

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**April 21, 2003**

The State Board of Registration for Professional Engineers met in their offices at 300 Capitol Street – Suite 910, Charleston, WV on April 21, 2003. Those present for the general session were:

Frank L. Gaddy	President
Robert L. Wolfe	Vice President
Leonard J. Timms	Secretary
Edward L. Robinson	Member
B. S. Saluja	Member
Debra L. Hamilton	Managing Deputy Attorney General
Marcia White	Board Administrator
Lesley Rosier	Executive Director

The meeting was called to order at 9:15 a.m..

Mr. Wolfe moved, with a second by Mr. Saluja, that the Board meeting minutes of March 17, 2003, executive and general session, be approved with one correction. Motion carried.

The Board budget for March 2003 was reviewed and questions were answered by Ms. White. Ms. White indicated that the 2004 fiscal year budget was nearing completion. Ms. White and Ms. Rosier will finalize and send electronic versions for review within the week. A motion by Mr. Robinson, second by Mr. Wolfe, to approve the budget as presented. Motion carried.

Ms. White informed the Board that she spoke with Jerry Gladwell regarding the possibility of securing a \$1 million bond to meet the possible requirements of NCEES regarding exam administration. BRIM will require a letter of need and still will likely protest such a request. Ms. Hamilton indicated that it could be covered under our current policy, but it would impact future premiums if the Board should ever have a claim. Issue tabled until details are provided at the 2003 NCEES Annual Meeting to be held in August.

Ms. Rosier informed the Board that she was unsuccessful in arranging a meeting with DEP and purchasing officials to discuss on-going concerns of the engineering community. Ms. White was provided the following names to contact: Mr. Randy Huffman, Mr. Ron Price, Ms. Stephanie Timmermyer or Mr. Joe Dahle. Ms. White will attempt to arrange this meeting during the afternoon of the May Board meeting so all Board members can be present to express their concerns.

Ms. Rosier presented the Executive Director's Report and addressed all Board comments and questions. She also presented the Board with an update of the outcome of the company mass mailing regarding the need for a Certificate of Authorization. Motion by Mr. Saluja, second by Mr. Robinson to congratulate the staff on their ingenuity and execution of the COA initiative, recognizing the tireless efforts in responding to hundreds of emails and phone calls. Mr. Gaddy added special thanks on his behalf. Motion carried unanimously.

Mr. Wolfe moved to enter into executive session, second by Mr. Saluja. Motion carried.

At the conclusion of the executive session, Mr. Saluja moved to enter into general session, second by Mr. Robinson. Motion carried and the Board took the following actions:

1. **Case 2002-4** – Mr. Robinson moved that Ms. Rosier send appropriate letters to the State Board's where the P.E.'s, involved in the contract are licensed. Ms. Rosier is to also send a letter to the non-P.E. involved advising him that he needs to hire WV engineers and firms holding a WV COA if he plans to use them on WV projects. All correspondence should be copied to appropriate parties involved. Motion second by Mr. Wolfe and carried.
2. **Inquiry 2002-4** – Motion by Mr. Robinson, second by Mr. Saluja that Ms. Rosier send follow-up correspondence to the City Engineer concerning the building permit application for this project. Ms. Rosier will inform the State Board of the engineer in question to take action against this registrant if found to be doing work in WV without being registered.

Motion by Mr. Wolfe, second by Mr. Saluja to amend a previous motion regarding approval of March meeting minutes to reflect the anonymous complaint be labeled as an inquiry. Motion carried.

Mr. Gaddy provided insight on the NCEES Northeast Zone meeting in Orlando, FL. Mr. Gaddy thanked all Board members and staff for their attendance, noting that he was disappointed in the organization of the joint Zone meeting. Ms. Rosier informed the Board she had since been contacted by Mr. Howard Gibbs of the D.C. Board confirming that the WV Board was selected by the Site Selection Committee to host the 2006 Northeast Zone meeting. Ms. Rosier has requested additional information regarding dates so accommodations can be explored and secured in a timely fashion.

Ms. Rosier presented the Board with the lists of approved files since last Board meeting. The following files and/or requests were approved with Board action:

PE Applications to sit for the exam:  
Saunders, James W.

Comity / PE Applications for licensure:  
Dudzinski, Richard (reconsideration)  
Galinski, John L.

Mr. Timms led the discussion on updating the Board's Strategic Plan. Each Board member received a list of questions prior to the meeting requesting input on the mission statement, strengths, weaknesses and opportunities. Each Board member provided input and a review of the 2002 Strategic Plan ensued. The Board members are to revise the vision and mission statements for the May meeting. Ms. Rosier was instructed to begin work on a solid evaluation process for the staff in addition to drafting an advertisement for the part-time position of Board Investigator. Ms. Rosier will provide a revised copy of the Strategic Plan for review during our May meeting.

Ms. Rosier continues to work on additional revisions of the Laws, Rules and Regulations. She and Ms. Hamilton have scheduled a meeting next week to spend time working on additional revisions and fine schedule.

Scheduling conflicts were discussed regarding the May Board meeting. The monthly meeting, typically scheduled on the third Monday of the month, was moved to Tuesday, May 20, 2003.

Upon motion of Mr. Wolfe, second by Mr. Timms, the meeting adjourned at 3:45 p.m. The Board members will be compensated for one day per diem plus travel expenses.

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**Frank L. Gaddy, P.E.**  
**Board President**

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**Leonard J. Timms, P.E.**  
**Board Secretary**