

General Session Minutes
State Board of Registration for Professional Engineers
September 11, 2024

The West Virginia State Board of Registration for Professional Engineers met at their office in Charleston on Wednesday, September 11, 2024. Those present for all or part of the meeting were:

Garth E. Thomas	President
Larry C. Nottingham	Vice-President
L.A. Gates	Secretary
Edward L. Robinson	Member
Carol Stevens	Member
Lesley L. Rosier-Tabor	Executive Director
Edward Eagloski	Board Counsel

The meeting was called to order at 10:11am. The Board meeting minutes for the July 16, 2024 meeting were reviewed. A motion to approve the minutes as presented was then made by Mr. Robinson, seconded by Dr. Nottingham. Motion carried.

The Board budget summaries for July and August 2024 were received and reviewed, as well as the PCard transactions for the months of July and August 2024. Ms. Rosier reported a \$1.486M balance for the end of August 2024. Ms. Rosier discussed the current FY2025 budget report, in addition to the FY2026 Appropriations Request submission filed with the WV State Budget Office prior to the required September 1st deadline. The FY2026 Appropriation request was similar to the FY2025 Expenditure Schedule submission reviewed by the Board at its May 2024 Board meeting, containing the exact same overall expenditure totals but slightly different revenue projections due to the odd/even year revenue difference resulting from the biennial PE vs. COA renewal cycles.

Ms. Rosier also presented the Board with the quotes for a new ST ViewScan 4 System and software that provides an innovative microfilm scanner to instantly display high-resolution images of the Board's archived documents. The Board's current microfilm viewer is over 25 years old and no longer dependable to retrieve and view the Board's archival documents such as roll microfilm, microfiche strips or jackets.

A motion was made by Mr. Gates, seconded by Mrs. Stevens, to approve the budget, current expenditures, purchasing card transactions, purchase of a ViewScan 4 microfiche reader, 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:

- She and several staff members participated in the June and July 2024 NCEES State of the Council Virtual Meetings
- She and Tiffany Coleman participated in the Empowering Innovators STEM Training/Engineering Presentations at the Putnam Career and Technical Center in Eleanor, WV, August 5, 2024.

- Tiffany Coleman and Edward Eagloski, along with Board President Thomas and Carol Stevens, participated in the 2024 NCEES Annual Meeting in Chicago, IL.
- Tiffany Coleman recently completed the required online training modules and necessary examinations for the WV State Purchasing Card Coordinators, including the online Ethics Training, in order to assume official responsibilities of the PCard as Sue Rubenstein prepares to retire.
- Ms. Rosier reported she provided licensure presentations to approximately 50 engineering technology students at Fairmont State University on September 5, 2024. She also spoke to, and answered questions during, the FSU ASCE Student Chapter meeting on the same day.
- Ms. Rosier reported she, Tiffany Coleman and Sue Rubenstein will be traveling to attend a number of required state government trainings in the next few months.

Prior to entering into Executive Session, the Board's Counsel provided the details of the resolution of Complaints C2024-19, C2024-20, C2024-25, and C2025-02.

Dr. Nottingham made a motion to enter into Executive Session at 10:46am, seconded by Mrs. Stevens. 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, Mr. Robinson made a motion, seconded by Mr. Gates, to move into General Session. The motion carried, and the Board took the following action:

- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to dismiss Complaint C2025-01. Motion carried.

The Board acted upon the special case files as follows:

- Mr. Robinson made a motion, seconded by Dr. Nottingham, to deny the Business Entity - DBA Waiver application for Engineered Facades, LLC. Motion carried.
- Dr. Nottingham made a motion, seconded by Mrs. Stevens, to deny the Business Entity - DBA Waiver application for Swartley Bros. Engineers, Inc. Motion carried.
- Mr. Gates made a motion, seconded by Mr. Robinson, to update job titles and position descriptions in conjunction with the creation of a new temporary position for purposes of hiring Ms. Angela Chestnut, P.E., at an agreed upon salary, effective early November 2024. The purpose of this new temporary position within WVOASIS is to permit an incoming transfer of a current state employee and allow sufficient time for cross-training of staff, ensuring a smooth and efficient handover of duties and responsibilities prior to the planned retirement of Sue Rubenstein on December 31, 2024. Motion carried.

President Thomas shared a summary of recent actions taken at the 2024 NCEES Annual Meeting held in Chicago, IL. Mrs. Stevens provided additional observations and insights as both she and Tiffany Coleman were participating as first-time attendees. President

Thomas also reported he participated in the initial meeting with his NCEES committee members to discuss their 2024-2025 charges assigned by incoming NCEES President Zoutewelle.

Ms. Rosier and President Thomas gave brief updates on their new NCEES Committee appointments. Ms. Rosier also reviewed a legislative summary recently shared by NCEES and discussed by the Alliance for Responsible Professional Licensing (ARPL), including information on universal licensure, board consolidation, sunseting and deregulation. Ms. Rosier noted that the WV ARPL group has made tentative plans to meet in person in October 2024 to discuss the remaining 2024 interim meetings and upcoming 2025 WV Legislative session, and to share tools and resources to be effective in navigating today's challenging regulatory environment.

The Board recessed at 12:17pm for lunch and resumed the General Session at 12:56pm.

Ms. Rosier shared the dates of the remaining 2024 WV Legislative Interims and provided the Board with an update on the agency's Regulatory Board Review for the Performance Evaluation and Research Division. Per a phone call from Director John Sylvia, received by Mr. Eagloski on September 5, 2024, they have completed their Board review and the draft report is forthcoming. The report is tentatively scheduled to be presented during the October 2024 interim meeting of the Joint Committee on Government Organization. Details on the time and location of the Joint Committee meeting will be provided once available so President Thomas and Ms. Rosier can plan to attend to answer any questions of the committee members.

Ms. Rosier discussed the staff and database vendor efforts to date in preparing for the biennial PE license renewal. All current PE and Retired PE licenses are set to expire on December 31, 2024 and must be renewed. In addition, any new PE licenses processed and activated after September 30th will not be required to renew until their newly issued license expires in December 2026.

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

Ms. Rosier reported that the required 2024 Annual Licensing Board Seminar conducted by the WV State Auditor will be held on Tuesday, November 7th in South Charleston. Anticipated staff attendance includes Rosier, Coleman, Chestnut and Counsel Eagloski and President Thomas and Board Member Stevens confirmed their interest in participating as well. Ms. Rosier provided a reminder that all Board members are required to attend at least one time during each appointed term and, although all current Board members are in compliance, everyone was encouraged to check their calendars and plan to attend if possible.

Ms. Rosier reminded the Board that all PE and Retired renewal notifications would include a copy of the Fall 2024 InterChange newsletter publication. Ms. Rosier anticipates a draft version of this annual agency publication will be available for Board review and comment prior to the end of September. Once finalized and printed, all firms with an active COA will be mailed a copy of the new publication as well.

Ms. Rosier reported she is unaware of any additional progress made on the WV Code Officials handbook, but anticipates she will see the Executive Director of the WV Architects Board at a number of upcoming meetings and trainings over the next few months.

The Board reviewed the remaining 2024 Calendar of Events and Ms. Rosier requested members notify her with any anticipated conflicts as soon as possible. President Thomas asked to meet on Wednesdays for the remainder of this calendar year and in 2025 to accommodate conflicts with his teaching schedule on the traditional Tuesday meeting days.

Upon motion by Dr. Nottingham, seconded by Mrs. Stevens, the Board voted to adjourn the meeting at 1:35pm. The next Board meeting will be November 20, 2024, 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