BOARD MEMORANDUM

TO: All Board Members
    Christopher Kaisershot, Assistant Attorney General

FROM: Dennis Martenson, PE, Board Chair

SUBJECT: OCTOBER 12, 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
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
David Stenseth, CPA, PM (ABSENT)
Paul Vogel, LS
Robert Whitmyer, PSS (ABSENT)

Others Attending:

Christopher Kaisershot, Assistant Attorney General
Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Emily Grimm, Investigator
Kay Weiss, Communications Specialist
Leama Sather, Board Staff

GUESTS:

None
2) INTRODUCTIONS
   Reading of the Board Mission Statement

3) READING AND APPROVAL OF AUGUST 17, 2017 BOARD MEETING MINUTES
   MSP: To approve the August 17, 2017 Board meeting minutes.

4) COMPLAINT COMMITTEE REPORT (R. Mathews, Committee Chair)
   A) The Complaint Committee requested a closed session
      MSP: To close the meeting to review disciplinary matters.

5) CLOSED SESSION
   A) Disciplinary Matters
      i) In the matter of Richard Mandell, Landscape Architect, License #54483,
         the Board issued a Stipulation and Order. (ATTACH. 5Ai – distributed
         at meeting)
      ii) In the matter of the Dirk Lohan, Architect, License #20526, the Board
          issued an Order for Suspension. (ATTACH. 5Aii – distributed at
          meeting)
      iii) In the matter of Erik Tomlinson, Professional Geologist, License
           #46739, the Board issued an Order for Suspension. (ATTACH. 5Aiii –
           distributed at meeting)
   B) Request to open the meeting
      MSP: To open the meeting.

6) STRATEGIC PLANNING (K. Weiss) (ATTACH. 6A – distributed at meeting)
   Hand out, presentation, and discussion on the Strategic Plan

7) RULES COMMITTEE REPORT (D. Hield, Committee Chair)
   A) Rules of Professional Conduct discussion held; carried to next meeting

8) CREDENTIALING COMMITTEE REPORT (D. Krech, Committee Chair)
   A) Accreditation Board for Engineering and Technology (ABET) and National
      Architectural Accrediting Board (NAAB) accreditation was discussed
   B) Cure Period Submission
      MSP: To approve the submittal of course needed to close the audit on the
      licensee.
   C) Outreach Reports - discussed

9) ALACID SECTION REPORT (M. Parsons, Section Chair)
A) Discussion held on age requirement for licensure. Eliminating minimum age for licensure should be included in next statute change legislation

B) CLARB Annual Meeting report
   Minnesota voted to adopt the Revised Model Law

C) MP: To authorize new Board members to attend the FY18 NCARB/CLARB New Member Board Orientation in February 2018

D) NCARB Tri-National agreement – discussion held

E) Proactive statute changes – discussion held. Carryover to next meeting

10) ELSGEO SECTION REPORT (P. Vogel, Section Chair)
     A) MP – To approve the Resolution to be presented to ASBOG to create and maintain a national discipline database.
     B) MP – To support Nirmal Jain, PE, nomination for NCEES Central Zone Vice President and NCEES President Elect.
     C) NCEES Annual Meeting Report – discussed
     D) Unmanned aerial vehicles – discussion held

11) EXECUTIVE COMMITTEE REPORT (D. Martenson, Chair)
     A) Strategic Plan was discussed.
     B) Internal controls
        i) File Net improvement were discussed
        ii) Modifications to media to include disclaimers regarding relationship to national organizations.

12) TREASURER’S REPORT (N. Jain, Treasurer)
     A) Presentation and discussion on the Budget and Revenue Reports

13) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)
     A) Welcome to Emily Grimm, Board Investigator

14) UNFINISHED BUSINESS
     A) Update on Rule Package (A. Barker)
        i) It will published in the State Register on November 6, 2017
        ii) The hearing is scheduled for January 17, 2018
     B) Overview of Laws and Rules process - discussed.

15) NEW BUSINESS
     A) Draft 2018 Board Meeting schedule for approval
        MSP: To approve the 2018 Board Meeting schedule.
B) Biennial Report Overview - discussion and reminder to track hours of time spent on Board activities.
C) Obsolete Statutes - discussed.
D) New Licensee Report
   MSP: To approve the New Licensee Report.

16) PUBLIC COMMENT
A) NONE

17) ADJOURN
   MSP: To adjourn.
   
   cc: Professional Societies and Interested Parties

Approval:

Robert Gunderson, IA, Board Secretary