



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

BOARD MEMORANDUM

August 5, 2020

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Meg Parsons, FAIA, Board Chair

SUBJECT: **AUGUST 5, 2020 BOARD MEETING MINUTES**
Via Webex
8:30 AM

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

The Board Chair announced that, under Open Meeting Law 13D.02 and due to COVID-19 and the Peacetime Pandemic Order, it was neither practical nor prudent for all Board members to be physically present at the meeting. The public is still able to participate.

1) QUORUM CALL

Meg Parsons, FAIA, Chair
Paul Vogel, LS, Vice Chair
Dave Blume, PE Secretary
Keith Rapp, PG, Treasurer
Nirmal Jain, PE **(ABSENT)**
Daniel Baar, LS
Rachel Dwyer, PM
Eric Friske, JD, PM
Wayne Hilbert, Architect
Scott Holm, M.Ed., CBO, PM
Denise Kazmierczak, PE

Daniel Kelsey, PE **(ABSENT)**
Erica Larson, CID
Jami Neiber, PM **(ABSENT)**
Tari Rayala, Architect
Claudia Reichert, CID **(ABSENT)**
Scott Robinson, LA
Melisa Rodriguez, PE
Graham Sones, LA
David Stenseth, CPA, PM
Robert Whitmyer, PSS

GUESTS:

OTHERS ATTENDING:

Stephen Melchionne, Assistant Attorney General
Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Susan Lick, Office Administrative Specialist Intermediate

2) INTRODUCTIONS

Board Member Appointments:

- A) Daniel Kelsey, Professional Engineer, Appointed/Replacing: Dan Murphy (expired), Term expires 1/04/2024 - absent
- B) Erica Larson, Certified Interior Designer, Appointed/Replacing Darcy Hield (expired), Term expires 1/1/2024
- C) Meg Parsons, FAIA, Reappointed, Term expires 1/1/2024
- D) Graham Sones, Landscape Architect, Appointed/Replacing Robert Gunderson (expired), Term expires 1/4/2024
- E) Paul Vogel, Land Surveyor, Reappointed, Term expires 1/1/2024

3) READING AND APPROVAL OF JUNE 24, 2020 BOARD MEETING MINUTES (**ENCL. 3**)

MSP: To approve the June 24, 2020 Board meeting minutes.

Roll Call: All members voted to approve with yes.

4) COMPLAINT COMMITTEE REPORT (W. Hilbert, Committee Chair)

A) The Complaint Committee requests a closed session.

MSP: To close the meeting to review disciplinary matters

Roll Call: All members voted with yes.

5) CLOSED SESSION

A) Disciplinary Matters

MSP: To open the meeting

Roll Call: all members voted with yes.

6) RULES COMMITTEE REPORT (D. Blume, Committee Chair)

A) No Meeting Held.

7) CREDENTIALING COMMITTEE REPORT (R. Dwyer, Committee Chair)

A) No Meeting Held.

8) ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER “ALACID” SECTION REPORT (Scott Robinson, Section Chair)

A) No Meeting Held.

9) ENGINEER/LAND SURVEYOR/GEOSCIENCE “ELSGEO” SECTION REPORT (D. Kazmierczak, Section Chair)

A) No Meeting Held.

10) EXECUTIVE COMMITTEE REPORT (M. Parsons, Chair)

A) Meeting Minutes (**ENCL. 10A**)

B) Report on meeting of August 5, 2020

MSP: To accept the Executive Committee report.

Roll Call: All members voted to accept with yes.

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

A) Budget and Revenue Reports (**ENCL. 11A**)(**ENCL. 11B**)

MSP: To accept the Treasurer’s report.

Roll Call: All members voted to accept with yes.

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

A) Staffing Updates – Thank you to Board staffing

B) Biennial Report – due to the Governor’s office in October 2020

MSP: To accept the Executive Director’s report.

Roll Call: All members voted to accept with yes.

13) UNFINISHED BUSINESS

A) Notice of Revised Format of Hearing on Proposed Amendment to Rules Governing Adoption of the 2020 National Electrical Code, Minnesota Rules, Part 1315.0200 (**ENCL. 13A**) -

14) NEW BUSINESS

A) Request for License Reinstatement

- i. Reinstatement Application from Nicholas E. Hoffman with Attachments
(ENCL. 14Ai)
- ii. Supplemental Documents provided for the Reinstatement Application as requested by Executive Director **(ENCL. 14Aii)**

**MSP: To approve the reinstatement application.
Roll Call: All members voted to approve with yes.**

B) Requests for Continuing Education Exemptions:

- i. Applicant #1 **(ENCL. 14Bi)**
Roll Call: 13 members voted yes to approve, 4 members voted no.
- ii. Applicant #2 **(ENCL. 14Bii)**
Roll Call: All members voted to approve with yes.
- iii. Applicant #3 **(ENCL. 14Biii)**
Roll Call: All members voted to approve with yes.

C) New Licensee Report **(ENCL. 14C)**

**MSP: To accept the New Licensee Report.
Roll Call: All members voted to approve with yes.**

D) Recognitions

- i) Nirmal Jain – Appointed to the Board of High Pressure Piping Systems; Effective July 15, 2020 – December 31, 2022

15) PUBLIC COMMENT

16) ADJOURN –

**MSP: To approve the reinstatement application.
Roll Call: All members voted to approve with yes.**

Next Meeting: October 1, 2020.

cc: Professional Societies and Interested Parties



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AUGUST 5, 2020

TO: EXECUTIVE COMMITTEE
Meg Parsons, FAIA, Chair
Paul Vogel, LS, Vice Chair
Dave Blume, PE, Secretary
Keith Rapp, PG, Treasurer

FROM: Meg Parsons, FAIA, Chair

SUBJECT: AUGUST 5, 2020 - EXECUTIVE COMMITTEE MEETING MINUTES
Via Webex
Time: 8:00 AM

- 1) Call to Order-Announcement made that it was neither practical nor prudent to meet in person based on the Peacetime Pandemic/COVID-19 timeframe and thus we are holding the meeting via WebEx. **Roll call – all four members present.**
- 2) APPROVAL OF June 2, 2020 EXECUTIVE COMMITTEE MEETING MINUTES (**ENCL. 2**)
MSP: To approve the June 2, 2020 Committee minutes.
Roll call – all four members voted yes.
- 3) UNFINISHED BUSINESS
 - A. Reduction of fees-Discussed
 - B. Legislative Audit-Discussed
 - C. Internal Controls (D. Johnson)-
- 4) NEW BUSINESS
 - A. Request for Consideration to Return Late Fee for License Renewal (**ENCL. 4**)
MSP: To deny the request to return late fee.
Roll call – all four members voted no.
 - B. Staffing update-Discussed.

5) ADJOURN