review in early March 2015. This delaying of this publication will allow for the new licensee database software information to be included in the newsletter. Additionally, Mr. Timms asked if staff should do a survey on how each registrant would like to receive the newsletter (electronic or paper). Ms. Rosier highlighted the new feature of the software which will allow the registrant the opportunity to choose how a registrant receives newsletter communication from the Board (either by paper mail or electronic mail).

A motion was made by Mr. Pierson, seconded by Mr. Timms, 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 updated 2014 calendar. Motion carried.

Mr. Timms made a motion to enter into Executive Session at 10:00 am, seconded by Mr. Pierson. Motion carried.

At the conclusion of the Executive Session, Mr. Timms moved to enter into General Session at 11:30am with a second by Mr. Plymale. Motion carried and the Board took the following action:

- Mr. Timms made a motion to notice C2014-16 for hearing before the Board. Motion was seconded by Mr. Saluja and carried.
- Mr. Saluja made a motion to dismiss C2015-01, seconded by Mr. Pierson. Motion carried.

Based on motions by Mr. Pierson, each seconded by Mr. Saluja, the Board took the following actions on Special Cases for Board Action:

1. Jeremy Crist's request to carry his interview status over to the April 2015 PE exam was approved.
2. Kirk Baker's request for comity was approved.
3. Byron Glenn's request for comity was approved.

The Board recessed the meeting at 11:30am for lunch. Meeting resumed at 12:15pm.

Ms. Rosier discussed hiring of a temporary employee during the holiday break to assist with data entry from historical microfilm that will be uploaded into the new database. With a motion by Timms, seconded by Plymale, the motion carried and the Board approved hiring a 30-day temporary employee.

Ms. Rosier shared the NCEES Award nominations information and deadlines. There was a motion by Timms, seconded by Saluja, for the Board to prepare a nomination package on behalf of Board Member Pierson for the Distinguished Exam Service Award prior to the January 31, 2015 deadline. Motion carried.

Ms. Rosier and Ms. Hamilton reviewed the latest submission entitled Second Notice of Agency Approval of Proposed Rules. To date, no comments have been received and the deadline for response is Monday, November 17th. If no comments are received, Mr. Saluja made a motion to submit as presented and previously approved for immediate Legislative consideration. Motion was seconded by Mr. Pierson and carried.

Ms. Rosier presented draft correspondence to the Deans of all WV Engineering and Engineering Technology programs as requested during the last Board meeting. With minor revisions, the Board directed staff to mail the correspondence, requesting a response no later than December 5, 2015.

Ms. Rosier presented correspondence received from a licensee with respect to Engineering vs. Contractor services. She also indicated the Board has fielded a few dozen calls during the last 6 months regarding similar issues. The Board's counsel has also been in contact with the counsel for the Division of Labor, seeking clarification on the Contractor Licensing Board's interpretation of allowable practices by engineers without a contractor license on construction sites.

Upcoming EXPO plans were discussed. In light of a recent discussions with the WVSPE leadership, and due to low turnout, there will no longer be formal recognition of successful FE and PE examinees during the EXPO continuing education seminar. The 2015 session will consist of NCEES and Board updates at the state and national levels. Mr. Plymale made a motion, seconded by Mr. Timms, to approve the Board's participation in the 2015 EXPO, to include regular informational booth, continuing education seminar as well as program insert to document PE participation in professional development activities during the event. Motion carried.

Ms. Rosier updated the Board on the 2014 PE and COA renewal status as well as the roadmap ahead concerning the sending of certified letters to all of those who have yet to respond to the audit. Mr. Armstrong provided a summary of the audit information to date, including a comparison of 2013 vs. 2014 audit information.

Ms. Rosier shared the recently received correspondence from the Governor's Office regarding re-appointment of Mr. Edward Robinson through 2019. The Board members offered their congratulations which was followed by an election of Board officers for the 2014-2015 year. A motion was made by Mr. Timms, seconded by Mr. Plymale, that the Board retain the same officers for the upcoming year (President Robinson, Vice President Pierson, Secretary Saluja). The candidates agreed to serve for another year. Motion carried.

Mr. Plymale made a motion, seconded by Mr. Saluja, to approve the Board's annual report as presented. Motion carried.

Ms. Rosier discussed the Board's 2015 Calendar of Events, which includes tentative dates for all Board meetings. She ask that any initial schedule conflicts be reported as soon as possible and prior to her noticing the meeting dates with the Secretary of State's Office. The next Board meeting is scheduled for Tuesday January 27th, 2015. The meeting will take place at the Board's office in Charleston, WV.

Upon motion by Mr. Timms, seconded by Mr. Pierson, the Board meeting adjourned at 2:30pm. 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.
Secretary