

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

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August 18, 2020

**MINUTES – AUGUST 12, 2020 COUNCIL MEETING**

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday August 12, 2020 via teleconference at 3:00 p.m.

The Roll call was taken and a quorum was declared.

Council Members present:	C. Balascio, P.E.	D. Barbato, P.E.
	M. Clendaniel, P.E.	W. Gamgort, Esq.
	R. Hayden, P.E.	J. Jakubowski, P.E.
	J. Kalmbacher, P.E.	M. Lennon, P.E.
	K. Maxson, P.E.	C. McAllister, P.E.
	E. Retzlaff, P.E.	M. Siwek, P.E.
	R. Smith, Esq.	

Exec Committee Member Present:	S. Gharebaghi
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Council Members absent:	N. Dean, P.E.	R. Wheatley
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Staff present:	J. Wootten
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DAG present:	E. Kelly
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Meeting was called to order at 3:05 PM.

**Open Forum**

Three incoming Council members were invited to observe the meeting: Jason Hastings, P.E., David Reinhold, P.E., and Kenneth Tadler, P.E.

**Minutes of the July 8, 2020 Council Meeting**

Council reviewed the Minutes of the July 8, 2020 Council meeting.

*Motion by C. McAllister, seconded by R. Hayden, to approve the minutes of the July 8, 2020 meeting. Approved unanimously.*

**D.A.G. Report** – None.

**Financial Reports**

J. Jakubowski summarized DAPE's finances for the three months (25%) of fiscal year ending April 30, 2021, which reflect income has reached 40% of projections and expenses 19.1%. The Certificate of Authorization renewal window is now open (deadline is September 30). Our annual audit is underway. Penalties compared with this time in 2018 are lower, and a higher percentage of PEs renewed their license on time this year compared to 2018.

*Motion by R. Hayden, seconded by M. Clendaniel, 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/Employee Compensation & Benefits Committee/Facilities Committee** – No report.

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

C. McAllister reported that the Committee met on August 5, 2020 and discussed the following:

- Recorder of Deeds/New Castle County. J. Jakubowski plans to meet periodically with representatives from New Castle County to discuss this type of concern, so hopes to discuss this with them further.
- Open File Checklist – J. Wootten incorporated a new checklist for the Committee's open file report, which is reviewed during executive session at each meeting, This is to help track progress consistently, and create an archive of DAPE action as similar cases arise.
- Professional Land Surveyor Board – J. Wootten invited board members to an upcoming LEE Committee meeting to discuss their concerns regarding engineering firms offering PLS services without proper licensing (no response yet).
- Committee will recommend approval of a PE application referred by the examining committee and discussed in executive session.

*Motion by C. McAllister, seconded by M. Clendaniel, Council approve the closure of 10 cases as listed on Exhibit A of the Committee's report. Approved unanimously.*

*Motion by C. McAllister, seconded by M. Siwek, Council sign final consent agreement related to File 19-081, and approve that file for closure. Approved unanimously.*

*Motion by C. McAllister, seconded by M. Siwek, Council approve a PE license that the Committee discussed in executive session. Approved unanimously.*

### **Examining Committee**

M. Siwek reported that the Committee met on July 29, 2020, and reviewed 54 individual applications for licensure consisting of 54 individual applications for licensure and confidential recommendations were made for Council action at their meeting August 12, 2020 consisting of 36 applications for comity (34 recommended for approval, 1 backlogged pending further information, 1 referred to LEE Committee), and 18 applications for examination (14 recommended for approval to take the PE exam, 4 backlogged pending further information). All recommendations are shown on Exhibit A1 which is now ready for Council action.

*Motion by M. Siwek, seconded by M. Clendaniel, Council approve the Committee's recommendations for applications for licensure as noted on Exhibit A1 of the committee's report. Approved unanimously.*

The Committee also reviewed 8 applications for Certificate of Authorization. Committee recommendations are noted on Exhibit A2.

*Motion by M. Siwek, seconded by K. Maxson, Council approve the Committee's recommendations for Certificates of Authorization as noted on Exhibit A2 of the committee's report. Approved unanimously.*

The backlog of applications (which the Committee has reviewed but are not ready for Council action) is shown on Exhibit B.

*Motion by M. Siwek, seconded by M. Clendaniel, Council approve license #24888 after successful passage of the computer based PE exam. Approved unanimously.*

*Motion by C. McAllister, seconded by R. Hayden, Council approve Certificate of Authorization 4791.*

**External Affairs Committee** – No Report.

**Public Information** – No Report.

**Government Affairs/By-laws Committee** – No Report

**Nominating Committee** – No report

**Correspondence** – None.

*Motion by C. McAllister, seconded by R. Hayden, to revise the agenda to discuss NCEES/October PE exam administration last.*

**Old Business** – None.

### **New Business**

The Executive Committee recommends that the Council ratify the following election results:

- Education Seat – David Reinhold
- Sussex County Seat – Jason Hastings
- Mechanical Engineering Seat – Kenneth Tadler

*Motion by K. Maxson to ratify election results, seconded by M. Clendaniel. Approved unanimously.*

Lessons learned for next year/feedback from members: New biography format was helpful; remind members of DAPE's voting eligibility requirements prior to sending out ballots, and add an attestation that the voter lives and/or works in Delaware to the ballot.

The Executive Committee has proposed the following slate of officers for 2020-2021 (officer elections take place at the September Council meeting, and additional officer nominations can be taken from the floor at that meeting):

- President: Joseph Jakubowski
- Vice President: Michael Clendaniel
- Secretary: Charles McAllister
- Treasurer: Karen Maxson
- Immediate Past President: Carmine Balascio

## **NCEES**

Updates on October PE Exam: Current registration is 80 examinees for Thursday October 22, 50 examinees for Friday October 23 (we've set a maximum of 84 for each day, to allow for more space between examinees). The NCEES registration deadline is August 20.

NCEES has indicated they want states to offer the exam even if we have to limit seating, as long as our State allows it. They will be offering online training for chief proctors/MBAs. NCEES emailed all candidates to let them know they can get a full refund if they want to reschedule, and have converted the Electrical and Computer: Power exam to computer based on an accelerated schedule, to free more seats for October.

Several examining committee members have expressed concerns about managing the exam administration.

Council discussed considerations including spacing/capacity limitations, cleaning protocols, security, lunch, HVAC system capability, Delaware State Bar exam cancellation, potential increased expenses, balancing our obligation to offer exam with need to maintain health/safety requirements.

J. Wootten will research the following: alternative location(s), security, cleaning protocols, if NCEES can help recruit proctors if needed.

Council will convene a special meeting on August 26 at 2:00 PM, to discuss further and make a determination on any potential changes to our location/exam administration.

### **Upcoming Meetings:**

**August 26, 2020 at 2:00 PM** +1 929 436 2866 Meeting ID: 824 3145 9773 Password: 734946

Browser link:

<https://us02web.zoom.us/j/82431459773?pwd=UU9naXJ0YUJSYUkwOHlVaHhCY0s0UT09>

**September 9, 2020 at 3:00 PM** +1 929 436 2866 Meeting ID: 968 485 585 Password: 851686

Browser link:

<https://us02web.zoom.us/j/968485585?pwd=RkxVZmxzemRPR2NFRytGS1VPeDlrUT09>

*Motion by M. Clendaniel, seconded by M. Siwek, to adjourn. Approved unanimously. Meeting adjourned at 5:02 p.m.*