



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

BOARD MEMORANDUM

JULY 12, 2022

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Keith Rapp, PG, Acting Board Chair

SUBJECT: **JULY 12, 2022 BOARD MEETING MINUTES**
81 7th Street Suite 100
11:07 AM

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

- 1) QUORUM CALL
- | | |
|---------------------------------------|--------------------------|
| Paul Vogel, LS, Chair - Absent | Alan Johnson, PE |
| Keith Rapp, PG, Vice Chair | Denise Kazmierczak, PE |
| Daniel Kelsey, PE, Secretary | Erica Larson, CID |
| Melisa Rodriguez, PE, Treasurer | Jami Neiber, PM |
| Jason Amberg, LA | Meg Parsons, FAIA |
| Dan Baar, LS | Tari Rayala, Architect |
| Paul Brandt, PSS | Claudia Reichert, CID |
| Rachel Dwyer, PM | Graham Sones, LA |
| Eric Friske, JD, PM | David Stenseth, CPA, PM |
| Sally Grans Korsh, FAIA | Travis Thul, D. Eng., PE |
| Scott Holm, M. Ed, CBO, PM | |

OTHERS:

Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Allen Cook Barr, Assistant Attorney General
Stephen Melchionne, Assistant Attorney General
Jordynn Poferl, Investigator
Holly Salmela, Investigator
Mary Roguski, OASI

Guests:

Charles Marohn Jr.

William Mohrman

2) INTRODUCTIONS

- A) Welcome to newly appointed Board members Jason Amberg, LA, and Alan Johnson, PE
- B) Congratulations to Denise Kazmierczak on her reappointment to the Board
- C) Welcome to Jordynn Poferl, Investigator

3) READING AND APPROVAL OF MAY 12, 2022 BOARD MEETING MINUTES

MSP: To approve the May 12, 2022 Board Meeting Minutes

4) COMPLAINT COMMITTEE REPORT (Eric Friske, Committee Chair)

- A) The Complaint Committee requested a closed session to deal with disciplinary matters. Acting Chair Keith Rapp appointed Melisa Rodriguez as Chair *pro tempore* for the duration of the Complaint Committee Report.

****Paul Brandt, Eric Friske, Denise Kazmierczak, Keith Rapp, Tari Rayala, Doreen Johnson, Allen Cook Barr and Holly Salmela left the meeting.***

- B) Closed Session – Jason Amberg, LA and Alan Johnson, PE, recused themselves from voting

****Sally Grans-Korsh left the meeting at 12:30.***

****Paul Brandt, Eric Friske, Denise Kazmierczak, Keith Rapp, Tari Rayala, and Doreen Johnson joined the meeting.***

The Board issued an Order for the following:

- C) Charles Marohn, Jr.
- D) The Complaint Committee requested a second closed session to deal with disciplinary matters

The Board issued an Order for the following:

- E) Thomas Rowe

****Meg Parsons left the meeting at 1:00.***

- 5) RULES COMMITTEE REPORT (C. Reichert, Committee Chair)
- A) Proposed changes to Statute 326.02 Subd. 4, Practice of Land Surveying have been separated from other proposed statute changes and have been held over for future discussion
 - B) The committee discussed additional proposed rule changes, and the committee chair has directed the rulewriter to prepare a draft for a vote at the next meeting

MSP: To approve Rules Committee Report

- 6) CREDENTIALING COMMITTEE REPORT (E. Larson, Committee Chair)
- A) Upcoming continuing education audit cycle was discussed

MSP: To approve Credentialing Committee Report

- 7) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (S. Holm, Section Chair)

- A) Council for Interior Design Qualification (CIDQ) has asked to speak to representatives of the Board about the language in Minnesota statute
- B) NCARB Annual Business meeting, June 2-4, hybrid (remote/Austin, TX) was discussed
- C) An overview of the complaint process was presented by the Executive Director

MSP: To accept ALACID Section Report

- 8) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, Section Chair)

- A) ASBOG Annual Business Meeting, October 25-29, Wilmington, NC – Request for authorization to attend for up to three Board members, dependent on travel and budget restrictions

MP: To approve attendance for up to three Board members dependent on travel and budget restrictions

MSP: To accept ELSGEO Section Report

- 9) EXECUTIVE COMMITTEE REPORT (K. Rapp, Acting Chair)

- A) Internal controls were discussed

MSP: To accept Executive Committee Report

- 10) TREASURER’S REPORT (M. Rodriguez, Treasurer)
 A) Budget and Revenue Reports for FY22 and FY23– Operating within budget; no items of concern.
MSP: To accept Treasurer’s Report
- 11) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
 A) Staffing Updates
 i) New investigator has started and was previously introduced
 ii) Communications position, due to a leave, is vacant
MSP: To accept Executive Director’s Report
- 12) UNFINISHED BUSINESS
 A) None.
- 13) NEW BUSINESS
 A) Internal Controls – Carried over
 B) Biennial Report – Board members will be asked for data on number of hours worked on behalf of the Board
 C) Continuing Education Exemption Requests under Minnesota Statute 326.107, Subp. 4
 i) Request 1
MSP: To approve continuing education exemption request
 ii) Request 2
MSP: To approve continuing education exemption request
 D) NCARB Chairs and Executives Summit, October 14-15, 2022, Salt Lake City, UT – Request for authorization for Board Chair and Executive Director to attend
MSP: To approve attendance for Board Chair and Executive Director
 E) Request to approve NCEES Emeritus Status for former Board member Nirmal Jain, PE for a period of two years
MSP: To approve Emeritus Status for Nirmal Jain, PE for two years
 F) Travel Reimbursement Changes
 i) Mileage reimbursement raised to .625 cents per mile as of July 1
 ii) Meal reimbursement raised to \$10 breakfast, \$13 lunch, \$19 dinner, higher in specific major metropolitan areas
 G) Licensee Report
MSP: To approve Licensee Report
 H) 2022-2024 Renewals Update—FYI only
- 14) PUBLIC COMMENT – None

- 15) ADJOURN
MP: To adjourn at 1:53 pm

Next Meeting: September 8, 2022
See website for committee/section times and locations



MINNESOTA BOARD OF
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JULY 12, 2022

TO: EXECUTIVE COMMITTEE
Paul Vogel, LS, Chair
Keith Rapp, PG, Vice Chair
Dan Kelsey, PE, Secretary
Melisa Rodriguez, PE, Treasurer

FROM: Keith Rapp, PG, Acting Chair

SUBJECT: JULY 12, 2022 EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, STE 295
8:15 AM

- 1) CALL TO ORDER – ROLL CALL
Paul Vogel, LS, Chair – **Absent**
Keith Rapp, PG, Vice Chair, Acting Chair
Dan Kelsey, PE, Secretary
Melisa Rodriguez, PE, Treasurer

OTHERS:
Doreen Johnson, Executive Director

GUESTS: None

- 2) APPROVAL of the MAY 12, 2022 EXECUTIVE COMMITTEE MEETING MINUTES
MSP: To approve the MAY 12, 2022 Executive Committee Meeting Minutes
- 3) UNFINISHED BUSINESS
 - A) Internal Controls (D. Johnson reporting) – Discussed Annual Control Systems Report
- 4) NEW BUSINESS
 - A) None

- 5) ADJOURN
MP: To adjourn at 8:50 AM

Next meeting: September 8, 2022



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

BOARD MEMORANDUM

July 12, 2022

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Scott Holm, M.Ed., CBO, PM, Chair	Meg Parsons, FAIA
Jason Amberg, LA	Tari Rayala, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Sally Grans Korsh, FAIA	Graham Sones, LA
Erica Larson, CID	David Stenseth, CPA, PM

FROM: Scott Holm, M.Ed., CBO, PM, Chair

SUBJECT: JULY 12, 2022 ALACID SECTION MEETING MINUTES
81 7th Street, Suite 100
9:05 AM

1) CALL TO ORDER

Scott Holm, M.Ed., CBO, PM, Chair	Meg Parsons, FAIA
Jason Amberg, LA	Tari Rayala, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Sally Grans Korsh, FAIA	Graham Sones, LA
Erica Larson, CID	David Stenseth, CPA, PM

OTHERS:

Doreen Johnson, Executive Director
Mary Roguski, OASI

GUESTS: None

- 2) APPROVAL OF THE MAY 12, 2022 SECTION MEETING MINUTES
 - A) May 12, 2022 meeting minutes
MSP: To approve the May 12, 2022 ALACID Section Meeting Minutes

- 3) UNFINISHED BUSINESS
 - A) Trends in the professions represented by this Section that may affect the Board's mission.
 - i) Practice acts vs. title acts for interior design – Discussed. Iowa has recently changed their language regarding interior design from a title act to a practice act; more than half of the states now have a practice act for this profession.

- 4) NEW BUSINESS
 - A) NCARB Annual Business Meeting 2022 June 2-4, hybrid virtual and in person in Austin, TX (S. Grans Korsh, M. Parsons, S. Holm, D. Stenseth reporting) –
 - i) Educational components on licensure, diversity and governance. On the last day attendees voted on proposals. Unanimous vote to make diversity/equity/inclusion collaborative, with which M. Parsons has been involved since its start, into a committee
 - ii) Timetable has been laid out for governance changes and a task force will be looking at changes to how members are selected to the national board
 - iii) Opportunity to compare practices of other boards and organizations
 - a) NCARB values public members and are seen as a strength and add value to boards
 - b) Some boards hold ceremonies for new licensees
 - B) Council for Interior Design Qualification (CIDQ) has been in contact wanting to discuss the CID language in Minnesota statute as there is interest in changing the CID statute and rules
 - C) Complaint process – Executive Director Doreen Johnson gave an overview of the process by which complaints are handled by the Board

- 5) ADJOURN
MP: To adjourn at 9:35 am

Next meeting: September 8, 2022



MINNESOTA BOARD OF
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BOARD MEMORANDUM

JULY 12, 2022

TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Denise Kazmierczak, PE, Chair	Jami Neiber, PM
Daniel Baar, LS	Keith Rapp, PG
Paul Brandt, PSS	Melisa Rodriguez, PE
Rachel Dwyer, PM	Travis Thul, PE
Alan Johnson, PE	Paul Vogel, LS
Daniel Kelsey, PE	

FROM: Denise Kazmierczak, PE, Chair

SUBJECT: JULY 12, 2022 ELSGEO SECTION MEETING MINUTES
Golden Rule Building, STE 295
9:00 AM

1) ROLL CALL/CALL TO ORDER

Denise Kazmierczak, PE, Chair	Jami Neiber, PM
Daniel Baar, LS	Keith Rapp, PG
Paul Brandt, PSS	Melisa Rodriguez, PE
Rachel Dwyer, PM	Travis Thul, PE – Absent
Alan Johnson, PE	Paul Vogel, LS – Absent
Daniel Kelsey, PE	

OTHERS:

Kay Weiss, Assistant Executive Director
Leama Sather, OASI

GUESTS: None

2) Welcome to new Board member Alan Johnson, PE

- 3) APPROVAL OF THE MAY 12, 2022 SECTION MEETING MINUTES
MSP: To approve the May 12, 2022, Section meeting minutes

- 4) UNFINISHED BUSINESS
 - A) Trends in the professions represented by this Section that may affect the Board's mission. – Discussed.
 - B) Foreign education evaluation services for geology degrees – Discussed. ASBOG is discussing viable vendors and issues related to foreign degree evaluation.

- 5) NEW BUSINESS
 - A) ASBOG Annual Business Meeting, October 25, Wilmington NC
MSP: To approve the attendance of up to three Board Members to the ASBOG Annual Business Meeting pending budget or travel restrictions.
 - B) Standards for work experience – Carried over.

- 6) ADJOURN
MSP: To adjourn at 9:24 AM

Next meeting: September 8, 2022



MINNESOTA BOARD OF
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BOARD MEMORANDUM

JULY 12, 2022

TO: CREDENTIALING COMMITTEE

Erica Larson, CID, Chair
Paul Brandt, PSS
Rachel Dwyer, PM
Sally Grans Korsh, FAIA

Alan Johnson, PE
Daniel Kelsey, PE
Jami Neiber, PM
Graham Sones, LA

FROM: Erica Larson, CID, Chair

SUBJECT: JULY 12, 2022, CREDENTIALING COMMITTEE MEETING MINUTES
Golden Rule Building, STE 295
9:45 AM

1) CALL TO ORDER

Erica Larson, CID, Chair
Paul Brandt, PSS
Rachel Dwyer, PM
Sally Grans Korsh, FAIA

Alan Johnson, PE
Daniel Kelsey, PE
Jami Neiber, PM
Graham Sones, LA

OTHERS:

Denise Kazmierczak, PE
Doreen Johnson, Executive Director
Leama Sather, OASI

GUESTS: None

2) APPROVAL OF THE JULY 20, 2021, AND SEPTEMBER 2, 2021, CREDENTIALING COMMITTEE MEETING MINUTES

- A) July 20, 2021 meeting minutes
- B) September 2, 2021 meeting minutes

MSP: To approve the July 20, 2021 and the September 2, 2021 Credentialing Committee meeting minutes

- 3) UNFINISHED BUSINESS
 - A) Continuing Education Audits
 - i) Statute 326.107 and examples of notification letter and reporting form – Discussed
 - ii) Audit Evaluation form – Discussed
- 4) NEW BUSINESS
 - A) Council for Interior Design Qualification (CIDQ) has requested to meet with the Board regarding legislation changes – Discussed
- 5) ADJOURNED
MP: To adjourn at 10:31 am

Next meeting: September 8, 2022



MINNESOTA BOARD OF
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BOARD MEMORANDUM

JULY 12, 2022

TO: RULES COMMITTEE

Claudia Reichert, CID, Chair
Jason Amberg, LA
Daniel Baar, LS
Scott Holm, M.Ed, CBO, PM

Meg Parsons, FAIA
Melisa Rodriguez, PE
David Stenseth, CPA, PM
Travis Thul, PhD, PE

FROM: Claudia Reichert, CID, Chair

SUBJECT: JULY 12, 2022 RULES COMMITTEE MEETING MINUTES

81 7th St, Suite 100, St. Paul
9:45 AM

1) CALL TO ORDER

Claudia Reichert, CID, Chair
Jason Amberg, LA
Daniel Baar, LS
Scott Holm, M.Ed, CBO, PM
Meg Parsons, FAIA
Melisa Rodriguez, PE
David Stenseth, CPA, PM
Travis Thul, PhD, PE

OTHERS:

Keith Rapp, PG
Kay Weiss, Assistant Executive Director
Mary Roguski, OASI

GUESTS:

None

- 2) APPROVAL OF THE MAY 12, 2022 RULES COMMITTEE MEETING MINUTES
MSP: To approve the May 12, 2022 Rules Committee Meeting Minutes

- 3) UNFINISHED BUSINESS
 - A) Proposed Statute changes, Minnesota Statute 326.02, Subd. 4, Practice of Land Surveying – Discussed
MSP: To table the proposed changes to the definition of Land Surveying in Statute 326.02
 - B) Proposed Rules Revisions, Chapter 1800
 - i) Issues related to definition of “applicant” – Discussed. The Chair instructed staff to prepare a draft for a vote at the next meeting.

****Travis Thul joined the meeting***

- ii) Other proposed changes – Discussed. The Chair instructed staff to prepare a draft for a vote at the next meeting.

- 4) NEW BUSINESS
 - A) No new business

- 5) ADJOURN
MP: To adjourn at 10:45 am

Next meeting: September 8, 2022