



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

BOARD MEMORANDUM

JUNE 28, 2019

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Meg Parsons, Architect, Board Chair

SUBJECT: **JUNE 28, 2019 BOARD MEETING MINUTES**
Golden Rule Building, Suite 295 (Second Floor)
9:00 AM

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

1) QUORUM CALL

Meg Parsons, Architect, Chair

Paul Vogel, LS, Vice Chair

Dave Blume, PE, Secretary **(Absent)**

Keith Rapp, PG, Treasurer

Nirmal Jain, PE, Immediate Past Chair **(Absent)**

Daniel Baar, LS

Rachel Dwyer, PM

Eric Friske, JD, PM

Terry Groshong, Architect **(Absent)**

Robert Gunderson, LA

Darcy Hield, CID

Wayne Hilbert, Architect

Denise Kazmierczak, PE

Dennis Martenson, PE,

Daniel Murphy, PE

Claudia Reichert, CID

Scott Robinson, LA

David Stenseth, CPA, PM

Robert Whitmyer, PSS

OTHERS ATTENDING:

Christopher Kaisershot, Assistant Attorney General

Doreen Johnson, Executive Director

Andrea Barker, Assistant Executive Director

Matt Kaehler, Investigator

Laurie Nistl, Board Staff

GUESTS: Beth Tomlinson, PE, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)

2) INTRODUCTIONS

3) READING AND APPROVAL OF MAY 16, 2019 BOARD MEETING MINUTES

MSP: To approve the May 16, 2019 Board meeting minutes.

4) COMPLAINT COMMITTEE REPORT (W. Hilbert, 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

MSP: To open the meeting.

- (i) In the matter of Nicholas Hoffman, PE # 56276, the Board issued a stipulation and order for misconduct; failing to report a felony to the Board within 10 days; and failing to report disciplinary action taken in another jurisdiction to the Board within 60 days. Mr. Hoffman's license is suspended through June 30, 2020; must earn an additional 8 ethics continuing education credits; and must comply with all provisions of his South Dakota consent agreement.

(ATTACH. 5Ai – distributed at meeting.)

- (ii) In the matter of Jarred Cooley, PE # 53703, the Board issued a stipulation and order for holding out as a Professional Engineer from July 1, 2018 to January 31, 2019. The order included a censure and reprimand and a \$500 civil penalty. **(ATTACH. 5Aii – distributed**

at meeting.)

- 6) RULES COMMITTEE REPORT (D. Blume, Committee Chair)
 - A) No Meeting Held
- 7) CREDENTIALING COMMITTEE REPORT (C. Reichert, Committee Chair)
 - A) No Meeting Held
- 8) ALACID SECTION REPORT (D. Hield, Section Chair)
 - A) No Meeting Held
- 9) ELSGEO SECTION REPORT (D. Baar, Section Chair)
 - A) No Meeting Held
- 10) EXECUTIVE COMMITTEE REPORT (M. Parsons, Chair)
 - A) Report on the meetings of June 14 and 28, 2019. Discussions included:
 - i) Internal Control System Certification Fiscal year 2019.
 - ii) Committee charges will be reviewed.

- iii) The Legislative Action Team duties will become part of the Rules Committee.
- iv) Open Appointments were announced today, June 28, 2019, mentors for the new Board members will be assigned.
- v) Staffing - The Assistant Executive Director position has been posted.
- vi) The strategic planning meeting with NCARB staff facilitators will be scheduled for later this year.
- vii) The Legislative Audit is almost finished.
- viii) The bylaws were discussed.
- ix) The omnibus budget bill that includes the Board's budget was signed by the governor.
- x) New committee assignments were made.
- xi) Staff parking – Discussed.

MP: To continue to subsidize sixty dollars per month for staff parking, and pay one-half of the Executive Director's parking.

(Note: The other half is paid by the Board of Accountancy.)

11) TREASURER'S REPORT (K. Rapp, Treasurer)

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

MSP: To accept the Treasurer's Report.

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

- A) Expense Reports Due - Discussed
- B) Assistant Executive Director position – Posted, deadline for applications is 7/15/2019.
- C) Assistant Attorney General training funding to be an on-going budget line item for the Board.

MSP: To approve funding for Assistant Attorney General training.

MSP: To accept the Executive Director's Report.

13) UNFINISHED BUSINESS

- A) Strategic Planning Update – discussed in the Executive Committee Report.

14) NEW BUSINESS

- A) Continuing Education Exemption Request: Applicant #1.

MSP: To approved the request.

- B) Climate Change Continuing Education Requirement Legislation presentation by Beth Tomlinson, PE, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) - Discussed.

- C) Minnesota Government Engineering Council (MGEC) Statement on Minnesota HF 2452 and SF 2658 (Climate Change Legislation) (FYI Only) - Discussed

- D) Authorization of attendance to the 2019 ASBOG Annual Meeting and COE Workshop, November 5-9, 2019, in Minneapolis, MN.

MSP: To authorize the attendance of up to eight (8) Board member to the ASBOG annual meeting.

- E) Authorization of attendance to the 2019 CIDQ Annual Meeting, November 8-9, San Antonio, TX.

MSP: To authorize the attendance of one (1) Board member and the Executive Director.

- F) NCARB Annual Meeting report by Meg Parsons, Wayne Hilbert, and Doreen Johnson.

- G) NCARB 2019 Region 4-Educators/Member Board Member Symposium, October 12, 2019, Ball State University, Muncie Indiana – Discussed. The Board will not be sending attendees to the symposium.

- H) New Licensee Report- **MSP: To approve the New Licensee Report**

- I) Outreach (FYI Only)

- i. Paul Vogel, LS, presented “The Path to Licensure” to St. Cloud State University land surveying students on 4/24/2019.
- ii. Dan Baar, LS, will be presenting “The Path to Licensure” to 40-50 regional land surveying students at the Kelley Inn, St. Cloud, on 10/31/2019.

J) State of the US Survey Foot – Discussed (**ATTACH. 14K**)

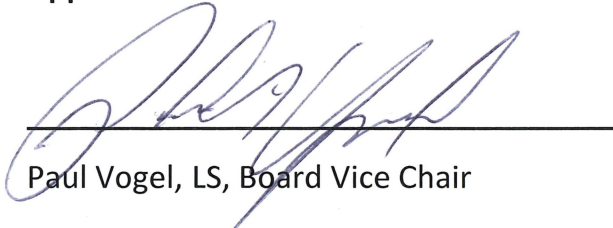
15) PUBLIC COMMENT

A) NONE

16) ADJOURN – 11:15 p.m.

MSP: To adjourn.

Approval:



Paul Vogel, LS, Board Vice Chair

cc: Professional Societies and Interested Parties



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

BOARD MEMORANDUM

MARCH 22, 2019

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: MARCH 22, 2019 RULES COMMITTEE MEETING MINUTES

Golden Rule Building, Suite 295
8:00 - 9:00 AM

1) CALL TO ORDER

Others Present

Keith Rapp, PG
Andrea Barker, Assistant Executive Director

2) APPROVAL OF THE FEBRUARY 1, 2019 RULES COMMITTEE MEETING MINUTES

MSP: To approve the February 1, 2019 Rules Committee meeting minutes.

3) UNFINISHED BUSINESS

A) Decoupling/Geoscience

- i) Decoupling Illustration: Graphic showing how individuals in a decoupled state can get licensed in Minnesota in a shorter time frame than a Minnesota exam candidate.
- ii) Draft Language (**ATTACH. 3Aii – distributed at meeting**): Discussion held and changes made to draft language.

B) Direct Registration Rules Update: Waiting for final approval then will publish the Notice of Adoption in the State Register. Rules will be effective five working days after publication.

- C) Rules of Professional Conduct Update: Dual Notice will be published in the April 1, 2019 State Register triggering the beginning of the 30-day comment period. We will hold a public hearing in June if we receive 25 or more requests for a hearing.
- 4) NEW BUSINESS
 - A) Land Surveying Rules – **carryover to next meeting**
- 5) ADJOURN (9:00 AM)



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

BOARD MEMORANDUM

MARCH 22, 2019

TO: CREDENTIALING COMMITTEE

Dave Blume, PE, Chair (Absent) Meg Parsons, Architect (Absent)
Daniel Baar, LS Claudia Reichert, CID
Rachel Dwyer, PM Scott Robinson, LA
Denise Kazmierczak, PE

FROM: Claudia Reichert, CID, Acting Chair

SUBJECT: MARCH 22, 2019 CREDENTIALING COMMITTEE MEETING MINUTES

Golden Rule Building, Board Office, Suite 160

8:00 AM – 9:00 AM

1) CALL TO ORDER

Others present: Doreen Johnson, Executive Director

Matt Kaehler, Investigator

2) APPROVAL OF FEBRUARY 1, 2019 CREDENTIALING COMMITTEE MEETING MINUTES

MSP: To approve the February 1, 2019 Credentialing Committee meeting minutes.

3) UNFINISHED BUSINESS

A) Continuing Education Statute. Is there a need for Administrative Rule Clarification? - The committee discussed the matter and will review a list of rejected continuing education classes at the next meeting.

4) NEW BUSINESS

A) Continuing Education Exemption Request(s):

i) Ross Wamre – **MSP: To approve.**

B) Continuing Education Audits to be Reviewed:

i) Amy Steege – Carried over.

C) Outreach (All FYI Only):

i) Bob Gunderson, LA, presented “The Minnesota Board, Licensure Process and CLARB” to University of Minnesota, Twin Cities, Landscape Architecture students on February 21, 2019.

ii) Dennis Martenson, PE, and Nirmal Jain, PE, presented “The Path to Licensure” to University of Minnesota, Duluth, MSPE Student Chapter on March 4, 2019.

iii) Bob Gunderson, LA, presenting “The Path to Licensure, CLARB and the LARE” to University of Minnesota students and ASLA-MN members on April 23, 2019.

D) Climate Change Bill (House File 2452) – requiring licensed professional engineers to earn professional development hours dedicated to the impact of climate change - Discussed. **(ATTACH. 4D).**

The committee does not support the bill. Would like opportunity to meet with representatives and/or constituents to discuss.

MSP: To oppose the bill.

5) ADJOURN



MINNESOTA BOARD OF
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BOARD MEMORANDUM

March 22, 2019

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Meg Parsons, Architect, Chair (Absent)	Wayne Hilbert, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Terry Groshong, Architect	Scott Robinson, LA
Robert Gunderson, LA	David Stenseth, CPA, PM
Darcy Hield, CID	

FROM: Wayne Hilbert, Architect, Acting Chair

SUBJECT: MARCH 22, 2019 ALACID SECTION MEETING MINUTES

Golden Rule Building, Board Office, Suite: 160
9:15 AM – 10:15 AM

1) CALL TO ORDER

Others present: Doreen Johnson, Executive Director

2) APPROVAL OF FEBRUARY 1, 2019 SECTION MEETING MINUTES

MSP: To approve the February 1, 2019 Section meeting minutes.

3) UNFINISHED BUSINESS

A) NONE

4) NEW BUSINESS

A) Authorization for attendance to the 2019 CLARB Annual Meeting. September 26-28, 2019, in St. Louis, MO. Estimated cost per attendee: \$3,828.00.

MSP: To authorize attendance of the funded delegate and one other Board member.

B) NCARB Regional Meeting Report by Wayne Hilbert (includes prior input from Meg Parsons) - Discussed.

- C) CIDQ New Official Definition of Interior Design – Discussed.
 - D) Meg Parsons, Architect, Elected NCARB Region 4 Vice Chair **(FYI)**
 - E) NCARB Licensing Advisors Summit **(FYI)**
 - F) CLARB Announcement from President Philip Meyer **(FYI)**
 - G) Architect Exam Results Summary **(FYI)**
- 5) Trends in the professions represented by this Section that may affect the Board’s mission – Discussed.
- 6) ADJOURN
- MSP: To adjourn 10:15 AM.**



MINNESOTA BOARD OF
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BOARD MEMORANDUM

MARCH 22, 2019

TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Robert Whitmyer, PSS, Chair	Denise Kazmierczak, PE
Daniel Baar, LS	Dennis Martenson, PE (ABSENT)
Dave Blume, PE, (ABSENT)	Dan Murphy, PE
Rachel Dwyer, PM	Keith Rapp, PG
Nirmal Jain, PE	Paul Vogel, LS (ABSENT)

FROM: Robert Whitmyer, PSS, Chair

SUBJECT: MARCH 22, 2019 ELSGEO SECTION MEETING MINUTES
Golden Rule Building, Suite 295 (2nd floor)
9:15 AM

1) CALL TO ORDER

Others Present

Andrea Barker, Assistant Executive Director

Matt Kaehler, Investigator

2) APPROVAL OF FEBRUARY 1, 2019 SECTION MEETING MINUTES

MSP: To approve the February 1, 2019 Section meeting minutes.

3) UNFINISHED BUSINESS

A) None

4) NEW BUSINESS

A) Authorization for attendance to the 2019 NCEES Annual Meeting.

August 14-17, 2019, Washington, D.C.

- Estimated cost per funded attendee: \$794.00
- Estimated cost per additional attendee: \$2,033.25

The Section will handle this item at the full Board meeting.

- B) ASBOG Testing Location (K. Rapp): The Board is exploring the idea of offering the ASBOG exams in two locations (St. Paul and Duluth).
 - C) Engineers without Borders: Discussion held regarding experience for exam/licensure gained in tandem with experience at “regular” job. The Section’s consensus is that one calendar year of work equals one year of experience regardless of the number of positions held or hours worked in excess of 40 per week during that year. All experience must meet the requirements in rule to be “qualifying experience.”
 - D) NCEES Board Presidents’ Assembly Report (M. Parsons) **(FYI)**
 - E) Article: “Oregon Court Case Spawns Attempt to Dismantle PE Licensure” from *PE: The Magazine for Professional Engineers*, March/April, 2019. **(FYI)**
 - F) Keith Rapp, PG, Honored by AIPG **(FYI)**
 - G) Texas Land Surveying Board **(ATTACH. 4G – distributed at meeting)**: The Texas LS Board is slated to merge with the Texas PE Board. Dan Baar will respond to the questions in the email.
 - H) Land Surveyor Exam Writing Workshop **(ATTACH. 4H – distributed at meeting)**: The workshop scheduled for April 2019 has been canceled due to lack of individuals able to participate and will be rescheduled for October 2019.
 - I) Geology Application Summary **(ATTACH. 4I – distributed at meeting)(FYI)**
- 5) Trends in the professions represented by this Section that may affect the Board’s mission.
- A) Professional Titles: Discussion held.
- 6) ADJOURN (10:05 AM)



MINNESOTA BOARD OF
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BOARD MEMORANDUM

JUNE 14, 2019

TO: EXECUTIVE COMMITTEE
Meg Parsons, Architect, Chair
Paul Vogel, LS, Vice Chair
Dave Blume, PE, Secretary
Keith Rapp, PG, Treasurer
Nirmal Jain, PE, Immediate Past Chair

FROM: Meg Parsons, Architect, Chair

SUBJECT: JUNE 14, 2019 EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, Board Office, Suite 160
11:00 AM - 12:30 PM

- 1) Call to Order
 - A) Others Present:
 - i) Doreen Johnson, Executive Director
- 2) APPROVAL OF MAY 16, 2019 EXECUTIVE COMMITTEE MEETING MINUTES
MSP: To approve the May 16, 2019 Committee minutes.
- 3) UNFINISHED BUSINESS
 - A) Internal Controls (D. Johnson) – reviewed and discussed.
 - B) Strategic Planning – Plan discussed using NCARB staff for facilitators.
 - C) Legislative Audit – Discussed. Full report out in July.
 - D) Legislative Action Team
 - i) Outline of 2019-2020 Legislative Action Plan
 - ii) Board Qualifications – Number of Years of Experience
 - iii) Fee Changes
 - iv) Proposed Statute Changes 326A

v) Best Practices for Working with Legislators (CLARB)

– Discussed rolling the Legislative Action Team into the Rules Committee.

4) NEW BUSINESS

A) Bylaws (FYI) – Discussed

B) Board of AELSLAGID Budget Line from Omnibus Budget Bill Signed by Governor - Discussed

C) New Committee Assignments - Discussed

D) New Committee Charges - Discussed

E) Open Appointments - Discussed

F) Minnesota Government Engineering Council (MGEC) Statement on Minnesota HF 2452 and SF 2658 (Climate Change Legislation) (FYI Only) - Discussed

G) Parking - **MSP: To continue to subsidize sixty dollars per month for staff parking, and pay one-half of the Executive Director's parking** (Note: other half is paid by the Board of Accountancy).

5) ADJOURN