

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

July 13, 2018

MINUTES – JULY 11, 2018 COUNCIL MEETING

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday, July 11, 2018, at the Brick Hotel in Georgetown, Delaware.

President Gharebaghi convened the meeting at 3:08 p.m.

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

Council Members absent:	D. Barbato, P.E.	R. Hayden, P.E.
	J. Jakubowski, P.E.	J. Kalmbacher, P.E.
	M. Lester, P.E.	J. Ludman, P.E.

Staff present: 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 June 13, 2018 Council Meeting

Council reviewed the Minutes of the June 13, 2018 Council meeting. A correction was made to "Council Members absent list" to remove J. Tracey's name, as he was present at the June 13, 2018 meeting.

Motion by M. Clendaniel, seconded by J. Tracey, to approve the minutes of the June 13, 2018 meeting as amended. Approved unanimously.

D.A.G. Report -- None.

Financial Reports

- Finances for the two months (17%) of fiscal year ending April 30, 2019 reflect income has reached 53.7% of projections; and expenses 16%.

Motion by C. Balascio, 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.

Employee Compensation & Benefits Committee

The committee met on July 9, 2018 to discuss drafts of letters to J. Wootten and P. Abshagen. S. Gharebaghi thanked the committee for their effort in convening quickly.

Executive Session at 3:21 p.m.: Motion by C. Balascio, seconded by C. McAllister, to enter Executive Session for the purpose of discussing employee benefits and compensation. Approved unanimously.

Open Session at 4:35 p.m.: Motion by W. Balascio, seconded by E. Retzlaff, to return to Open Session. Approved unanimously.

Motion by C. Balascio, seconded by M. Clendaniel, to approve the Employee Letter to J. Wootten with changes as discussed in executive session. Approved unanimously.

Motion by C. Balascio, seconded by E. Retzlaff, to approve the Employee Retirement Letter to P. Abashagen with changes as discussed in executive session. Approved unanimously.

Motion by C. Balascio, seconded by E. Retzlaff, to approve the Contractor letter to P. Abashagen with changes as discussed in executive session. Approved unanimously.

Motion by C. Balascio, seconded by E. Retzlaff, to ratify the Employee Letter to K. Davis signed October 5, 2017. Approved unanimously.

The Employee Compensation & Benefits Committee will schedule a meeting to discuss drafting employment policies for board approval.

Law Enforcement/Ethics Committee -- No Report.

Examining Committee

Co-Chair W. Balascio reported that the Committee met on June 27, 2018 and reviewed fifty-one (**51**) applications for licensure including **thirty-one (31)** applications for **comity**; **nineteen (19)** applications for **examination**; and **one (1)** applicant who now meets all licensing requirements after **successful passage of the 2-part SE exam**.

The Committee also reviewed **eight (8)** applications for **Certificate of Authorization** and **six (6)** application for **Certificate of Authorization Reinstatements**.

Motion by J. Tracey, seconded by M. Clendaniel, Council approve the Committee's recommendations for applications for licensure as noted on Exhibit A1 and Certificates of Authorization as noted on Exhibit A2 of the committee's report. Approved unanimously.

External Affairs Committee -- JAC committee met on June 28, 2018.

Facilities Committee -- No report.

Public Information -- No Report.

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

NCEES

Annual meeting August 15-18 will be attended by S. Gharebaghi, C. McAllister, C. Balascio, J. Wootten and D. Reinhold (who will be attending the law enforcement sessions only).

Correspondence – None.

Old Business – None.

New Business – None.

Next Meeting

Next meeting scheduled for August 8, 2018 at the DAPE offices.

Motion to adjourn by M. Clendaniel, seconded by J. Tracey. Approved unanimously.

Meeting adjourned at 4:50 p.m.

/jw