

MINUTES OF MEETING #285
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
DECEMBER 20, 2016 (via teleconference)
BOARD OFFICE, SUTTON, WEST VIRGINIA



Present: R. Michael Shepp, *Chairman*
Nelson B. Douglass, *Secretary*
James T. Rayburn, *Member*
Sefton R. Stewart, *Member*
Paul W. Hill, *Public Member*
Dennis D. Jarrell, *Executive Director*
Katherine A. Campbell, *Assistant Attorney General*

Absent: None

The Chairman called Meeting #285 (*via teleconference*) to order at 10:05 a.m. on Tuesday, December 20, 2016, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Douglass made a motion, seconded by Mr. Stewart to enter into Executive Session pursuant to *W. Va. Code §6-9A-4(b)(2)(7)* to discuss complaints at 10:01 a.m. Motion carried.

The Board reconvened in regular session at 11:07 a.m.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Stewart made a motion, seconded by Mr. Hill to approve the items discussed in the Executive Session. Motion carried with Mr. Shepp recused from C17-01 and Mr. Rayburn recused from all.

C17 Yessenia Karnath (*Unlicensed*) – Draft Letter to Complainant.

C17 Gerald B. Hough, Esq. (*Unlicensed*) – Draft Letter to the WV Bar.

C17 Global Professional Services (*Unlicensed*) – Draft Letter to Complainant.

C17 Mark Hobbs, Esq. (*Unlicensed*) – Draft Letter to the WV Bar.

C17 Partner Engineering and Science, Inc. (*Unlicensed*) – Draft Letter to Complainant.

C17 (R.K.) – Closed, Complaint withdrew by Complainant.

C16-08 – Dismissed, Contractual.

C16-10 – Statement of Charges and Consent Decree approved as amended.

C17-01 – No authority to re-open previously adjudicated complaint.

C17-03 – Dismissed, No Probable Cause.

C17-04 – Probable Cause, Draft Statement of Charges and Consent Decree

C17-05 – Letter requesting final plat and corresponding legal description.

Public Comment

- None.

WVSPS Liaison

- None.

Minutes – Mr. Douglass made a motion, seconded by Mr. Stewart to approve the Minutes of Meeting #284 (October 14, 2016) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during October 2016 and November 2016. Mr. Hill made a motion, seconded by Mr. Stewart, to approve the P-Card purchases. Motion carried.

Financial Report – The Executive Director provided the financial expenditure report with a Cash(Budget) balance as follows:

October 31, 2016	- \$178,435.50	(\$145,193.25)
November 30, 2016	- \$177,629.98	(\$132,059.73)

Mr. Stewart made a motion, seconded by Mr. Douglass to approve the financial and expenditure reports. Motion carried.

2017 Continuing Education Required Audit (5%) – Mr. Stewart reported that he had completed the 2017 continuing education required audit of 5% of active licensees with no findings. Mr. Rayburn made a motion, seconded by Mr. Douglass to approve the continuing education audit summary. Motion carried.

Others in Attendance

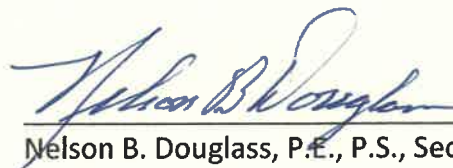
- None.

There being no further business, Mr. Stewart made a motion, seconded by Mr. Hill, that the meeting adjourn at 11:25 a.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



Nelson B. Douglass, P.E., P.S., Secretary