

**General Session Minutes  
State Board of Registration for Professional Engineers  
November 15, 2017**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, November 15, 2017. Those present for all or part of the meeting were:

Edward L. Robinson	President
Bhajan S. Saluja	Vice-President
Garth E. Thomas	Secretary
Larry Nottingham	Member
Lesley L. Rosier-Tabor	Executive Director
Aaron M. Armstrong	Board Investigator
Debra L. Hamilton	Legal Counsel

The meeting was called to order at 9:15 am.

The Board meeting minutes for September 20, 2017 were reviewed. A motion to approve the minutes was made by Mr. Saluja, seconded by Dr. Nottingham. Motion carried.

The Board budget summaries for September and October 2017 were received and reviewed, and the Board reviewed all PCard transactions for the same period. Ms. Rosier discussed revenue projections through the end of January 2018 due to the COA renewal season and noted that the Board's projected budget remains unchanged. Ms. Rosier also provided the Board with further clarification of the PCard statement.

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

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

- 67 applications were received and accepted for the October 2017 PE exams, but only 60 applicants registered with NCEES and ordered exams. Additionally, she reported there were 2 absences at the exam sites so a total of 58 examinees were present in WV for the October PE exams. Mr. Saluja noted the recent decline in examinees and contemplated if there may be a correlation with a decrease in the number of college graduates in the engineering field in WV.
- Ms. Rosier discussed a new agency website feature on the license verification page that allows anyone to view the number of PDHs a registrant last reported, their last renewal date, and the number of PDH carryover hours awarded for their 2018 renewal.

- Ms. Rosier discussed the Chemical computer-based testing (CBT) PE exam which will be offered starting in January 2018 and that we have 1 candidate approved to register with NCEES for this new PE exam format.
- Ms. Rosier reported that the State Auditor's office announced that their current contract with Citibank would be expiring and US Bank has been awarded the new PCard contract. For this reason, their annual P-Card Coordinator training was postponed until Spring 2018. However, Ms. Rosier and Mrs. Rubenstein both completed the required online training sessions for coordinators to keep their training up-to-date.
- Ms. Rosier discussed the agendas for the upcoming 2017 State Auditor's Required Annual Seminar for State Licensing Boards scheduled for November 29<sup>th</sup>, 2017 and the upcoming NCEES joint committee meetings that will be held in San Diego December 10-12, 2017.

A motion was made by Mr. Saluja, seconded by Mr. Thomas, 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 2017 calendar. Motion carried.

Prior to entering into Executive Session, the Board Investigator provided the details of the settlement of consolidated complaints C2016-18/C2017-07. The consent order will be posted on the Board's website within a reasonable time.

Mr. Saluja made a motion to enter into Executive Session at 10 am, seconded by Mr. Thomas. Motion carried.

These minutes reflect that, due to Ms. Rosier's non-involvement in anything substantive related to C2017-16, C2017-17, C2017-18, and C2018-02, Ms. Rosier absented herself from the Board room during all discussion of these matters. Additionally, it is noted that Mr. Gates, though absent, is recused from C2017-16, C2017-17, C2017-18, and C2018-02, and Mr. Robinson is recused from, and left the room during, all discussion of C2018-07.

At the conclusion of the Executive Session, Mr. Thomas moved to enter into General Session at 12:45 pm. Seconded by Dr. Nottingham, the motion carried, and the Board took the following action:

- Mr. Saluja made a motion, seconded by Dr. Nottingham, to amend C2018-04 to include a violation of W. Va. Code §30-13-21(a)(1). Motion carried.
- Mr. Thomas made a motion, seconded by Mr. Saluja, to move I2018-14 to complaint. Motion carried.
- Mr. Saluja made a motion, seconded by Dr. Nottingham, to move I2018-15 to complaint. Motion carried.

On motion by Mr. Thomas, seconded by Mr. Saluja, the Board approved the following special case files:

- Jameel Hattab and Frank Zaino

The Board participated in a webinar from 1-2 PM presented by the Council on Licensure, Enforcement & Regulation (CLEAR).

The Board discussed a memorandum from the NCEES President, Patrick Tami, highlighting the anticipated retirement of CEO Jerry Carter and the appointment of a search committee to find a successor.

Ms. Rosier advised the Board of the request for nominations for the various NCEES National Service Awards, as well as the NCEES Northeast Zone Award. She shared the eligibility requirements and requested if the Board would like to make a nomination to let her know as soon as possible as the applications are due to NCEES prior to January 31, 2018.

The Board reviewed correspondence provided by the Executive Director of the WV Society of Professional Engineers addressed to the Governor offering a nomination consideration for a future Board appointment.

The Board reviewed a request for information from the Joint Committee on Government Organization regarding the Board's complaint process, as well as the proposed agency response.

Upon motion by Dr. Nottingham, second by Mr. Saluja, the Board voted in favor to once again purchase a booth registration at the 2018 WV Construction and Design Exposition (EXPO), as well as a program page ad to serve as a continuing education documentation certificate for attendees of the 2-day event. Motion carried.

Dr. Nottingham discussed his ABET visit to Marshall University and reported that the final ABET report has yet to be released.

Mr. Rosier discussed the upcoming COA renewal game plan and distributed a copy of the renewal postcard for Board review.

The Board reviewed the upcoming calendar of events, and Ms. Rosier highlighted that the draft 2018 board meeting dates are included in bold. She also requested Board members check their 2018 calendar for any conflicts.

Upon motion by Mr. Saluja, seconded by Mr. Thomas, the Board voted to adjourn the meeting at 2:40 pm. The next Board meeting will be January 23, 2018, in Charleston. The Board members will be compensated one day per diem plus travel expenses.

---

**Edward L. Robinson, P.E.**  
**Board President**

---

**Garth E. Thomas, P.E.**  
**Board Secretary**