

BOARD MEMORANDUM

MAY 17, 2018

- TO:All Board MembersChristopher Kaisershot, Assistant Attorney General
- **FROM:** Dennis Martenson, PE, Board Chair
- SUBJECT: MAY 17, 2018 BOARD MEETING MINUTES GOLDEN RULE BUILDING, Suite 295 (Second Floor) 9:15 – 12:15 PM

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

1) QUORUM CALL

Dennis Martenson, PE, Chair Terry Groshong, Architect, Vice Chair Robert Gunderson, LA, Secretary Nirmal Jain, PE, Treasurer Dave Blume, PE Rachel Dwyer, PM Eric Friske, JD, PM Darcy Hield, CID Wayne Hilbert, Architect David Krech, PE William Kuretsky, MME, JD, PM Daniel Murphy, PE Meg Parsons, Architect Marjorie Pitz, LA Keith Rapp, PG Claudia Reichert, CID Jody Rooney, PM David Stenseth, CPA, PM Paul Vogel, LS Robert Whitmyer, PSS

OTHERS: Doreen Frost, Executive Director Andrea Barker, Assistant Executive Director Matt Kaehler, Investigator Kay Weiss, Communications Specialist Leama Sather, Board Staff Allison Desmond, Board Staff

GUESTS: Brian Hanson, PE, NCEES

2) INTRODUCTIONS

A) Acknowledgment of Service Presentations

Service presentations were made to David Krech, PE, Marjorie Pitz, LA, and

Dennis Martenson, PE, Board Chair

- 3) READING AND APPROVAL OF MARCH 22, 2018 BOARD MEETING MINUTES MSP: To approve the March 22, 2018 Board meeting minutes.
- 4) COMPLAINT COMMITTEE REPORT (K. Rapp, Committee Chair)
 - A) The Complaint Committee requested a closed session.MSP: To close the meeting to address disciplinary matters
- 5) CLOSED SESSION
 - A) Disciplinary Matters
 - i) In the matter of Benjamin S. Allen, unlicensed, the Board issued a Stipulation Agreement and Cease and Desist Order. (ATTACH. 5Ai – distributed at meeting)
 - B) Request to reopen the meeting

MSP: To reopen the meeting.

- 6) RULES COMMITTEE REPORT (D. Hield, Committee Chair)
 - A) No meeting held
- 7) CREDENTIALING COMMITTEE REPORT (D. Krech, Committee Chair)
 - A) No meeting held.
- 8) ALACID SECTION REPORT (M. Parsons, Section Chair)
 - A) No meeting held.
- 9) ELSGEO SECTION REPORT (P. Vogel, Section Chair)
 - A) Decoupling of professional engineers

MP: To pursue decoupling for engineering through rule changes.

- B) 2018 NCEES Central Zone meeting report by Dennis Martenson, Nirmal Jain, Dave Blume, and Paul Vogel.
- C) Soil Science rules comments were discussed.
- 10) EXECUTIVE COMMITTEE REPORT (D. Martenson, Chair)
 - A) The newly elected Executive Committee will meet after the Board meeting.
- 11) TREASURER'S REPORT (N. Jain, Treasurer)
 - A) Budget and Revenue Reports reviewed.
- 12) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)
 - A) The Legislative Session is ending. There are budget items that could affect the Board's budget.
 - B) Anti-Regulation discussing with and asking the national councils for talking points, education, and other support to defend licensure.
 - C) Renewals update we have 20% renewed
 - D) CPE Audit the audits have started.
 - E) Looking at pursuing enforcement legislation regarding lapsed or retired licenses.

13) UNFINISHED BUSINESS

- A) ALJ Report
 - i) Changes to Rules Following Report of ALJ and Chief ALJ R-04374
 - (1) Proposed Board Rule 1800.0130

MSP: To accept the ALJ's suggested changes.

(2) Proposed Board rules 1800.0400

MSP: To accept the ALJ's suggested changes.

B) Strategic Planning Update - discussed.

14) NEW BUSINESS

- A) NCEES Leadership Visit: Brian Hanson, PE, NCEES
- B) Mentoring New Board Members discussed.
- C) Per Diem Policy

MSP: To adopt items 1-8 of the Board's Per Diem Policy.

D) Authorizing Resolution for Direct Registration Rules

MSP: To authorize publication of the Request for Comments in the State Register on possible rulemaking governing registration for national examinations.

- E) Request for Authorization for Attendance to CLARB-ASLA Licensure Summit MSP: To authorize one Board member and the Executive Director to attend the CLARB-ASLA Licensure Summit in June 2018.
- F) New Licensee Report

MSP: To accept the New Licensee Report.

G) Board Elections:

Chair: Nirmal Jain, PE Nominations were opened and requested three times. There were no nominations from the floor.

MSP: To elect Nirmal Jain, PE, as Board Chair by acclimation.

Vice Chair: Meg Parsons, Architect, and Dave Blume, PE

Nominations were opened and requested three times. There were no

nominations from the floor. Each candidate addressed the group.

Meg Parsons, Architect, was elected Vice Chair.

Secretary: Robert Gunderson, LA

Nominations were opened and requested three times. There were no nominations from the floor.

MSP: To elect Robert Gunderson, LA, as Secretary by acclimation.

Treasurer: Paul Vogel, LS

Nominations were opened and requested three times. There were no nominations from the floor.

MSP: To elect Paul Vogel, LS, as Treasurer by acclimation.

15) PUBLIC COMMENT

A) None

16) ADJOURN

MSP: To adjourn at 12:22 PM.

Next Meeting: Tuesday, June 26, 2018.

Approval: underson

Robert Gunderson, LA, Board Secretary

CC: Professional Societies and Interested Parties



BOARD MEMORANDUM

MARCH 22, 2018

TO: RULES COMMITTEE Darcy Hield, CID, Chair Terry Groshong, Architect Bill Kuretsky, MME, JD, PM (ABSENT) Dennis Martenson, PE

Dan Murphy, PE Marjorie Pitz, LA Jody Rooney, PM **(ABSENT)** David Stenseth, CPA, PM **(ABSENT)**

- **FROM:** Darcy Hield, CID, Chair
- SUBJECT: MARCH 22, 2018 RULES COMMITTEE MEETING MINUTES Golden Rule Building, Ste: 160 8:00 - 9:00 A.M.
- 1) CALL TO ORDER

Others Present: Andrea Barker, Assistant Executive Director

2) APPROVAL OF DECEMBER 7, 2017 JOINT CREDENTIALING AND RULES COMMITTEE MEETING MINUTES

MSP: To approve the December 7, 2017 committee meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) Rules of Professional Conduct working on SONAR
- 4) NEW BUSINESS
 - A) Rules on Succession

There are two different types of situations that the Board is trying to write rules for: (1) the original designer is unable to complete the work; and (2) site-specific adaptations of standard design plans. For the next meeting, these two issues will be separated into 2 rules.

- B) Rules of Professional Conduct comments (FYI)
- C) Land Surveyor Rules Comment (FYI)
- 5) ADJOURN



BOARD MEMORANDUM

MARCH 22, 2018

TO: CREDENTIALING COMMITTEE David Krech, PE, Chair (ABSENT) Dave Blume, PE Rachel Dwyer, PM Eric Friske, JD, PM (ABSENT)

Wayne Hilbert, Architect Claudia Reichert, CID Robert Whitmyer, PSS

- FROM: Dave Blume, PE, Acting Chair
- SUBJECT: MARCH 22, 2018 CREDENTIALING COMMITTEE MEETING MINUTES Golden Rule Building, Board Office, Suite 160 8:00 AM – 9:00 AM
- 1) CALL TO ORDER
 - A) Others Present:
 - i) Doreen Frost, Executive Director
 - ii) Matt Kaehler, Investigator
- 2) APPROVAL OF DECEMBER 7, 2017 JOINT CREDENTIALING AND RULES COMMITTEE

MEETING MINUTES

MSP: To approve the December 7, 2017 Joint Credentialing and Rules Committee meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) None
- 4) NEW BUSINESS
 - A) Continuing Education Exemption Requests

MSP: To close the meeting to address an exemption request that includes medical records.

MSP: To recommend to the Full Board approval of the Continuing Education

Exemption Request based on extenuating circumstances.

MSP: To reopen the meeting.

- B) Strategic Planning discussed outreach and contact list.
- C) Equity among paths to licensure discussed and carried over
- D) Renewals discussed
- E) Outreach Report (All FYI)
 - Presentation on the Path to Licensure by Robert Gunderson, LA, to licensure to approximately 20 third-year graduate students at the University of Minnesota in the Professional Practice class (LA 8302) on February 6, 2018,
 - Presentation on Basics of Licensure, Ethics and Continuing Education by Dennis Martenson, PE, to 34 students at the University of Minnesota in the Engineering Ethics & Professional Practice class (CEGE 3104) on February 13, 2018.
 - iii) Presentation on the Path to Licensure by Dennis Martenson, PE, to 6 students in the Student Chapter of the Minnesota Society of Professional Engineers at the University of Minnesota on February 15, 2018.
 - iv) Paul Vogel, LS and Doreen Frost, Executive Director, spoke on Board updates and held a discussion roundtable at the Minnesota Society of Professional Surveyors (MSPS) 2018 Annual Meeting on February 15, 2018,
 - v) Dave Blume, PE, Andrea Barker, and Matt Kaehler will present on enforcement, rules and other regulatory updates to the American Council of Engineering Companies of Minnesota (ACEC – MN) on April 9, 2018.
 - vi) Daniel Murphy, PE, Andrea Barker, and Matt Kaehler will present on enforcement, rules and other regulatory updates to the Minnesota Structural Engineering Association (MNSEA) on April 10, 2018.

F) CPE Audit – discussed and carried over

5) ADJOURN



BOARD MEMORANDUM

March 22, 2018

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Meg Parsons, Architect, Chair Rachel Dwyer, PM Eric Friske, JD, PM(ABSENT) Terry Groshong, Architect Bob Gunderson, LA

Darcy Hield, CID Wayne Hilbert, Architect Marjorie Pitz, LA Claudia Reichert, CID David Stenseth, CPA, PM **(ABSENT)**

FROM: Meg Parsons, Architect, Chair

SUBJECT:MARCH 22, 2018 ALACID SECTION MEETING MINUTESGolden Rule Building, Board Office, Suite: 1609:15 AM – 10:15 AM

Others Present:

- 1) CALL TO ORDER
 - A) Others Present:
 - i) Doreen Frost, Executive Director
 - ii) Laurie Nistl, Board Staff
- 2) APPROVAL OF FEBRUARY 2, 2018 SECTION MEETING MINUTES

MSP: To approve the February 2, 2018 ALACID meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) Strategic Planning Carried Over.
 - B) Board Proactivity in a Deregulatory Climate Carried Over.
- 4) NEW BUSINESS
 - A) FY18 NCARB/CLARB New Member Board Orientation Report by Meg Parsons and Rachel Dwyer.

- B) NCARB 2018 Regional Summit Report by Terry Groshong and Wayne Hilbert.
 Discussed. Wayne Hilbert was elected Regional Vice-Chair.
- C) Direct registration for ARE Discussed.

MSP: To recommend pursuing Direct Registration with NCARB.

D) Authorizing Resolution.

MSP: To recommend adopting the Delegation of Authority – Architect by Comity Authorizing Resolution.

- E) Landscape Architect Education and Experience Rules Discussed and carried over.
- F) CLARB leadership process change. CLARB is considering changing the process from elections to appointments of leadership officials. Carried Over.
- 5) ADJOURN



BOARD MEMORANDUM

TO:

May 17, 2018

ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Paul Vogel, LS, Chair Dave Blume, PE Nirmal Jain, PE (ABSENT) David Krech, PE Bill Kuretsky, MME, JD, PM Dennis Martenson, PE

Dan Murphy, PE Keith Rapp, PG Jody Rooney, PM Robert Whitmyer, PSS

FROM: Paul Vogel, LS, Chair

SUBJECT:MAY 17, 2018 ELSGEO SECTION MEETING MINUTESGolden Rule Building, Suite 295 (2nd floor)8:00 AM – 9:00 AM

- 1) CALL TO ORDER
 - A) Others Attending:
 - i) Doreen Frost, Executive Director
 - ii) Andrea Barker, Assistant Executive Director
 - iii) Matt Kaehler, Investigator
 - iv) Brian Hanson, NCEES
- 2) APPROVAL OF THE MARCH 22, 2018 SECTION MEETING MINUTES

MSP: To approve the March 22, 2018 Section meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) Geoscience Education and Experience Rules Discussion held.
 - B) Decoupled P.E. Jurisdictions

MSP: To recommend pursuing decoupling for engineering through rule changes.

- C) Trends in the professions represented by this Section that may affect the Board's mission (Carryover to next meeting)
- 4) NEW BUSINESS
 - A) 2018 NCEES Central Zone meeting report
 The meeting minutes will be available on the NCEES website.
 - B) Comments on the Report of the ALJ regarding Soil Science
 Bob Whitmyer, PSS, stated that 36 land grant schools offer degrees in soil
 science and that the University of Minnesota has offered a minor in soil science
 since the 1980s.
 - C) Land Surveyor Exam Summary (FYI)
 - D) Geology Exam Summary (FYI)
- 5) ADJOURN: 9:15 AM



BOARD MEMORANDUM

TO:EXECUTIVE COMMITTEENirmal Jain, PE, ChairMeg Parsons, Architect, Vice ChairRobert Gunderson, LA, SecretaryPaul Vogel, LS, TreasurerDennis Martenson, PE, Immediate Past Chair (ABSENT)

MAY 17, 2018

- **FROM:** Nirmal Jain, PE, Chair
- SUBJECT: MAY 17, 2018 EXECUTIVE COMMITTEE MEETING MINUTES Golden Rule Building, Board Office, Suite 160 12:33 PM
- 1) Call to Order
 - A) Others Attending:
 - i) Doreen Frost, Executive Director
- 2) APPROVAL OF MARCH 22, 2018 EXECUTIVE COMMITTEE MEETING MINUTES

MSP: To approve the March 22, 2018 Committee minutes.

- 3) UNFINISHED BUSINESS
 - A) Internal Controls
 - i) Eliminated personnel access to database information unless directly related to position.
 - ii) Assessment of authorizing rules in progress.
 - B) Strategic Planning
 - i) Board Member Exit Interview Committee needs to look over and determine

course of action. Will carry over to next committee meeting.

- C) Revisiting Council of Landscape Architectural Registration Board's Public Welfare Presentation – Staff is requested to begin working on form and presentation timing for all seven professions. Will roll out after new Board member positon appointments, sometime in August 2018.
- 4) NEW BUSINESS
 - A) Committee Assignments for 2018-2019 discussed. (ATTACH. 4A)
 - B) Request for reciprocity between Texas and Minnesota Geoscientists discussed.
 - C) Senator Julie Rosen Letter and Response to Questions about MN.IT Services (FYI Only)
 - D) Office of Legislative Auditor letter dated April 16, 2018 (FYI Only)
 - E) Continuing Education audit for 2016-2018 biennium Random audits for licensee compliance will begin in the 1-2% range. All Board members that hold a license or certificate will be audited.
- 5) ADJOURN

MSP: To adjourn 1:15PM

Next meeting: June 26, 2018