General Session Minutes
State Board of Registration for Professional Engineers
September 18, 2019

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, September 18, 2019. Those present for all or part of the meeting were:

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

The meeting was called to order at 9:09am. The Board meeting minutes for July 22, 2019 were reviewed. A motion to approve the minutes was made by Mr. Robinson, seconded by Dr. Nottingham. Motion carried.

The Board budget summaries for July and August 2019 were received and reviewed, and the Board reviewed the PCard transactions for the months of July and August. Ms. Rosier discussed the new FY2020 budget report noting that the projected revenue for the 2nd quarter is always higher in odd numbered years due to the income from COA renewal season vs. PE renewal season. Ms. Rosier reported that the State Budget Office has approved the Board's FY2021 Appropriations Request submitted in August. Mr. Saluja inquired about the statewide contract for staff computers and Ms. Rosier informed the Board that Dell is now the approved statewide vendor.

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

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

- Ms. Rosier reported 71 applications for the October PE exam were received and 70 were accepted. However, only 61 of the approved applicants registered with NCEES and ordered exams.
- Ms. Rosier discussed the required State Auditor's Seminar for Licensing Boards scheduled for October 29, 2019. For registration purposes, she requested Board members notify her of their interest in attending prior to October 1st.
- The Board reviewed the recent and upcoming presentations, conferences, and meeting participation. Mr. Thomas and Mr. Armstrong provided an update on their attendance at the NCEES FE Exam Cut Score Workshop. Ms. Rosier

discussed the staff's upcoming continuing education presentation scheduled by the Eastern Panhandle Branch of ASCE on October 2nd in Martinsburg.

- Mr. Saluja discussed the importance of conferences like the Workforce Revolution/Technology Conference and Women In Technology Conference being held around the state, highlighted successes in bringing engineering and technology-driven jobs to WV.
- Ms. Rosier provided the Board with an update concerning the minor database/web upgrades in support of the upcoming COA renewal season.

A motion was made by Dr. Nottingham, seconded by Mr. Gates, 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 complaints C2019-19 and C2019-25. The consent orders will be posted on the Board's website within a reasonable time.

The Board was also presented with draft correspondence regarding planning of ethics presentations that would be sent to all 5 WV colleges offering engineering/engineering technology. These sessions would allow for the respondent of complaint C2017-17 to comply with terms of a recent Board agreement in lieu of a portion of required civil penalties. Board President Saluja encouraged all Board members to attend at least 1 of the 5 presentations to be held at the colleges if their schedules permit.

Mr. Robinson made a motion to enter into Executive Session at 9:55 am, seconded by Mr. Thomas. Motion carried. It is noted that Mr. Armstrong will not be a part of any investigation, discussion, or ruling relative to C2019-08 matters.

The Board recessed the Executive Session for lunch. Dr. Nottingham made a motion, seconded by Mr. Robinson, to move into general session at 12:45 pm. The motion carried, and the Board took the following action:

- Mr. Robinson made a motion, seconded by Mr. Thomas to move I2020-05 to complaint and set said complaint for hearing during the March 2020 meeting, if not settled. Motion carried.
- Mr. Robinson made a motion, seconded by Dr. Nottingham, to move I2020-06 to complaint and set said complaint for hearing during the March 2020 meeting, if not settled. Motion carried.
- Mr. Thomas made a motion, seconded by Mr. Gates, to move I2020-07 to complaint and set said complaint for hearing during the March 2020 meeting, if not settled. Motion carried.
- Mr. Thomas made a motion, seconded by Mr. Gates, to move I2020-08 to complaint and set said complaint for hearing during the March 2020 meeting, if not settled. Motion carried.

- Dr. Nottingham made a motion, seconded by Mr. Robinson, to move I2020-09 to complaint and set said complaint for hearing during the March 2020 meeting, if not settled. Motion carried.
- Mr. Robinson made a motion, seconded by Mr. Gates, to move I2020-10 to complaint and set said complaint for hearing during the March 2020 meeting, if not settled. Motion carried.
- Mr. Robinson made a motion, seconded by Mr. Gates, to authorize the Executive Director to hire an expert in connection with I2020-01. Motion carried.

There were no special case files for Board approval.

Ms. Rosier provided a summary of the 2019 NCEES Annual Meeting and the Board discussed the summary of actions on motions voted upon during the Business Session at the meeting.

Ms. Rosier updated the Board on the ongoing NCEES PE Exam transition from paper-and-pencil to CBT, highlighting the Petroleum and Environmental exams are transitioning to CBT in the fall of 2019.

Ms. Rosier reported that she had submitted the second agency Rule filing in response to the passage of HB 118 regarding the use of criminal records. She noted that the 30-day public comment period was ending September 18, 2019 at 4:00pm and that no comments were received as of yet. The Board, upon motion by Mr. Robinson and seconded by Dr. Nottingham, voted to file the agency-approved Legislative Rules as submitted with the WV Secretary of State's Office and the Legislative Rule-Making Committee, assuming no public comments were received. The motion passed.

Ms. Rosier provided the Board with an update concerning the ongoing process and procedures for the electronic filing of rules through the 2020 WV Legislative Session.

The Board reviewed the most recent Professional Licensing Report and discussed a few of the highlights within.

Ms. Rosier updated the Board on the 2020-2021 COA renewal mailing game plan and informed the Board that all COA renewal notices will be mailed prior to November 30, 2019.

The Board reviewed the upcoming fall 2019 ABET-EAC/ETAC observer schedule as requested by the ABET Commission. Mr. Saluja indicated he will no longer be able to observe due to an unexpected scheduling conflict and asked Ms. Rosier to contact both ABET and the Team Chair with this update.

The Board reviewed the final draft of the Interchange Newsletter and Ms. Rosier informed the Board that the newsletter would be mailed with all official COA renewal notifications and then separately to all PEs with Active or Retired status.

Ms. Rosier discussed the remaining activities on the Board's 2019 Calendar of Events and presented the proposed 2020 Calendar of Events, requesting the Board members provide her with any future conflicts.

Upon motion by Mr. Robinson, seconded by Mr. Gates, the Board voted to adjourn the meeting at 1:00 pm. The next Board meeting will be November 13, 2019, 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