

**KENTUCKY STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

MINUTES OF THE OCTOBER 29, 2021 BOARD MEETING

**KENTUCKY ENGINEERING CENTER
FRANKFORT, KENTUCKY**

MEMBERS PRESENT: Nicole Galavotti, PE, Vice Chair
Cole Mitcham, PE, Secretary/Treasurer
Emmanuel Collins, Ph.D.
Chris Gephart, PLS
Ryan Griffith, PE
Doug Klein
Gregory Meredith, PE
Don Pedigo, PLS
Joseph C. Pyles, PE

MEMBERS ABSENT: James Bertram, PLS, Chair
Rudolph Buchheit, Ph. D.

STAFF PRESENT: Kyle Elliott, PLS, Executive Director
Jonathan Buckley, JD, General Counsel
Heather Baldwin, PE, PLS, Director of Enforcement
Wanda Jordan, Executive Assistant
Sarah Uzzle, Enforcement Assistant
Tamra Chesser, Administrative Specialist

GUESTS PRESENT: R. Darin Hensley, PE, PLS, KSPE – Board Liaison
Joshua Calico, PLS, KAPS – Board Liaison

- 1. Opening of Meeting** – Vice Chair Galavotti chaired the meeting in Mr. Bertram’s absence. Nicole Galavotti called the meeting to order at 8:30 am.

- 1.1 Approval of Agenda** – Cole Mitcham moved to approve the agenda. Motion carried.
- 1.2 Disclosure of Conflict of Interest** – Nicole Galavotti asked if any member had a conflict with any agenda item. No members announced any conflicts.
- 1.3 Approval of Minutes** – Don Pedigo moved to approve the minutes of the July 30, 2021 meeting. Motion carried.

2. Information – Enforcement

2.1 Franklin Circuit Court - none

2.2 Actions of the Executive Director

2.2.1 Closed Cases

Heather Baldwin presented a tabulation of cases closed during the third calendar quarter 2021 with actions other than disciplinary action. Greg Meredith moved to accept the closed cases report. Motion carried.

3. Action Items - Enforcement

3.1 Board Actions – Enforcement - none

3.2 Settlement Agreements

3.2.1 Motz Consulting Engineers, Inc.

Heather Baldwin presented the terms of the Settlement Agreement and asked for the Board’s acceptance. Don Pedigo moved to accept the terms of the agreement. Motion carried.

4. Action Items – Other

4.1 Applications

4.1.1 Billy Harper - Reinstatement – Cole Mitcham, as Chair of the Engineering Committee, discussed the reinstatement

application of Billy Harper. He then made a motion from the Engineering Committee to recommend the approval of Mr. Harper's application, with the Board staff to follow-up with Mr. Harper in six-months regarding the status of his engineering firm permit for Morsey Constructors, the responsible charge PE on the firm permit, and to inquire with Mr. Harper about any plans he certified since the reinstatement of his PE license. Don Pedigo seconded the motion and the motion carried.

4.1.2 Mark Doerre - Reinstatement – Cole Mitcham, as Chair of the Engineering Committee, discussed the reinstatement application of Mark Doerre. He then made a motion from the Engineering Committee to recommend the approval of Mr. Doerre's application, contingent upon Mr. Doerre providing the third required personal reference form from a licensed PE. J.C. Pyles seconded the motion and the motion carried.

4.2 Financial Report – Kyle Elliott presented the Financial Report for the first quarter of the 2022 Fiscal Year including a year-over-year comparison of revenues and expenses to the previous fiscal year. Ryan Griffith moved to accept the financial report. Motion carried.

4.3 Ad Interim Actions – Kyle Elliott presented the Ad Interim Actions including a summary of applications and permits approved for the third calendar quarter of 2021, and a tabulation of the applications that had been denied or rejected during the third calendar quarter of 2021. Don Pedigo moved to accept the Ad Interim report. Motion carried.

4.4 Surveying Committee – Don Pedigo presented the surveying committee minutes for their July 29, 2021 meeting. As a motion from the Committee, he asked for the Board to accept the minutes. Motion carried.

4.5 Engineering Committee – Cole Mitcham updated the Board on the engineering committee activities and discussions from the previous day. Mr. Mitcham then asked the Board to accept the minutes of the committee for their July 29, 2021 meeting. Motion carried.

- 4.6 CPD Committee** – Don Pedigo updated the Board on the CPD committee activities from the previous day. Mr. Pedigo then asked the Board to accept the minutes of the committee for their July 29, 2021 meeting. Motion carried.

Don Pedigo also updated the Board on the KAPS annual conference and the Board of Licensure Panel Discussion.

- 4.7 Personnel Matter** – Cole Mitcham moved for the Board to go into closed session pursuant to KRS 61.810(f) to discuss the matters of a potential appointment of personnel to an Application Evaluator position for the Executive Director, and a future appointment to an “Administrative Assistant, Boards and Commissions.” Don Pedigo seconded the motion and the motion carried.

Nicole Galavotti requested that all non-members of the Board leave the room, except for the Executive Director.

Cole Mitcham moved for the Board to return to open session. Ryan Griffith seconded the motion and the motion carried.

Greg Meredith moved that the Board approve the appointment of Melissa Kopp to the position of an Administrative Assistant, Boards and Commissions, Position Number 30008636, effective October 1, 2021 with a starting annual salary of \$44,200.00, and with a six-month probationary period. Don Pedigo seconded the motion and the motion carried.

Greg Meredith then moved that the Board approve the future appointment of an applicant, selected by the Executive Director, to the newly created “Administrative Assistant, Board and Commissions”, Position Number 31134460 (non-Chapter, unclassified), with a starting annual salary of up to \$35,000.00, and with a six-month probationary period. Ryan Griffith seconded the motion and the motion carried.

5. Information Items – Other

- 5.1 General Update** – Kyle Elliott informed the Board of recent activities by Board staff to update the Board’s website, update some of the online application forms, and use of the GovDelivery service for electronic renewal notices. He also updated the Board on his initial research into digital signatures for digital

models. Chair Galavotti assigned digital signatures and potential updates to 201 KAR 18:104 to the Engineering Committee.

5.2 NCEES Annual Meeting Update – Kyle Elliott gave a brief overview of the NCEES Annual Meeting which had been held virtually on September 15, 2021.

5.3 KY Society of Professional Engineers (NSPE-KY) – Darin Hensley updated the Board of the recent activities of KSPE including the status of the proposed upcoming building upgrades to the Kentucky Engineering Center building.

5.4 KY Association of Professional Surveyors – Josh Calico updated the Board on the recently held KAPS Annual Conference and the recent activities of the association.

5.5 2022 Board Meeting Dates – the Board set the following meeting dates for 2022:

January 27, 28

April 28, 29

July 28, 29

October 27, 28

6. Adjournment – There being no further business Don Pedigo moved to adjourn. Motion carried. The meeting was adjourned at 11:02am.

Nicole Galavotti, PE, Vice Chair