

General Session Minutes
State Board of Registration for Professional Engineers
November 20, 2024

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, November 20, 2024. Those present for all or part of the meeting were:

Garth E. Thomas	President
Larry C. Nottingham	Vice-President
Edward L. Robinson	Member
Carol Stevens	Member
Lesley L. Rosier-Tabor	Executive Director
Angela Chestnut	License Analyst / Assistant Investigator

The meeting was called to order at 10:10am. The Board meeting minutes for the September 11, 2024 meeting were reviewed. A motion to approve the minutes as presented was then made by Dr. Nottingham, seconded by Mrs. Stevens. Motion carried.

The Board budget summaries for September and October 2024 were received and reviewed, as well as the PCard transactions for the months of September and October 2024. Ms. Rosier reported a \$1.37M balance for the end of October 2024.

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

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

- Ms. Rosier reported she attended the required 2024 PCard Coordinator Seminar on October 1, 2024 in Canaan Valley, WV.
- Ms. Rosier reported that Tiffany Coleman and Sue Rubenstein attended the 2024 WV Purchasing Conference on October 22-25, 2024 at Oglebay in Wheeling, WV.
- Ms. Rosier reported that she attended the WV ARPL Coalition Pre-Session Meeting on October 29, 2024 in Charleston, WV.
- Ms. Rosier reported she, Tiffany Coleman, and Angela Chestnut, along with Board President Thomas and Carol Stevens attended the required Annual Seminar for West Virginia State Licensing Boards on November 7, 2024 in Charleston, WV.
- Ms. Rosier reported that Tiffany Coleman and Sue Rubenstein attended the 2024 Cash Management Training on November 12-14, 2024 in Roanoke, WV.
- Ms. Rosier reported she, along with Angela Chestnut, provided a licensure and complaint process presentation on November 12, 2024 to WVDEP personnel at their offices in Kanawha City, Charleston, WV.
- Ms. Rosier reported she and Angela Chestnut attended the State Agency Workers' Compensation training on November 14, 2024 in Charleston, WV.
- Ms. Rosier reported she provided a licensure presentation to 65 civil and environmental engineering students at WVU on November 15, 2024.

Board President Thomas requested that staff obtain FE and PE exam statistics for the 2024 calendar year for all WV examinees, to include pass/fail data, for presentation to the Board at the January 22, 2024 meeting.

Prior to entering into Executive Session, Ms. Rosier provided the details of the resolution of Complaints C2022-39, C2024-18, C2024-42, C2024-43, C2025-03, C2025-04, in addition to receipt of fine payment for C2024-19.

Mrs. Stevens made a motion to enter into Executive Session at 10:29am, seconded by Dr. Nottingham. Motion carried.

Mr. Robinson excused himself and exited the room, as to not be part of any discussion or decision making regarding C2022-12 and C2022-13.

At 11:40am, Dr. Nottingham made a motion, seconded by Mrs. Stevens, to move into General Session. The motion carried, and the Board took the following action:

- Mr. Robinson made a motion, seconded by Dr. Nottingham, to move I2025-04 to Complaint. Motion carried. Furthermore, Mr. Robinson made a motion, seconded by Dr. Nottingham, to "Receive and File" Complaint C2025-05, and set said Complaint for a hearing on May 20, 2025, at 1:00pm. Motion carried.

The Board acted upon the special case files as follows:

- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to approve the Business Entity - DBA Waiver application for Aero International DBA AMS Engineered Solutions. Motion carried.
- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to deny the Business Entity - DBA Waiver application for WesTech Engineering, LLC DBA WesTech Water. Motion carried.
- Mr. Robinson made a motion, seconded by Dr. Nottingham, to approve the Business Entity - DBA Waiver application for Engineered 4U DBA Engineered 4U, Inc. Motion carried.
- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to increase the annual pay of Ms. Tiffany Coleman at an agreed upon salary, pursuant to her promotion, including new position title and increased job responsibilities effective December 28, 2024. This action will complete the handover of duties and responsibilities of the Board Administrator following the planned retirement of Sue Rubenstein on December 27, 2024. Motion carried.

Ms. Rosier provided a summary on the latest NCEES State of the Council Meeting conducted via Zoom on October 9, 2024 that was conducted by the new CEO, Davy McDowell. She also shared presentation materials from the latest ARPL and ICOR meetings as well as the agenda for the upcoming 2025 NCEES Northeast Zone meeting scheduled for April 10-12, 2025 in Cambridge, MA. Ms. Rosier noted with the Board that NCEES delegate registration for this meeting is due the first week of January and prior to

the Board's next meeting and asked Board members to check their calendars and respond with interest no later than January 3, 2025.

The Board reviewed the call for nominations for the 2024-2025 NCEES National Service Awards. Completed nomination packages must be received at NCEES headquarters no later than January 31, 2025. President Thomas requested Ms. Rosier to prepare updates of his 2024 nomination submission for the Meritorious Service Award with Special Commendation.

Ms. Rosier presented the Board with the Associate Membership documentation for our newest staff member. Motion was made by Dr. Nottingham, seconded by Mr. Robinson, to approve Mrs. Chestnut as an NCEES Associate Member, in order for her to complete her Board staff duties. Motion carried.

President Thomas and Ms. Rosier provided updates on their 2024-2025 NCEES Committee work to date, noting both committees have already met virtually and have scheduled face-to-face meetings in January 2025 to tackle a myriad of charges assigned by NCEES President Zoutewelle.

The Board recessed at 11:55am for lunch and resumed the General Session at 1:36pm. During lunch, the Board and staff surprised Board Administrator Sue Rubenstein with a much-deserved retirement celebration. Family members, former Board members and staff, along with several other state employees who have worked with Sue stopped by to congratulate her on her 42 years of service to the State of West Virginia.

Ms. Rosier presented the Board with the Legislative calendar and updates from the most recent interims meetings. In addition, the Board was provided with a copy of the Final Report of the agency's Regulatory Board Review conducted by the Performance Evaluation and Research Division. In addition, Ms. Rosier provided the Board with an update on several website recommendations already implemented to date. The Board members congratulated their staff on a job well done.

Ms. Rosier announced that preparations for the launch of the biennial PE license renewal were complete and the online renewal system will be activated immediately following the Board meeting. All current PE and Retired PE licenses set to expire on December 31, 2024 must be renewed no later than the close of the one-month grace period ending on January 31, 2024. In addition, Ms. Rosier noted all PE and Retired renewal notifications would be mailed Wednesday, November 27, 2024 and would include a copy of the Fall 2024 InterChange publication. In addition, all firms with an active COA will receive a copy of the Board's newsletter as well.

The Board was presented with the most recent issue of the Professional Licensing Report (PLR).

Ms. Rosier shared her recent communication with WV State Fire Marshal, Kenneth Tyree, regarding dissemination of information to our stakeholders. In order to foster successful project completion, meet high-quality standards and mitigate risks, she noted their latest

collaborative efforts involved important announcements posted to the Board's website and published in the Boards newsletter specific to the following:

- April 2024 Announcement of Newly Adopted State Fire Code containing several significant changes impacting the design, construction, remodel/renovation/repair, fire protection system installation, and inspection of buildings.
- October 2024 Announcement of required Electronic Plan Review Process that will begin on January 1, 2025, with beta testing starting in December 2024.

Ms. Rosier presented the detailed agenda from the required 2024 Annual Licensing Board Seminar conducted by the WV State Auditor on Thursday, November 7, 2024 in South Charleston. The WV PE Board was well represented with 3 staff members and 2 Board members present. Board attendees shared a number of items from this informative seminar and panel discussion.

The Board was presented with dates for the 2025 WV Construction and Design Exposition (EXPO) to be held at the Charleston Civic Center on March 26-27, 2025. The Board confirmed their continued interest in participating, so Ms. Rosier will again submit the requests to secure a regulatory agency booth space and program ad (which serves as a Professional Development reporting document for PE attendees), and a request to offer their annual 2-hour continuing education seminar free to all participants. Ms. Rosier plans to contact the Executive Director of the OH PE/PS Board in hopes of teaming up to conduct another 2-hour joint session that will count toward both WV PE and OH PE and PS renewal requirements.

Ms. Rosier presented the Board with concerns regarding the most recent PEIA insurance plan changes for FY2026. In reviewing the recent drafts and presentation of slides prepared for Public Meetings, the draft proposal includes premium increases of 14% for public employees, a 40% increase in deductibles and out-of-pocket maximums for employees, a high hike in the spousal surcharge from \$149 per month to \$350 per month, and several other increases in copays for therapies, emergency room visits, inpatient and pharmacy charges. She plans to attend the upcoming public hearing to be held at the Cultural Center in Charleston, WV.

Ms. Rosier shared recent correspondence from the WV Architects Board regarding the PE Board's feedback on the updates to the WV Code Officials handbook. Copies of the latest draft, along with additional documents provided by their Board's Executive Director, were disseminated to the Board members for review. President Thomas and Board Member Stevens shared their thoughts and continued concerns, with the remaining Board members concurring. Ms. Rosier was asked to follow-up with the Architect Board's Director to share, that after much discussion, the PE Board has elected to not move forward as a signatory on the project at this time.

Ms. Rosier shared the draft update of the FY2024 Annual Report. She will be meeting with both President Thomas and Secretary Gates in December to obtain the required notarization and signatures on the final report prior to submission by the end of calendar year deadline.

The Board reviewed the upcoming 2025 Calendar of Events, also shown on the back cover of the Board's 2024 InterChange newsletter publication. Ms. Rosier reported she has already published the dates on the Board's website and Mrs. Chestnut has updated the WV Secretary of State's website with the required public meeting notices.

Upon motion by Mrs. Stevens, seconded by Dr. Nottingham, the Board voted to adjourn the meeting at 2:18pm. The next Board meeting will be January 22, 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