

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

BOARD MEMORANDUM

JANUARY 31, 2017

TO: All Board Members  
Christopher Kaisershot, Assistant Attorney General

FROM: Peter Miller, PSS, Board Chair

SUBJECT: **JANUARY 31, 2017 BOARD MEETING MINUTES**  
GOLDEN RULE BUILDING, Suite 295 (Second Floor)  
**10:30 – 12:00 PM**

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

OTHERS:

Christopher Kaisershot, Assistant Attorney General  
Doreen Frost, Executive Director  
Andrea Barker, Assistant Executive Director  
Lynette DuFresne, Investigator  
Leama Sather, Board Staff

GUESTS:

None

2) INTRODUCTIONS

3) READING AND APPROVAL OF DECEMBER 1, 2016 MEETING MINUTES  
**MSP: To approve the December 1, 2016 meeting minutes.**

4) RULES COMMITTEE REPORT (D. Martenson, Acting Committee Chair)

A) Documents from the Revisor were discussed at length and will be carried over to next meeting.

- 5) CREDENTIALING COMMITTEE REPORT (W. Hilbert, Committee Chair)
  - A) Audit update –
    - 1) 193 audits sent
    - 2) 166 approved
    - 3) 14 pending
    - 4) 1 needing response
    - 5) 4 referred to staff
    - 6) 8 had courses rejected and will receive notification of 180 day cure period.
  - B) Reviewed an article that will be in the upcoming Board newsletter.
  - C) Discussed a recommendation to the Complaint Committee to include in its decision audits as part of the complaint resolution process.
  - D) Outreach was discussed.
  
- 6) ALACID SECTION REPORT (R. GUNDERSON, Committee Chair)
  - A) No Meeting Held
  
- 7) ELSGEO SECTION REPORT (R. MATHEWS, Committee Chair)
  - A) No Meeting Held
  
- 8) EXECUTIVE COMMITTEE REPORT (P. MILLER, Chair)
  - A) Internal Controls update, ongoing.
  - B) Annual Submission of Rule Making documents were reviewed.
  - C) "The Communicator" will be going out later this month.
  - D) Update on Strategic Planning discussed and will be added to the next Full Board agenda.
  
- 9) TREASURER'S REPORT (D. MARTENSON, Treasurer)
  - A) Budget and Revenue Reports were reviewed.
  - B) FY18-19 Base Operating Budget Report was reviewed.
  
- 10) EXECUTIVE DIRECTOR REPORT (D. FROST, Executive Director)
  - A) "The Communicator" – discussed.
  - B) Applications for new Board appointments, discussion held about available appointments and request for current members to reach out to interested persons.
  
- 11) UNFINISHED BUSINESS
  - A) NONE
  
- 12) NEW BUSINESS
  - A) Request to grant Emeritus Status to Lisa Hanni, LS. **(ATTCH. 14A)**  
**MSP: To grant Emeritus Status to Lisa Hanni, LS for 2017.**

B) Authorization for Attendance: NCARB Annual Meeting, June 21-24, 2017, Boston, MA.

**MSP: To authorize four (4) Board members and Executive Director to attend the NCARB Annual Meeting.**

C) Authorization for Attendance: NCEES Central/Western Zone Meeting, May 18-20, 2017, Denver, CO.

**MSP: To authorize four (4) Board members and Executive Director to attend the NCEES Central/Western Zone Meeting.**

D) New Licensee Report

**MSP: To approve the New Licensee Report.**

E) NSPE-MNSPE Letter to MNSEA was discussed.

F) National Councils, annual fees were discussed.

13) COMPLAINT COMMITTEE REPORT (J. GRUBE, Committee Chair)

A) The Complaint Committee requested a closed session.

14) CLOSED SESSION

A) Disciplinary Matters:

1) In the Matter of Jay Ray, PE, License #45920, the Board issued a *Stipulation and Order*.

2) In the Matter of Rens B. M. Verberg, Ph. D., unlicensed, the Board issued a *Settlement Agreement and Cease and Desist Order*.

3) In the matter of Michael Klein, Architect License #14683 the Board issued an *Order to Rescind Revocation of Architect License #14683*.

B) Discussed MN Statute § 14.045 (distributed at meeting)

15) PUBLIC COMMENT

A) NONE


16) ADJOURN

**MSP: To adjourn 10:28 am.**

**Next Meeting: Thursday, March 23, 2017**

cc: Professional Societies and Interested Parties

Approval:

  
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Terry Groshong, Architect, Board Secretary