



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

BOARD MEMORANDUM

AUGUST 17, 2017

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Dennis Martenson, PE, Board Chair

SUBJECT: **AUGUST 17, 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

Dennis Martenson, PE, Chair
Terry Groshong, Architect, Vice Chair
Robert Gunderson, LA, Secretary
Nirmal Jain, PE, Treasurer **(ABSENT)**
Dave Blume, PE
Rachel Dwyer, PM
Eric Friske, JD, PM
Darcy Hield, CID
Wayne Hilbert, Architect
David Krech, PE
William Kuretsky, MME, JD, PM
Robin Mathews, LS
Daniel Murphy, PE
Meg Parsons, Architect
Marjorie Pitz, LA
Keith Rapp, PG
Claudia Reichert, CID
Jody Rooney, PM **(ABSENT)**
David Stenseth, CPA, PM
Paul Vogel, LS
Robert Whitmyer, PSS

OTHERS:

Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Kay Weiss, Communications Specialist
Leama Sather, OASI

GUESTS:

None

2) INTRODUCTIONS

3) READING AND APPROVAL OF JULY 11, 2017 BOARD MEETING MINUTES

MSP: To approve the July 11, 2017 Board meeting minutes.

- 4) RULES COMMITTEE REPORT (D. Hield, Committee Chair)
 - A) Continued to discuss the Rules of Professional Conduct
- 5) CREDENTIALING COMMITTEE REPORT (D. Krech, Committee Chair)
 - A) No meeting held
- 6) ALACID SECTION REPORT (M. Parsons, Section Chair)
 - A) CLARB Model Law Language:

MP: To carry the Board's position on the resolutions with the freedom to participate in the dialogue at the CLARB Annual Meeting and take into consideration the discussions and any amendments to the resolution before casting the vote on behalf of the Board.
 - B) NCARB Alternative Path - Minnesota is not accepting the NCARB Education Alternative. Staff will contact NCARB to update Minnesota's position.
 - C) AXP Portfolios are encompassed in our rule.
 - D) Age threshold for licensure was discussed. Minnesota Statutes require applicants for licensure to be 25 years of age before being licensed. However, in the case of architecture, individuals can complete the education, examination and experience requirements before they reach age 25.
- 7) ELSGEO SECTION REPORT (P. Vogel, Section Chair)
 - A) Discussed potential article for the next Board Newsletter.
 - B) Discussed bringing a motion at the next ASBOG national meeting that ASBOG create or assist in creating a national database of disciplinary actions.
 - C) Discussed the PLSS Depth module and the proposed resolution from California

MP: To recommend modifying the resolution to agree to a study of the subject pending hearing additional discussion from the floor.
- 8) EXECUTIVE COMMITTEE REPORT (D. Martenson, Chair)
 - A) Internal controls annual report was discussed and the topic will be discussed at each meeting.
 - B) Offer for Board Investigator has been extended.
 - C) Strategic Plan was discussed and there will be more information at the next meeting.
 - D) Delegations of Authority

- i) Continuing Education Exemption for Active Military (**ATTACH. 8Di – distributed at meeting**)

MP: To approve the resolution to delegate to the Executive Director the authority to review requests for exemption from the continuing education requirement based on the licensee or certificate holder being called to activity duty in the military during the biennial renewal.

- ii) Model Law Engineer (MLEs) (**ATTACH. 8Dii – distributed at meeting**)

MP: To approve the resolution to delegate to the Executive Director the authority to approve and sign the applications of individuals who have the designation of “NCEES Model Law Engineer” and meet the requirements for licensure as a professional engineer in Minnesota.

9) TREASURER’S REPORT (N. Jain, Treasurer)

- A) Budget and Revenue Reports - reviewed and discussed.

10) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)

- A) MN §14.001 – reviewed and discussed.

11) UNFINISHED BUSINESS

- A) Strategic Planning Update – update from Kay Weiss and Andrea Barker on the newsletter and the upcoming online applications demo.

12) NEW BUSINESS

- A) New Licensee Report

MSP: To approve the New Licensee Report.

- B) CLARB letter to Registration Boards – discussed (**ATTACH. 12B - distributed at meeting**)

13) COMPLAINT COMMITTEE REPORT (R. Mathews, Committee Chair)

- A) The Complaint Committee requested a closed session.

MSP: To close the meeting to review disciplinary matters.

14) CLOSED SESSION

- A) Disciplinary Matters

- i) In the Matter of Peter Lichomski, Architect, License #46120, the Board issued a Settlement Agreement and Cease and Desist Order.

- B) Request to open the meeting

MSP: To open the meeting.

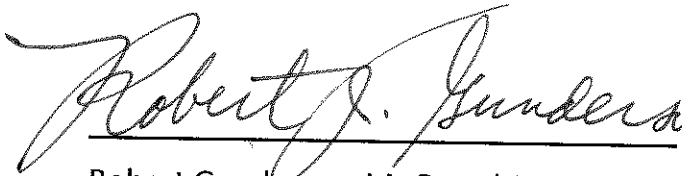
15) PUBLIC COMMENT

A) None

16) ADJOURN

MSP: To adjourn at 11:39 am

Approval:

A handwritten signature in cursive script that reads "Robert J. Gunderson". The signature is written in black ink and is positioned above a horizontal line.

Robert Gunderson, LA, Board Secretary

cc: Professional Societies and Interested Parties



MANAGER'S FINANCIAL REPORT

Selection Criteria: Budget Period - 2018, Fund - 0000 to 9999, DeptID - B7E00000 to B7E99999, AppropID - B7E0000 to B7E9999

Break On: Budget Period, Fund, DeptID, AppropID

Budget Period: 2018	Fund: 1000	DeptID: B7E30000	AppropID: B7E0000
	General	Board of Architecture	AELSLAID

Remaining Payroll Projection	Full-Time (41000): \$306,131.13	Part-Time (41030): \$57,182.61	Total: \$363,313.74
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Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000 Full Time - Salary	362,000.00	0.00	290,864.48	71,135.52	0.00	290,864.48
41030 Part-Time-Seasonal-Labor Serv	67,000.00	0.00	56,092.09	10,907.91	0.00	56,092.09
41050 Overtime and Premium Pay	2,000.00	0.00	1,649.04	350.96	0.00	1,649.04
41070 Other Employee Cost	25,000.00	0.00	22,717.00	2,283.00	0.00	22,717.00
41100 Space Rental And Utilities	55,000.00	0.00	44,128.89	13,339.37	-2,468.26	41,660.63
41110 Printing And Advertising	17,000.00	0.00	5,568.46	8,209.73	3,221.81	8,790.27
41130 Prof-Tech Serv-Outside Vend	10,000.00	0.00	4,130.00	0.00	5,870.00	10,000.00
41145 IT/Prof/Tech O/S Vendor	2,000.00	0.00	5,000.00	0.00	-3,000.00	2,000.00
41150 Computer and System Services	15,000.00	0.00	18,049.60	249.80	-3,299.40	14,750.20
41155 Communications	45,000.00	0.00	34,981.26	12,819.86	-2,801.12	32,180.14
41160 Trav-Sub-InState-Border Comm	15,000.00	0.00	0.00	3,530.30	11,469.70	11,469.70
41170 Trav/Sub-OutOfState-BorderComm	11,000.00	0.00	0.00	5,904.25	5,095.75	5,095.75
41180 Employee Development	10,000.00	0.00	7,425.00	5,900.00	-3,325.00	4,100.00
41190 State Agcy-Prov Prof-Tech Serv	25,000.00	0.00	34,399.00	101.00	-9,500.00	24,899.00
41196 Centralized IT Services	58,000.00	0.00	51,590.53	3,409.47	3,000.00	54,590.53
41300 Supplies	22,000.00	0.00	6,411.51	1,644.64	13,943.85	20,355.36
41400 Equipment	3,000.00	0.00	3,310.18	814.62	-1,124.80	2,185.38
41500 Repairs To Equip & Furn	2,000.00	0.00	968.61	193.74	837.65	1,806.26
43000 Other Operating Costs	43,000.00	0.00	36,417.50	16,426.92	-9,844.42	26,573.08
44130 Aid-Grants to Counties	0.00	0.00	37.00	163.00	-200.00	-163.00
47160 Equipment-Non Capital	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00
Total	799,000.00	0.00	623,740.15	157,384.09	17,875.76	641,615.91

Report Total	799,000.00	0.00	623,740.15	157,384.09	17,875.76	641,615.91
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