

**General Session Minutes  
State Board of Registration for Professional Engineers  
May 18, 2021**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Tuesday, May 18, 2021. Those present for all or part of the meeting were:

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

The meeting was called to order at 9:05am. Mr. Gates participated remotely via teleconference. The Board met in a larger conference room on the 11<sup>th</sup> floor of the office building to ensure social distancing. The Board meeting minutes for March 23, 2021 were reviewed. A motion to approve the minutes was made by Mr. Robinson, seconded by Mr. Thomas. Motion carried.

The Board budget summaries for March and April 2021 were received and reviewed, and the Board reviewed the Pcard transactions for the months of March and April. Ms. Rosier reported a \$1.66M balance for the ending of April 2021 and noted an estimated \$1.4M balance is anticipated at the end of FY21. The Board reviewed the FY22 Expenditure Schedule Submission that was submitted on May 3, 2021. Ms. Rosier noted that overall the expenditure schedule remained unchanged from the FY21 Expenditure Schedule Submission as well as the FY22 Appropriations Request; however, there were some adjustments in the specific object codes to better reflect FY22 expense needs.

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:

- Ms. Rosier reported that there were 52 registered as WV applicants with NCEES for the April 2021 PE exam and that the results were yet to be released.
- The Board discussed the upcoming NCEES NE Zone meeting to be held via Zoom and President Saluja and Vice-President Thomas planned to attend and will serve as the official delegates to cast votes on behalf of the WV PE Board. Ms. Rosier-Tabor will be leading the Member Board Administrators Forum and staff members Rubenstein and Armstrong will also be participating.

- Ms. Rosier discussed the NCEES virtual State of the Council meetings held to date.
- Ms. Rosier provided a review of the virtual Pcard, OASIS, and Cash Management trainings.
- The Board reviewed NCEES's plans to hold the 2021 Annual Meeting as an 'in-person' event in New Orleans, LA and noted that NCEES has updated the attendance policy to allow for 3 funded delegates.
- Ms. Rosier reminded the Board to submit newsletter article topics of interest and to considering preparing their own article prior to the next Board meeting.

A motion was made by Dr. Nottingham, 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 calendar. Motion carried.

Prior to entering into Executive Session, the Board Investigator provided the details of the settlement of complaint C2021-13. The consent order will be posted on the Board's website within a reasonable timeframe.

Mr. Robinson made a motion to enter into Executive Session at 9:22am, seconded by Dr. Nottingham. Motion carried.

At 11:40am, Mr. Robinson made a motion, seconded by Mr. Gates, to move into General Session. The motion carried, and the Board took the following action:

- Mr. Thomas made a motion, seconded by Dr. Nottingham, to dismiss C2021-14. Motion carried.
- Dr. Nottingham made a motion, seconded by Mr. Thomas, to dismiss C2021-16. Motion carried.
- Mr. Thomas made a motion, seconded by Dr. Nottingham, to file C2021-20. Motion carried. Furthermore, Mr. Thomas made a motion, seconded by Dr. Nottingham, to set said complaint for a hearing on 11/9/2021. Motion carried.
- Mr. Robinson made a motion, seconded by Dr. Nottingham, to move I2021-21 to complaint. Motion carried. Furthermore, Mr. Robinson made a motion, seconded by Dr. Nottingham, to receive and file complaint C2021-21, and set said complaint for a hearing on 11/17/2021. Motion carried.
- Mr. Thomas made a motion, seconded by Dr. Nottingham, to move I2021-22 to complaint. Motion carried. Furthermore, Mr. Thomas made a motion, seconded by Dr. Nottingham, to receive and file complaint C2021-22, and set said complaint for a hearing on 11/17/2021. Motion carried.
- Dr. Nottingham made a motion, seconded by Mr. Robinson, to move I2021-23 to complaint. Motion carried. Furthermore, Dr. Nottingham made a motion, seconded by Mr. Robinson, to receive and file complaint C2021-23, and set said complaint for a hearing on 11/17/2021. Motion carried.
- Dr. Nottingham made a motion to approve a 5% across the board (ATB) merit increase for Board staff and counsel. The raise is to be effective July 1, 2021. Mr. Thomas seconded, and the motion carried.

The Board acted upon the special case files as follows:

- Mr. Robinson made a motion, seconded by Mr. Thomas, to approve the PE comity application for Derek Donnelly. Motion carried.
- Mr. Robinson made a motion, seconded by Mr. Thomas, to approve the PE comity application for Andrew Leone. Motion carried.
- Mr. Robinson made a motion, seconded by Mr. Thomas, to approve dba Waiver for American Science and Engineering, Inc. (AS&E). Motion carried.

The Board recessed the general session at 11:45am for lunch. At 12:15pm, the Board resumed the general session.

The Board reviewed the COVID-19 agency update and the message to State Employees Regarding COVID-19 Vaccinations.

The Board reviewed the NCEES NE Zone meeting agenda, to include the Zone candidate's information, the MBA forum agenda, the NE Zone State report, and the electronic voting procedures as provided by NCEES.

Ms. Rosier discussed the upcoming NCEES State of the Council virtual webinars to be conducted on June 9<sup>th</sup> and July 14<sup>th</sup>.

The Board reviewed the April 7, 2021 NCEES and Alliance for Responsible Professional Licensing (ARPL) email detailing the topic of Universal Licensure.

The Board reviewed the upcoming NCEES annual meeting summary to be held in New Orleans, LA, August 19-21, 2021. Ms. Rosier noted that NCEES has now opened the registration for up to 3 funded delegates and Mr. Thomas expressed interest in attending for the Board.

The Board reviewed the updated CBT PE exam transition schedule. Ms. Rosier noted that October 2021 will be the last paper Civil exam administered and that the Structural PE exams will remain in paper and pencil format until 2024.

Ms. Rosier provided an update concerning the WV Legislative interim committee schedule and the Board reviewed the April 2, 2021 correspondence concerning the HB 2007 virtual stakeholders meeting.

The Board reviewed the CPC audit summary and Ms. Rosier reported one PE invalidation as a result of the renewal audit. In addition, 55 COA invalidations occurred due to no Active WV PE named to serve as the firm's Engineer In Responsible Charge (EIRC). All invalidation notices were sent via certified mail.

The Board discussed the FY2022 officer elections and Mr. Robinson made a motion, seconded by Dr. Nottingham, to elect Mr. Thomas as Board President. Motion carried.

Likewise, Mr. Robinson made a motion, seconded by Mr. Thomas, to elect Dr. Nottingham as Vice-President. Motion carried. Further, Mr. Thomas made a motion, seconded by Dr. Nottingham, to elect Mr. Gates as Board Secretary. Motion Carried.

Ms. Rosier discussed the Board appointment needs and the Board reviewed the upcoming 2021 Calendar of Events, noting the many changes due to COVID-19 cancellations and restrictions.

Upon motion by Dr. Nottingham, seconded by Mr. Robinson, the Board voted to adjourn the meeting at 12:45pm. The next Board meeting will be July 20, 2021, in Charleston. The Board members will be compensated one day per diem plus travel expenses.

---

**Bhajan S. Saluja, P.E.**  
**Board President**

---

**Larry C. Nottingham, P.E.**  
**Board Secretary**