

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

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December 17, 2018

MINUTES – DECEMBER 12, 2018 COUNCIL MEETING

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday, December 12, 2018, at The Buttery Restaurant in Lewes, Delaware.

President C. Balascio convened the meeting at 3:06 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.
	J. Tracey, Esq.	

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

Staff present: J. Wootten

DAG present: Catherine "Terry" Hickey, Esq.

Also present: Frank Newton

Open Forum

No members of the public were present.

Minutes of the November 14, 2018 Council Meeting

Council reviewed the Minutes of the November 14, 2018 Council meeting.

Motion by M. Clendaniel, seconded by C. McAllister, to approve the minutes of the November 14, 2018 meeting. Approved unanimously.

D.A.G. Report – No Report

DAG Hickey's last day of work before her retirement will be January 4. Council members should contact her ASAP if they have any outstanding issues. DAG Hickey thanked the Council for many enjoyable years of service with DAPE. Council members expressed their appreciation for all of DAG Hickey's help over the years.

Financial Reports

- Finances for the seven months (58.3%) of fiscal year ending April 30, 2019 reflect income has reached 70.1% of projections; and expenses 46.2%. J. Wootten will work with our bookkeeper

to be sure our auditor's recommended change to Deferred Income is presented correctly in this monthly financial report.

- J. Jakubowski summarized the 6-month Interim Budget Report prepared by the Finance Committee, focusing on variations from the current budget and from past year income and expenses. DAPE is on track to be at or over our projected income by April 30, and below our projected expenses.

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

Committee Reports

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.

Finance Committee – No Report

Employee Compensation & Benefits Committee/Facilities Committee – No Report.

Law Enforcement/Ethics Committee

Chair McAllister reported that the Committee met on December 5, 2018.

- Code of Ethics revision – committee does not recommend revisions, but will ask DAG Mulveny to review Engineer's Act vs. Code of Ethics to be sure there is not a conflict.
- Finalized letter for Business license/name violations, prior to opening new cases in January 2019.
- J. Wooten will schedule training for LEE Committee and Council members (the topic is "Interviewing Techniques") along with an Ethics Training session that will be offered to our active members.
- The committee is recommending closure of 8 cases as listed in its report.
- Next meeting February 6, 2019.

Motion by J. Tracey, seconded by M. Clendaniel, Council approve the closure of the 8 cases as listed on Exhibit A of the committee's report. Approved unanimously.

Examining Committee

Chair W. Balascio reported that the Committee met on November 28, 2018 and reviewed **68** individual applications for licensure, consisting of **3 applications for initial licensure, 44 applications for comity and 21 applications for examination**. All recommendations are shown on **Exhibit A1** which is now ready for Council action.

The Committee reviewed **20** applications for **Certificate of Authorization** and **8** applications for **Certificate of Authorization Reinstatements**. Committee recommendations are noted on **Exhibit A2**.

Motion by J. Tracey, 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.

Public Information – No Report.

Correspondence

DAPE received a complaint regarding “harsh” late fees. The member filed a complaint with the Governor’s office to request a refund. DAPE’s renewal fee is \$50, payable by June 30 of even-numbered years. The penalty for late PE renewals is \$50/month, with a maximum penalty of \$300. PEs are responsible for renewing in a timely manner.

J. Wootten will work with our website developer to send renewal notices to both personal and work email addresses on file for each member during the next renewal cycle. Even when accurate contact information is on file, we cannot guarantee delivery of the notices.

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

Nominating Committee – No Report.

NCEES

J. Wootten and C. Balascio will be attending the Board Presidents’ Assembly and MBA Meeting February 9-10 in Atlanta, GA.

The Northeast Zone meeting in Portsmouth, NH is scheduled for May 2-4. J. Wootten will follow up with Council members and report DAPE’s funded delegates to NCEES.

NCEES shared a report from the National Transportation Safety Board with member boards, concerning a recommendation that member boards not make a licensure exception for public utility work.

Old Business

New Business

DAPE needs a new governor-appointed Council member from New Castle County, as J. Tracey’s term has expired. J. Tracey recommended a colleague who is interested in serving, William Gamgort, and shared his resume.

Motion by M. Clendaniel, seconded by S. Gharebaghi, Council respectfully recommend W. Gamgort to fill the New Castle County Governor-Appointed seat. Approved unanimously. J. Wootten will follow up with our contact at the Governor’s Office.

Next Meeting -- Next meeting scheduled for Wednesday January 9, 2019 at the Deerfield Country Club, to be followed by Distinguished Service Award banquet.

Motion to adjourn by M. Clendaniel, seconded by S. Gharebaghi. Approved unanimously.

Meeting adjourned at 3:52 p.m.

/jw