

STATE OF DELAWARE



**DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS
92 Read's Way, Suite 208, New Castle, DE 19720**

PHONE: 302-323-4588 FAX: 302-323-4590
E-mail: office@dape.org

April 16, 2018

MINUTES – COUNCIL MEETING, April 11, 2018

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday, April 11, 2018, at the Deerfield Conference Center in Newark, DE.

President Gharebaghi convened the meeting at 3:07 p.m.

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

Council Members absent:	D. Barbato, P.E.	J. Ludman, P.E.
	R. Wheatley	

Staff present: P. Abshagen and J. Wootten

DAG present: Catherine "Terry" Hickey, Esq.

The Roll call was taken and a quorum was declared.

Open Forum

No members of the public present.

Minutes of the March 14, 2018 Council Meeting

Council reviewed the Minutes of the March 14, 2018 Council meeting. DAG Hickey recommended a correction to her March 14 report as follows:

DAG Hickey reminded the Council that members of the public that attend Council meetings are welcome to speak during the Open Forum. Council Meeting discussions should be limited to the topics on the Council Meeting agenda.

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

D.A.G. Report -- None.

Financial Reports

- Finances for the eleven months (91.7%) of fiscal year ending April 30, 2018 reflect income has reached 69.1% of projections; and expenses 68.7%.

Motion by C. Balascio, seconded by E. Retzlaff, 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

Chair Balascio reported that the Committee met on April 2. Council discussed the proposed budget and PE and CA enrollment numbers used for projections.

Motion by C. Balascio, seconded by M. Clendaniel, to recommend the transfer of \$100,000 of mature CD funds from the Money Market account to the Reserve Account, and \$200,000 of excess funds from the Operating Account into the Reserve Account, to be reinvested with a goal of maintaining our ladder investment strategy. Approved unanimously.

Motion by C. Balascio, seconded by C. McAllister, to approve the signing of a 5-year lease extension. Approved unanimously.

Motion by C. Balascio, seconded by C. McAllister, to approve the proposed 2018/2019 budget. Approved unanimously.

Employee Benefits & Compensation

Executive Session at 3:31 p.m.: *Motion by C. Balascio, seconded by J. Tracey, to enter Executive Session for the purpose of discussing employee compensation. Approved unanimously.*

Open Session at 3:45 p.m.: *Motion by E. Retzlaff, seconded by M. Clendaniel, to return to Open Session. Approved unanimously.*

Motion by E. Retzlaff, seconded by C. Balascio, to accept the Committee's recommendation on a compensation increase for staff member P. Abshagen.

Law Enforcement/Ethics Committee

Chair McAllister reported that the Committee met on April 4, 2018.

- Code of Ethics proposed revisions still pending.
- The Committee is recommending the closure of 11 cases as listed in its report.
- Committee discussed name violation cases and open files, and prepared questions for DAG Jarosz to address at the Committee's May 2 meeting. This may lead to an education session for the LEE Committee members and/or Council members to set clearer guidelines on this issue.
- LEE committee members invited to attend both the NCEES Zone meeting and Annual meeting.

Motion by J. Tracey, seconded by E. Retzlaff, Council approve the closure of the 11 cases as listed on Exhibit A of the committee's report. Approved unanimously.

Examining Committee

The Examining Committee met on March 28, 2018 and reviewed thirty-nine (**39**) applications for licensure including 34 for **comity**; and **5** applications for **examination**. The committee also reviewed 8 applications for **Certificates of Authorization**; and 12 applications for Certificate of Authorization **Reinstatements**.

Motion by M. Lester, seconded by E. Retzlaff, Council approve the Committee's recommendations for applications for licensure and Certificates of Authorization as noted on Exhibits A1-A2 of the committee's report. Approved unanimously.

External Affairs Committee

The JAC discussed final edits to the "Guidelines for Building Officials" document at the March 8 meeting. A final draft has been distributed to JAC committee members for discussion in June. The Council can expect to review a draft of this document in July.

Facilities Committee -- No report.

Public Information

The winter newsletter was published in March.

Government Affairs/By-laws Committee

Correspondence

Previously approved correspondence was sent to D. Hokuf at NCC on April 14.

*Motion by J. Tracey, seconded by E. Retzlaff to send a cover letter and copy of the NCC correspondence to Randall Greer at DNREC. **Approved unanimously.***

NCEES

Northeast Zone Interim Meeting May 17-19 in Portland, Maine.

PE Exam on April 13-14 at Nur Shrine/DAPE office.

Old Business

DAPE will sponsor a 3-hour ethics session on Thursday, May 3 from 8:30-11:30 AM at the Executive Banquet & Conference Center in Newark, DE. To register, email Kathy@dape.org.

New Business

Save the date for a retirement party for P. Abshagen: May 23 at the University & Whist Club from 5:30-8:30 PM.

Next Meeting

Next meeting scheduled for May 9, 2018 at a Kent county location TBA.

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

Meeting adjourned at 4:11 p.m.

/jw