

General Session Minutes
State Board of Registration for Professional Engineers
January 29, 2025

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, January 29, 2025. Those present for all or part of the meeting were:

Garth E. Thomas	President
Larry C. Nottingham	Vice-President
L.A. Gates	Secretary
Carol Stevens	Member
Rodney D. Holbert	Member
Lesley L. Rosier-Tabor	Executive Director
Edward Eagloski	Board Counsel
Angela K. Chestnut	Licensing Analyst / Assistant Investigator

The meeting was called to order at 10:11am. The Board welcomed its newest member, Rodney D. Holbert and acknowledged the service of its outgoing member, Edward L. Robinson.

The Board meeting minutes for the November 20, 2024 meeting were reviewed. A motion to approve the minutes as presented in the Board notebook was then made by Dr. Nottingham, seconded by Mr. Gates. Motion carried.

The Board budget summaries for November and December 2024 were received and reviewed, as well as the P-Card transactions for the months of November and December 2024. Ms. Rosier reported a \$1.72M balance at the end of the calendar year. Ms. Rosier reminded the Board members that the December 2024 revenue spike and high calendar year-end balance was due to more than 9000 biennial PE and Retired PE license renewals being received throughout late November and December 2024.

A motion was made by Dr. Nottingham, seconded by Mrs. Stevens, to approve the budget, current expenditures, purchasing card transactions, and upcoming travel for Board members and staff. Motion carried.

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

- Ms. Rosier reported that WV FE and PE exam statistics obtained from NCEES, with additional requests for CY2024 breakdowns will be provided to the Board for review at the March 25, 2025 meeting.
- Ms. Rosier reported she, along with Angela Chestnut, attended the 2025 NCEES Member Board Administrator Training on January 13-15, 2025 at NCEES Headquarters in Greenville, SC.

- Ms. Rosier reported she attended the 2025 NCEES Advisory Committee on Council Activities on January 16-18, 2025 in Pensacola, FL.
- Ms. Rosier updated the Board on ongoing staff activities, including Board room audio/visual upgrades, database updates, records retention, PE license renewal updates, and upcoming training opportunities.
- The Board reviewed the upcoming activity and meeting participation schedule, which includes National Engineers Week presentations, WV EXPO, and the 2025 NCEES Northeast Zone meeting.

Prior to entering into Executive Session, the Board's Counsel provided the details of the resolution of Complaint C2025-05.

Dr. Nottingham made a motion to enter into Executive Session at 10:34am, seconded by Mr. Holbert. Motion carried.

The Board recessed the Executive Session at 12:08pm for lunch and resumed the Executive Session at 1:12pm. During the lunch recess, the Board was joined by former Board member Edward Robinson and staff members Tara Jordan and Tiffany Coleman. After lunch, President Thomas led the group in thanking Mr. Robinson for his dedication, leadership, and unwavering energy provided during his 25 years of service to the Board. President Thomas presented Mr. Robinson with a local, handmade gift from reclaimed wood and bearing the West Virginia seal. Each Board member and staff member was provided the opportunity to also share their appreciation toward Mr. Robinson. Mr. Robinson responded by thanking both Board members and staff for the honor of serving the Board and his profession, noting that while he will miss the work, he is confident the Board's duties remain in good hands.

At 2:10pm, Dr. Nottingham made a motion, seconded by Mrs. Stevens, to move into General Session. The motion carried, and the Board took the following action:

- Mrs. Stevens made a motion, seconded by Mr. Gates, to move I2025-05 to Complaint. Motion carried. Furthermore, Mrs. Stevens made a motion, seconded by Mr. Gates, to "Receive and File" Complaint C2025-06, and set said Complaint for a hearing on July 16, 2025, at 1:00pm. Motion carried.

The Board acted upon the special case files as follows:

- Mrs. Stevens made a motion, seconded by Dr. Nottingham, to approve the reinstatement application for Frank A. Coulter. Motion carried.
- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to approve the comity application for Zachary A. Cox. Motion carried.
- Mr. Holbert made a motion, seconded by Dr. Nottingham, to approve the Business Entity - DBA Waiver application for Gainwell Engineering Inc. Motion carried.

- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to approve the Business Entity - DBA Waiver application for Two-X Engineers & Constructors, LLC. Motion carried.

Ms. Rosier provided an update from the NCEES Member Board Administrator Training, which included review of the MBA meeting agenda items and presentations slides noting the following:

- The Mutual Recognition Agreement between the United Kingdom and NCEES is moving forward with several states and jurisdictions that intend to participate. This item will be a topic of the State of the Council webinars, as well as the upcoming 2025 NCEES NE Zone Meeting and Annual Meeting, and will be taken up as a discussion item by the Board at a future meeting.
- NCEES Advocacy and External Engagement Strategist, Josh Twitty, provided a detailed federal and state level legislative update, which included specifics on Universal Licensure and Board Consolidation legislation and potential legislation across the states.
- NCEES outreach initiatives were discussed. NCEES Foundation Letters of Interest due date was moved to March 1, 2025 to allow for more applicants. Recipients will be announced August 20, 2025 during the NCEES Annual Meeting in New Orleans, LA. Additionally, Ms. Rosier provided updates on graduation honor cords for graduating seniors who have passed the NCEES Fundamental of Engineering exam while still in college, in addition to NCEES/ACEC college scholarships, the NCEES Ambassador Programs, and Future City Competition volunteer needs.
- Costs of exams, methods for calculating exam fees, and the timing of implementing exam fee changes are all under review at this time by NCEES leadership and relevant committees. Recommended changes will be brought forth at the 2025 Annual Meeting for consideration.
- An overview of the number and types of exams and exam questions was provided. All exams are now available in the CBT format, as of 2024. FE interactive practice exams are now available, using a bank of deactivated exam questions. The PE Structural Exam Breadth and Depth sections are now decoupled and there is no longer a 5-year expiration of results.
- The NCEES Electronic License Verification System (ELVS) pilot program is being beta tested in Texas, which aims to automate license and exam verifications to minimize manual labor and overhead costs for NCEES and state board staff while enabling much faster processing of records applications for prospective multi-state licensees. Ms. Rosier noted that she volunteered for our Board to be next in line for NCEES beta testing migration with a smaller board later this year.
- MBA Committee Updates were provided by MBA Chair and Executive Director of the Ohio PE/PS Board, John Greenhalge.

The upcoming 2025 NCEES Northeast Zone meeting is scheduled for April 10-12, 2025 in Cambridge, MA. Ms. Rosier confirmed that NCEES delegate registrations had been submitted for President Thomas, Ms. Stevens, Board Administrator Tiffany Coleman, and herself. Additionally, Angela Chestnut will be attending as a Board funded Associate Member.

President Thomas and Ms. Rosier provided updates on their 2024-2025 NCEES Committee work to date. President Thomas noted that new specifications for some exams were approved at the last meeting and his next meeting is scheduled for February 2025. Ms. Rosier provided updates from her attendance of the NCEES Advisory Committee on Council Activities (ACCA) meeting January 16-18, 2025.

Ms. Rosier reminded Board members that NCEES Committee Preference surveys were emailed and interest forms are currently open for completion.

President Thomas provided an update to the Board on the NCEES Emeritus Member nomination for Edward L. Robinson. Mr. Holbert made a motion, seconded by Mrs. Stevens, to submit the nomination for former Board member Edward L. Robinson as an Emeritus Member of the NCEES. Motion unanimously approved.

Ms. Rosier provided the announcement for six upcoming NCEES State of the Council webinars in 2025. These virtual meetings are valuable interactions to keep member boards informed about timely topics and issues prior to the Zone and Annual Meetings, while allowing a forum for questions to be answered by NCEES leadership.

Ms. Rosier presented the Board with the upcoming 2025 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 2025 WV Legislative Session. She also shared updates regarding legislative staff requests and the Governor's Executive Orders as they relate to Chapter 30 Boards.

Ms. Rosier provided the Board with an update on the latest Board appointee, Rodney D. Holbert, P.E., whose partial term took effect January 3, 2025 and ends June 30, 2029.

Ms. Rosier reminded all Board members that they must file the Ethics Commission Financial Disclosure Statement (FDS) by February 1, 2025.

Ms. Rosier reported approximately 15,000 of the Board's Fall 2024 InterChange newsletters were mailed out to all active PEs, Retired PEs and COA holders the last week of November and first week of December. The newsletters mailed to PEs and Retired PEs were accompanied by their biennial 2025-2026 PE and Retired PE renewal notifications. A total of 10,308 PE renewals and 259 Retired renewal notices were mailed on November 27, 2024. Board staff are currently processing renewals submitted during the one-month grace period, which will end on January 31, 2025 at midnight EST. Multiple courtesy email reminders were also sent throughout December 2024 and January 2025, but only to those yet to renew. All PE renewals received during the January

2025 grace period are required to pay late fees. Official Lapsed notifications, as well as all resulting COA Invalidation Pending letters for firms without an active PE, will be mailed during the first 2 weeks of February 2025. The required percentage of audit notifications will also be mailed in February 2025.

The Board was presented plans for the 2025 WV Construction and Design Exposition (EXPO) at the Charleston Civic Center on March 26-27, 2025. Ms. Rosier reported registration is complete for their annual agency booth and program ad (which serves as a continuing education/professional development reporting document for WV PE attendees). In addition, approval confirmation was received for the Board's submission to conduct a free, 2-hour continuing education seminar held jointly with the Ohio PE/PS Board and the WV State Fire Marshal.

Ms. Rosier reported that, as directed, she followed up with the WV Architect Board's Director to share that the WV PE Board elected not to move forward as a signatory on the WV Code Officials Handbook. She also noted she received confirmation from the WV Architect Board respecting the PE Board's decision and looking forward to collaborating with the Board on future projects.

Ms. Rosier presented the Board with an inquiry regarding a city job posting for a land surveyor. The Board discussed the wording of the posting, and agreed that the intent was specific to the types of experience a surveyor might need to complete the job.

The Board was presented with the most recent issue of the Professional Licensing Report (PLR) and there were no questions or comments.

The Board reviewed the upcoming 2025 Calendar of Events and Ms. Rosier requested members notify her with any anticipated conflicts.

Ms. Rosier shared with the Board that the FY2024 Annual Report was submitted in December 2024 and a bound copy is on file and available for preview in the Board office.

President Thomas reported that his 2024 nomination submission for the NCEES Meritorious Service Award with Special Commendation for Ms. Rosier has been submitted.

Upon motion by Mr. Holbert, seconded by Mrs. Stevens, the Board voted to adjourn the meeting at 3:10pm. The next Board meeting will be March 25, 2025, in Charleston. The Board members will be compensated one day per diem plus travel expenses.

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

Leslie A. Gates, P.E.
Board Secretary