

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

92 Read's Way, Suite 208, New Castle, DE 19720

PHONE: 302-323-4588

E-mail: office@dape.org

December 11, 2020

MINUTES – DECEMBER 9, 2020 COUNCIL MEETING

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday December 9, 2020 via teleconference at 3:00 p.m.

The Roll call was taken and a quorum was declared.

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

Exec Committee Member Present:	C. Balascio
--------------------------------	-------------

DAG present:	E. Kelly
--------------	----------

Staff present:	J. Wootten
----------------	------------

Meeting was called to order at 3:05 PM.

Open Forum

Minutes of the November 11, 2020 Council Meeting

Council reviewed the Minutes of the November 11, 2020 Council meeting.

Motion by C. McAllister, seconded by M. Clendaniel, to approve the minutes of the November 11, 2020 meeting. Approved unanimously.

D.A.G. Report – None.

DAG Kelly will research Conflict of Interest Policies at other licensing boards.

Financial Reports

M. Clendaniel summarized DAPE's finances for the seven months (58.3%) of fiscal year ending April 30, 2021, which reflect income has reached 84.8% of projections and expenses 42.4%.

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

M. Clendaniel reported that the Committee met December 2, 2020. A representative from Wells Fargo Financial Advisors presented an overview of DAPE's financial holdings. Committee recommends transfers as follows, in order to keep balances below FDIC limits:

- \$200,000 from operating account to deferred operating account
- \$150,000 from operating account to reserve investment account (CDs maturing between 2023-2027)
- \$600,000 from reserve investment account currently held in a money market account to CDs maturing between 2023-2027

Motion by M. Clendaniel, seconded by R. Wheatley, to transfer funds as recommended by Committee. Approved unanimously.

Motion by C. McAllister, seconded by K. Maxson, to enter executive session at 3:15 PM in order to discuss employee compensation. Approved unanimously.

Motion by M. Lennon, seconded by M. Clendaniel, to return from Executive Session at 4:11 PM. Approved unanimously. Note: R. Wheatley was excused during the executive session.

Motion by M. Clendaniel, seconded by C. McAllister, to approve compensation adjustments as discussed during executive session. Approved unanimously.

Motion by C. McAllister, seconded by M. Lennon, to accept Finance committee report.

Law Enforcement/Ethics Committee

C. McAllister reported that the Committee met on December 2, 2020 and discussed the following:

- Delinquency and Reinstatement fees for lapsed CAs
- Committee will recommend closure of 1 file
- Training for Committee and Council members on the topic of administrative procedures

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

N. Dean reported that the Committee met on November 24, 2020, and reviewed 50 individual applications consisting of 38 applications for comity (all recommended for license approval), 9 applications for examination (all recommended for approval to take the PE exam), 1 initial application from a decoupling candidate that successfully passed the PE exam (recommended for license approval), 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 3 applications for Certificate of Authorization and 1 application for Certificate of Authorization reinstatement. Committee recommendations are noted on Exhibit A2.

Motion by M. Lennon, seconded by M. Clendaniel, 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.

Public Information/External Affairs Committee Joint Report

J. Kalmbacher reported that the committees held a joint meeting on December 7, 2020 to discuss plans for a technical forum to address the overlapping practice issues with the PLS board. J. Kalmbacher will prepare talking points so committee members can reach out to potential panelists.

Motion by M. Clendaniel, seconded by C. McAllister, to accept the Joint Public Information/External Affairs Committee Report. Approved unanimously.

Government Affairs/By-laws Committee – No Report

Nominating Committee – No report

Correspondence – None.

NCEES

May 2021 Northeast Zone meeting was cancelled (along with all other Zone meetings).

Old Business

Council reviewed each Committee's charges for 2020-2021. The Facilities Committee charges will be consolidated with the Finance/Employee Benefits & Compensation Committee, to reflect current operations.

Motion by M. Clendaniel, seconded by C. McAllister, to approve Committee charges for 2020-2021 with modifications as discussed. Approved unanimously.

2021 Distinguished Service Award. *Motion by M. Siwek, seconded by C. McAllister, to nominate R. Leitsch, P.E. (Ret.) for the 2021 Distinguished Service award. Approved unanimously.*

New Business

Cover & Rossiter representatives have issued the final audit for fiscal year ending April 30, 2020.

Council reviewed a draft of the annual report to the Governor prepared by J. Wootten.

Motion by M. Clendaniel, seconded by K. Maxson, to approve DAPE's Annual Report to the Governor. Approved unanimously. J. Wootten will distribute to the State Legislature.

J. Wootten will contact lobbyist F. Newton regarding next steps for stalled legislative revisions.

July 2022 is DAPE's 50th Anniversary. J. Jakubowski will appoint an Ad Hoc Committee to plan an event.

Upcoming Meeting:

January 13, 2021 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 M. Clendaniel, seconded by K. Maxson, to adjourn. Approved unanimously. Meeting adjourned at 4:44 p.m.