

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**July 16, 2025**

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, July 16, 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
Rebecca Schoen	Board Counsel
Angela K. Chestnut	Licensing Analyst / Asst. Bd. Investigator

The meeting was called to order at 10:00am. Dr. Nottingham participated remotely via teleconference. The Board meeting minutes for the May 19, 2025 meeting were reviewed. A motion to approve the minutes was then made by Mrs. Stevens, seconded by Mr. Holbert. Motion carried.

The Board budget summaries for May and June 2025 were received and reviewed, as well as the FY2025 year-end summary. There were no questions on the budget information, including the P-Card transactions for the May and June 2025 timeframe. Ms. Rosier reported a \$1.47M balance for the FY2025 year-end and beginning balance for FY2026. Ms. Rosier also discussed the 23-Year Revenue/Expense Comparison, noting the year-end balance showed a \$150k decrease from FY2024, as expected, due to the biennial PE renewal revenues being less than biennial COA renewal revenues in the alternating years.

Ms. Rosier presented the Executive Director's report, including recent and upcoming meetings, training and travel for both staff and Board members. She also provided updates on a number of ongoing projects, including a recent meeting and collaborative efforts with staff and counsel from the WV Secretary of State's office, ongoing record retention and database updates, as well as new assignments for the Board's annual newsletter publication.

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

Prior to entering into Executive Session, the Board's Counsel provided the details of the resolution of Complaints C2025-07, C2025-10, C2025-12, C2025-14, C2025-15, C2025-17, C2025-18, C2025-19, C2025-20, C2025-21, and C2025-22.

Mr. Holbert made a motion to enter into Executive Session at 10:25am, seconded by Mr. Gates. Motion carried.

At 12:12pm, the Board recessed the Executive Session for lunch and resumed the Executive Session at 1:45pm. During lunch, the Board and staff surprised Board Counsel Edward Eagloski with a much-deserved retirement celebration. Family members, former Board members and staff, along with other state employees stopped by to congratulate him on his 8 years of service to the Board, and an additional 10+ years serving as a circuit and municipal judge in the State of West Virginia.

At 1:50pm, Mrs. Stevens made a motion, seconded by Mr. Gates, to move into General Session. Motion carried. The Board then welcomed Mr. Anthony Eates, Deputy Attorney General (AG), to discuss his new role in assisting the Board as their AG counsel. Mr. Eates shared his background, noting other state agencies and Boards he currently represents, his current workload, and logistics regarding the AG's hourly rates and monthly invoicing. Before exiting, Mr. Eates thanked the Board for their trust and confidence in him and that he welcomed the opportunity to work with the Board's new part-time counsel on an as-needed basis.

At 2:15pm, the informal conference with Mr. Eates ended, and he exited the room. At 2:20pm, Mr. Holbert made a motion, seconded by Mr. Gates, to re-enter Executive Session. Motion carried.

At 3:05pm, Mr. Holbert made a motion, seconded by Mrs. Stevens, to move into General Session. The motion carried, and the Board took the following action:

- Dr. Nottingham made a motion, seconded by Mr. Holbert, to dismiss Complaint C2025-09. Motion carried.
- Mrs. Stevens made a motion, seconded by Mr. Holbert, to reset the hearing date of Complaints C2025-11 and C2025-13 to November 19, 2025 at 1:00pm. Motion carried.
- Mrs. Stevens made a motion, seconded by Mr. Gates, to move I2026-01 to Complaint. Motion carried. Furthermore, Mrs. Stevens made a motion, seconded by Mr. Gates, to "Receive and File" Complaint C2026-01 and set said Complaint for a hearing on January 14, 2026 at 1:00pm. Motion carried.
- Mr. Gates made a motion, seconded by Mrs. Stevens, to move I2026-02 to Complaint. Motion carried. Furthermore, Mr. Gates made a motion, seconded by Mrs. Stevens, to "Receive and File" Complaint C2026-02, and set said Complaint for a hearing on January 14, 2026 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 reinstatement application for Joseph N. Howard. Motion carried.
- Mr. Holbert made a motion, seconded by Mrs. Stevens, to grant the Business Entity - DBA Waiver application of Utility Field Services. Motion carried.

The Board reviewed the final 2025 NCEES Annual Meeting information, including the Summary of Motions, Action Items and Conference Reports. In addition, the Board was presented with the 2024 Annual Meeting minutes, notification of upcoming forums, and professional development opportunities that will take place in New Orleans in mid-August. Ms. Rosier also shared her recent notification of being selected to receive the 2025 NCEES Meritorious Service Award with Special Commendation. The Board members congratulated her on this career achievement and noted it was a well-deserved recognition.

Ms. Rosier summarized the most recent NCEES State of the Council meetings and enforcement training webinars. Several staff members participated in these meetings, in addition to President Thomas and Rodney Holbert. She also reminded the Board the next State of the Council meeting will be held on August 27<sup>th</sup>, following the NCEES Annual Meeting, and encouraged all Board members and staff to participate.

In addition, Ms. Rosier noted that the NCEES President-Elect had made the 2025-2026 NCEES committee appointments. She will return to start a new term on the Member Board Administrators committee and Mr. Thomas will be back to starting a new term on the Committee on Examination Policy and Procedures. Mr. Eagloski noted he was also invited to be a member of the Special Committee on Bylaws but will be declining the offer due to his impending retirement in early August.

Ms. Rosier presented the latest updates from the Alliance for Responsible Professional Licensing (ARPL), as well as the June 2025 NCEES Licensure Exchange, both of which contained concerns of legislative activities taking place nationwide and dangerous disbandment discussions where state legislation threatens to weaken or eliminate licensing boards. She indicated she would receive additional updates during the upcoming Annual Meeting workshops and would be reporting back at the Board's September Board meeting.

Ms. Rosier reported that NCEES was requested to develop a remedial action plan that applies to all low-volume exams (such as the Nuclear PE exam) that outlines NCEES responsibilities to support and revitalize those exams, including the NCEES Board of Directors authorizing acceleration of the PE Nuclear PAKS process to commence in the fall of 2025. NCEES is also making changes to the current PE Structural exam format in the near future.

The Board reviewed the 2025 WV Legislative Interims calendar as well as the agency response to a request for information from the Joint Committee on Government and Finance of the West Virginia Legislature regarding the number of issued licenses and Board employees. At the time of response, the following figures were applicable:

- Number of Professional Engineers = 9962
- Number of Engineer Interns = 5582
- Number of Retired Professional Engineers = 261
- Number of Firm Certificates of Authorization = 3607
- **Total = 19,412**
- Number of employees (*permanent filled positions*) = 1 director + 4 staff members = 5 total

Ms. Rosier reminded the Board that Senate Bill 458, now W.Va. Code §30-1-27, known as the Universal Professional and Occupational Licensure Act was implemented effective July 1, 2025. As required by law, the WV PE Comity licensure application materials and Board website have been updated, and a system has been put in place to track application information to report to the Secretary of the Department of Commerce and Senate and House on a quarterly basis.

The Board reviewed the required BRIM Loss Control Questionnaire and Annual Safety Committee meeting documentation in accordance with BRIM's Standards of Participation letter dated May 14, 2025. In addition, the Board completed their Executive Branch Confidentiality agreements for inclusion in the annual BRIM submission and participated in viewing the driver's safety video. Ms. Rosier also provided the Board with a summary of trainings and important web links on data breaches, privacy and safety, all of which were viewed and documented by staff during the first two weeks in July.

Ms. Rosier reported she had been in contact with the Coordinator for ABET Accreditation Operations and there is one ETAC engineering program in West Virginia up for Fall 2025 review. Ms. Rosier asked Board members to consider serving the important role as a Board observer if their schedule permitted. Board member Rodney Holbert agreed to serve as a Board observer for the Fairmont State University visit this fall.

Ms. Rosier discussed plans regarding the Board's 2025 INTERchange newsletter, presenting the anticipated Table of Contents, and confirming articles should be submitted in draft format no later than August 29, 2025. She noted that the annual newsletter would need to go to print in October so it could be disseminated with the 2026-2027 COA Renewal notices in late November. In addition, she noted that firm renewal season preparations will commence in the next few months and Angela Chestnut would be the key agency contact as she now handles all COA matters for the agency.

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

Upon motion by Mrs. Stevens, seconded by Dr. Nottingham, the Board voted to adjourn the meeting at 4:02pm. The next Board meeting will be September 24, 2025, in Charleston. The Board members will be compensated one day per diem plus travel expenses.

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

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**Leslie A. Gates, P.E.**  
**Board Secretary**