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Commonwealth of Massachusetts  
Division of Professional Licensure  
Board of Registration of Professional Engineers  
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REGULATION

LAYLA R. D'EMILIA  
COMMISSIONER, DIVISION OF  
PROFESSIONAL LICENSURE

## Minutes of the July 23, 2020 Open Meeting

Meeting was held remotely by video conference and telephone as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 suspending certain provisions of the open meeting law.

*The following attendance was recorded:*

### Board Members Present

Paul Tyrell, PE, PLS, Chairman  
Ronald Willey, PE, Vice Chairman  
Erin Joyce, PE  
Daniel Caron, PE  
Joyce Hastings, PLS  
Azu Etoniru, PE, PLS  
Maurice Pilette, PE  
Shannon Slaughter, Public Member  
Paul Tsang, PE  
Kenneth Anderson, PLS

### Board Members Absent

### Members of the Public Present

Abbie Goodman, TECET  
Jerson Olano, P.E.

### Division Staff Members Present at Various Times during the Meeting:

Matthew Keigan, Executive Director  
Eric Funk, Board Administrator

1. Chairman Paul Tyrell opened the meeting at 9:06AM. With the meeting being held via conference call there was no discussion of evacuation procedures.
2. The Board reviewed the minutes of the June 25, 2020 Open Meeting. Maurice Pilette moved, seconded by Kenneth Anderson, to accept the meeting minutes as written. Motion passed with a vote of 10-0. Members in Favor: Paul Tyrell, Joyce Hastings, Daniel Caron, Azu Etoniru, Maurice Pilette, Shannon Slaughter, Paul Tsang, Erin Joyce, Ronald Willey, and Kenneth Anderson. Members opposed: none.
3. Chairman Paul Tyrell informed the Board that the next meeting is scheduled to take place on August 27, 2020.
4. Executive Director Matthew Keigan provided the Board with an update on how the Governor's stay-at-home/safer-at-home directive due to COVID-19 is impacting the Division of Professional Licensure (DPL) and the Engineer/Land Surveyor Board. He



informed the Board that all staff continue to work remotely, only going into the office when absolutely necessary. He reminded the Board that while DPL offices re-opened with limited capacity effective June 1, 2020, the majority of staff continue to work remotely. He further stated that despite the challenges, the Board has adjusted and remained fully operational.

Executive Director Matthew Keigan informed the Board that the Executive Order allowing for a 90 day extension of license expiration dates remains in effect. All licenses that were not renewed prior to the June 30, 2020 deadline are extended 90 days making the new expiration date October 1, 2020. He further stated that language regarding the new deadline would be posted on the Board's website.

5. Chairman Paul Tyrell advised the Board that due to the cancellation of the in-person NCEES Annual meeting, the Board would review the NCEES 2020 Annual Ballot questions and cast votes for each topic.

The Board agreed to cast their vote as follows:

- in favor of accepting the Western Zone's nomination of Brian Robertson, P.E., Colorado, for the office of president-elect.
- in favor of Paul Tyrell, P.E., P.L.S., Massachusetts, for Treasurer.
- in favor John Mettee III, P.L.S., Maryland surveying, for Secretary-Treasurer.
- in favor of accepting the 2019 annual meeting minutes as published.
- in favor of accepting that *Bylaws 4.09* be amended as shown on page 27 of the *Action Items and Conference Reports*.
- in favor of accepting Move that *Bylaws 6.02* be amended as shown on page 28 of the *Action Items and Conference Reports*.
- in favor of accepting that *Bylaws 10.0125* be added as shown on page 28 of the *Action Items and Conference Reports*.
- in favor of accepting that *Bylaws 3.09* be amended as shown on page 29 of the *Action Items and Conference Reports*.
- in favor of accepting that *Bylaws 7.04* be amended as shown on page 29 of the *Action Items and Conference Reports*.
- in favor of approving the application of the American Society of Plumbing Engineers to become a member of the NCEES Participating Organizations Liaison Council (POLC).
- in favor of ratifying the proposed amendment to the *NCEES Zone Meeting and Continuity Guidelines* as shown on page 30 of the *Action Items and Conference Reports* to clarify that only member boards may make nominations.
- in favor of adopting the 2020–21 proposed operating budget as shown on pages 37–42 of the *Action Items and Conference Reports*.
- in favor of adopting the 2020–21 proposed capital budget as shown on page 43 of the *Action Items and Conference Reports*.

Vice Chair Ronald Willey agreed to sign the ballot on behalf of the Board.

6. There was no Board Legal Counsel report this month.
7. Executive Director Matthew Keigan informed the Board that there were no new action items on the NCEES Enforcement Exchange.
8. Executive Director Matthew Keigan informed the Board that Board received the final scheduled monitoring report per the Consent Agreement in the matter of Docket No. 20140625EN027-IT-ENF.

Joyce Hastings was recused from the discussion.

There was no action taken by the Board.

9. Chairman Paul Tyrell presented the application review report provided by Eric Funk for Board consideration. Dan Caron motioned, seconded by Kenneth Anderson to accept the report and ratify the application approvals noted. Motion passed with a vote of 10-0. Members in Favor: Paul Tyrell, Ronald Willey, Kenneth Anderson, Joyce Hastings, Daniel Caron, Azu Etoniru, Maurice Pilette, Shannon Slaughter, Paul Tsang, Erin Joyce. Members opposed: none.
10. At 9:37AM, the Board voted to end the Open Session of the video conference call and enter into Closed Investigative Session under M.G.L. c. 112 §65C. Motion passed with a vote of 10-0.

Report of actions taken during closed investigate conference:

- 2019-001499-IT-ENF: Forward to Prosecutions
- 2020-000447-IT-ENF: Dismiss with Advisory Letter
- 2020-000220-IT-ENF: Dismiss without Prejudice
- 2020-000479-IT-ENF: Dismiss without Prejudice
- 2020-000420-IT-ENF: Dismiss with Advisory Letter

Respectfully submitted by,

X

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- Eric Funk  
Documents used at the public meeting
- Board of Registration of Professional Engineers a...
  - Agenda for July 23, 2020 Meeting
  - Draft Minutes of June 25, 2020 Open Meeting
  - 2020 NCEES Annual Ballot