MINNESOTA BOARD OF
ARCHITECTURE ▪ ENGINEERING ▪ LAND SURVEYING
LANDSCAPE ARCHITECTURE ▪ GEOSCIENCE ▪ INTERIOR DESIGN

BOARD MEMORANDUM **JANUARY 30, 2025**

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Melisa Rodriguez, PE, Board Chair

SUBJECT: **JANUARY 30, 2025, BOARD MEETING MINUTES**
Golden Rule Building, STE 295
11:03 AM

The Board held its regularly scheduled meeting on the above-mentioned date, time, and location.

1) QUORUM CALL

Melisa Rodriguez, PE, Chair
Daniel Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary - ***Absent***
Jason Amberg, LA, Treasurer
Paul Brandt, PSS
Rachel Dwyer, PM
Christian Faste, PM – ***Absent***
Eric Friske, JD, PM – ***Absent***
Sally Grans Korsh, FAIA
Marcus Hampton, LS
Daniel Hunter, PG
Alan Johnson, PE
Gerald Jones, PM
Laura Kamin-Lyndgaard, LA
Denise Kazmierczak, PE
Daniel McAninch, LS
Timothy Meyer, Architect, CID
Andrew Portis, Architect – ***Absent***
Claudia Reichert, CID
David Stenseth, CPA, PM
Travis Thul, D. Eng., PE

OTHERS:
Kay Weiss, Assistant Executive Director
Stephen Melchionne, Assistant Attorney General
Allen Barr, Assistant Attorney General
Brenna Boytim, Complaint Specialist
Christie Vereide, Licensing Supervisor
Melvin Brown, Licensing Specialist
Matthew Linngren, OAS-I

GUESTS:
Sheri Hansen, AIA Minnesota
Philip E. Raines, Minnesota Society of Professional Surveyors (MSPS)

2) INTRODUCTIONS

3) READING AND APPROVAL OF BOARD MEETING MINUTES
   A) Approval of the Amended August 7, 2024, Board meeting minutes
   B) Approval of October 9, 2024, Board meeting minutes
   C) Approval of October 28, 2024, Special Board meeting minutes
   D) Approval of December 3, 2024, Special Board meeting minutes
   E) Approval of December 20, 2024, Special Board meeting minutes

   MSP: To approve the full slate of minutes

4) COMPLAINT COMMITTEE REPORT (M. Rodriguez, reporting)
   A) The Complaint Committee requests a closed session

   MP: To request a closed session

   B) Closed Session

   MP: To open the session

   C) Disciplinary Matters
      i) In the matter of Anthon Charles Ellis, a Stipulation and Consent Order was issued.
      ii) In the matter of Kevin Rolfes, a Settlement Agreement and Cease and Desist Order was issued.

   MSP: To accept the Complaint Committee report

5) INVESTIGATOR'S REPORT (B. Boytim, Complaint Specialist, reporting)
   A) Staff have 100 open files.

   MSP: To accept the Investigator's Report

6) RULES COMMITTEE REPORT (D. Kelsey, Committee Chair)
   A) Statute Change Process Update – Discussed.
   B) Possible Rule Changes Update – Discussed.

   MSP: To accept the Rules Committee report

7) CREDENTIALING COMMITTEE REPORT (A. Johnson, Committee Chair)
   A) CE Audit Debrief – Discussed.
   B) Reinitiating Outreach Activities – Discussed.

   MSP: To accept the Credentialing Committee report

8) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (T. Meyer, Section Chair)

A) Possible Rule Changes – Discussed rules draft. The Section voted to approve the draft.
B) NCARB Regional Summit, February 28, 2025 – March 1, 2025, Philadelphia, PA – Update – Discussed.
C) CIDQ Updates – Discussed.
D) NCARB BOD Statement on AI – Discussed.
E) Higher Education Symposium – Discussed.

MSP: To accept the ALACID Section report

9) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, Section Chair)

A) Rules Update – Discussed.
B) MNLS Results Summary – Discussed.
C) FG and PG Exam Results – Discussed.
D) Department of Health Notice on Rules Related to Wells and Borings – Discussed concerns.
E) 2025 NCEES Central/Western Zone Interim Meeting, May 15-17, 2025, Albuquerque, NM – Request for authorization to attend – Discussed.
MP: To authorize up to five (5) Board members and the Executive Director to attend

MSP: To accept the ELSGEO Section report

10) EXECUTIVE COMMITTEE REPORT (M. Rodriguez, Chair)

A) Internal Controls – Reviewed.
B) Executive Director Hiring Update – Discussed.
C) Board Member Roles and Responsibilities – Discussed.
D) Biennial Budgeting – Reminder that this is a budget year in which the Board receives its biennial allocation and also provides budget information.

MSP: To accept the Executive Committee report

11) TREASURER'S REPORT (J. Amberg, Treasurer)

A) FY25 Budget and Revenue Reports – Discussed.

MSP: To accept the Treasurer's report

12) EXECUTIVE DIRECTOR'S REPORT (K. Weiss, Assistant Executive Director, reporting)

A) Open Appointments – Discussed. There is no update on the timing of the process.

B) Staffing Update – Discussed. Licensing Specialist for engineering applications has been hired. With the exception of the Executive Director opening, all staff positions are filled.

C) Technology Update – MNIT recently completed a reorganization of the Board's file server. All the Board's servers are scheduled to migrate to Microsoft Azure Cloud shortly.

MSP: To accept the Executive Director's report

13) UNFINISHED BUSINESS

None.

14) NEW BUSINESS

A) Variance Requests

None.

B) CE Exemption request

None.

C) Resolution from the Complaint Committee to Appoint Dan Kelsey to Assist the Complaint Committee

MP: To adopt the resolution

D) Resolution from the Complaint Committee Authorizing Melisa Rodriguez to Issue Subpoenas

MP: To adopt the resolution

E) Resolution from the Complaint Committee Authorizing Melisa Rodriguez to Contract for Expert Witnesses

MP: To adopt the resolution

F) Board Members Roles and Responsibilities – Discussed importance of Board members understanding their public role and obligations. Members encouraged to review the Board Member Legal Handbook from the Attorney General's office and the Board's Handbook.

G) New Licensee Report

MSP: To accept the New Licensee report

15) PUBLIC COMMENT
None.

16) ADJOURN
MSP: To adjourn at 12:22 PM

MINNESOTA BOARD OF
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BOARD MEMORANDUM **JANUARY 30, 2025**

TO: **EXECUTIVE COMMITTEE**
Melisa Rodriguez, PE, Board Chair
Daniel Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary
Jason Amberg, LA, Treasurer

FROM: Melisa Rodriguez, PE, Board Chair

SUBJECT: **JANUARY 30, 2025, EXECUTIVE COMMITTEE MEETING MINUTES**
Golden Rule Building, STE 295
8:15 AM

1) CALL TO ORDER
Melisa Rodriguez, PE, Board Chair
Daniel Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary ***– Absent***
Jason Amberg, LA, Treasurer

OTHERS:
Kay Weiss, Assistant Executive Director

2) APPROVAL OF THE AUGUST 7, 2024, EXECUTIVE COMMITTEE MEETING MINUTES
MSP: To approve the August 7, 2024, meeting minutes

3) UNFINISHED BUSINESS
A) Internal Controls – Discussed.
B) Executive Director Hiring Update – Posting has closed; reviewing resumes and plan to schedule interviews shortly.

4) NEW BUSINESS

A) Board Member Roles and Responsibilities – Discussed.

B) Biennial Budgeting – Discussed.

C) Technology Update – MNIT recently completed a reorganization of the Board's file server. All the Board's servers are scheduled to migrate to Microsoft Azure Cloud shortly.

5) ADJOURN

MSP: To adjourn the meeting at 8:52 AM

MINNESOTA BOARD OF
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LANDSCAPE ARCHITECTURE ▪ GEOSCIENCE ▪ INTERIOR DESIGN

BOARD MEMORANDUM **JANUARY 30, 2025**

TO: **ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION**

Timothy Meyer, Architect, CID, Section Chair
Jason Amberg, LA
Eric Friske, JD, PM
Sally Grans Korsh, FAIA
Gerald Jones, PM
Laura Kamin-Lyndgaard, LA
Erica Larson, CID
Andrew Portis, Architect
Claudia Reichert, CID
David Stenseth, CPA, PM

FROM: Timothy Meyer, Architect, CID, Section Chair

SUBJECT: **JANUARY 30, 2025, ALACID SECTION MEETING MINUTES**
Golden Rule Building, STE 230
9:05 AM

1) ROLL CALL/CALL TO ORDER

Timothy Meyer, Architect, CID, Section Chair
Jason Amberg, LA
Eric Friske, JD, PM ***– Absent***
Sally Grans Korsh, FAIA
Gerald Jones, PM
Laura Kamin-Lyndgaard, LA
Erica Larson, CID ***– Absent***
Andrew Portis, Architect ***– Absent***
Claudia Reichert, CID
David Stenseth, CPA, PM

OTHERS:
Christie Vereide, Licensing Supervisor
Melvin Brown, Licensing Specialist

GUESTS:
Sheri Hansen, AIA Minnesota

2) APPROVAL OF THE OCTOBER 9, 2024, ALACID SECTION MEETING MINUTES
MSP: To approve the October 9, 2024, meeting minutes

3) UNFINISHED BUSINESS
   A) Possible Rule Changes – Architect Rules Update – Discussed. **(ATTACH. 3A)**
   MSP: To approve the rules as presented
   B) NCARB Regional Summit, February 28, 2025 – March 1, 2025, Philadelphia, PA – Update – S. Grans Korsh and A. Portis confirmed to attend.

4) NEW BUSINESS
   A) CIDQ Updates
      i) CIDQ Annual Meeting Report – C. Reichert reported on the CIDQ Annual Meeting. Discussed NCIDQ exam revisions – revised exam expected to be implemented in 2026, and revised Model Law language and overlapping practice between the professions of architecture, engineering, interior design, landscape architecture and surveying.
      ii) 2024 (50th Anniversary) Annual Report – FYI only.
   B) NCARB BOD Statement on AI – Discussed use of AI as tool for design professionals, future regulations and use of AI by the public.
   C) Higher Education Symposium – S. Grans Korsh reported on Higher Education Symposium. Discussed more affordable education options; four-year institutions partnering with two-year institutions. **(ATTACH. 4C)**

5) ADJOURN
MSP: To adjourn at 10:00 AM

MINNESOTA BOARD OF
ARCHITECTURE ▪ ENGINEERING ▪ LAND SURVEYING
LANDSCAPE ARCHITECTURE ▪ GEOSCIENCE ▪ INTERIOR DESIGN

BOARD MEMORANDUM **JANUARY 30, 2025**

TO: **ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION**

Denise Kazmierczak, PE, Chair
Paul Brandt, PSS
Rachel Dwyer, PM
Christian Faste, PM
Marcus Hampton, LS
Daniel Hunter, PG
Alan Johnson, PE
Daniel Kelsey, PE
Daniel McAninch, LS
Melisa Rodriguez, PE
Travis Thul, PE

FROM: Denise Kazmierczak, PE, Section Chair

SUBJECT: **JANUARY 30, 2025, ELSGEO SECTION MEETING MINUTES**
Golden Rule Building, STE 295
9:02 AM

1) ROLL CALL/CALL TO ORDER
Denise Kazmierczak, PE, Chair
Paul Brandt, PSS
Rachel Dwyer, PM
Christian Faste, PM ***– Absent***
Marcus Hampton, LS
Daniel Hunter, PG
Alan Johnson, PE
Daniel Kelsey, PE
Daniel McAninch, LS
Melisa Rodriguez, PE
Travis Thul, PE

OTHERS:
Kay Weiss, Assistant Executive Director
Matthew Linngren, OAS-I

GUESTS:
Philip E. Raines, Minnesota Society of Professional Surveyors (MSPS)

2) APPROVAL OF THE OCTOBER 9, 2024, ELSGEO SECTION MEETING MINUTES
MSP: To approve the October 9, 2024, meeting minutes

3) UNFINISHED BUSINESS
   A) Rules Update – Discussed. Members asked to provide any additional feedback as soon as possible due to Revisor availability issues. The main change in the rules draft is the change to direct registration for all professional licenses. **(ATTACH. 3A)**
      i) Engineers – Discussed.
      ii) Land Surveyors – Discussed incorporation of PLSS module as an examination required.
      iii) Geoscientists – Discussed changing experience verification requirement to "direct supervisor with knowledge of the applicant's work" (similar language to engineer rules).

4) NEW BUSINESS
   A) MNLS Results Summary – Fall 2024 – Discussed.
   B) FG and PG Exam Results – Fall 2024 – Discussed.
   C) Department of Health Notice on Rules Related to Wells and Borings – Discussed concerns.
   D) 2025 NCEES Central/Western Zone Interim Meeting, May 15-17, 2025, Albuquerque, NM – Request for authorization to attend
      MSP: To authorize up to five (5) Board members and the Executive Director to attend

5) ADJOURN
MSP: To adjourn at 9:54 AM

MINNESOTA BOARD OF
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BOARD MEMORANDUM **JANUARY 30, 2025**

TO: **CREDENTIALING COMMITTEE**

Alan Johnson, PE, Committee Chair	Laura Kamin-Lyndgaard, LA
Rachel Dwyer, PM	Denise Kazmierczak, PE
Marcus Hampton, LS	Daniel McAninch, LS
Gerald Jones, PM	Timothy Meyer, Architect, CID

FROM: Alan Johnson, PE, Committee Chair

SUBJECT: **JANUARY 30, 2025, CREDENTIALING COMMITTEE MEETING MINUTES**
Golden Rule Building, STE 230
10:15 AM

1) ROLL CALL/CALL TO ORDER
   Alan Johnson, PE Committee Chair
   Rachel Dwyer, PM
   Marcus Hampton, LS
   Gerald Jones, PM
   Laura Kamin-Lyndgaard, LA
   Denise Kazmierczak, PE
   Daniel McAninch, LS
   Timothy Meyer, Architect, CID

   OTHERS:
   Christie Vereide, Licensing Supervisor
   Melvin Brown, Licensing Specialist
   Leama Sather, State Program Administrator

2) APPROVAL OF THE OCTOBER 9, 2024, CREDENTIALING COMMITTEE MEETING MINUTES
   MSP: To approve the October 9, 2024, meeting minutes

3) UNFINISHED BUSINESS
   A) CE Audit Debrief - L. Sather reported on current audits. Discussed number of future audits and requirements for continuing education qualifications and reporting. Referred to staff for additional information.

4) NEW BUSINESS
   A) Reinitiating Outreach Activities – C. Vereide reported on Board member opportunities to give Path to Licensure outreach presentations.

5) ADJOURN
   MSP: To adjourn at 10:53 AM

MINNESOTA BOARD OF
ARCHITECTURE ▪ ENGINEERING ▪ LAND SURVEYING
LANDSCAPE ARCHITECTURE ▪ GEOSCIENCE ▪ INTERIOR DESIGN

BOARD MEMORANDUM **JANUARY 30, 2025**

TO: **RULES COMMITTEE**

Daniel Kelsey, PE, Chair
Paul Brandt, PSS
Christian Faste, PM
Sally Grans Korsh, Architect
Andrew Portis, Architect
Claudia Reichert, CID
David Stenseth, PM
Travis Thul, PE

FROM: Daniel Kelsey, PE, Chair

SUBJECT: **JANUARY 30, 2025, RULES COMMITTEE MEETING MINUTES**
Golden Rule Building, STE 295
10:16 AM

1) ROLL CALL/CALL TO ORDER
Daniel Kelsey, PE, Chair
Paul Brandt, PSS
Christian Faste, PM **– *Absent***
Sally Grans Korsh, Architect
Andrew Portis, Architect **– *Absent***
Claudia Reichert, CID
David Stenseth, PM
Travis Thul, PE

OTHERS:
Kay Weiss, Assistant Executive Director
Matthew Linngren, OAS-I
Melisa Rodriguez, PE, Board Chair

GUESTS:
Shari Hansen, AIA Minnesota

2) APPROVAL OF OCTOBER 9, 2024, RULES COMMITTEE MEETING MINUTES
MSP: To approve the October 9, 2024, meeting minutes

3) UNFINISHED BUSINESS

A) Statute Change Process Update – Discussed. Language is jacketed, but it is uncertain whether the bill will be heard by the full Legislature this year.

B) Possible Rule Changes Update – Discussed.

4) NEW BUSINESS

None.

5) ADJOURN

MSP: To adjourn at 10:36 AM