

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

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June 14, 2024

MINUTES – June 12, 2024 COUNCIL MEETING

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday June 12, 2024 in hybrid format (at Hyatt House, Lewes DE and via Zoom).

The Roll call was taken and a quorum was declared.

Council Members Present:	M. Clendaniel, P.E.	V. Fazio, P.E.
	J. Hastings, P.E.	J. Kalmbacher, P.E.
	C. Lingenfelder, Esq.	K. Maxson, P.E.
	D. Reinhold, P.E.	M. Smith, P.E.
	R. Smith, Esq.	K. Tadler, P.E.
	T. Thomson, P.E.	

Council Members Absent:	D. Barbato, P.E.	W. Gamgort, Esq.
	J. Jakubowski, P.E.	J. Puddicombe, P.E.

DAG present: E. Kelly, Esq.

Staff present: J. Wootten

Meeting was called to order at 3:04 PM.

Open Forum

Minutes of the May 8, 2024 Council Meetings

Council reviewed the Minutes of the May 8, 2024 Council meeting.

Motion by K. Maxson, seconded by J. Hastings, to approve the minutes of the May 8, 2024. Approved unanimously.

D.A.G. Report – None.

Financial Reports

K. Maxson reported that finances for the 1 month (8.3%) of fiscal year ending April 30, 2025 reflect income has reached 15.1% of projections and expenses 9.4%.

Motion by K. Maxson, seconded by C. Lingenfelder, Council accepts 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

K. Maxson reported that the committee met on May 23, 2024 and discussed the following:

- Office Lease Renewal draft agreement. Committee recommends that DAPE Council approve the agreement with minor revisions as discussed. J. Wootten sent a draft to OTHA, and they have agreed verbally to the terms. J. Wootten will be sure we have warning prior to the kitchen floor being replaced, so we can move furniture/refrigerator.
- Job descriptions: updated to reflect current distribution of work, which changed a bit since 2019 due to remote work and new employee.
- Annual review template: customized for each employee based on their job description

Council discussed the amended lease agreement, but decided to postpone a vote on this until a representative from OMB can address Council. E. Kelly will suggest a few dates, and Council may schedule a meeting prior to July 10 if possible. DAPE lobbyist M. Davis will be invited.

Law Enforcement/Ethics Committee

T. Thomson reported that the committee met on June 5, 2024 and discussed the following:

- 4 files for closure.
- Several new and existing cases during executive session resulting in motions below.

Motion by T. Thomson, seconded by K. Maxson, Council approve Consent Order related to File 24-073. Approved unanimously.

Motion by T. Thomson, seconded by K. Maxson, Council approve Consent Order and Cease & Desist Order related to File 24-009. Approved: Fazio, Hastings, Kalmbacher, Lingenfelder, Maxson, Reinhold, M. Smith, R. Smith, Tadler, Thomson; Recused: M. Clendaniel.

Motion by T. Thomson, seconded by K. Maxson, Council approve the closure of 4 cases listed on Exhibit A of the committee report. Approved unanimously.

Examining Committee

K. Tadler reported that the Committee met on May 29, 2024 and discussed the following:
Updated application review requirements "cheat sheet" to reflect current practice.

All recommendations for licensure or approval to take the P&PE exam are shown on Exhibits A1 and A2 which are now ready for Council action. The recommendations are summarized below:

Application Type	Total applications	Recommendation	Exhibit Reference
Comity	13	License	A1
Exam	6	Approval to take P&PE	A1
Initial	2	License	A1
Exam (passed PE)	2	License	A2
Total Individual applications reviewed	23		

Motion by K. Tadler, seconded by V. Fazio, Council approves the Committee's recommendations for applications for licensure as noted on Exhibits A1 and A2 of the committee's report as amended just prior to the Council meeting. Approved unanimously.

Committee recommendations for firm licensure are noted on Exhibit A3. The recommendations are summarized below:

Application Type	Total applications	Recommendation	Exhibit Reference
Certificate of Authorization	14	License	A3
Certificate of Authorization Reinstatement	1	License	A3

Motion by K. Tadler, seconded by V. Fazio, Council approves the Committee's recommendations for Certificates of Authorization as noted on Exhibit A3 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.

Additional Committee Recommendations:

Application Type	Total applications	Recommendation	Exhibit Reference
Model Law Engineer Comity License	30	License	D
Engineer Intern Certification/Decoupling	2	Approve	C

External Affairs Committee – No Report

Public Information Committee – No Report

Government Affairs/By-Laws Committee – No Report

Nominating Committee – No Report

Correspondence – None.

NCEES

- Funded delegates for the August 14-17 Annual meeting submitted; registration info has been sent; additional board members can still attend (invites have been sent). The registration deadline is June 30.
- State of the Council June 5 meeting recap: J. Wootten shared a recap of several motions that will be debated at the annual meeting

Old Business

- HB369 (Successor Engineer amendment): on Senate ready list
- DAPE Status with State
- Council Election: will run from June 14-July 15.
- PE Night at Wilmington Blue Rocks on June 6 was well-attended.

New Business

- The Executive Committee needs to nominate a slate of officers at the August meeting. Additional nominations are accepted from the floor at the September Council meeting, when officers are elected. K. Maxson will be moving to Maryland, and will need to step down from the board when she is no longer a Delaware resident.

Upcoming Meetings:

- August Council meeting will be Wednesday August 21 due to a conflict with the NCEES annual meeting.
- October 9 Volunteer Appreciation Event

Next Council Meeting

July 10, 2024 Hybrid format (Zoom or DAPE).

Meeting adjourned at 3:58 PM.