BOARD MEMORANDUM  

SEPTMBER 13, 2018

TO: All Board Members  
Christopher Kaisershot, Assistant Attorney General

FROM: Nirmal Jain, PE, Board Chair

SUBJECT: SEPTEMBER 13, 2018 BOARD MEETING MINUTES
Golden Rule Building, Suite 295 (Second Floor)
9:15 AM – 12:25 PM

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

Nirmal Jain, PE, Chair
Meg Parsons, Architect, Vice Chair
Robert Gunderson, LA, Secretary
Paul Vogel, LS, Treasurer
Dennis Martenson, PE, Immediate Past Chair
Daniel Baar, LS
Dave Blume, PE
Rachel Dwyer, PM (ABSENT)
Eric Friske, JD, PM
Terry Groshong, Architect

Darcy Hield, CID (ABSENT)
Wayne Hilbert, Architect
Denise Kazmierczak, PE
Daniel Murphy, PE
Keith Rapp, PG
Claudia Reichert, CID
Scott Robinson, LA
David Stenseth, CPA, PM
Robert Whitmyer, PSS

GUESTS:

OTHERS:

Christopher Kaisershot, Assistant Attorney General
Anthony de Sam Lazzaro, Assistant Attorney General
Doreen Johnson, Executive Director
Andrea Barker, Assistant Executive Director
Matt Kaehler, Investigator
Kay Weiss, Communications Specialist
Leama Sather, Board Staff

2) INTRODUCTIONS

3) READING AND APPROVAL OF AUGUST 9, 2018 BOARD MEETING MINUTES

MSP: To approve the August 9, 2018 Board meeting minutes.
4) COMPLAINT COMMITTEE REPORT (K. Rapp, Committee Chair)

The Complaint Committee requests a closed session for deliberation after hearing.

**MSP: To close the meeting to address the arguments in the matter of Virginia Marie Carlson, unlicensed, upon conclusion of oral arguments.**

Nirmal Jain, Meg Parsons, Robert Gunderson, Paul Vogel, Dennis Martenson, Terry Groshong, Wayne Hilbert, and Keith Rapp recused themselves and left the room during the closed session.

Those who also left the room during the closed session were Doreen Johnson, Anthony Sam de Lazzaro, Virginia Carlson, and Matt Kaehler.

A) Request to reopen the meeting

**MSP: To reopen the meeting.**

In the matter of Virginia Marie Carlson, unlicensed, the Board issued an Order *(ATTACH. 5A)*

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

A) No meeting held.

6) CREDENTIALING COMMITTEE REPORT (D. Blume, Committee Chair)

A) No meeting held.

7) ALACID SECTION REPORT (M. Parsons, Section Chair)

A) Reviewed the Annual Report to NCARB.

B) Reviewed two CE exemptions, one was granted and one was denied.

C) Reviewed CE Audits:

  i) Four audits were approved.
ii) Two audits were Referred back to staff.

iii) One audit is ongoing.

D) Discussed the Regional NCARB conference call. Wayne Hilbert will report topics of retroactive enforcement and direct registration.

E) Discussed items that may impact the profession.

F) Discussed the upcoming CLARB Annual Meeting.

G) Discussed the open positions on the Board.

**MSP: To accept the ALACID Section report.**

8) ELSGEO SECTION REPORT (R. Whitmyer, Section Chair)

A) Executive Summary of the Sunset Advisory Commission’s report of the Texas Board of Geoscientists – discussed.

B) Report on the NCEES Annual meeting – discussed.

C) NCEES Emeritus for Lisa Hanni, LS.

**MP: To approve NCEES Emeritus Status for Lisa Hanni, LS.**

D) Geoscience Rules were and carried over.

E) Reviewed CE Audits

i) Eleven audits were approved.

ii) Four audits were referred to staff.

**MSP: To accept the ELSGEO Section report.**

9) EXECUTIVE COMMITTEE REPORT (N. Jain, Chair)

A) Board Exit Interview Form – the Committee decided not to implement.

B) Discussed the potential Statute changes.

C) Discussion on the budget and the creation of a Legislative Action Team.

**MSP: To accept the Executive Committee report.**
10) TREASURER REPORT (P. Vogel, Treasurer)
   A) Budget and Revenue Reports - discussed.
      MSP: To accept the Treasurer’s report.

11) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
   A) Small Agency Profile - reviewed and discussed.
   B) Supplement to the Small Agency Profile – reviewed and discussed.
      MSP: To accept the Executive Director report.

12) UNFINISHED BUSINESS
   A) None

13) NEW BUSINESS
   A) R-45747 Authorizing Resolution
      MSP: To adopt the Authorizing Resolution.
   B) Potential Statute Changes
      MSP: To proceed with the Statute changes.
   C) 2019 Meeting Calendar
      MSP: To accept the 2019 Meeting Calendar.
   D) NCEES Engineering Education Award presentation – discussed.
   E) New Licensee Certificate Report
      MSP: To approve the New Licensee report.
   F) Delegations of Authority
      i) Reinstatement of Licenses (ATTACH. 14Fi - distributed at meeting)
         MSP: To approve the Delegation of Authority for Reinstatement of Licenses.
ii) Temporary Permits *(ATTACH. 14Fii – distributed at meeting)*

MSP: To approve the Delegation of Authority for Issuing Temporary Permits.

G) Outreach Report (All FYI)

i) September 11, 2018, Meg Parsons, Architect, gave a presentation, Propractice Class on AXP, AIAS, Codes Mentor, to students at the University of Minnesota.

14) PUBLIC COMMENT

A) None.

15) ADJOURN

MSP: To adjourn: 12:15 PM

Approval:

Robert Gunderson, EA, Board Secretary

cc: Professional Societies and Interested Parties
BOARD MEMORANDUM

SEPTEMBER 13, 2018

TO: EXECUTIVE COMMITTEE
Nirmal Jain, PE, Chair
Meg Parsons, Architect, Vice Chair
Robert Gunderson, LA, Secretary
Paul Vogel, LS, Treasurer
Dennis Martenson, PE, Immediate Past Chair

FROM: Nirmal Jain, PE, Chair

SUBJECT: SEPTEMBER 13, 2018 EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, Board Office, Suite 160
7:30 – 8:00am

1) Call to Order
   A) Others Present:
      i) Doreen Johnson, Executive Director

2) APPROVAL OF AUGUST 9, 2018 EXECUTIVE COMMITTEE MEETING MINUTES
   MSP: To approve the August 9, 2018 Committee minutes.

3) UNFINISHED BUSINESS
   A) Internal Controls
      i) Board of AELSLAGID Records Retention Schedule was presented with updates;
         Items #19 (variance requests) and #20 (electronic recording of closed
         meetings) were discussed in detail.
      ii) Internal Controls Report process – August 9, 2018 presentation by Angelina
          Barnes and Josh Botnen, of Minnesota Management and Budget (MMB).
          Comments on the Board’s draft of Internal Operating Procedures were
          received and the final document will go to the full Board for approval after
          legal review.
B) Strategic Plan - Continuation of Strategic Plan Implementation Methods
   i) Board Member Exit Interview form (Discussion carried over from last meeting- August 9th).
      MSP: To not approve implementation of the Board Member Exit Interview form.

C) Legislative Action – Potential Statute Language Changes, concerning Sections 326.10, 326.105, 326.111.
   i) Presentation to full board on September 13, 2018. Full board must approve language changes, then language will be sent out to professional organizations for review and discussion, prior to proceeding with legislative action.
   ii) Legislative Action Team (LAT). A committee will be appointed by the Board Chair, pending approval of the language.

4) NEW BUSINESS
   A) None

5) ADJOURN
   MP: To adjourn at 8:03 a.m.
   Next meeting scheduled October 9, 2018
BOARD MEMORANDUM  AUGUST 9, 2018
TO:  CREDENTIALING COMMITTEE
     Dave Blume, PE, Chair  Meg Parsons, Architect
     Daniel Baar, LS  Claudia Reichert, CID
     Rachel Dwyer, PM  Scott Robinson, LA
     Denise Kazmierczak, PE
FROM:  Dave Blume, PE, Chair
SUBJECT:  AUGUST 9, 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 JUNE 26, 2018 COMMITTEE MEETING MINUTES

   MSP: To approve the June 26, 2018 Committee meeting minutes.

3) UNFINISHED BUSINESS

   A) CE Audit Update – reviewed and discussed.

   B) CE audits reviewed at the meeting
      i) CE Audits approved:
          Dwight Benoy  Bradley Severson
          Cynthia Bracht  Larry Schedin
          Peter Lampi  Wade Stroup
          Kim Marks  Colby Verdegan
          Seth Peterson  Erik Wedge
ii) CE Audits referred back to staff:

- Michael De Boer
- Katheryn Gehler
- Douglas Haas
- David Herscher
- Thad Long
- Christine Moss
- Christopher Nagarah
- Keith Nelson
- John Schroeder
- Mark Spalinger
- Timothy Wold

A) CE Audit Approval Consent Agenda:

- Mary Sue Abel
- Bonnie Adomshick
- Bret Anderson
- Radoslav Barac
- Leslie Bjerketvedt
- Brian Bollig
- Alan Brown
- Mark Buckholdt
- Craig Caligiuri
- Orion Cannon
- Sandra Christie
- M. Tyrel Clark
- Ted Clavel
- Patrick Clint
- Gregory Cooper
- Michael Custer
- Christina Davidson
- James Doten
- Joel Dresel
- Molly Ells
- Eric Engell
- David Evason
- Leslie Fernandez
- Daniel Fick
- Andrew Fiskness
- Joseph Fleisher
- Douglas Funke
- Gerard Geib
- Douglas Gerlach
- Kenneth Gilbert
- Tim Greenleaf
- Joshua Guck
- Brian Havens
- William Hurley
- Sarah Illi
- Richard Jarmel
- Timothy Jensen
- David Johnson
- Daniel Joita
- James Jordan
- Melanie Kiihn
- Melvyn Kogan
- Summer Krzoska
- Ashley Lundgren
- Catherine Ma
- James Mackey
- Brian Malm
- Richard Mann
- Mark McCluggage
- Henry Melcher
- Cory Meyer
Ross Naylor          Kenneth Potts          Joshua Sprowls
Tony Nordby          Bertrand Pridham        Ryan Stephans
William Nugent       Paul Prout            Douglas Stahl
Eric O’Neill         Dana Ralston           Mark Tatarian
Nels Ojard           Corwin Reese           Michael Tweet
Timothy Old          Bruce Rehwaldt          Joaquin Velez
Russell Peterson     Gregory Reuter          Michael Villari
Shannon Pierce       Randal Rhoades          Charles Webb, Jr.
Gina Pizzo           Catherine Schneider      Clay Willis
Jon Pollock          Stewart Sirjord        
Jodi Polzin          James Skowronski

**MSP: To accept the consent agenda approving the listed CE Audits.**

**B) CE Audit Consent Agenda to be referred back to staff:**

James Benson         Matthew Hemmila        Jody Martinson
Matthew Gikas        Amelia Jordan          Aaron Poot
Vincent Duet         David Kane             Brian Smith
Gregory Hackett      Daniel Magnin          Ross Turner

**MSP: To accept the consent agenda to refer the above CE Audits back to staff.**

4) **NEW BUSINESS**

C) **Continuing Education Exemption Requests**

**MSP: To close the meeting to address exemption requests that include non-public data.**

**MSP: To reopen the meeting.**
i) Herb Baldwin
   Meg Parsons recused herself from the discussion and vote and left the room.
   **MSP: To recommend to the full Board denial of the Continuing Education Exemption Request.**

ii) Jerome Flynn
   **MSP: To recommend to the full Board approval of the Continuing Education Exemption Request.**

iii) Benjamin Thiesse
   **MSP: To recommend to the full Board approval of the Continuing Education Exemption Request.**

iv) Anna Matthes
   **MSP: To recommend to the full Board approval of the Continuing Education Exemption Request.**

v) Lonnie Anderson
   **MSP: To recommend to the full Board denial of the Continuing Education Exemption Request.**

5) **ADJOURN**
BOARD MEMORANDUM

TO: RULES COMMITTEE
   David Stenseth, CPA, PM, Chair  Darcy Hield, CID
   Eric Friske, JD, PM  Dan Murphy, PE
   Terry Groshong, Architect  Robert Whitmyer, PSS

FROM: David Stenseth, PM, Chair

SUBJECT: AUGUST 9, 2018 RULES COMMITTEE MEETING MINUTES

Golden Rule Building, Suite 295
8:00 - 9:00 AM

1) CALL TO ORDER
   A) Others Attending:
      i) Leama Sather, Board Staff

2) APPROVAL OF JUNE 26, 2018 COMMITTEE MEETING MINUTES
   MSP: To approve the June 26, 2018 Committee meeting minutes.

3) UNFINISHED BUSINESS
   A) Rules of Professional Conduct SONAR (carry over to next meeting)

4) NEW BUSINESS
   A) Direct Registration Rules (R-04547)
      i) Draft Language
      ii) Draft SONAR

   MSP: To recommend to the full Board to accept the drafts as written.

5) ADJOURN
BOARD MEMORANDUM

SEPTEMBER 13, 2018

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION
Meg Parsons, Architect, Chair  Wayne Hilbert, Architect
Eric Friske, JD, PM (ABSENT)  Claudia Reichert, CID
Terry Groshong, Architect  Scott Robinson, LA
Robert Gunderson, LA  David Stenseth, CPA, PM (ABSENT)
Darcy Hield, CID (ABSENT)

FROM: Meg Parsons, Architect, Chair

SUBJECT: SEPTEMBER 13, 2018 ALACID SECTION MEETING MINUTES
Golden Rule Building, Board Office, Suite: 160
8:10 - 8:55 AM

1) CALL TO ORDER
   A) Others Present:
      i) Doreen Johnson, Executive Director

2) APPROVAL OF AUGUST 9, 2018 SECTION MEETING MINUTES
   MSP: To approve the August 9, 2018 Section meeting minutes.

3) UNFINISHED BUSINESS
   A) Trends in the profession represented by the Section that may affect the
      Board’s mission:
         i) CLARB conference call and webinar– releasing today their report on
            friction analysis on licensing - discussed.
         ii) CLARB, NCARB, CDIQ, joint letter - discussed.
         iii) CLARB webcast for Annual meeting – September 28 and 29, 2018.
            Robert Gunderson is registered to vote virtually.
4) NEW BUSINESS

   A) Annual report to NCARB – reviewed and discussed.

   B) Continuing Education Exemption Request(s) Reviewed:

      i) Marinus V. Westerheim

          **MSP: To recommend approval of the Continuing Education Exemption Request.**

      ii) Roland Christensen

          **MSP: To recommend denial of the Continuing Education Exemption Request.**

   C) Continuing Education Audits Reviewed:

      i) Audits Approved:

          Lee Brown  
          Bruce Carlson  
          Claudia Reichert

      ii) Audits referred back to staff:

          Matthew Rinka  
          Robert Brunjes

   D) NCARB Regional conference call – Wayne Hilbert will be participating and bringing discussion topics from the Board:

      i) Retroactive enforcement is something the Board is looking at for a statute change.

      ii) Direct registration is being pursued as a rule change

   E) Public Member vacancies – discussed.

5) ADJOURN

**MSP: To adjourn – 8:55 AM.**
BOARD MEMORANDUM    SEPTEMBER 13, 2018

TO:    ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Robert Whitmyer, PSS, Chair    Denise Kazmierczak, PE
Daniel Baar, LS    Dennis Martenson, PE
Dave Blume, PE    Dan Murphy, PE
Rachel Dwyer, PM (ABSENT)    Keith Rapp, PG
Nirmal Jain, PE    Paul Vogel, LS

FROM:    Robert Whitmyer, PSS, Chair

SUBJECT:    SEPTEMBER 13, 2018 ELGEO SECTION MEETING MINUTES

Golden Rule Building, Suite 295 (2nd floor)
8:00 AM – 9:00 AM

1)    CALL TO ORDER

A)    Others Attending:

   i    Andrea Barker, Assistant Executive Director
   ii   Matt Kaehler, Investigator
   iii  Leama Sather, Board Staff

2)    APPROVAL OF AUGUST 9, 2018 SECTION MEETING MINUTES

A)    MSP: To approve the August 9, 2018 Section Minutes.

3)    UNFINISHED BUSINESS

A)    Trends in the professions represented by this Section that may affect the Board’s mission – discussed.

B)    Decoupling - carried over.

4)    NEW BUSINESS

A)    2018 NCEES Annual meeting report - reviewed and discussed.
B) Emeritus Status Request: Lisa Hanni, LS  

**MSP: To recommend approval of NCEES Emeritus Status for Lisa Hanni, LS.**

C) Geology Rules - carried over.

D) CE Audits

i) Audits approved:

- Jennifer Allard
- John Berger
- Patrick Crocker
- Michael Cronin
- Katheryn Gehler
- Gregory Hofmeister
- Roberto Leon
- Martin Lunde
- Jody Martinson
- Randy Schmidt
- Jason Skiple

ii) Audits referred back to staff:

- Siamak Kusha
- Christine Moss
- Blake Remmick
- Rodney VanBaalen

5) ADJOURN

A) **MSP: To adjourn – 8:55 AM**