

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS
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January 23, 2013

MINUTES – COUNCIL MEETING, January 7, 2013

A meeting of the Council of the Delaware Association of Professional Engineers was held on Monday, January 7, 2013, at the Deerfield Conference Center, Newark, Delaware.

President McAllister convened the meeting at 3:04 p.m.

Council Members present:	C. Balascio, P.E.	M. Lester, P.E.
	W. Balascio, P.E.	M. Mallamo, P.E.
	D. Barbato, P.E.	C. McAllister, P.E.
	S. Gharebaghi, P.E.	H. Medlarz, P.E.
	R. Hayden, P.E.	F. Newton
	K. Kooker, P.E.	T. Thomson, P.E.

Council Members absent:	D. Clark, P.E.	-	not excused
	V. Robertson, Esq.	-	excused
	J. Tracey, Esq.	-	excused

Staff present: P. Abshagen

DAG: Catherine (Terry) Hickey, Esq.

Guest: Ana E. Diaz, P.E.

The Roll call was taken and a quorum was declared.

Open Forum

As a member of the Law Enforcement/Ethics Committee, A. Diaz is organizing the Committee/Council Workshop scheduled for March 22, 2013. Part of the agenda has been devoted to conducting the DiSC presentation, an assessment of individual's data to describe how people approach work and relationships. Participation is required prior to the workshop and exercises at the workshop will put together teams of various individuals.

Minutes of the December 12, 2012 Council Meeting

Council reviewed the Minutes of the December 12, 2012 Council meeting. Motion by C. Balascio, seconded by Kooker, Council approve the Minutes of the December 12, 2012 Council meeting as submitted. Approved unanimously.

D.A.G. Report

Motion by Lester, seconded by Thomson, at 3:43 p.m. to enter Executive Session for the purpose of discussing pending litigation. Approved unanimously.

Motion by Newton, seconded by Kooker, at 3:50 p.m. to enter Open Session. Approved unanimously.

- Delaware Board of Examiners for Electrical Licensing – newly promulgated regulations have been adopted and published. DAG indicated there is no intent to have the industrial exemption adversely effected.
- Hearing Procedure Guidelines – Pre-hearing conference scheduled for Jan. 17, 2013 in the Johns' denial of license case.
- Allison Reardon has been appointed the new State Solicitor.

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.

Financial Report

Chair Medlarz reported the income/expense activity for first eight months of fiscal year 2012/2013 reflect income actuals at 88% of projections; expenses at 49% of projections. Report will be recommended for approval subject to audit.

Committee is meeting on January 22nd to discuss the financial guidelines manual, an expanded view of the monthly reports, etc.

Employee Benefits & Compensation

- Job descriptions still under review
- Health Insurance benefits – retained broker; reviewing options for equal benefit coverage

January 22nd meeting will include discussions on these issues.

Law Enforcement/Ethics Committee

Chair Kooker reviewed the report of the committee's January 2, 2013 meeting. Committee discussed investigative procedures and is recommending closure of the 7 cases listed on Exhibit A1.

Motion by Kooker, seconded by Newton, Council approve closure of the 7 cases listed on Exhibits A1. Approved unanimously.

Consent Agreement in Case 12/007 was reviewed by Council at its previous meeting. A cover letter has now been added and Council is requested to ratify its previous action. Motion by Newton, seconded by Hayden, Council ratify the action of approving the Consent Agreement in Case 12/007. Approved unanimously.

Examining Committee

Chair Lester presented the report of the Examining Committee's meeting of January 3, 2013. Ninety-two (92) individual applications for licensure were reviewed and confidential recommendations made for Council action consisting of 25 applications for comity; 57 applications for licensure after the successful passage of the October exam administration; and 10 applications for examination. The Committee also reviewed 10 applications for Certificate of Authorization; and 1 application for reinstatement of Certificate of Authorization and 6 applications for reinstatement of PE licenses.

Motion by Lester, seconded by Newton, Council approve the Committee's recommendations for licensure as shown on Exhibits A1 –A3 of the committee's report. Approved unanimously.

Motion by Kooker, seconded by Hayden, Council approve the 10 applications for Certificates of Authorization and reinstatement requests as shown on Exhibit A4 of the committee's report. Approved unanimously.

External Affairs Committee -- No report.

Facilities Committee -- No report.

Public Information

Winter issue of the newsletter is scheduled for publication late January/February. Council member W. Balascio to provide an article on the proposed CPC program.

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

Ad-Hoc/Policies & Procedures Manual

In progress.

Ad-Hoc/CPC

Working on guidelines.

Ad-Hoc/Enforcement Seminar

Workshop has been confirmed for Friday, March 22, 2013 (7:30 a.m. – 6:00 p.m.) at the Dover Downs Hotel.

NCEES -- No report.

Correspondence -- None

Old Business -- None

New Business

- Engineers' Week Banquet to be held on 2/21/13 at the Cavalier Country Club. Tickets are available for Council members.

Next meeting on February 13, 2013 in Kent County, to be chaired by Vice President Medlarz in President McAllister's absence.

Meeting adjourned at 4:15 p.m.

	<u>ACTION LIST:</u>	
COMMITTEE:	ACTION:	<u>STATUS:</u>
Finance		
Employee Benefits	4-2: Job descriptions pending	Under review
	10-1: Health Insurance proposals	Under review
Law Enforcement		
Examining	1-4: Comm. To review guidelines for reapplication (after 4X PE Fails) 7-2: Comm. to discuss CBT/admin. policies	
External Affairs	4-3: Plan for outreach workshops	
Facilities	12-3: Website Update	12/20/11: Ongoing
Public Information	3-1: Chair Gharebaghi to provide strategies for enhancing committee's work.	
Gov't Affairs	12-2: Law rev. prep (CBT, CPC, PE renewals)	
Ad-Hoc/Policy Manual	3-2: Manual under review	6/13/12: Draft received
Ad-Hoc/CPC	1-6: Details of CPC program in progress	9/1/12: Draft under review
Ad-Hoc/Enforcement Seminar	12-3: Date 3/22/13;	Drafting agenda and presentations
DAG		