

BOARD MEMORANDUM

SEPTEMBER 13, 2018

- TO:All Board MembersChristopher Kaisershot, Assistant Attorney General
- FROM: Nirmal Jain, PE, Board Chair
- SUBJECT: SEPTEMBER 13, 2018 BOARD MEETING MINUTES Golden Rule Building, Suite 295 (Second Floor) 9:15 AM – 12:25 PM

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

1) QUORUM CALL

Nirmal Jain, PE, Chair Meg Parsons, Architect, Vice Chair Robert Gunderson, LA, Secretary Paul Vogel, LS, Treasurer Dennis Martenson, PE, Immediate Past Chair Daniel Baar, LS Dave Blume, PE Rachel Dwyer, PM **(ABSENT)** Eric Friske, JD, PM Terry Groshong, Architect Darcy Hield, CID **(ABSENT)** Wayne Hilbert, Architect Denise Kazmierczak, PE Daniel Murphy, PE Keith Rapp, PG Claudia Reichert, CID Scott Robinson, LA David Stenseth, CPA, PM Robert Whitmyer, PSS

GUESTS:

OTHERS:

Christopher Kaisershot, Assistant Attorney General Anthony de Sam Lazzaro, Assistant Attorney General Doreen Johnson, Executive Director Andrea Barker, Assistant Executive Director Matt Kaehler, Investigator Kay Weiss, Communications Specialist Leama Sather, Board Staff

2) INTRODUCTIONS

READING AND APPROVAL OF AUGUST 9, 2018 BOARD MEETING MINUTES MSP: To approve the August 9, 2018 Board meeting minutes.

4) COMPLAINT COMMITTEE REPORT (K. Rapp, Committee Chair)

The Complaint Committee requests a closed session for deliberation after hearing.

MSP: To close the meeting to address the arguments in the matter of Virginia Marie Carlson, unlicensed, upon conclusion of oral arguments.

Nirmal Jain, Meg Parsons, Robert Gunderson, Paul Vogel, Dennis Martenson, Terry Groshong, Wayne Hilbert, and Keith Rapp recused themselves and left the room during the closed session. Those who also left the room during the closed session were Doreen Johnson, Anthony Sam de Lazzaro, Virginia Carlson, and Matt Kaehler.

A) Request to reopen the meeting

MSP: To reopen the meeting.

In the matter of Virginia Marie Carlson, unlicensed, the Board issued an Order (ATTACH. 5A)

- 5) RULES COMMITTEE REPORT (D. Stenseth, Committee Chair)
 - A) No meeting held.
- 6) CREDENTIALING COMMITTEE REPORT (D. Blume, Committee Chair)
 - A) No meeting held.
- 7) ALACID SECTION REPORT (M. Parsons, Section Chair)
 - A) Reviewed the Annual Report to NCARB.
 - B) Reviewed two CE exemptions, one was granted and one was denied.
 - C) Reviewed CE Audits:
 - i) Four audits were approved.

- ii) Two audits were Referred back to staff.
- iii) One audit is ongoing.
- D) Discussed the Regional NCARB conference call. Wayne Hilbert will report topics of retroactive enforcement and direct registration.
- E) Discussed items that may impact the profession.
- F) Discussed the upcoming CLARB Annual Meeting.
- G) Discussed the open positions on the Board.

MSP: To accept the ALACID Section report.

- 8) ELSGEO SECTION REPORT (R. Whitmyer, Section Chair)
 - A) Executive Summary of the Sunset Advisory Commission's report of the Texas Board of Geoscientists – discussed.
 - B) Report on the NCEES Annual meeting discussed.
 - C) NCEES Emeritus for Lisa Hanni, LS.

MP: To approve NCEES Emeritus Status for Lisa Hanni, LS.

- D) Geoscience Rules were and carried over.
- E) Reviewed CE Audits
 - i) Eleven audits were approved.
 - ii) Four audits were referred to staff.

MSP: To accept the ELSGEO Section report.

- 9) EXECUTIVE COMMITTEE REPORT (N. Jain, Chair)
 - A) Board Exit Interview Form the Committee decided not to implement.
 - B) Discussed the potential Statute changes.
 - C) Discussion on the budget and the creation of a Legislative Action Team.

MSP: To accept the Executive Committee report.

10) TREASURER REPORT (P. Vogel, Treasurer)

A) Budget and Revenue Reports - discussed.

MSP: To accept the Treasurer's report.

11) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)

- A) Small Agency Profile reviewed and discussed.
- B) Supplement to the Small Agency Profile reviewed and discussed.

MSP: To accept the Executive Director report.

12) UNFINISHED BUSINESS

A) None

13) NEW BUSINESS

- A) R-45747 Authorizing ResolutionMSP: To adopt the Authorizing Resolution.
- B) Potential Statute Changes

MSP: To proceed with the Statute changes.

C) 2019 Meeting Calendar

MSP: To accept the 2019 Meeting Calendar.

- D) NCEES Engineering Education Award presentation discussed.
- E) New Licensee Certificate Report

MSP: To approve the New Licensee report.

- F) Delegations of Authority
 - Reinstatement of Licenses (ATTACH. 14Fi distributed at meeting)
 MSP: To approve the Delegation of Authority for Reinstatement of Licenses.

- Temporary Permits (ATTACH. 14Fii distributed at meeting)
 MSP: To approve the Delegation of Authority for Issuing
 Temporary Permits.
- G) Outreach Report (All FYI)
 - September 11, 2018, Meg Parsons, Architect, gave a presentation, Propractice Class on AXP, AIAS, Codes Mentor, to students at the University of Minnesota.

14) PUBLIC COMMENT

- A) None.
- 15) ADJOURN

MSP: To adjourn: 12:15 PM

Approval:

9071018 N Robert Gunderson, LA, Board Secretary

cc: Professional Societies and Interested Parties



BOARD MEMORANDUM

SEPTEMBER 13, 2018

- TO: EXECUTIVE COMMITTEE Nirmal Jain, PE, Chair Meg Parsons, Architect, Vice Chair Robert Gunderson, LA, Secretary Paul Vogel, LS, Treasurer Dennis Martenson, PE, Immediate Past Chair
- **FROM:** Nirmal Jain, PE, Chair
- SUBJECT:SEPTEMBER 13, 2018 EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, Board Office, Suite 160
7:30 8:00am
- 1) Call to Order
 - A) Others Present:
 - i) Doreen Johnson, Executive Director
- 2) APPROVAL OF AUGUST 9, 2018 EXECUTIVE COMMITTEE MEETING MINUTES MSP: To approve the August 9, 2018 Committee minutes.

3) UNFINISHED BUSINESS

- A) Internal Controls
 - i) Board of AELSLAGID Records Retention Schedule was presented with updates; Items #19 (variance requests) and #20 (electronic recording of closed meetings) were discussed in detail.
 - ii) Internal Controls Report process August 9, 2018 presentation by Angelina Barnes and Josh Botnen, of Minnesota Management and Budget (MMB). Comments on the Board's draft of Internal Operating Procedures were received and the final document will go to the full Board for approval after legal review.

- B) Strategic Plan Continuation of Strategic Plan Implementation Methods
 - i) Board Member Exit Interview form (Discussion carried over from last meeting-August 9th).

MSP: To not approve implementation of the Board Member Exit Interview form.

- C) Legislative Action Potential Statute Language Changes, concerning Sections 326.10, 326.105, 326.111.
 - i) Presentation to full board on September 13, 2018. Full board must approve language changes, then language will be sent out to professional organizations for review and discussion, prior to preceding with legislative action.
 - ii) Legislative Action Team (LAT). A committee will be appointed by the Board Chair, pending approval of the language.
- 4) NEW BUSINESS
 - A) None
- 5) ADJOURN

MP: To adjourn at 8:03 a.m. Next meeting scheduled October 9, 2018



MINNESOTA BOARD OF

ARCHITECTURE = ENGINEERING = LAND SURVEYING LANDSCAPE ARCHITECTURE = GEOSCIENCE = INTERIOR DESIGN

BOARD MEMORANDUM

AUGUST 9, 2018

TO: CREDENTIALING COMMITTEE Dave Blume, PE, Chair Daniel Baar, LS Rachel Dwyer, PM Denise Kazmierczak, PE

Meg Parsons, Architect Claudia Reichert, CID Scott Robinson, LA

- FROM: Dave Blume, PE, Chair
- SUBJECT: AUGUST 9, 2018 CREDENTIALING COMMITTEE MEETING MINUTES Golden Rule Building, Board Office, Suite 160 8:00 AM – 9:00 AM
- 1) CALL TO ORDER
 - A) Others Present:
 - i) Doreen Frost, Executive Director
 - ii) Matt Kaehler, Investigator
- 2) APPROVAL OF JUNE 26, 2018 COMMITTEE MEETING MINUTES

MSP: To approve the June 26, 2018 Committee meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) CE Audit Update reviewed and discussed.
 - B) CE audits reviewed at the meeting
 - i) CE Audits approved:
 Dwight Benoy
 Bradley Severson
 Cynthia Bracht
 Larry Schedin
 Peter Lampi
 Wade Stroup
 Kim Marks
 Colby Verdegan
 Seth Peterson
 Erik Wedge

- ii) CE Audits referred back to staff:
- Michael De Boer Katheryn Gehler Douglas Haas David Herscher Thad Long Christine Moss

Christopher Nagarah Keith Nelson John Schroeder Mark Spalinger Timothy Wold

A) CE Audit Approval Consent Agenda:

Mary Sue Abel	James Doten	Sarah Illi
Bonnie Adomshick	Joel Dresel	Richard Jarmel
Bret Anderson	Molly Ells	Timothy Jensen
Radoslav Barac	Eric Engell	David Johnson
Leslie Bjerketvedt	David Evanson	Daniel Joita
Brian Bollig	Leslie Fernandez	James Jordan
Alan Brown	Daniel Fick	Melanie Kiihn
Mark Buckholdt	Andrew Fiskness	Melvyn Kogan
Craig Caligiuri	Joseph Fleisher	Summer Krzoska
Orion Cannon	Douglas Funke	Ashley Lundgren
Sandra Christie	Gerard Geib	Catherine Ma
M. Tyrel Clark	Douglas Gerlach	James Mackey
Ted Clavel	Kenneth Gilbert	Brian Malm
Patrick Clint	Tim Greenleaf	Richard Mann
Gregory Cooper	Joshua Guck	Mark McCluggage
Michael Custer	Brian Havens	Henry Melcher
Christina Davidson	William Hurley	Cory Meyer

Ross Naylor	Kenneth Potts	Joshua Sprowls
Tony Nordby	Bertrand Pridham	Ryan Stephans
William Nugent	Paul Prout	Douglas Stahl
Eric O'Neill	Dana Ralston	Mark Tatarian
Nels Ojard	Corwin Reese	Michael Tweet
Timothy Old	Bruce Rehwaldt	Joaquin Velez
Russell Peterson	Gregory Reuter	Michael Villari
Shannon Pierce	Randal Rhoades	Charles Webb, Jr.
Gina Pizzo	Catherine Schneider	Clay Willis
Jon Pollock	Stewart Sirjord	
Jodi Polzin	James Skowronski	

MSP: To accept the consent agenda approving the listed CE Audits.

B) CE Audit Consent Agenda to be referred back to staff:

James Benson	Matthew Hemmila	Jody Martinson
Matthew Gikas	Amelia Jordan	Aaron Poot
Vincent Duet	David Kane	Brian Smith
Gregory Hackett	Daniel Magnin	Ross Turner

MSP: To accept the consent agenda to refer the above CE Audits back to staff.

4) NEW BUSINESS

C) Continuing Education Exemption Requests

MSP: To close the meeting to address exemption requests that include nonpublic data.

MSP: To reopen the meeting.

i) Herb Baldwin

Meg Parsons recused herself from the discussion and vote and left the room.

MSP: To recommend to the full Board denial of the Continuing Education Exemption Request.

ii) Jerome Flynn

MSP: To recommend to the full Board approval of the Continuing Education Exemption Request.

iii) Benjamin Thiesse

MSP: To recommend to the full Board approval of the Continuing Education Exemption Request.

iv) Anna Matthes

MSP: To recommend to the full Board approval of the Continuing Education Exemption Request.

v) Lonnie Anderson

MSP: To recommend to the full Board denial of the Continuing Education Exemption Request.

5) ADJOURN



BOARD MEMORANDUM

AUGUST 9, 2018

TO: RULES COMMITTEE David Stenseth, CPA, PM, Chair Eric Friske, JD, PM Terry Groshong, Architect

Darcy Hield, CID Dan Murphy, PE Robert Whitmyer, PSS

- FROM: David Stenseth, PM, Chair
- SUBJECT: AUGUST 9, 2018 RULES COMMITTEE MEETING MINUTES Golden Rule Building, Suite 295 8:00 - 9:00 AM
- 1) CALL TO ORDER
 - A) Others Attending:
 - i) Leama Sather, Board Staff
- 2) APPROVAL OF JUNE 26, 2018 COMMITTEE MEETING MINUTES

MSP: To approve the June 26, 2018 Committee meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) Rules of Professional Conduct SONAR (carry over to next meeting)
- 4) NEW BUSINESS
 - A) Direct Registration Rules (R-04547)
 - i) Draft Language
 - ii) Draft SONAR

MSP: To recommend to the full Board to accept the drafts as written.

5) ADJOURN



BOARD MEMORANDUM

SEPTEMBER 13, 2018

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Meg Parsons, Architect, Chair Eric Friske, JD, PM**(ABSENT)** Terry Groshong, Architect Robert Gunderson, LA Darcy Hield, CID **(ABSENT)**

Wayne Hilbert, Architect Claudia Reichert, CID Scott Robinson, LA David Stenseth, CPA, PM (ABSENT)

FROM: Meg Parsons, Architect, Chair

SUBJECT: SEPTEMBER 13, 2018 ALACID SECTION MEETING MINUTES Golden Rule Building, Board Office, Suite: 160 8:10 - 8:55 AM

- 1) CALL TO ORDER
 - A) Others Present:
 - i) Doreen Johnson, Executive Director
- 2) APPROVAL OF AUGUST 9, 2018 SECTION MEETING MINUTES

MSP: To approve the August 9, 2018 Section meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) Trends in the profession represented by the Section that may affect the Board's mission:
 - CLARB conference call and webinar- releasing today their report on friction analysis on licensing - discussed.
 - ii) CLARB, NCARB, CDIQ, joint letter discussed.
 - iii) CLARB webcast for Annual meeting September 28 and 29, 2018.

Robert Gunderson is registered to vote virtually.

4) NEW BUSINESS

- A) Annual report to NCARB reviewed and discussed.
- B) Continuing Education Exemption Request(s) Reviewed:
 - i) Marinus V. Westerheim

MSP: To recommend approval of the Continuing Education Exemption Request.

ii) Roland Christensen

MSP: To recommend denial of the Continuing Education Exemption Request.

- C) Continuing Education Audits Reviewed:
 - i) Audits Approved:

Lee Brown

Bruce Carlson

Claudia Reichert

ii) Audits referred back to staff:

Matthew Rinka

Robert Brunjes

- D) NCARB Regional conference call Wayne Hilbert will be participating and bringing discussion topics from the Board:
 - i) Retroactive enforcement is something the Board is looking at for a statute change.
 - ii) Direct registration is being pursued as a rule change
- E) Public Member vacancies discussed.
- 5) ADJOURN

MSP: To adjourn – 8:55 AM.



BOARD MEMORANDUM

SEPTEMBER 13, 2018

TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Robert Whitmyer, PSS, Chair Daniel Baar, LS Dave Blume, PE Rachel Dwyer, PM **(ABSENT)** Nirmal Jain, PE

Denise Kazmierczak, PE Dennis Martenson, PE Dan Murphy, PE Keith Rapp, PG Paul Vogel, LS

FROM: Robert Whitmyer, PSS, Chair

SUBJECT:SEPTEMBER 13, 2018 ELSGEO SECTION MEETING MINUTES
Golden Rule Building, Suite 295 (2nd floor)
8:00 AM – 9:00 AM

- 1) CALL TO ORDER
 - A) Others Attending:
 - i Andrea Barker, Assistant Executive Director
 - ii Matt Kaehler, Investigator
 - iii Leama Sather, Board Staff
- 2) APPROVAL OF AUGUST 9, 2018 SECTION MEETING MINUTES
 - A) MSP: To approve the August 9, 2018 Section Minutes.
- 3) UNFINISHED BUSINESS
 - A) Trends in the professions represented by this Section that may affect the Board's mission – discussed.
 - B) Decoupling carried over.
- 4) NEW BUSINESS
 - A) 2018 NCEES Annual meeting report reviewed and discussed.

- B) Emeritus Status Request: Lisa Hanni, LS
 MSP: To recommend approval of NCEES Emeritus Status for Lisa Hanni,
 LS.
- C) Geology Rules carried over.
- D) CE Audits

i)

- Audits approved:Jennifer AllardRoberto LeonJohn BergerMartin LundePatrick CrockerJody MartinsonMichael CroninRandy SchmidtKatheryn GehlerJason SkipleGregory Hofmeister
- ii) Audits referred back to staff:
 Siamak Kusha Blake Remmick
 Christine Moss Rodney VanBaalen

5) ADJOURN

A) MSP: To adjourn – 8:55 AM