

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

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October 30, 2018

**MINUTES – OCTOBER 10, 2018 COUNCIL MEETING**

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday, October 10, 2018, at Roma's Italian Restaurant in Dover, Delaware.

President C. Balascio convened the meeting at 3:03 p.m.

The Roll call was taken and a quorum was declared.

Council Members Present:	C. Balascio, P.E.	W. Balascio, P.E.
	M. Clendaniel, P.E.	S. Gharebaghi, P.E.
	J. Jakubowski, P.E.	J. Kalmbacher, P.E.
	K. Maxson, P.E.	C. McAllister, P.E.
	E. Retzlaff, P.E.	R. Smith, Esq.
	J. Tracey, Esq.	

Council Members absent:	D. Barbato, P.E.	R. Hayden, P.E.
	M. Lennon, P.E.	R. Wheatley

Staff present: J. Wootten

DAG present: Catherine "Terry" Hickey, Esq.

**Open Forum**

No members of the public present.

**Minutes of the September 12, 2018 Council Meeting**

Council reviewed the Minutes of the September 12, 2018 Council meeting and recommends a correction to the Employee Benefits and Compensation report regarding a personnel issue.

*Motion by M. Clendaniel, seconded by C. McAllister, to approve the minutes of the September 12, 2018 meeting as amended. Approved unanimously.*

S. Gharebaghi requested that the minutes reflect his statement in connection with the Council's approval of the September 12, 2018, meeting minutes. Gharebaghi indicated that had he been asked, or had he been somehow made aware of C. Balascio's interest in serving DAPE as the President of Council for 2018-2019, Gharebaghi would have gladly withdrawn his candidacy and supported Carmine's. Carmine, he, and other Executive Committee members had unanimously recommended the same slate of officers as the previous year's to the Council during Council's September 12, 2018 meeting, Gharebaghi added.

**D.A.G. Report** -- DAG Hickey announced that she will be retiring from the Attorney General's office in early January.

### **Financial Reports**

- Finances for the five months (42%) of fiscal year ending April 30, 2019 reflect income has reached 79.1% of projections; and expenses 34.5%.

*Motion by M. Clendaniel, seconded by J. Tracey, Council accept the Finance Report subject to audit. Approved unanimously.*

### **Committee Reports**

C. Balascio reminded committee chairs to review the committee charges for 2018-2019, and present a list of committee members at the November Council meeting (with a minimum of three members, including the chair, per committee). The nominating committee's charges will include helping to recruit committee members in addition to Council members, with a focus on diversifying our Council and committees.

### **Executive Committee**

The Executive Committee met just prior to the Council meeting, therefore, a written report is unavailable. Items discussed at Executive Committee meeting will be covered under the appropriate Committee reports.

### **Employee Compensation & Benefits Committee** – No Report

### **Law Enforcement/Ethics Committee**

Chair McAllister reported that the Committee met on October 3, 2018.

- Code of Ethics revision – committee reviewing research for discussion in November.
- Committee finalized charges for 2018-2019.
- J. Wootten will look into have the LEE committee use older model iPads originally issued to Council members vs. paper copies
- The committee is recommending closure of 2 cases as listed in its report.

*Motion by J. Tracey, seconded by E. Retzlaff, Council approve the closure of the 2 cases as listed on Exhibit A of the committee's report. Approved unanimously.*

### **Examining Committee**

Chair W. Balascio reported that the Committee met on September 26, 2018 and reviewed **fifty-six (56)** individual applications for licensure (**all for comity**). All recommendations are shown on **Exhibit A1** which is now ready for Council action.

The Committee reviewed **seven (7)** applications for **Certificate of Authorization** and **two (2)** applications for **Certificate of Authorization Reinstatements**. Committee recommendations are noted on **Exhibit A2**.

*Motion by W. Balascio, seconded by C. McAllister, Council approve the Committee's recommendations for applications for licensure as noted on Exhibit A1 and Certificates of Authorization as noted on Exhibit A2 of the committee's report. Approved unanimously.*

### **External Affairs Committee** -- No report.

### **Facilities Committee** -- No report.

**Public Information** -- No report.

**Correspondence** – None.

**Government Affairs/By-laws Committee** -- No report.

**NCEES**

Council members are encouraged to read the FTC's policy paper regarding license portability.

**Old Business**

DAG Hickey distributed a draft employee leave policy for discussion. Send additional comments to J. Wootten. The Employee Benefits and Compensation Committee will meet to discuss this further with the goal of proposing an interim leave policy for approval at the November Council meeting.

**New Business**

J. Kalmbacher summarized the Joint Advisory Committee's history, and the purpose of the Guidelines for Building Officials document that was shared with the Council in draft form. The JAC's goal is to have both DAPE and the Board of Architects approve a final draft of this document.

Council members are asked to review this guidelines document for further discussion on November 14. J. Wootten will email other JAC committee members to see if they'd still like to meet on October 22 to discuss Board of Architect's discussion on this same document, or wait until after DAPE's November meeting.

**Next Meeting** -- Next meeting scheduled for November 14, 2018 at DAPE offices.

*Motion to adjourn by M. Clendaniel, seconded by J. Tracey. Approved unanimously. Meeting adjourned at 3:50 p.m.*

/jw