

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**January 16, 2024**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Tuesday, January 16, 2024. Those present for all or part of the meeting were:

Garth E. Thomas	President
Larry C. Nottingham	Vice-President
L.A. Gates	Secretary
Edward L. Robinson	Member
Carol Stevens	Member
Lesley L. Rosier-Tabor	Executive Director
Edward Eagloski	Board Counsel

The meeting was called to order at 11:00am, after being delayed from a 10:00am start time due to inclement weather and road conditions. Mr. Robinson and Mr. Gates participated remotely via teleconference. The Board meeting minutes for the November 15, 2023 meeting were reviewed. A motion to approve the was made by Dr. Nottingham, seconded by Mr. Robinson. Motion carried.

The Board budget summaries for November and December 2023 were received and reviewed, as well as the P-Card transactions for the months of November and December 2023. Ms. Rosier reported a \$1.89M balance at the end of the calendar year, with the surge in revenue as a direct result of the launch of the firm Certificate of Authorization (COA) renewal season in late November. A motion to approve the budget, current expenditures, and purchasing card transactions, was made by Mrs. Stevens, seconded by Dr. Nottingham. Motion carried.

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

- CY2023 WV FE and PE exam statistics obtained from NCEES.
- Current and on-going staff projects as well as participation in various meetings and trainings completed since the last Board meeting
- The Board reviewed the upcoming activity and meeting participation schedule, which includes National Engineers Week, WV EXPO, and the 2024 NCEES Northeast Zone meeting.

Prior to entering into Executive Session, the Board's Counsel provided the details of the resolution of Complaints C2015-20, C2023-23, C2024-02, C2024-04, C2024-05, C2024-06, C2024-07, C2024-09, C2024-10, C2024-11, and C2024-13.

Dr. Nottingham made a motion to enter into Executive Session at 11:20am, seconded by Mrs. Stevens. Motion carried.

Mr. Robinson excused himself, and was muted from the teleconference, as to not be part of any discussion or decision making regarding C2022-12 and C2022-13.

At 12:40pm, Dr. Nottingham made a motion, seconded by Mrs. Stevens, to move into General Session and the Board took the following actions:

- Dr. Nottingham made a motion, seconded by Mr. Gates, to move I2024-17 to Complaint. Motion carried. Furthermore, Dr. Nottingham made a motion, seconded by Mr. Gates, to “Receive and File” Complaint C2024-18, and set said Complaint for a hearing on July 16, 2024, at 1:00pm. Motion carried.

The Board acted upon the special case files as follows:

- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to approve the PE comity application for Cuong H. Dinh. Motion carried.
- Mrs. Stevens made a motion, seconded by Mr. Robinson, to deny the Business Entity - DBA Waiver application for Consolidated Engineering Company, Inc. Motion carried.
- Mr. Robinson made a motion, seconded by Dr. Nottingham, to approve the Business Entity - DBA Waiver application for Compass Engineering Corporation. Motion carried.

The Board recessed the General Session at 12:45pm for lunch and resumed the General Session at 1:15pm.

Ms. Rosier provided a notice regarding the upcoming NCEES State of the Council Meeting announcing 6 upcoming webinars in 2024. These virtual meetings are valuable interactions to keep member boards informed about timely topics and issues and allow a forum for questions to be answered by NCEES leadership. In addition, the Board reviewed several documents provided by NCEES leadership regarding the recently established NCEES Foundation, including the NCEES Foundation Policy Manual, Bylaws, Articles of Incorporation filed with the South Carolina Secretary of State and a FAQ document.

The upcoming 2024 NCEES Northeast Zone meeting is scheduled for May 2-4, 2024 in Washington, DC. Ms. Rosier confirmed that NCEES delegate registrations would be submitted immediately following the Board meeting for President Thomas, Ms. Stevens, and herself.

Ms. Rosier reminded the Board of the final call for 2023-2024 NCEES National Service Awards nominations due to NCEES headquarters no later than January 31, 2024.

President Thomas and Ms. Rosier provided updates on their 2023-2024 NCEES Committee work to date, noting both committees will be meeting in Greenville, SC at NCEES Headquarters on February 8-9, 2024 to address a variety of charges assigned by NCEES President Sievers.

Ms. Rosier presented the Board with the upcoming 2024 NCEES Exam Notice of changes giving notice as required by the NCEES *Manual of Policy and Position Statements*, Exam Development Policy (EDP) 7.

Ms. Rosier provided the Board with the WV Legislative calendar dates for the 2024 WV Legislative Session and shared updates from both her face-to-face meeting and session kick-off meeting with the WV group of the Alliance for Responsible Professional Licensing. She and Mr. Eagloski also shared a short list of bills already introduced that could potentially impact Chapter 30 Boards.

Ms. Rosier reminded all Board members that they must file the Ethics Commission Financial Disclosure Statement (FDS) by February 1, 2024.

Ms. Rosier reported on successful launch of the COA online renewal system and stepped through the 2024–2025 COA renewal activities to date, highlighting the online renewal link was activated November 17<sup>th</sup>, and staff dropped the large mass mailing of required renewal notices to USPS on Monday, November 27, 2023. Ms. Rosier reported approximately 14,500 of the Board's Fall 2023 InterChange newsletters were mailed out to all active PEs, Retired PEs and COA holders. The newsletters mailed to engineering firms were accompanied by their biennial 2024-2025 WV COA renewal notifications. Board staff are continuing to process COA renewals submitted during the one-month grace period, which will end on January 31, 2024 at midnight EST. Multiple courtesy email reminders were also sent throughout December 2023 and will continue in January 2024, but only to those yet to renew. Official Lapsed COA notifications are scheduled to be mailed during the first week of February 2024.

The Board was presented plans for the 2024 WV Construction and Design Exposition (EXPO) at the Charleston Civic Center on March 20-21, 2024. Ms. Rosier reported registration is complete for both their annual agency booth and program ad (which serves as a Professional Development reporting document for PE attendees). In addition, the EXPO confirmation was received for the Board's submission to conduct a 2-hour continuing education seminar that will be offered free to all attendees.

Ms. Rosier reported there has been no updates from the WV Board of Architects regarding the WV Code Officials handbook. However, she had talked with the WV State Fire Marshal in late December and he expressed his continued interest in working together with both Boards, as well as other stakeholders, on matters of common interest.

Ms. Rosier presented the Board with an inquiry regarding recent trends of offshore engineering design and computer aided drafting work. The Board discussed current computing technologies, remote work, and laws and rules governing supervision and responsible charge.

The Board reviewed the upcoming 2024 Calendar of Events and Ms. Rosier requested members notify her with any anticipated conflicts.

Upon motion by Mr. Robinson, seconded by Dr. Nottingham, the Board voted to adjourn the meeting at 2:10pm. The next Board meeting will be March 19, 2024, in Charleston. The Board members will be compensated one day per diem plus travel expenses.

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

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**Leslie A. Gates, P.E.**  
**Board Secretary**