



THE MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

BOARD MEMORANDUM

JUNE 30, 2016

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Peter Miller, PSS, Board Chair

SUBJECT: **JUNE 30, 2016 BOARD MEETING MINUTES**
Golden Rule Building, Suite 295 (2ND floor)
10:15AM

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

1) QUORUM CALL

Peter Miller, PSS, Chair
Robert Gunderson, LA, Vice Chair
Terry Groshong, Architect, Secretary
Dennis Martenson, PE, Treasurer
Mary Deeg, CID, Immediate Past Chair
Tanya Digiovanni, CAP-OM, PM
Dave Fisher, CBO, PM
Jim Grube, PE
Darcy Hield, CID
Wayne Hilbert, Architect
Nirmal Jain, PE (**ABSENT**)
David Krech, PE
William Kuretsky, BS, MME, JD, PM
Robin Mathews, LS
Daniel Murphy, PE
Margaret Parsons, Architect
Carl Peterson, CPA, PM
Marjorie Pitz, LA
Keith Rapp, PG
John Swanson, Deputy State Fire Marshal, PM
Paul Vogel, LS

OTHERS:

Christopher Kaisershot, Assistant Attorney General
Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Leama Sather, Board Staff
Kay Weiss, Board Staff
Emma Hoche-Mathews, Board Staff

GUESTS:

Jay Baumgartner, PE, NCEES Emerging Professionals
Kathryn Sarnecki, PE, MnSPE President
Jim Muehlbauer, LHB Corp.
Charles Green, Student Worker
Madeline Reed, Student Worker

2) INTRODUCTIONS

A) Announcements:

- 1) Dan Murphy has been elected as President of ACEC-MN
- 2) Robin Mathews was appointed to the NCEES Examinations for Professional Surveyors committee

- 3) READING AND APPROVAL OF MAY 19, 2016 MEETING MINUTES
MSP: To approve the May 19, 2016 meeting minutes.
- 4) PRESENTATION OF PLAQUE TO PAST CHAIR, MARY DEEG. CID.
- 5) JOINT EXECUTIVE AND COMPLAINT COMMITTEE REPORT (P. Miller, and J. Grube, Committee Chairs)
 - A) The Committees met jointly to discuss strategic planning
 - 1) Discussed activities to get some of the initiatives started
 - a) Reaching out to new licensees
 - b) Sending out Rule books to all Fire Marshals.
 - c) Sent Rule books to Building Officials.
 - d) Outreach to the professional societies and if staff/Board members can get in to be on the agenda to speak; asked for Board members to report in any ideas.
 - 2) Housekeeping Rules: CID added to the Code of Conduct rules in the next package.
- 6) CLOSED SESSION
MSP: To close the meeting to address variance requests.
 - A) Petition for Variance:
 - 1) The Board denied a Petition for Variance from Board Rule: MN Rule 1800.1000, Subp. 5, and Minnesota Rule 1800.1000, subpart 6 (2015)
Paul Vogel recused himself from the discussion and the vote.
- 7) CREDENTIALING COMMITTEE REPORT (W. Hilbert, Committee Chair)
 - A) Two Guests joined the meeting - Jay Baumgartner, PE, with NCEES Emerging Professionals and Kathryn Sarnecki, PE, President MnSPE - to discuss outreach and value of licensure; reaching out to career fairs and schools and how the Board can connect with young professionals.
 - B) Continuing Education Audits will be postponed until late September.
 - C) Continuing Education Exemption Requests
 - 1) Exemption Request #1
MP: To grant exemption from the continuing education requirement for renewal of license through 6/30/2018 based on extenuating circumstances
 - 2) Exemption Request #2
MP: To grant the request for exemption from the continuing education requirement for renewal of license through 6/30/2018 based on medical circumstances.
- 8) RULES COMMITTEE REPORT (D. Murphy, Committee Chair)
 - A) The Committee continued its discussion on potential changes to the rules of Professional Conduct.

- 9) TREASURER'S REPORT (D. Martenson, Treasurer)
A) Budget and Revenue Reports (FYI)
- 10) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)
A) Staffing
1) Student workers – each Board has two excellent student workers for the summer
2) New staff – Emma Hoche-Mathews is working for the Board of Accountancy, but is helping the AELSLAGID Staff with follow up on individuals on active duty in the military regarding refund of license renewal fees.
B) Building Access cards were distributed to all Board Members and building security was discussed.
C) Fiscal Year 2016 Expense Reports: needed by July 5th to meet deadline.
D) Biennial Report to the Governor will be due this fall. Emails will be sent out in the next month to Board members requesting amount of hours spent on Board activities.
- 11) UNFINISHED BUSINESS
A) None
- 12) NEW BUSINESS
A) ASBOG 2016 Administrators Workshop, Council of Examiners Workshop, and Annual Meeting, October 31- Nov. 5, 2016.
MSP: To authorize 1 Board member to attend ASBOG Annual meeting and Council of Examiners Workshop.
B) Ethics presentations and outreach discussed: Reminder that the Board members should not be giving Ethics presentations on behalf of the Board as part of our outreach. (ATTACH. 12B – Distributed at meeting)
C) NCARB Annual Meeting Report (T. Groshong, W. Hilbert, and D. Frost) Discussion held. See written report. (ATTACH. 12C – Distributed at meeting)
D) New Licensee Report
MSP: To approve the New Licensee report.
E) Final Renewal Notice Postcard – will be mailed out in mid-July.
F) Discussed renewals to date: 15,562; Retired: 406; Total:15,968; we are at 79% renewed
- 13) PUBLIC COMMENT
A) None
- 14) ADJOURN: MSP: to Adjourn (12:05pm)

cc: Professional Societies and Interested Parties

Approval:



Terry Groshong, Architect, Board Secretary