December 3, 2013

Present: Board members present: Mandy Holway Olver, PE, Chair; Clifton W. Greim, PE, Vice-Chair; Dr. Donald A. Grant, PE; George W. Ames, PE; Lawrence E. Bartlett, PE; Joyce Noel Taylor, PE; and public member John A. Guimond. Also present were: Judith Peters, Assistant Attorney General and David Jackson, Executive Director.

Call to Order: The meeting was called to order at 9:00 a.m. by Chair Mandy Holway Olver in the First Floor Conference Room, 295 Water Street in Augusta.

1. Minutes of previous meeting and other preliminaries.
   A. Approval of the minutes of the Board meeting held on August 15, 2013.
      Minutes approved as submitted.

2. Executive Committee (Chair)
   A. Introduction of new Board member John A. Guimond.
      The new public member, John A. Guimond, was introduced to the members of the Board.

3. Finance Committee: (Greim)
   A. Book balance on November 6, 2013 was $200,387, compared to the book balance of $212,827 on November 1, 2011.
   B. The number of active licensees on November 13, 2013 was 6541, compared to 6080 on November 1, 2011.

4. Rules Committee: (Ames)
   A. Report on Rulemaking.
      On motion by Mr. Greim and second by Dr. Grant, following discussion and revisions suggested by Board members, the Board voted 7-0 to accept the revised proposed Rules and move on to Rulemaking.

      On motion by Mr. Ames and second by Dr. Grant, the Board voted 7-0 in support of the economic impact statement indicating there is no economic impact on licensees or the public, and to accept the criteria in the Governor’s Executive Order 20.
5. **Examinations Committee:** (Grant)

6. **Information Committee:** (Olver)

   A. *Spring Newsletter – proposed articles*
      a. *Thoughts While Driving (Olver)*
      b. *Renewal/Audits (Exec Dir)*
      c. *Rulemaking (Exec Dir)*
      d. *More about CBT process (Exec Dir)*
      e. *PDH Courses (Exec Dir)*
      f. *Area of Competence (Ames)*
      g. *Sealing documents (Ames)*
      h. *Introduction of new Board member*
      i. *Results of Oct 2013 NCEES exams*

7. **Complaint Committee:** (Ames)

   A. **Licensee**
      1. *E12-003*
         After presentation by Mr. Ames, on motion of Mr. Bartlett and second by Ms. Taylor, the Board voted 6-0-1, with Mr. Ames recused as the Complaint Officer, to dismiss the complaint with a Letter of Guidance to be kept in his file indicating that any error did not rise to a level meriting discipline; however, in matters of discipline a lack of responsiveness may be interpreted by the Board as unwillingness to comply with regulation, and that the Licensee will be audited during this renewal and should respond in a timely manner.

   B. **Unlicensed**

   C. **Complaints filed by other jurisdictions against Maine PE’s**

8. **Continuing Education Committee:** (Bartlett)

   A. **Audits**
      The Executive Director was instructed to identify how the random audit candidates have been generated previously and to prepare for audits after the initial renewal period ends.

   B. **PDH Course Development**
      The Executive Director was instructed to begin development of the PDH course based on the revised statutes, which were effective October 9, 2013. Mr. Bartlett will assist in the development of the proposed course.

9. **Special Committees:**

   A. **CEO Guideline Committee**
      This special committee was discontinued.
10. **Reading of communications:**

A. Reading of correspondence.
   1. *Letter from Licensee notifying the Board of discipline taken by another jurisdiction.*
      The Executive Director will place the correspondence in the Licensee’s file.
   2. *Letter from Licensee notifying the Board of discipline taken by another jurisdiction.*
      The Executive Director will place the correspondence in the Licensee’s file.
   3. *Letter from Licensee notifying the Board of discipline taken by another jurisdiction.*
      The Executive Director will place the correspondence in the Licensee’s file.
   4. *Letter from Licensee notifying the Board of discipline taken by another jurisdiction.*
      On motion by Dr. Grant and second by Mr. Greim, the Board voted 7-0 to file a complaint against the Licensee.
   5. *Email from individual who sat for the NCEES PE exam in a state that allows early testing requesting permission to apply for PE licensure in Maine after completing the required four years of work experience.*
      The Executive Director will notify the individual they may apply for licensure.
   6. *Letters from students requesting permission to sit for the PE exam because they will pass their four years of work experience within a few weeks of the exam.*
      The Executive Director will notify these individuals they may sit for the exam.
   7. *An inquiry is made into the use of the word engineering on the business card of a company offering specialized design/build services.*
      On motion by GA and second by DG the Board voted 7-0 to have the Executive Director inquire as to the presence of a PE on the staff of the company advertising engineering services.

11. **Reading and considering applications:**

A. **Review and concurrence of Chair/Executive Director actions:**
   1. Temporary certificates issued.
   2. Licenses authorized for NCEES Certified Applicants.
   3. Comity licenses authorized by the Executive Director and Chair.
   4. Licenses by written examinations.
   5. Licenses by oral examinations.
   6. Re-examinations authorized by the Executive Director.

B. **New Engineer Intern (E.I.) Applications.**

C. **Recently certified Engineer Interns.**
   On motion by Dr. Grant and second by Mr. Ames, the Board voted 6-0 to approve items 10 A-C.
D. **New P.E. Applications.** (Exec Dir)
      The Executive Director was instructed to issue a denial of the application.

E. **Previously considered and postponed**
F. **Reexamination Requests**
G. **Other applications or requests**

12. **Unfinished Business:**

13. **New Business:**

A. *Engineers Week funding*
   On motion by Dr. Grant and second by Ms. Taylor, the Board voted 6-0 to sponsor Engineers Week at the Leadership Level, up to $3000, with another $1000 for promotional materials.

B. *NCEES MBA Meeting, February 5, 2014, Scottsdale, AZ*
   On motion by Mr. Bartlett and second by Mr. Ames, the Board voted to send the Executive Director to the 2014 NCEES MBA Meeting in Scottsdale.

C. *NCEES Zone Meeting, May 8-10, 2014, Glade Springs, WV*
   Discussion of the Zone Meeting continued to January meeting.

D. *NCEES Annual Meeting, August 20-23, 2014, Seattle, WA*
   Discussion of the Annual meeting continued to the January meeting.

E. *Roster publication*
   The Executive Director proposed publishing a booklet containing the revised laws and rules instead of the full roster and will prepare a report for the January meeting.

F. *Retired Engineer designation*
   Vice-Chair Mr. Greim, in the absence of the Chair, appointed a special committee to study the retired engineer designation. The committee consists of Mr. Greim, Dr. Grant, Mr. Ames and Ms. Taylor.

G. *Early PE examination*
   This topic was addressed during the reading of communications, with further discussion postponed.

H. *Policy statement of April 7, 1988*
   On motion by Dr. Grant and second by Ms. Taylor, the Board voted 6-0 to rescind the policy statement of April 7, 1988 restricting application for licensure by examination to applicants who are Maine Engineer-Interns or who are resident of, attending school or working in Maine.

I. *Color printer*
   The Executive Director will prepare a report for the Board on the features and costs of a networkable color printer that will print on up to 11” X 17” paper.
J. Revision to website searchable roster
On motion by Ms. Taylor and second by Mr. Ames, the Board voted to approve the expenditure of $1082.00 to InforME to revise the searchable roster to allow for simultaneous searching under multiple specifications.

14. Oral Exams:

1. Robert LaRoche – application for licensure.
   On motion by Mr. Ames and second by Dr. Grant, after discussion of the qualifications required under statute, the Board voted 6-0-1, with Ms. Taylor recused, to approve the candidate’s application for licensure.

15. Adjournment

   A. Next scheduled meetings are January 16, 2014 and March 20, 2014.
   B. Meeting adjourned at 12:27 PM

David Jackson
Executive Director