



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

BOARD MEMORANDUM

AUGUST 7, 2024

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Melisa Rodriguez, PE, Board Chair

SUBJECT: **AUGUST 7, 2024, BOARD MEETING MINUTES**
Golden Rule Building, STE 120
11:01 AM

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

- 1) **QUORUM CALL**
- | | |
|-------------------------------------|-------------------------------|
| Melisa Rodriguez, PE, Chair | Alan Johnson, PE |
| Daniel Kelsey, PE, Vice Chair | Gerald Jones, PM |
| Erica Larson, CID, Secretary | Laura Kamin-Lyndgaard, LA |
| Jason Amberg, LA, Treasurer | Denise Kazmierczak, PE |
| Paul Brandt, PSS | Daniel McAninch, LS |
| Rachel Dwyer, PM | Timothy Meyer, Architect, CID |
| Christian Faste, PM – Absent | Andrew Portis, Architect |
| Eric Friske, JD, PM | Claudia Reichert, CID |
| Sally Grans Korsh, FAIA | David Stenseth, CPA, PM |
| Marcus Hampton, LS | Travis Thul, D. Eng., PE |
| Daniel Hunter, PG | |

OTHERS:

Kay Weiss, Assistant Executive Director
Stephen Melchionne, Assistant Attorney General
Holly Salmela, Investigator
Brenna Boytim, Complaint Specialist
Matthew Linngren, OAS-I

GUESTS:

Philin F. Raines, Minnesota Society of Professional Surveyors (MSPS)

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF JUNE 18, 2024, BOARD MEETING MINUTES
MSP: To approve the June 18, 2024, meeting minutes
- 4) COMPLAINT COMMITTEE REPORT (E. Friske, PM, Committee Chair)
 - A) The Complaint Committee requests a closed session
MSP: To request a closed session
 - B) Closed Session
MSP: To open the session
 - C) Disciplinary Matters
 - i) In the matter of Katherine Marie Hildenbrand, a Stipulation and Consent Order was issued.
 - ii) In the matter of Kim Green, a Settlement Agreement and Cease and Desist Order was issued.**MSP: To accept the Complaint Committee report**
- 5) INVESTIGATOR'S REPORT (H. Salmela, Investigator)
 - A) Staff have 76 open files.
MSP: To accept the Investigator's report
- 6) RULES COMMITTEE REPORT (D. Kelsey, PE, Committee Chair)
 - A) Statute Changes – Recapped 2024 legislative session and discussed approach to upcoming 2025 session. Discussed additional statute changes.
MP: To accept the proposed additional change to Statute 326.10, Subd. 1(2)
 - B) ETAC as a possible education path to PE licensure – Discussed.
MSP: To include discussion of ETAC degrees in the Rules Request for Comments
MSP: To accept the Rules Committee report
- 7) CREDENTIALING COMMITTEE REPORT (A. Johnson, PE, Committee Chair)
 - A) Continuing Education (CE) Audits – Reviewed audit process and completed audits.
MSP: To accept the Credentialing Committee report

- 8) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (T. Meyer, Architect, Section Chair)
- A) CIDQ 50th Anniversary Annual Meeting, November 8-9, Chicago, IL – Authorization to Attend
MP: To authorize up to four Board members and the Executive Director or Assistant Executive Director to attend
 - B) NCARB Fee Increases – Discussed.
 - C) NCARB Annual Meeting – T. Meyer and S. Grans Korsh reported that Pathways to Practice was a major point of discussion. Regions were not realigned; Minnesota remains in Central Region 4.
 - D) Higher Education Symposium – Grans Korsh discussed this NCARB Region 4 initiative, being held October 26, 2024, at the IIT College of Architecture, Chicago.
 - E) Role of ALACID Section – Discussed.
MSP: To accept the ALACID Section report
- 9) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, PE, Section Chair)
- A) Association of State Boards of Geology (ASBOG) Annual Business Meeting October 21-24, Fort Collins, CO – Authorization to Attend
MP: To authorize one Geologist member and the Executive Director or Assistant Executive Director to attend
 - B) NCEES Changes to Professional Exam for Land Surveyors - NCEES will launch a PLSS exam and changed PS exam in 2027. Discussed impact on Minnesota rules and applicants.
MP: To initiate a Rules package Request for Comments on LS exam requirements and PE decoupling
 - C) Files Previously Reviewed Under Delegation of Authority – Discussed.
MSP: To accept the ELSGEO Section report

- 10) EXECUTIVE COMMITTEE REPORT (M. Rodriguez, PE, Chair)
 - A) Technology Modernization Funding Request August 1 Presentation – Discussed.
 - B) NCARB Member Board Chair and Executive Leadership Summit, October 18-19, 2024, Fargo – Authorization to Attend
MP: To authorize one Executive Committee member and Executive Director or Assistant Executive Director to attend
 - C) Applications Previously Reviewed Under Delegation of Authority – The Chair will speak to the ELSGEO Section about regularly scheduling reviews.
 - D) Executive Director Vacancy – Discussed. The Chair will form a hiring panel.
MP: To hire a full-time, fully dedicated Executive Director for the Board**MSP: To accept the Executive Committee report**

- 11) TREASURER’S REPORT (J. Amberg, LA, Treasurer)
 - A) FY24 Budget and Revenue Reports – Discussed. The Board operated within budget.
 - B) FY25 Budget and Revenue Reports – Discussed.**MSP: To accept the Treasurer’s report**

- 12) EXECUTIVE DIRECTOR’S REPORT (K. Weiss, Assistant Executive Director, reporting)
 - A) Staffing updates – Executive Director’s retirement, two new OASI staff, one recently started (Matthew) with another (Christine) joining next week
 - B) Applications previously reviewed under delegation of authority – Discussed.
 - C) Expense Report process – Discussed.**MSP: To accept the Executive Director’s report**

- 13) UNFINISHED BUSINESS
None.

14) NEW BUSINESS

A) Variance Requests

i) Cunningham – Discussed.

MSP: To approve

ii) Scriven – Discussed. Alan Johnson recused himself.

MSP: To approve with the condition that two letters of recommendation are provided from colleagues who are not subordinates of the applicant

B) CE Exemption request

i) Licensee 60443

MSP: To deny

ii) Licensee B

MSF: To deny

MSP: To approve

iii) Licensee 22665

MSP: To deny

C) New Licensee Report

MSP: To accept the New Licensee report

15) PUBLIC COMMENT

None.

16) ADJOURN

MSP: To adjourn at 1:14 PM



MINNESOTA BOARD OF
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BOARD MEMORANDUM

AUGUST 7, 2024

TO: EXECUTIVE COMMITTEE
Melisa Rodriguez, PE, Board Chair
Daniel Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary
Jason Amberg, LA, Treasurer

FROM: Melisa Rodriguez, PE, Board Chair

SUBJECT: AUGUST 7, 2024, EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, STE 295
8:15 AM

- 1) CALL TO ORDER
Melisa Rodriguez, PE
Daniel Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary
Jason Amberg, LA, Treasurer

Other
Kay Weiss, Assistant Executive Director
- 2) APPROVAL OF THE MARCH 21, 2024, EXECUTIVE COMMITTEE MEETING MINUTES
MSP: To approve the March 21, 2024 meeting minutes
- 3) UNFINISHED BUSINESS
A) Internal Controls Annual Certification – Discussed. The Chair
- 4) NEW BUSINESS
A) Technology Modernization Funding Request August 1 Presentation – Discussed.
B) NCARB Member Board Chair and Executive Leadership Summit, October 18-19, 2024, Fargo – Authorization to Attend
MSP: To authorize one Executive Committee member and Executive Director or Assistant Executive Director to attend

- C) Applications Previously Reviewed Under Delegation of Authority – The Chair will speak to the ELSGEO Section about regularly scheduling reviews.
- D) Executive Director Vacancy – Discussed. The Chair will form a hiring committee.

MSP: To hire a full-time, fully dedicated Executive Director for the Board

- 5) ADJOURN

MSP: To adjourn at 8:57 AM



MINNESOTA BOARD OF
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BOARD MEMORANDUM

AUGUST 7, 2024

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Timothy Meyer, Architect, CID, Section Chair	Laura Kamin-Lyndgaard, LA Erica Larson, CID
Jason Amberg, LA	Andrew Portis, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Sally Grans Korsh, FAIA	David Stenseth, CPA, PM
Gerald Jones, PM	

FROM: Timothy Meyer, Architect, CID, Section Chair

SUBJECT: AUGUST 7, 2024, ALACID SECTION MEETING MINUTES
Golden Rule Building, STE 120
9:04 AM

- 1) ROLL CALL/CALL TO ORDER
Timothy Meyer, Architect, CID, Section Chair
Jason Amberg, LA
Eric Friske, JD, PM
Sally Grans Korsh, FAIA
Gerald Jones, PM
Laura Kamin-Lyndgaard, LA
Erica Larson, CID
Andrew Portis, Architect
Claudia Reichert, CID
David Stenseth, CPA, PM

OTHERS:

Holly Salmela, Investigator
Matthew Linngren, OAS-I

- 2) APPROVAL OF THE MARCH 21, 2024, ALACID SECTION MEETING MINUTES
MSP: To approve the March 21, 2024, meeting minutes.

3) UNFINISHED BUSINESS

None

4) NEW BUSINESS

A) CIDQ 50th Anniversary Annual Meeting, November 8-9, Chicago, IL –
Authorization to Attend

**MSP: To authorize up to 4 Board members and the Executive Director or
Assistant Executive Director to attend**

B) NCARB Fee Increases – Discussed.

C) NCARB Annual Meeting – T. Meyer and S. Grans Korsh reported on the
NCARB Annual Meeting. Pathways to Practice was a major point of
discussion. Regions were not realigned; Minnesota remains in Central
Region 4. Grans Korsh discussed the Higher Education Symposium to be
held October 26, 2024, at the IIT College of Architecture, Chicago.

D) Role of ALACID Section – Discussed. Section Chair Meyer suggested finding
themes consistent among all professions, such as Pathways to Practice, to
bring to the full Board's attention.

5) ADJOURN

MSP: To adjourn at 9:51 AM



MINNESOTA BOARD OF
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BOARD MEMORANDUM

August 7, 2024

TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Denise Kazmierczak, PE, Chair	Alan Johnson, PE
Paul Brandt, PSS	Daniel Kelsey, PE
Rachel Dwyer, PM	Daniel McAninch, LS
Christian Faste, PM	Melisa Rodriguez, PE
Marcus Hampton, LS	Travis Thul, PE
Daniel Hunter, PG	

FROM: Denise Kazmierczak, PE, Section Chair

SUBJECT: AUGUST 7, 2024, ELSGEO SECTION MEETING MINUTES

Golden Rule Building, STE 295

9:00 AM

- 1) ROLL CALL/CALL TO ORDER
Denise Kazmierczak, PE, Chair
Paul Brandt, PSS – **Absent**
Rachel Dwyer, PM – **Absent**
Christian Faste, PM – **Absent**
Marcus Hampton, LS
Daniel Hunter, PG
Alan Johnson, PE
Daniel Kelsey, PE
Daniel McAninch, LS
Melisa Rodriguez, PE
Travis Thul, PE

Others:

Kay Weiss, Assistant Executive Director
Brenna Boytim, Complaint Specialist
Cassandra Wellman, Licensing Specialist

GUESTS:

Philip E. Baines, Minnesota Society of Professional Surveyors (MSPS)

- 2) APPROVAL OF THE MARCH 21, 2024, ELSGEO SECTION MEETING MINUTES
MSP: To approve the minutes of the March 21, 2024 meeting.
- 3) UNFINISHED BUSINESS
None
- 4) NEW BUSINESS
 - A) Association of State Boards of Geology (ASBOG) Annual Business Meeting October 21-24, Fort Collins, CO – Authorization to Attend
MSP: To authorize 1 Geologist member and the Executive Director or Assistant Executive Director to attend
 - B) NCEES Changes to Professional Exam for Land Surveyors: Applicant, Rules, and MNLS Exam Impacts
 - i) Related Minnesota Statutes and Rules
 - ii) MNLS Exam Blueprint
 - iii) NCEES PS Modules
 - iv) Minnesota Association of County Surveyors (MACS) Letter regarding the NCEES PLSS exam module

NCEES will launch a PLSS exam and changed PS exam in 2027. Several questions were raised about the Minnesota-specific exam (MNLS), the extra expense to applicants, and other consequences for Minnesota license applicants.

MSP: To initiate a Rules package to initiate a request for comments on LS exam requirements and PE decoupling
 - C) Files Previously Reviewed Under Delegation of Authority - The Board Chair asks for a regular commitment from PE Board members to review in the Board office files previously reviewed by the Executive Director under delegation of authority.
- 5) ADJOURN
MSP: To adjourn at 9:30 AM



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BOARD MEMORANDUM

AUGUST 7, 2024

TO: CREDENTIALING COMMITTEE

Alan Johnson, PE, Committee Chair	Denise Kazmierczak, PE
Rachel Dwyer, PM	Daniel McAninch, LS
Gerald Jones, PM	Timothy Meyer, Architect, CID
Laura Kamin-Lyndgaard, LA	Andrew Portis, Architect

FROM: Alan Johnson, PE, Committee Chair

SUBJECT: AUGUST 7, 2024, CREDENTIALING COMMITTEE MEETING MINUTES
Golden Rule Building, STE 295
10:05 AM

1) ROLL CALL/CALL TO ORDER

Alan Johnson, PE, Committee Chair	Denise Kazmierczak, PE
Rachel Dwyer, PM	Daniel McAninch, LS
Gerald Jones, PM	Timothy Meyer, Architect, CID
Laura Kamin-Lyndgaard, LA	Andrew Portis, Architect

OTHERS:

Holly Salmela, Board Investigator
Leama Sather, Continuing Education Coordinator
J'Nell Nordin, Continuing Education Coordinator

GUESTS:

None

2) APPROVAL OF THE MARCH 21, 2024, CREDENTIALING COMMITTEE MEETING MINUTES

MSP: To approve the March 21, 2024, Credentialing Committee meeting minutes

3) UNFINISHED BUSINESS

None

4) NEW BUSINESS

A) Continuing Education (CE) Audits

- i) Minnesota Statute 326.107 (2022), Continuing Education – Discussed
- ii) Example CE audit notification letter and CE reporting form – Discussed
- iii) Audits to be reviewed – Reviewed

5) ADJOURN

MSP: To adjourn at 10:45 AM



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BOARD MEMORANDUM

AUGUST 7, 2024

TO: RULES COMMITTEE

Daniel Kelsey, PE, Chair

Paul Brandt, PSS

Christian Faste, PM

Sally Grans Korsh, Architect

Marcus Hampton, LS

Claudia Reichert, CID

David Stenseth, PM

Travis Thul, PE

FROM: Daniel Kelsey, PE, Chair

SUBJECT: AUGUST 8, 2024, RULES COMMITTEE MEETING MINUTES

Golden Rule Building, STE 120

10:00 AM

- 1) ROLL CALL/CALL TO ORDER
Daniel Kelsey, PE, Chair
Marcus Hampton, LS
Paul Brandt, PSS
Claudia Reichert, CID
Christian Faste, PM – **Absent**
David Stenseth, PM
Sally Grans Korsh, Architect
Travis Thul, PE

OTHERS:

Melisa Rodriguez, PE, Board Chair

Erica Larson, CID, Secretary

Jason Amberg, LA, Treasurer

Kay Weiss, Assistant Executive Director

Matthew Linngren, OAS-I

- 2) APPROVAL of MARCH 21, 2024, RULES COMMITTEE MEETING MINUTES
MSP: To approve the minutes of the March 21, 2024, meeting.

- 3) UNFINISHED BUSINESS
 - A) Statute Changes/Legislative Bills
 - i) Discussion on Approach to 2025 Session - Members recapped what happened with the Board statute proposals during the 2024 Legislative session and discussed how to move forward in preparation for the upcoming 2025 session.
 - ii) Proposed Additional Changes to Statute
MSP: To accept the proposed additional change to Statute 326.10, Subd. 1 (2)
- 4) NEW BUSINESS
 - A) Rule Change Discussions
MSP: To include discussion of ETAC degrees in the Rules package
- 5) ADJOURN
MSP: To adjourn at 10:45 AM

Next meeting: October 9, 2024