

STATE OF DELAWARE



**DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS**  
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June 28, 2013

**MINUTES – COUNCIL MEETING, June 10, 2013**

A meeting of the Council of the Delaware Association of Professional Engineers was held on Monday, June 10, 2013, in the Board Room of the Sheraton Hotel, Dover, Delaware.

President McAllister convened the meeting at 4:12 p.m.

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

Council Members absent: W. Balascio, P.E.  
D. Barbato, P.E.  
M. Mallamo, P.E.  
V. Robertson, Esq.  
T. Thomson, P.E.  
J. Tracey, Esq.

Staff present: P. Abshagen

DAG: Catherine (Terry) Hickey, Esq.

The Roll call was taken and a quorum was declared. President McAllister thanked Council for accommodating his schedule.

**Open Forum** -- No members of public present.

**Minutes of the May 8, 2013 Council Meeting**

Council reviewed the Minutes of the May 8, 2013 Council meeting. Motion by C. Balascio, seconded by Hayden, Council approve the Minutes of the May 8, 2013 Council meeting as submitted. Approved unanimously.

**D.A.G. Report**

Motion by Hayden, seconded by C. Balascio, to enter Executive Session at 4:15 p.m. to discuss potential litigation. Approved unanimously.

Motion by Newton, seconded by Gharebaghi, at 4:21 p.m. to return to Open Session. Approved unanimously.

Law Revisions -- DAG Hickey reported she responded to an inquiry from the legislative counsel on the proposed law revisions.

Bylaws Revisions -- DAG Hickey prepared a draft of bylaw revisions to permit electronic voting in future Council elections. Council reviewed the proposed draft. Motion by C. Balascio, seconded by Hayden, that Council approve sending to the DAPE membership the proposed bylaw revisions to address the issue of electronic voting and other housekeeping items. 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.

### **Financial Report**

Chair Medlarz reported on finances for the first month of this fiscal year. Income has reached 18% of projections; and expenses 14%. Council inquired as to the net income as reported on the reports. Executive Director Abshagen will consult with our bookkeeper.

Motion by Newton, seconded by Kooker, approval of Finance Report pending audit. Approved.

### **Employee Benefits & Compensation**

Administrative Coordinator Mary Savona has resigned her position effective 5/31/13 in order to be at home with her family. After numerous interviews, a candidate has been identified and will start on July 15<sup>th</sup> for a 6-week trial period.

### **Law Enforcement/Ethics Committee**

Chair Kooker presented the report of the committee's June 5, 2013 meeting. Committee is recommending closure of the 7 cases listed on Exhibit A1.

Committee member Diaz is suggesting Council be proactive rather than reactive and continue workshops for the benefit of Council and Committee members.

Motion by Kooker, seconded by Newton, Council approve the closure of the 7 cases as listed on Exhibit A of the committee's report. Approved unanimously.

### **Examining Committee**

Chair Lester presented the report of the Examining Committee's meeting of May 29, 2013. Seventy-three (73) individual applications for licensure were reviewed and confidential recommendations made for Council action consisting of **31**; **1** applicant who meets all requirements for licensure but is not licensed in any other

jurisdiction; **40** applicants who now meet all requirements for licensure after successful passage of the April, 2013 PE exam; and **1** application for **examination**. The Committee also reviewed **15** applications for **Certificate of Authorization**; **1** application for **Temporary Permit**; and **4** applications for **Reinstatement**.

Motion by Lester, seconded by C. Balascio, Council approve the Committee's recommendations for licensure as shown on Exhibits A1-A4 of the committee's report. Approved unanimously.

**External Affairs Committee** -- No report.

**Facilities Committee** -- No report.

**Public Information** -- No report.

**Government Affairs/By-laws Committee**

Committee member Newton advised proposed law revisions have been submitted to the legislature. Lobbyist Mary Davis does not anticipate these will be problematic.

**Ad-Hoc/Policies & Procedures Manual**

Examining & Law Enforcement Committees' guidelines are needed.

**Ad-Hoc/CPC**

Few comments still dribbling in.

**NCEES**

- Annual meeting scheduled for 8/21 – 8/24 in San Antonio. Council members C. Balascio, McAllister and Executive Director Abshagen will be in attendance.

**Correspondence** -- None

**Old Business** -- None

**New Business**

- President McAllister appointed Council member C. Balascio as Chief Teller to tally ballots of Council election.

Next meeting on **July 10, 2013** in the DAPE offices.

Meeting adjourned at 5:25 p.m.

	<b><u>ACTION LIST:</u></b>	
<b>COMMITTEE:</b>	<b>ACTION:</b>	<b><u>STATUS:</u></b>
Finance		
Employee Benefits		
Law Enforcement	4-1: Guidelines needed	
Examining	4-2: Guidelines needed	
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		
Ad-Hoc/Policy Manual	5-2: Need Exam. and LEE Committee's sections	
Ad-Hoc/CPC	3-2: CPC guidelines reviewed and tweaked	Rev. guidelines in progress
Ad-Hoc/Enforcement Seminar		
DAG		