

**General Session Minutes**  
**State Board of Registration for Professional Engineers**  
**May 17, 2004**

The State Board of Registration for Professional Engineers met in their offices at 300 Capitol Street – Suite 910, Charleston, WV on May 17, 2004. Those present for the general session were:

Frank Gaddy	President
Robert L. Wolfe	Vice-President
Leonard J. Timms	Secretary
Edward L. Robinson	Member
B. S. Saluja	Member
Lesley Rosier	Executive Director
Don Johnson	Board Investigator
Debra Hamilton	Legal Counsel

The meeting was called to order at 9:15 a.m.

Mr. Timms moved, with a second by Mr. Wolfe, that the Board meeting minutes of March 15, 2004, executive and general session, be approved with no corrections. Motion carried.

The Board budget summary for March and April 2004 was received and reviewed. No questions were presented. The proposed 2005 Budget was reviewed. The issue of purchasing a Board automobile was discussed in detail. A motion to approve the current budget, expenditures, purchasing card transactions, and the 2005 Budget (including purchase of a state agency vehicle) was made by Mr. Timms, seconded by Mr. Wolfe. Motion carried.

Members of the Board staff have been trained and are now paying bills internally to reduce cost from the State Finance Department. Charlotte Keller will process and Ms. Rosier will approve all bills except for payroll and contractual items, which will still be processed through Linda Lyter's office. The new process does not take any longer to actually pay the bills than it does to transmit the necessary information to the Finance Department for them to pay them. A quicker turnaround and payment is already being observed by Board staff.

Ms. Rosier presented the Executive Directors report and addressed all Board questions and comments.

The newsletter was completed and mailed. Feedback has been overwhelmingly positive. Many licensees indicated it is the best newsletter they have seen.

The revised Series 1 – Legislative Rules have been accepted and are proceeding toward a July 1, 2004 implementation. It was agreed at the Board meeting that the Series 2 – Administrative rules will only receive minor modifications this year rather than a total rewrite as earlier discussed. These minor changes will be submitted to the Secretary of State's office for a 30-day comment period and any changes made there will be incorporated into these procedural rules prior to issue.

Ms. Rosier has talked to the Governor's office about replacements or reappointments for Board members whose terms have expired or are expiring in June. Ms. Jennifer Baldwin, assistant to Mr. Chip Slaven, stated that this was on the Governor's agenda as part of a special legislative session expected to occur in June. She will alert the Board office of the status of the appointments as soon as information is available.

The FE and PE exams were given in April by ELSEES. Ms. Rosier and Mr. Timms were observers at the exams. They reported that everything went well. A follow up report from ELSEES was distributed and reviewed. Candidate scores are expected in early June.

The 2004 renewal process is in progress. Renewal forms will be mailed out May 24, 2004. An on-line renewal process will be available for the first time this year for those registrants choosing to use credit card for payment.

Mr. Wolfe moved to enter into executive session, seconded by Mr. Saluja. Motion carried.

At the conclusion of the executive session, Mr. Wolfe moved to enter into general session with a second by Mr. Timms. There were no actions carried forward during the executive session.

Ms. Hamilton discussed the 5G –WVQBS meeting with Mr. Susman that took place on April 26, 2004. The DEP gained approval to have 10% of the selection score be based on subjective criteria. Several other issues discussed in the meeting remain open. At the end of the meeting with Mr. Susman, Ms. Hamilton may draft a letter summarizing the outcome. This letter is forthcoming.

Ms. Rosier reported that WVUIT has received approval from the institution and ABET to award ABET-approved degrees to earlier technology graduates who complete necessary courses to account for deficiencies and meet the requirements of the current program. Based on this decision by ABET, the Board agreed to accept those degrees as meeting the educational requirements for sitting for the FE exam and pursuing licensure in West Virginia.

A letter from Potesta and Associates was reviewed. The company thanked the Board for their assistance in preparing documentation necessary for Potesta to be considered for engineering certification in Virginia.

The outcomes of the NE Zone meeting in Portland Maine were discussed. The meeting was reported as being one of the best Zone meetings in quite some time. It was informative and had good break-out sessions. The West Virginia resolution relating to using emeritus members over current members for NCEES positions was approved. Mr. Gaddy also thanked the Board for their nomination for the Outstanding Service Award that was bestowed upon him during the closing ceremonies.

The 2004 Annual NCEES Meeting is in Cleveland August 11-14, 2004. Reservations will need to be made prior to the next Board meeting. Ms. Rosier will serve as the funded WV delegate due to the current status of unknown Board appointments.

A letter from a registrant asked if the Board requires PE's to seal and sign home inspections performed by them. The Board consensus is that if the inspection contains engineering calculations, opinions or judgments it should be sealed and signed. Routine home inspections without these need not be sealed. Ms. Rosier will discuss with registrant.

A request from a comity applicant was reviewed. This non-degreed engineer wanted to ensure that his application would be considered based on his original date of licensure, noting that he entered the licensure process in 1983 and prior to the 1992 WV Code changes requiring a 4-year ABET baccalaureate degree in engineering. The Board confirmed that since he was in the process of licensure and had taken the FE and passed prior to 1992, his application would be considered.

Due to scheduling conflicts with Board members the next Board meeting was rescheduled for August 2, 2004. The meeting will take place in the office WV Board of Registration for Professional Engineers, 300 Capitol Street – Suite 910, Charleston, WV.

Upon motion by Mr. Timms, seconded by Mr. Saluja the meeting adjourned at 2:45 p.m. The Board members will be compensated one day per diem plus travel expenses.

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**Frank L. Gaddy, P.E.**  
**Board President**

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**Leonard J. Timms, P.E.**  
**Board Secretary**