

**General Session Minutes
State Board of Registration for Professional Engineers
November 10, 2015**

The State Board of Registration for Professional Engineers met at the Falcon Center Conference Room on the campus of Fairmont State University located in Fairmont, WV on Tuesday, November 10, 2015. Those present for all or part of the meeting were:

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

Dr. Pierson attended via telephone conference. The meeting was called to order at 9:15am.

The Board meeting minutes for September 15, 2015 were reviewed. A motion to approve the minutes as amended was made by Mr. Timms, seconded by Mr. Plymale. Motion carried.

The Board budget summaries for September and October 2015 were received and reviewed. Ms. Rosier noted that the ending balance shown in the budget report was lower than previous years for this time of year due to the fact that COA renewal fees have yet to be collected. The Board reviewed details of all PCard transactions, as well as the OASIS budget reports which include revenue and expenditures. (An Excel spreadsheet version had also been provided to each Board member prior to the Board meeting so they could sort the information according to their own individual review preferences.) A motion to approve the budget, current expenditures, and purchasing card transactions was made by Dr. Pierson, seconded by Mr. Timms. Motion carried.

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

- Ms. Rosier reported there has been a recent increase in the number of FE CBT exams scheduled.
- Ms. Rosier reported a 57.2% overall pass rate for all FE CBT exams taken to date in WV according to the NCEES database.
- Concerning the October 2015 PE exam, Ms. Rosier reported 3 absences (1 in Fairmont, 2 in Charleston); the results of this exam were still pending.
- In addition to staff members, Dr. Pierson noted that he will attend the December 1, 2015 required Licensing Board Seminar hosted by the State Auditor.

- Ms. Rosier reported on the recent and upcoming presentations, conferences, and meeting participation by the Board and staff.
- Ms. Rosier noted that the next Board newsletter will be published later next year and distributed to all registrants during the PE renewal notice sent in late 2016.

A motion was made by Mr. Timms, seconded by Dr. Pierson, to approve attendance and travel for Board members and staff to the activities as discussed and outlined in the Executive Director's report and the updated 2015 calendar. Motion carried.

A motion was made by Mr. Timms, seconded by Mr. Plymale, to cover all educational and travel expenses for Aaron Armstrong to participate in the School of PE courses offered over 4 weekends in February and March 2016 in Raleigh, NC. Motion carried.

Mr. Plymale made a motion to enter into Executive Session at 10:05 AM, seconded by Mr. Timms. Motion carried.

The Board President reported the terms of settlement resolving the following complaints: C2016-06, C2016-08, C2016-10, and C2016-11. These final consent orders will be posted on the Board's website within a reasonable time.

At the conclusion of the Executive Session, Dr. Pierson moved to enter into General Session at 11:35 AM with a second by Mr. Timms. Motion carried and the Board took the following action:

- Mr. Plymale made a motion, seconded by Dr. Pierson, to move I2016-10 to complaint. Motion carried with one abstention.
- Upon motion by Mr. Plymale, seconded by Mr. Timms, the Board voted to move I2016-12 to complaint. Motion carried.
- Mr. Timms made a motion, seconded by Dr. Pierson, to move I2016-14 to complaint. Motion carried.
- Mr. Timms made a motion authorizing staff to hire an expert relating to consolidated complaints C2014-16 and C2015-10, which will be noticed for a January hearing before an Administrative Law Judge. The motion was seconded by Dr. Pierson and the motion carried.

Based on a motion by Dr. Pierson, seconded by Mr. Timms, the Board took the following action on Special Cases for Board Action:

- Carlos Valenzuela's request for comity was stayed pending further information received by the Board.

The Board meeting recessed at 11:45 AM for a luncheon with Fairmont State University's Dean, the Provost, Department Chairs, Faculty and Students. Ms. Rosier presented Board updates, including: the importance of faculty and student licensure,

ABET visits, NCEES institutional reports and CBT updates. Mr. Armstrong provided a brief presentation of WV Engineering Law and recent Investigative efforts.

The Board resumed in General Session at 1:10 PM and discussed NCEES issues related to award nominations and the Examinations for Professional Engineers (EPE) survey.

The Board discussed the draft of the Regulatory Board Review of the West Virginia Board of Landscape Architects which had been provided by the Legislative Auditor's Performance Evaluation and Research Division (PERD). This included a 1:15 PM teleconference with PERD staff Tina Baker and Brandon Burton to discuss the Board's input in the presentation of the report during legislative interims.

Ms. Rosier reported that the Agency-Modified Legislative Rules were submitted to the Secretary of State's office for final filing on September 22, 2015.

Staff informed the Board of the new Freedom of Information Act (FOIA) database requirements (HB 2636 which passed during the 2015 session). The new FOIA reporting requirements take effect January 2016.

Mr. Timms reported upon his recent ABET observer visit at WVU, and Mr. Plymale confirmed his attendance as the observer for the upcoming Marshall ABET visit.

Mr. Armstrong reported that the previously agreed to joint meeting with the Surveyors Board and the Division of Labor regarding a contractor licensing issue has been cancelled by the Surveyors Board.

Ms. Rosier reported that OASIS Phase D Wave 2 (HRM, Payroll, Time and Leave Management) has been delayed indefinitely. However, Ms. Rosier reported that staff will continue to enter their time and leave information into the new statewide Kronos reporting system. In addition, Ms. Rosier shared a variety of issues and concerns with the new Kronos reporting system, as well as the conversion to bi-weekly pay. Agency-specific issues have been sent to the Kronos/OASIS trouble-shooting team; staff is awaiting their assistance. Ms. Rosier again covered the agency's long-standing time and leave policies: annual leave can be used at the employees' discretion, sick leave can be used for employee or family needs, and compensatory time (1.5x for hours worked over 40 hours/week) can be used at the employee's discretion and as work load permits.

Ms. Rosier reported on the upcoming COA renewal plan and indicated that COA renewal notices will be mailed no later than November 23rd. At that time, the COA renewal link will also be activated on the Board's website.

Ms. Rosier discussed the Board's remaining 2015 Calendar of Events as well as the proposed 2016 Board calendar. The next Board meeting is scheduled for Tuesday January 19, 2016. The meeting will take place at the PE Board's office in Charleston.

Upon motion by Dr. Pierson, seconded by Mr. Timms, the Board meeting adjourned at 2:05 PM. The Board members will be compensated one day per diem plus travel expenses. Immediately after adjournment, the Board conducted a hearing for complaint C2015-09.

Edward L. Robinson, P.E.
Board President

William E. Pierson, P.E.
Vice-President