

**General Session Minutes
State Board of Registration for Professional Engineers
May 12, 2015**

The State Board of Registration for Professional Engineers met in their offices at 300 Capitol Street in Charleston, WV on Tuesday, May 12, 2015. Those present for all or part of the meeting were:

Edward L. Robinson	President
William E. Pierson	Vice-President
Bhajan S. Saluja	Secretary
Richard E. Plymale	Member
Leonard J. Timms	Member
Lesley L. Rosier-Tabor	Executive Director
Aaron M. Armstrong	Board Investigator
Debra L. Hamilton	Legal Counsel

The meeting was called to order at 9:05 am.

The Board meeting minutes for March 24, 2015 were reviewed. A motion to approve the minutes was made by Mr. Timms, seconded by Dr. Pierson. Motion carried.

The Board budget summaries for March and April 2015 were received and reviewed. The Board reviewed the detail of the P-Card transactions and Ms. Rosier answered Board questions. Ms. Rosier reported that the FY2016 Board budget and expenditure schedule were submitted online via WVOASIS and the required hard copies were hand-delivered to the WV State Budget Office and Legislative Auditors Office on May 4th. Additionally, Ms. Rosier presented the projected revenue and expense comparison through FY2018 and answered Board member questions.

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

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

- Ms. Rosier reported a 56% overall pass rate for the FE CBT exams taken since inception in January 2014.
- Ms. Rosier reported 69 PE exams were ordered for the April exam and there were 3 absences. Results are pending.
- Ms. Rosier presented the Database Conversion Calendar for informational purposes and noted the vendor visit was completed on March 19th.
- The Board discussed the institutional reports provided by NCEES. Dr. Pierson offered to draft a letter to the WV College and University Deans to address Board concerns such as low participation, low passage rates, how/if they are

using the FE exam as an assessment tool, how/if they are providing resources/review courses at the institutions to better prepare their students for the FE exam, and what might the Board do to increase participation and assist the institutions to improve passage rates.

- Ms. Rosier reported that revised Emergency Rules and Agency-Approved Legislative Rules were filed on May 11th.
- Ms. Rosier reported the Board's annual Interchange newsletter will be ready for mailing within the next 5-7 business days. The mailing will include the 2-year renewal transition letter as well as the personalized status reports for all active PEs, Retired PEs and firms with a COA.
- Ms. Rosier discussed the upcoming plan to launch the new online renewals. The new system as well as the new database will be live no later than Tuesday, May 26th.
- Mr. Timms agreed to attend the Upward Bound presentations with Ms. Rosier at both Davis and Elkins College and Salem International University in late June.
- Ms. Rosier discussed the upcoming NCEES annual meeting and requested Board members to check their calendars for participation during the meeting held in Williamsburg, VA in August. She plans to register the Board members and staff no later than mid-June.

A motion was made by Mr. Saluja, seconded by Mr. Plymale, to approve attendance and travel for Board members and staff to the activities as discussed and outlined in the Executive Director's report and the updated 2015 calendar. Motion carried.

After a short break, the Board had a discussion with Board of Risk and Insurance Management (BRIM) representative Chuck Mozingo regarding the Board's (State agencies') policy and BRIM coverage. Mr. Mozingo was there at the request of the Board.

Mr. Timms made a motion to enter into Executive Session at 10:35 AM, seconded by Mr. Saluja. Motion carried.

The Board recessed the meeting at 12:10 PM for lunch, and resumed in Executive Session at 12:45 PM.

At the conclusion of the Executive Session, Mr. Timms moved to enter into General Session at 2:00 PM with a second by Dr. Pierson. Motion carried and the Board took the following action:

- Mr. Timms made a motion, seconded by Mr. Plymale, to file a related complaint in regards to C2015-08. The motion to file this new complaint C2015-12 carried.
- Mr. Plymale made a motion to move I2015-11 to complaint, seconded by Mr. Timms. Motion carried.
- Mr. Plymale made a motion to move I2015-14 to complaint, seconded by Mr. Saluja. Motion carried.

- Upon motion by Mr. Timms, seconded by Mr. Plymale, the Board voted to move I2015-15 to complaint.
- Mr. Plymale made a motion, seconded by Mr. Timms, to move I2015-16 to complaint. Motion carried.
- Upon motion by Mr. Pierson, seconded by Mr. Saluja, the Board authorized staff to contract with an Administrative Law Judge (ALJ) to hear consolidated complaints C2014-16 and C2015-10 if there is no objection by Respondent.

Based on a motion by Mr. Timms, seconded by Mr. Saluja, the Board took the following action on Special Cases for Board Action:

- Kevin Scurry's request for comity was approved.

Mr. Timms made a motion to approve up to a 5% merit increase for the Board staff. The raises are to be effective July 1, 2015. Mr. Plymale seconded, and the motion carried.

The Board discussed the upcoming NCEES officer elections and the revised NCEES Engineering Education Standard.

The Board reviewed the Memorandum from the Attorney General's office re: *North Carolina Board Case and Its Impacts on West Virginia Regulatory Boards*.

Ms. Rosier presented correspondence from ASCE to NCEES discussing the education and experience factors in developing the PE exam.

The Board reviewed the filings submitted to the WV Secretary of State's Office on May 11, 2015 (the revised Emergency Rules and the Agency-Approved Legislative Rules).

The Board reviewed the final cover letters prepared by staff, with Board comments after the last Board meeting incorporated, in anticipation of sending these letters to all registrants and COA holders explaining the new renewal periods and other changes in WV Engineering Law due to the passage of SB 389.

Ms. Rosier provided an update concerning the two separate renewal seasons for 2015, which includes:

- (1) 8184 PE renewals and 360 Retired renewals with expirations of June 30, 2015
- (2) 3177 COAs with extensions granted through December 31, 2015.

The Board reviewed a standard operating procedure related to the WV Freedom of Information Act (FOIA) procedures. A motion to approve the procedure as amended was made by Dr. Pierson, seconded by Mr. Plymale. Motion carried.

Ms. Rosier discussed the Board's 2015 Calendar of Events. The next Board meeting is scheduled for Tuesday July 14, 2015. The meeting will take place at the Board's office in Charleston, WV.

Upon motion by Mr. Timms, seconded by Mr. Plymale, the Board meeting adjourned at 2:50 PM. The Board members will be compensated one day per diem plus travel expenses.

Edward L. Robinson, P.E.
Board President

Bhajan S. Saluja, P.E.
Secretary