

THE MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

BOARD MEMORANDUM

MAY 11, 2017

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Peter Miller, PSS, Board Chair

SUBJECT: **MAY 11, 2017 BOARD MEETING MINUTES**
GOLDEN RULE BUILDING, Suite 295 (Second Floor)
10:30 – 12:00 PM

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

1) QUORUM CALL

Peter Miller, PSS, Chair
Robert Gunderson, LA, Vice Chair
Terry Groshong, Architect, Secretary
Dennis Martenson, PE, Treasurer
Mary Deeg, CID, Immediate Past Chair (**ABSENT**)
Tanya Digiovanni, CAP-OM, PM
Dave Fisher, CBO, PM
Jim Grube, PE
Darcy Hield, CID
Wayne Hilbert, Architect
Nirmal Jain, PE
David Krech, PE
William Kuretsky, BS, MME, JD, PM
Robin Mathews, LS
Daniel Murphy, PE
Meg Parsons, Architect
Carl Peterson, CPA, PM
Marjorie Pitz, LA
Keith Rapp, PG
Paul Vogel, LS

OTHERS:

Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Lynette DuFresne, Investigator
Leama Sather, OAS-I
Kay Weiss, Communications Specialist

GUESTS:

Helen Digiovanni, Public

2) INTRODUCTIONS

3) READING AND APPROVAL OF MARCH 23, 2017 MEETING MINUTES

MSP: To approve the March 23, 2017 meeting minutes.

4) ELECTION OF EXECUTIVE COMMITTEE

Chair: Nominations were opened and requested three times. There were no nominations from the floor. The candidates each addressed the floor. Ballots were distributed and did not confirm a win by majority. A re-casting of the ballots was called.

Dennis Martenson, PE, was elected as Board Chair.

Vice Chair: Robert Gunderson, LA, removed his name from the ballot. Nominations were opened. Nominations were made and seconded from the floor for Terry Groshong, Architect, and Meg Parsons, Architect. Each candidate addressed the floor.

Terry Groshong, Architect, was elected as Vice Chair.

Secretary: Nominations were opened and requested three times. There were no nominations from the floor. The candidate addressed the floor.

MSP: To elect Robert Gunderson as Secretary by acclamation.

Treasurer: Nominations were opened and requested three times. There were no nominations from the floor. The candidate addressed the floor.

MSP: To elect Nirmal Jain, PE, as Treasurer, by acclamation.

5) RULES COMMITTEE REPORT (D. Murphy, Committee Chair)

A) The Committee met on May 4, 2017 to complete its review of the current rules package.

6) CREDENTIALING COMMITTEE REPORT (W. Hilbert, Committee Chair)

A) No meeting held.

7) ALACID SECTION REPORT (R. Gunderson, Section Chair)

A) Discussion on corporations and requirement for Certificate of Authority.

B) Reviewed the Missouri Statute regarding reciprocal registration with Canada.

C) Discussion on the NCARB AXP procedures.

D) Discussion on NCARB's position on the "American Board of Architecture."

E) Discussion on article about individual charged with practicing without a license in Oregon and how this impacts the Board.

F) **MP: To authorize three (3) Board Members and one (1) Board staff to attend the NCARB Annual Meeting.**

- 8) ELSGEO SECTION REPORT (R. Mathews, Section Chair)
- A) **MP: To authorize four (4) Board Members and one (1) Board staff to attend the NCEES Annual Meeting, pending State Budget Approval.**
 - B) Presentation at St. Cloud state was well-received. It was brought to the attention of the Land Surveyor Board Members that the Board staff has been very responsive and timely responding to public questions on the licensure process.
 - C) Discussion on article about individual charged with practicing without a license in Oregon and how this impacts the Board.
 - D) Letter of support for Dennis Martenson for his nomination for NCEES Central Zone Secretary /Treasurer. (FYI)
 - E) Discussion on rules package. Section agreed to all changes recommended by Rules Committee except one which will be discussed by full Board under old business:
 - 1) MN Rule 1800.0900 and temporary permits. The Rules support the Statute and will not change with this rules package.
- 9) EXECUTIVE COMMITTEE REPORT (P. Miller, Chair)
- A) The newly elected Executive Committee will meet after the Board Meeting.
- 10) TREASURER'S REPORT (D. Martenson, Treasurer)
- A) Budget and Revenue Reports – reviewed.
 - B) Senate House State Government Finance: 2017 Session Detailed Tracking (Budget) – reviewed and discussion held.
- 11) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)
- A) Expense Reports – reminder to have them submitted to the Board office in a timely matter to comply with reimbursement procedures.
 - B) Open Appointments – Appointments have not been made but many applications have been received. Current Board Members may choose to remain in their position until the new appointments are made in order to continue Board Business.
 - C) The Board of Accountancy has hired a new staff member, Alex Koon, who is serving as primary receptionist.
 - D) Legislative Session – discussed.
 - E) Attempted server security breach – MN.IT Services was able to determine that no data for the Board was affected.

12) UNFINISHED BUSINESS

A) Rules Package – discussed the Revisor’s comments and reviewed modifications to the draft of R-4374.

MSP: To approve the Board’s modifications and the Revisor’s suggestions for changes to the draft of R-4374.

B) Authorizing Resolution: To allow the Executive Director to publish the Rules in the State Register and go forward with the rule making process. **(Attach. 12B – Distributed at meeting)**

MSP: To pass the Authorizing Resolution.

13) COMPLAINT COMMITTEE REPORT (J. Grube, Committee Chair)

The Complaint Committee requests a closed session.

MSP: To close the meeting to address proposed orders.

14) CLOSED SESSION

A) Disciplinary Matters:

- 1) In the Matter of Jeffrey Weyandt, Professional Engineer License #41342, the Board issued a Stipulation and Order.
- 2) In the Matter of Clark Wicklund, Professional Engineer License #40922, the Board issued a Stipulation and Order.
- 3) In the Matter of Anthony Ooten, Professional Engineer License #48468, the Board issued a Stipulation and Order.
- 4) In the Matter of Charles Mayes, Architect License #19008, the Board issued a Stipulation and Order.

B) Audit update:

- 1) 193 audits sent,
- 2) 7 were opened for complaint – of which, 2 have been closed, 1 is pending investigation, and 4 are pending orders.

15) NEW BUSINESS

A) New Licensee Report - reviewed.

MSP: To approve the New Licensee Report.

B) Minnesota Branding and Strategic Planning Update – Kay Weiss presented a preview of the new Board website and updates for the Minnesota branding initiative.

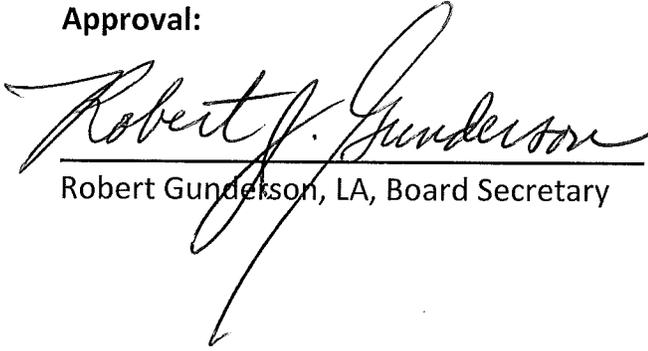
16) PUBLIC COMMENT

17) ADJOURN

MSP to adjourn: 1:35 P.M.

cc: Professional Societies and Interested Parties

Approval:



Robert Gunderson, LA, Board Secretary