



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

BOARD MEMORANDUM

OCTOBER 1, 2020

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Meg Parsons, FAIA, Board Chair

SUBJECT: **OCTOBER 1, 2020 BOARD MEETING MINUTES**
Via Webex
8:19 AM

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

1) QUORUM CALL

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

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

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

GUESTS: Gary Thaden, William Smith, David Dexter, Larry Justin

OTHERS ATTENDING:

Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Susan Lick, Office Administrative Specialist Intermediate

3) INTRODUCTIONS

4) READING AND APPROVAL OF AUGUST 5, 2020 BOARD MEETING MINUTES (**ENCL. 4**)

MSP: To approve the August 5, 2020 Board meeting minutes.

Roll Call: All members voted to approve with yes.

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

A) No Meeting Held

6) CLOSED SESSION – No Meeting Held

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

A) No Meeting Held.

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

A) No Meeting Held.

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

A) No Meeting Held.

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

A) No Meeting Held.

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

A) Meeting Minutes (**ENCL. 11A**)

B) Report on meeting of October 1, 2020

C) Internal Control System Certification Fiscal Year 2020 (**ENCL.11C**)

D) Control System Assessment Tool 2020 (**ENCL. 11D**)

MSP: To accept the Executive Committee Report.

Roll Call: All members voted to accept with yes.

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

- A) Budget and Revenue Reports (**ENCL. 12A**) (**ENCL.12B**)

MSP: To accept the Executive Committee Report.

Roll Call: All members voted to accept with yes.

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

- A) Open Appointment – **Made announcement re-appointments due November, 2020**

- B) Staffing Update-Investigator Position being filled; Biennial Reports completed; staff still working under COVID Peacetime Pandemic agreement.**

MSP: To accept the Executive Director's Report.

Roll Call: All members voted to accept with yes.

14) UNFINISHED BUSINESS

15) NEW BUSINESS

- A) Small Agency Profile – AELSLAGID (**ENCL. 15A**) -Discussed.

- B) FG/PG Exams (Leama to provide) (**ENCL.15B**)

- C) MNLS Exams (Leama to provide) (**ENCL.15C**)

- D) Minnesota 2019 Data on Architectural Licensure (**ENCL.15D**) – Discussed.

- E) Remote Proctoring NCARB (AR) and CLARB (LA) (**ENCL.15E**) – Discussed.

- F) NCARB Applicant Concern (**ENCL.15F**) – Discussed.

- G) Request for Plumbing/Engineering Option (**ENCL. 15G**) – **Presentation and discussion**

- H) CLARB Annual Meeting Report (Scott Robinson, Graham Sones, Rachael Dwyer) - **Discussed**

- I) CIDQ Annual Conference Announcement (**ENCL.15I**)-**Claudia Reichert will attend and report.**

- J) AELSLAGID 2021 Calendar of Board Meetings (Draft) – (**ENCL.15J**)=**Discussed.**

- K) Minnesota Bookstore Announcement (**ENCL.15K**)-**Discussed.**

L) ALERT from the Division of Consumer Affairs (NJ Dept of Law & Public Safety)
(ENCL.15L)

M) New Licensee Report **(ENCL.15M)**

MSP: To accept the New License Report

Roll Call: all members voted to accept with yes.

N) AELSLAGID Outreach – Professional Geology **(ENCL.15N) – Report from Keith Rapp.**

16) PUBLIC COMMENT

17) ADJOURN

MSP: To adjourn the meeting at 10:26.

Roll Call: all members voted to accept with yes.

Next Meeting: November 19, 2020.

cc: Professional Societies and Interested Parties



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OCTOBER 1, 2020

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

FROM: Margaret Parsons, FAIA, Chair

SUBJECT: October 1, 2020 EXECUTIVE COMMITTEE MEETING MINUTES
Via Webex
Time: 7:30 AM

- 1) Call to Order: **Roll Call – Meg Parsons present, Paul Vogel present, Keith Rapp present**
- 2) Under Open Meeting Law 13D.02 and due to COVID-19 and the Peacetime Pandemic Order, it is neither practical nor prudent to all Board members to be physically present at the meeting. The public is still able to participate.
- 3) APPROVAL OF August 5, 2020 EXECUTIVE COMMITTEE MEETING MINUTES (**ENCL. 2**)
MSP: To approve the August 5, 2020 Committee Meeting minutes
Roll Call: Meg Parsons voted yes, Paul Vogel voted yes, Keith Rapp voted yes.
- 4) UNFINISHED BUSINESS
 - A) Reduction of fees (**ENCL.4A**)- **Discussed.**
MSP: To bring forward to the Legislature a bill making change to the license fees and other matters.
Roll Call: all 4 members voted yes.
 - B) Legislative Audit-**Discussed.**
 - C) Internal Controls (D. Johnson)-**Discussed.**
 - D) Internal Control System Certification Fiscal Year 2020 (**ENCL.4D**)-**Discussed.**
 - E) Control System Assessment Tool 2020 (**ENCL.4E**)-**Discussed.**
- 5) AJOURN - **MSP: To adjourn the meeting at 8:11 AM.**
Roll Call: all 4 members voted yes.