



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

BOARD MEMORANDUM

March 17, 2021

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Meg Parsons, FAIA, Board Chair

SUBJECT: **MARCH 17, 2021 BOARD MEETING MINUTES**
Via WebEx
9:31 AM

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

1) **QUORUM CALL:**

Meg Parsons, FAIA, Chair	Wayne Hilbert, Architect	Tari Rayala, Architect - Absent
Paul Vogel, LS, Vice Chair	Scott Holm, MEd, CBO, PM	Claudia Reichert, CID
Dave Blume, PE Secretary	Nirmal Jain, PE	Scott Robinson, LA
Keith Rapp, PG, Treasurer	Denise Kazmierczak, PE	Melisa Rodriguez, PE
Daniel Baar, LS	Daniel Kelsey, PE	Graham Sones, LA
Rachel Dwyer, PM	Erica Larson, CID	David Stenseth, CPA, PM
Eric Friske, JD, PM	Jami Neiber, PM	Robert Whitmyer, PSS

OTHERS: Doreen Johnson, Executive Director; Stephen Melchionne, Assistant Attorney General; Kay Weiss, Assistant Executive Director; Susan Lick, OAS-I; Megan Berg, OAS-I

GUESTS: None

2) Under Open Meeting Law 13D.021 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 was still able to participate. The Executive Director was present at 85 East 7th Place, St. Paul, MN for the duration of the meeting.

3) INTRODUCTIONS

4) READING/APPROVAL OF JANUARY 26, 2021 BOARD MEETING MINUTES

MSP: To approve the January 26, 2021 Board Meeting minutes

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

5) COMPLAINT COMMITTEE REPORT (K. Rapp, Committee Chair) – The Complaint Committee requests a closed session.

A) **MSP: To close the meeting to review disciplinary matters**

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

B) **MSP: To reopen the meeting.**

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

The Board issued an Order in the Matter of Vincent Kevin Kelly.

MP: To approve and adopt the Committee Report

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: 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 (S. 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) Section and Committees to be reinstated – Discussed
 - B) Internal Controls – Discussed

MP: To accept the Executive Committee Report

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

- 11) TREASURER’S REPORT (K. Rapp, Treasurer)
 - A) Budget and Revenue Reports – Discussed
 - B) State Government Finance & Policy: Budget – Discussed

MSP: To accept the Treasurer’s Report

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

- 12) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
 - A) Staffing Update on open positions – Megan Berg appointed as OAS-I. Second OAS-I position posted due to retirement of staff member.
 - B) Open Appointments - Contacted by Governor’s office. Board’s appointments to be addressed in May 2021.

MSP: To accept the Executive Director’s Report

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

- 13) UNFINISHED BUSINESS
 - A) National Transportation Safety Board Response - Discussed

- 14) NEW BUSINESS
 - A) NCARB Resolution – Discussed
 - B) Letter from Board to NCARB re: IPAL – Discussed
 - C) NCARB Experience Report Release – Discussed
 - D) University of Minnesota Engineers without Borders – Discussed
 - E) Virginia M. Carlson vs MN Board AELSLAGID, Order Granting Motion to Deem Plaintiff Frivolous Litigant – Discussed
 - F) Elections & Committee Interest Questionnaire 2021 – Discussed. Questionnaires are due back to staff by April 23.

G) New Licensee Report

MSP: To accept the New License Report

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

H) Continuing Education Audits – Discussed. Staff will be initiating shortly.

I) NCEES: State of the Council meeting held March 3, 2021 – Discussed

J) NCEES: Annual Meeting August 19 and 20, 2021 Delegate – Discussed.

Members should sign up when they receive notice from NCEES.

K) NCARB Regional Meeting Report – Discussed

L) Outreach –

(1) K. Rapp reported on presentation to the University of St. Thomas.

(2) G. Sones reported on presentation to University of Minnesota,
Department of Landscape Architecture.

15) PUBLIC COMMENT

A) None

16) ADJOURN

MPS: To adjourn the meeting at 11:19 am

Roll call vote:

Meg Parsons: Yes	Eric Friske: Yes	Claudia Reichert: Yes
Paul Vogel: Yes	Wayne Hilbert: Yes	Scott Robinson: Yes
Dave Blume: Yes	Scott Holm: Yes	Melisa Rodriguez: Yes
Keith Rapp: Yes	Denise Kazmierczak: Yes	Graham Sones: Yes
Nirmal Jain: Yes	Daniel Kelsey: Yes	David Stenseth: Yes
Daniel Barr: Yes	Erica Larson: Yes	Robert Whitmyer: Yes
Rachel Dwyer: Yes	Jami Neiber: Yes	

Next Meeting: May 13, 2021 at 10:00 a.m.



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BOARD MEMORANDUM

MARCH 17, 2021

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: MARCH 17, 2021 EXECUTIVE COMMITTEE MEETING MINUTES
Via WebEx
Time: 8:31 am

The Committee met at the above-mentioned date, time and location.

- 1) CALL TO ORDER – ROLL CALL
Margaret Parsons, FAIA, Chair
Paul Vogel, LS, Vice Chair
Dave Blume, PE, Secretary
Keith Rapp, PG, Treasurer

OTHERS: Doreen Johnson, Executive Director; Kay Weiss, Assistant Executive Director; Megan Berg, OAS-I

GUESTS: None

- 2) Under Open Meeting Law 13D.021 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 was still able to participate. The Executive Director was present at 85 East 7th Place, St. Paul, MN for the duration of the meeting.

- 3) APPROVAL OF January 26, 2021 EXECUTIVE COMMITTEE MEETING MINUTES
MSP: To approve the January 26, 2021 Exec Committee Meeting minutes
Roll call vote: Meg Parsons: Yes; Paul Vogel: Yes; Keith Rapp: Yes; Dave Blume: Yes
- 4) UNFINISHED BUSINESS
A) Internal Controls – Discussed
B) Staffing Update – New OAS-I position filled. Second opening due to staff retirement posted.
- 5) NEW BUSINESS
A) Documenting PDH for Pre-Record Content. Staff will be initiating shortly.
B) Continuing Education Audit – Discussed.
- 6) ADJOURN
MSP: To adjourn the meeting at 9:07 am
Roll call vote: Meg Parsons: Yes; Paul Vogel: Yes; Keith Rapp: Yes; Dave Blume: Yes