



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

BOARD MEMORANDUM

OCTOBER 9, 2018

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Nirmal Jain, PE, Board Chair

SUBJECT: **OCTOBER 9, 2018 AMENDED 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

| | |
|--|--------------------------|
| Nirmal Jain, PE, Chair | Darcy Hield, CID |
| Meg Parsons, Architect, Vice Chair | Wayne Hilbert, Architect |
| Robert Gunderson, LA, Secretary | Denise Kazmierczak, PE |
| Paul Vogel, LS, Treasurer | Daniel Murphy, PE |
| Dennis Martenson, PE, Immediate Past Chair | Keith Rapp, PG |
| Daniel Baar, LS | Claudia Reichert, CID |
| Dave Blume, PE | Scott Robinson, LA |
| Rachel Dwyer, PM | David Stenseth, CPA, PM |
| Eric Friske, JD, PM | Robert Whitmyer, PSS |
| Terry Groshong, Architect | |

OTHERS ATTENDING:

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

GUESTS:

William Kuretsky, MME, JD, PM
Janet Kuretsky
Virginia Carlson

2) INTRODUCTIONS

A) Recognition of Outgoing Board Member William Kuretsky, MME, JD, PM

3) READING AND APPROVAL OF SEPTEMBER 13, 2018 BOARD MEETING MINUTES

MSP: To approve the September 13, 2018 Board meeting minutes with amendments.

4) COMPLAINT COMMITTEE REPORT (K. Rapp, Committee Chair)

A) The Committee had one order to present.

MSP: To accept the Complaint Committee report.

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

A) Discussed the Rules of Professional Conduct SONAR and will continue to discuss it at the next meeting.

MSP: To accept the Rules Committee report.

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

A) Audits

i) 190 audits sent out

ii) 188 responded, 2 outstanding

iii) 82% met requirements

iv) 10 reviewed today, 8 approved, 2 sent to staff

B) Courses or Credits that are not approved – discussed.

MSP: To accept the Credentialing Committee report.

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

A) Robert Gunderson reported on the 2019 CLARB Annual meeting.

i) Robert Gunderson elected as Secretary of CLARB.

B) Discussed a letter to CLARB from the California Architects Board regarding virtual voting.

C) Wayne Hilbert reported on the NCARB Regional conference call report.

D) NCARB MBE meeting is coming up.

E) UMN Department of Landscape Architecture is undergoing accreditation evaluation.

F) Discussed Landscape Architecture and the impact of climate change adaptations and on the professions.

MSP: To accept the ALACID Section report.

- 8) ELSGEO SECTION REPORT (R. Whitmyer, Section Chair)
- A) Draft Rules – Geosciences: university changing degree titles
 - B) Draft Rules –Decoupling of exam time frame for the Engineers
 - C) MSPS proposed language for statute change; it was referred back to the Society for further work.

MSP: To accept the ELSGEO Section report.

- 9) EXECUTIVE COMMITTEE REPORT (N. Jain, Chair)
- A) Internal controls – MNIT will be coming in to talk to the Board.
 - B) Legislative Action Team
 - i) Nirmal Jain, Meg Parsons, Dan Murphy, Keith Rapp, and David Stenseth have volunteered.
 - ii) Call for contact information of those who might want to help write legislation.

MSP: To accept the Executive Committee report.

- 10) TREASURER’S REPORT (P. Vogel, Treasurer)
- A) Budget and Revenue Reports - and discussed.

MSP: To accept the Treasurer report.

- 11) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
- A) Biennial Report – discussed.
 - B) Open appointments are still available and there are some professional appointments to open this January.

MSP: To accept the Executive Director report.

- 12) UNFINISHED BUSINESS
- A) Strategic Planning Update – discussed.

13) NEW BUSINESS

- A) Hearing on Civil Penalty, Carlson
- The Board 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.

- i) In the matter of Virginia Carlson, unlicensed, the Board issued an Order (**ATTACH. 13Ai**)

MSP: To reopen the meeting.

- B) NCEES Engineering Education Award presentation, October 9, 2018 at 7:00 PM at the University of Minnesota – discussed.
- C) Legislative Plan
 - i) AIA Government Affairs Committee meeting October 1, 2018 - discussed.
- D) FTC Economic Task Force Policy Perspective: Options to Enhance Occupational License Portability – discussed.
- E) New Licensee Report

MSP: To approve the New Licensee Report.

- 14) PUBLIC COMMENT

- A) NONE

- 15) ADJOURN

MSP: To adjourn.

Approval:



Paul Vogel, LS, Board Treasurer

cc: Professional Societies and Interested Parties



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TO: RULES COMMITTEE

David Stenseth, CPA, PM, Chair
Eric Friske, JD, PM
Terry Groshong, Architect

Darcy Hield, CID
Dan Murphy, PE
Robert Whitmyer, PSS

FROM: David Stenseth, PM, Chair

SUBJECT: OCTOBER 9, 2018 RULES COMMITTEE MEETING MINUTES

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

1) CALL TO ORDER

A) Others Attending:

i) Andrea Barker, Assistant Executive Director

2) APPROVAL OF AUGUST 9, 2018 COMMITTEE MEETING MINUTES

MSP: To approve the August 9, 2018 Committee meeting minutes.

3) UNFINISHED BUSINESS

A) Rules of Professional Conduct SONAR – carried over.

4) NEW BUSINESS

A) NONE

5) ADJOURN

MSP: To adjourn.



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TO: CREDENTIALING COMMITTEE

Dave Blume, PE, Chair
Daniel Baar, LS
Rachel Dwyer, PM
Denise Kazmierczak, PE

Meg Parsons, Architect
Claudia Reichert, CID
Scott Robinson, LA

FROM: Dave Blume, PE, Chair

SUBJECT: OCTOBER 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 Attending:

- i) Doreen Johnson, Executive Director
- ii) Matt Kaehler, Investigator

1) APPROVAL OF AUGUST 9, 2018 CREDENTIALING COMMITTEE MEETING MINUTES

MSP: To approve the August 9, 2018 Credentialing Committee Meeting minutes.

2) UNFINISHED BUSINESS

A) Continuing Education Audit update - discussed.

3) NEW BUSINESS

A) Continuing Education Audits reviewed

- i) Audits approved
Michael Christensen
Matthew Hemmila
Siamak Kusha
Eric Larson

Thad Long

Christine Moss

Bruce Omtvedt

Ross Turner

Rodney VanBaalen

ii) Audits referred back to staff

Robert Smith

James Benson

4) ADJOURN



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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 (ABSENT)

FROM: Nirmal Jain, PE, Chair

SUBJECT: OCTOBER 9, 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 SEPTEMBER 13, 2018 EXECUTIVE COMMITTEE MEETING MINUTES

MSP: To approve the September 13, 2018 Committee minutes.

3) UNFINISHED BUSINESS

A) Internal Controls

i) FY2018 Annual Internal Control System Certification Feedback Form – reviewed and discussed.

This was a review by Minnesota Management and Budget (MMB) and the Internal Control and Accountability Unit (ICA) to the Board of AELSLAGID in response to the Board of AELSLAGID's internal controls submission.

- ii) Discussion on how the Board of AELSLAGID interacts & coordinates with the Department of Commerce and Minnesota Information Technology Services (MNIT), regarding cyber-security and computer-related services.
- iii) The Executive Committee members expressed a desire to have key people from MNIT attend the December 2018 or February 2019 Board meeting to present an overview of MNIT services.

B) Legislative Action Plan

- i) A Legislative Action Team (LAT) has been formed. The five members are Nirmal Jain, Meg Parsons, Daniel Murphy, Keith Rapp, and David Stenseth.
- ii) Meetings have been held with architecture and land surveying professional organizations, specifically the American Institute of Architects (AIA) and the Minnesota Society of Professional Surveyors (MSPS).
- iii) Key provisions of the Board Legislative Package include removal of the mandatory age requirement and the addition of language addressing actions against a lapsed license or certificate.

4) NEW BUSINESS

- A) Biennial Report to the Governor – reviewed and discussed.

The Minnesota Board of AELSLAGID 2016-2018 [Biennial Report to the Governor](#) is now available and downloadable from the Board website.

- B) The Executive Committee decided that its next meeting would start at 7:15 AM to ensure enough time for each topic.
- C) Doreen Johnson will make a presentation to the Minnesota Society of Professional Engineers (MnSPE) on December 5, 2018.

5) ADJOURN

MSP: To adjourn at 8:07 AM

Next scheduled meeting: Thursday, December 6, 2018