

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

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October 21, 2020

MINUTES – OCTOBER 14, 2020 COUNCIL MEETING

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday October 14, 2020 via teleconference at 3:00 p.m.

The Roll call was taken and a quorum was declared.

Council Members present:	M. Clendaniel, P.E.	N. Dean, P.E.
	W. Gamgort, Esq.	J. Hastings, P.E.
	J. Jakubowski, P.E.	J. Kalmbacher, P.E.
	M. Lennon, P.E.	K. Maxson, P.E.
	C. McAllister, P.E.	D. Reinhold, P.E.
	M. Siwek, P.E.	R. Smith, Esq.
	K. Tadler, P.E.	R. Wheatley

Council Members absent: D. Barbato, P.E.

DAG present: E. Kelly

Staff present: J. Wootten

Meeting was called to order at 3:05 PM.

Open Forum

Agenda

Motion by M. Clendaniel, seconded by C. McAllister, to amend the agenda to remove "Election of Officers" from the agenda, as this was addressed at the September 9, 2020 meeting.

Minutes of the September 9, 2020 Council Meeting

Council reviewed the Minutes of the September 9, 2020 Council meeting.

Motion by M. Clendaniel, seconded by C. McAllister, to approve the minutes of the September 9, 2020 meeting. Approved unanimously.

D.A.G. Report – None.

Financial Reports

M. Clendaniel summarized DAPE's finances for the five months (41.7%) of fiscal year ending April 30, 2021, which reflect income has reached 77.7% of projections and expenses 30.3%. J. Wootten will schedule a finance committee meeting to review the auditor's report.

Motion by M. Clendaniel, seconded by C. McAllister, 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 October 7, 2020 and discussed the following:

- Committee will recommend closure of 1 file.
- Committee will recommend approval of 2 PE applications referred by the examining committee and discussed in executive session.

Motion by C. McAllister, seconded by M. Clendaniel, Council approve the closure of 1 file as listed on Exhibit A of the Committee's report. Approved unanimously.

Examining Committee

M. Siwek reported that the Committee met on September 30, 2020, and reviewed 45 individual applications consisting of 42 applications for comity (38 recommended for approval, 2 referred to LEE Committee and now recommended for approval, 2 backlogged pending further information), 1 application for examination (recommended for approval to take the PE exam), and 2 applicants that have now met all requirements for licensure after successful passage of the P&PE Exam. All recommendations are shown on Exhibit A1 which is now ready for Council action.

Motion by M. Siwek, seconded by C. McAllister, 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 10 applications for Certificate of Authorization and 1 application for Certificate of Authorization Reinstatement. Committee recommendations are noted on Exhibit A2.

Motion by M. Siwek, seconded by C. McAllister, 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.

External Affairs Committee – No Report.

Public Information – No Report.

Government Affairs/By-laws Committee – No Report

Nominating Committee – No report

Ad Hoc October 2020 Exam Administration Committee

Committee met on September 22, 2020 at the Executive Banquet & Conference Center to discuss preparations for the October PE exam. Discussed table spacing, logistics for parking, entrance and

check-in procedures, dismissal, proctor break room. Committee members also participated in an NCEES training webinar on October 1. DAPE will present a modified version of this for our proctors on Monday October 19 at 6:30 PM (we'll record and post online for proctors that cannot participate).

Final email communication will go out to examinees end of this week. DAG Kelly will review facemask language. J. Wootten will reach out to proctors that are signed up for 2 days, to ask their preference, since we now have more than enough proctors.

Motion by C. McAllister, seconded by K. Maxson, Council accept the Ad Hoc PE Exam Committee Report. Approved unanimously.

Correspondence – None.

Old Business – None.

NCEES

September 16 webinar: NCEES is offering their Zoom webinar subscription and technical support to member boards for online training. We could potentially use this tool to create training in areas such as ethics, maintaining your Delaware PE license, applying for a PE license in Delaware; we could also work with local building officials to design technical training for our members.

New Business

J. Jakubowski proposed the following committee chair appointments:

- Finance: M. Clendaniel (Bylaws specify Vice President serves as chair of this committee)
- Employee Compensation & Benefits/Facilities: M. Clendaniel
- Law Enforcement & Ethics: Co-Chairs C. McAllister and D. Reinhold
- Examining: Co-Chairs N. Dean and M. Siwek
- External Affairs: J. Kalmbacher
- Public Information: J. Hastings
- Government Affairs/Bylaws: R. Smith
- Nominating: K. Maxson

Motion by M. Siwek, seconded by D. Reinhold, to approve committee chair appointments. Approved unanimously.

Committee chairs proposed the following committee members:

Finance: M. Clendaniel (Chair), C. Balascio, P. Canzano, A. Diaz, S. Gharebaghi, K. Maxson, C. McAllister

LEE: C. McAllister & D. Reinhold (Co-chairs), J. Davidson, A. Diaz, B. Diener, T. Kiefer, R. Leitsch, J. Mayan, K. Rudy, A. Say, A. Steinle

Examining Committee: Committee co-chairs N. Dean & M. Siwek are recruiting new members and getting commitments from current members, so this will be addressed at the November Council meeting.

External Affairs: J. Kalmbacher (Chair), R. Hayden (J. Kalmbacher will recruit a 3rd member)

Public Information: J. Hastings(Chair), M. Clendaniel, Jordan Jakubowski

Government Affairs: R. Smith (Chair), R. Wheatley, H. Medlarz

Nominating: K. Maxson (Chair), J. Flowers, Jordan Jakubowski, L. Szabo

Motion by M. Clendaniel, seconded by C. McAllister, to approve committee members. Approved unanimously.

Committees should review charges at next meeting for feedback. J. Jakubowski will work with committee chairs on proposed charges for the 2020-2021 year.

J. Wootten and J. Jakubowski will draft an Annual Report for Governor.

Committees should discuss and nominate to Executive Committee by November 30 a DAPE member (excluding current Council members) to be considered for the DAPE P.E. annual recognition award. Nomination should include the contributions made to not only DAPE, but the Delaware engineering community. This event may be postponed until the spring, possibly at an outdoor venue. J. Wootten will look into venue options for an in-person Council meeting in December or January.

Upcoming Meeting:

November 11, 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=RkxVZmxzemRPR2NFRytGS1VPeDirUT09>

Motion by C. McAllister, seconded by M. Siwek, to adjourn. Approved unanimously. Meeting adjourned at 3:52 p.m.