

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS

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May 15, 2025

MINUTES – MAY 14, 2025 COUNCIL MEETING

A meeting of the Council of the Delaware Association of Professional Engineers was held on Wednesday May 14, 2025 in hybrid format (at DAPE office, New Castle, DE and via Zoom).

The Roll call was taken and a quorum was declared.

Council Members Present:	D. Calloway, P.E. V. Fazio, P.E. J. Kalmbacher, P.E. D. Reinhold, P.E. M. Smith, P.E.	M. Clendaniel, P.E. J. Jakubowski, P.E. J. Puddicombe, P.E. M. Scarborough, P.E. T. Thomson, P.E.
Council Members Absent:	D. Barbato, P.E. R. Smith, Esq.	C. Lingenfelder, Esq. K. Tadler, P.E.
DAG present:	Z. Naylor, Esq.	
Staff present:	J. Wootten	

Meeting was called to order at 3:05 PM.

Open Forum – no members of the public were present.

Minutes of the April 9, 2025 Council Meetings

Council reviewed the Minutes of the April 9, 2025 Council meeting.

Motion by M. Clendaniel, seconded by T. Thomson, to approve the minutes of the April 9, 2025 Council meeting as amended to correct typos. Approved unanimously.

D.A.G. Report

Update on legislative amendment: HB 81 was passed by House and advanced to the Senate Legislative Oversight & Sunset; this committee meeting took place earlier in the day, and HB81 advanced to the Senate for a vote. Thanks to J. Jakubowski for attending the committee meetings as DAPE's representative to answer committee members' questions.

Financial Reports

T. Thomson reported that the finances for the 12 months (100%) of fiscal year ending April 30, 2025 reflect income has reached 107.4% of projections and expenses 90.8%. J. Wootten will schedule a finance committee meeting to discuss cash flow/balances in various accounts, as well as a review of the employee handbook; she'll reach out to auditors to get scheduled for the summer months.

Motion by T. Thomson, seconded by M. Clendaniel, 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/Facilities Committee – No Report

Law Enforcement/Ethics Committee

D. Reinhold reported that the committee met on May 7, 2025 and discussed the following:

- Code of ethics (related to correspondence)
- NCEES structural exam complaint received by Washington board
- Regulations regarding electronic sealing
- Open files and investigations in Executive session

Motion by D. Reinhold, seconded by M. Clendaniel, Council approves the closure of 5 cases listed on Exhibit A of committee report. Closure of 4 files approved unanimously. Closure of 24-007 approved: Calloway, Clendaniel, Fazio, Jakubowski, Kalmbacher, Reinhold, Scarborough, M. Smith; Abstained: Thomson, Puddicombe.

Motion by D. Reinhold, seconded by M. Smith, Council dismiss File 24-008. Approved: Calloway, Clendaniel, Fazio, Jakubowski, Kalmbacher, Reinhold, Scarborough, M. Smith; Abstained: Thomson, Puddicombe.

Examining Committee

M. Smith reported that the Committee met on April 30, 2025 and discussed the following:

- COA Application: affidavit review.
- Application review requirements. Question regarding allowing candidates that are planning to apply via the 15 year experience pathway (no qualifying degree): Can we approve them to take FE or PE prior to getting the experience approved. DAG Naylor advised that this would require a legislative amendment.
- DSU/UD undergrad/Masters program: J. Wootten provided UD with the definition of a Council-approved science related to engineering degree, to help students determine if they will qualify for a PE license.
- Zone Meeting recap

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	6	License	A1
Comity	2	License after LEE review	A1
Exam	4	Approval to take P&PE	A1
Exam	1	Approval to take FE&P&PE (or provide further info for FE waiver)	A1
Initial	3	License	A1
Initial	1	Backlog	B
Exam (passed PE)	7	License	A2
Total Individual applications reviewed	24		

Motion by M. Smith, seconded by M. Clendaniel, 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	21	License	A3
Certificate of Authorization	2	License with LEE Committee review (OK)	A3
Certificate of Authorization Reinstatement	2	License	A3

Motion by M. Smith, seconded by M. Clendaniel, 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	44	License	D
FE Exam/P&PE Exam Decoupling	2	Approve for FE & decoupling P&PE	C
Engineer Intern Certification/P&PE Exam Decoupling	1	Approval for certification and decoupling P&PE	C
Engineer Intern Certification	1	Approval for certification	C

External Affairs/Public Information Committee – No Report

Government Affairs/By-Laws Committee – No Report

Nominating Committee -- No Report

Ad Hoc Website Committee -- No Report; Software agreement was signed April 22. Big Picture accepted 25% retainage fee and 45 day payment terms for last implementation payment and first maintenance and support payment.

Correspondence

DAPE received an inquiry about the use of his/him pronouns in the Code of Ethics. J. Wootten has asked the LEE Committee to review the Code of Ethics for other potential changes, and asked Council members to do the same. DAG Naylor will work with J. Wootten to draft an amendment, replacing pronouns with a word such as "engineer," "licensee," or "applicant," as appropriate.

NCEES

- Zone meeting recap.
- State of Council meeting on June 4 will be a review of annual meeting motions. There will be a recording available. Council members that will be attending the Annual Meeting in August are encouraged to participate in this State of the Council meeting, to give Council time to discuss any issues that could impact DAPE's vote on motions at the Annual Meeting.
- Funded delegates have received invitations to register; other Council members can expect an invitation to register for the Annual meeting in the coming weeks. Contact J. Wootten if you would like to attend.

Old Business – None.

New Business

2025 Council Election Ballot:

- Government: Stacy McNatt, P.E.
- Other Engineering: Anthony Kline, P.E.
- Industry: Mark Scarborough, P.E.
- Chemical Engineering: Melanie Smith, P.E.

J. Wootten will remind committees that it's time to nominate candidates for DAPE's Outstanding Service award. J. Jakubowski nominated Representative Ronald Gray, who has been a long-time supporter of DAPE.

Governor appointed seats update: Two candidates forwarded to Governor's office and pending appointment.

Blue Rocks PE Night June 5.

Ethics Training June 9 (contact J. Wootten if you are not registered).

Next Council Meeting

June 11, 2025 Hybrid format (Zoom or DAPE).

Meeting adjourned at 3:55 PM.