



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

BOARD MEMORANDUM

December 6, 2018

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Nirmal Jain, PE, Board Chair

SUBJECT: **DECEMBER 6, 2018 BOARD MEETING MINUTES**
Golden Rule Building, Suite 295 (Second Floor)
9:15 AM – 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 (ABSENT)	Denise Kazmierczak, PE
Paul Vogel, LS, Treasurer	Daniel Murphy, PE (ABSENT)
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 (ABSENT)	

OTHERS ATTENDING:

Christopher Kaisershot, Assistant Attorney General

Doreen Johnson, Executive Director

Andrea Barker, Assistant Executive Director

Matt Kaehler, Investigator

Laurie Nistl, Board Staff

GUESTS: Richard Gooley, MN.IT

2) INTRODUCTIONS

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

MSP: To approve the October 9, 2018 Board meeting minutes as amended.
(ATTACH. 3)

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

A) The Complaint Committee requested a closed session.

MSP: To close the meeting to review disciplinary matters.

5) CLOSED SESSION

A) Disciplinary Matters

- i) In the Matter of Patrick Corrigan, unlicensed, the Board issued a Stipulation and Consent and Cease and Desist Order. **(ATTACH. 5Ai – distributed at meeting.)**
 - ii) In the Matter of Joan Floura, Landscape Architect license # 53055, the Board issued a Stipulation and Order. **(ATTACH. 5Aii – distributed at meeting.)**
 - iii) In the Matter of Jeremy Woitaszewski, Architect license # 51943, the Board issued a Stipulation and Order. **(ATTACH. 5Aiii – distributed at meeting.)**
 - iv) In the Matter of Virginia Marie Carlson, unlicensed, the Board issued an Order Granting Leave to Proceed *In Forma Pauperis*. **(ATTACH. 5Aiv – distributed at meeting.)**
- B) Request to reopen the meeting.
MSP: To open the meeting.
- 6) RULES COMMITTEE REPORT (D. Stenseth, Committee Chair)
 - A) Discussed the Geoscience Rules and the Decoupling Rules. Recommended approval of the authorizing resolution. **(ATTACH. 6A – distributed at meeting.)**
MP: To approve the authorizing resolution.
 - B) Discussed the Rules of Professional Conduct. Recommended approval of the authorizing resolution. **(ATTACH. 6B – distributed at meeting.)**
MP: To approve the authorizing resolution.**MSP: To accept the Rules Committee Report.**
- 7) CREDENTIALING COMMITTEE REPORT (D. Blume, Committee Chair)
 - A) Discussed Data Classification. Recommended data practice classification language be inserted into statute change package.

MP: To include the Data Practice classification language in the Statute change package.

- B) Discussed the Continuing Education Audit statistics.
- C) Continuing Education Exemption Requests
 - i) Tamara Weik. The committee approved the exemption request.
- D) Continuing Education Audits reviewed
 - i) Audits approved:
 - Michael Rutten
 - Kenton Spading
 - Suzanne Burke
 - Chris Sosnowski
 - ii) Audits referred back to staff:
 - Heejin Park
 - Werner Briske
- C) Continuing Education Rules – Carried over to next meeting.

MSP: To accept the Credentialing Committee Report.

- 8) ALACID SECTION REPORT (M. Parsons, Section Chair)
 - A) No meeting held.
- 9) ELSGEO SECTION REPORT (R. Whitmyer, Section Chair)
 - A) No meeting held.
- 10) EXECUTIVE COMMITTEE REPORT (N. Jain, Chair)
 - A) Internal Controls – Board staff participated in Fraud Awareness and Prevention Week.
 - B) Strategic Plan: Rollout of online applications coming soon.
 - C) Staffing Update – Doreen Johnson will be on medical leave beginning December 17, 2018. Delegation/Rescission of Authority steps are being taken.


- D) Discussed the 2019-2020 Legislative Action Plan.
- E) Discussed the budget change items.
- F) Data Classification discussed.
- G) NCEES Vote by Proxy – Discussed and recommended to oppose allowing voting by proxy.

MP: To oppose voting by Proxy with NCEES.

- 11) TREASURER’S REPORT (P. Vogel, Treasurer)
 - A) Budget and Revenue Reports - reviewed and discussed.
- 12) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
 - A) Open Appointments. Interested applicants should apply online on the Secretary of State website.
- 13) UNFINISHED BUSINESS
 - A) Strategic Planning: On-line application demonstration by Andrea Barker.
- 14) NEW BUSINESS
 - A) MN.IT Presentation by Richard Gooley, MN.IT (**ATTACH. 14A – distributed at meeting.**)
 - B) NCARB Leadership Summit report by Nirmal Jain and Doreen Johnson.
 - C) CIDQ Annual Meeting report by Darcy Hield and Andrea Barker.
Carried over to the next ALACID Section meeting.
 - D) ASBOG Annual Meeting and Workshops Report. Carried over to the next ELSGEO Section meeting.
 - E) NCEES 2019 Board Presidents’ Assembly meeting. Authorization for attendance requested. **MSP: To authorize the attendance for one Board Executive Committee member.**
 - F) NCEES 2019 NCEES Central/Northeast Zone Interim Meeting.
Authorization for attendance requested. **MSP: To authorize attendance for up to four Board members and the Executive Director.**

- G) NCARB 2019 Member Board Executive Workshop and Regional Summit.
Authorization for attendance requested. **MSP: To authorize attendance for two Board members.**
- H) Discussed the Board Members' Handbook of Legal Issues, Office of the Attorney General.
- I) Obsolete Rules report discussed.
- J) New Licensee Report
MSP: To approve the New Licensee Report.
- K) Geology Exam Results Summary discussed.
- 15) PUBLIC COMMENT
 - A) NONE
- 16) ADJOURN
MSP: To adjourn.

Approval:

 / 4 FEB 2019

Robert Gunderson, LA, Board Secretary

cc: Professional Societies and Interested Parties



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

BOARD MEMORANDUM

DECEMBER 6, 2018

TO: RULES COMMITTEE

David Stenseth, CPA, PM, Chair

Eric Friske, JD, PM

Terry Groshong, Architect (ABSENT)

Darcy Hield, CID

Dan Murphy, PE (ABSENT)

Robert Whitmyer, PSS

FROM: David Stenseth, PM, Chair

SUBJECT: DECEMBER 6, 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

ii) Susan Lick, Board Staff

iii) Keith Rapp, Board Member

2) APPROVAL OF OCTOBER 9, 2018 COMMITTEE MEETING MINUTES

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

3) UNFINISHED BUSINESS

A) NONE

4) NEW BUSINESS

A) Geoscience Rules – discussion held.

B) Decoupling Rules – discussion held.

MSP: To recommend that the Board pass a resolution authorizing publication of the Request for Comments in the State Register for rules relating to geoscience and decoupling.

C) Rules of Professional Conduct

MSP: To recommend that the Board pass a resolution authorizing publication of the Dual Notice in the State Register about the Rules of Professional Conduct.

5) ADJOURN



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

BOARD MEMORANDUM

December 6, 2018

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: DECEMBER 6, 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 Johnson, Executive Director
- ii) Matt Kaehler, Board Investigator

2) APPROVAL OF OCTOBER 9, 2018 COMMITTEE MEETING MINUTES

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

3) UNFINISHED BUSINESS

A) NONE

4) NEW BUSINESS

A) Data Classification – discussed – need to make statutory changes.

MSP: Data Practice classification language be inserted into Statute change package.

B) Presentation on Continuing Education Audits (M. Kaehler)

- i) Audit Statistics – discussed.

C) Continuing Education Exemption Request(s)

- i) Tamara Weik. **MSP: To approve the continuing education exemption request.**

D) Continuing Education Audits reviewed

- i) Audits approved:
 - Michael Rutten
 - Kenton Spading
 - Suzanne Burke
 - Chris Sosnowski
- ii) Audits referred back to staff:
 - Heejin Park
 - Werner Briske

D) Continuing Education Rules – Carried over to next meeting.

E) 2019-2020 Legislative Action Plan – discussed.

5) ADJOURN



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

BOARD MEMORANDUM

OCTOBER 9, 2018

**TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER
SECTION**

Meg Parsons, Architect, Chair
Eric Friske, JD, PM
Terry Groshong, Architect
Robert Gunderson, LA
Darcy Hield, CID

Wayne Hilbert, Architect
Claudia Reichert, CID
Scott Robinson, LA
David Stenseth, CPA, PM

FROM: Meg Parsons, Architect, Chair

SUBJECT: OCTOBER 9, 2018 ALACID SECTION MEETING MINUTES
Golden Rule Building, Board Office, Suite: 160
9:15 AM – 10:15 AM

- 1) CALL TO ORDER
- 2) APPROVAL OF SEPTEMBER 13, 2018 SECTION MEETING MINUTES

MSP: To approve the September 13, 2018 Section meeting minutes.

- 3) UNFINISHED BUSINESS

A) NONE

- 4) NEW BUSINESS

A) CLARB Annual meeting report (R. Gunderson) – Discussed

- i) Robert Gunderson, LA, was elected as Secretary of CLARB.
- ii) Bylaws changes failed by one vote.

B) Letter to CLARB from the Landscape Architects Technical Committee of the California Architects Board - reviewed and discussed.

C) NCARB Regional conference call report (W. Hilbert) – discussed.

D) Trends in the professions represented by the Section that may affect the Board's mission

- i) The Section decided to structure this continued agenda item. In December, the CID Board members will present a trend that may affect the regulation of their profession.
- ii) Landscape Architecture and the impact of climate change adaptations. In particular, how professions interact in this transitional time.

5) ADJOURN

MSP: To adjourn 9:50 AM.



MINNESOTA BOARD OF
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LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

OCTOBER 9, 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	Keith Rapp, PG
Nirmal Jain, PE	Paul Vogel, LS

FROM: Robert Whitmyer, PSS, Chair

SUBJECT: OCTOBER 9, 2018 ELSGEO SECTION MEETING MINUTES

Golden Rule Building, Suite 295 (2nd floor)
9:15 AM – 10:15 AM

1) CALL TO ORDER

Others Present

Doreen Johnson, Executive Director

Andrea Barker, Assistant Executive Director

Matt Kaehler, Investigator

2) APPROVAL OF SEPTEMBER 13, 2018 SECTION MEETING MINUTES (**ATTACH. 2 – distributed at meeting**)

MSP: To approve the amended September 13, 2018 Section meeting minutes.

3) UNFINISHED BUSINESS

A) Geology Rules (**ATTACH. 3A – distributed at meeting**) - Discussed draft language.

MSP: To refer the draft language to the Rules Committee for refinement.

B) Decoupling (**ATTACH. 3B – distributed at meeting**) – Discussed draft language.

MSP: To refer the draft language to the Rules Committee for refinement.

- 4) NEW BUSINESS
 - A) Engineering Exam statistics (FYI Only)
 - B) MN Society of Professional Surveyors (MSPS) Request for Statute Changes
(ATTACH. 4B – distributed at meeting)
MSPS is interested in changing the definition of land surveying and would like to add it to the Board’s legislative package as “housekeeping.”
MSP: Section does not believe that the proposed language is housekeeping in nature and that further exploration of the changes is necessary. This language will not be added to the Board’s package.
- 5) Trends in the professions represented by this Section that may affect the Board’s mission. **(Carryover to next meeting)**
- 6) ADJOURN – 10:15 AM



MINNESOTA BOARD OF
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BOARD MEMORANDUM

DECEMBER 6, 2018

TO: EXECUTIVE COMMITTEE

Nirmal Jain, PE, Chair
Meg Parsons, Architect, Vice Chair
Robert Gunderson, LA, Secretary (ABSENT)
Paul Vogel, LS, Treasurer
Dennis Martenson, PE, Immediate Past Chair

FROM: Nirmal Jain, PE, Chair

SUBJECT: DECEMBER 6, 2018 EXECUTIVE COMMITTEE MEETING MINUTES

Golden Rule Building, Board Office, Suite 160
7:15 – 8:00am

1) Call to Order

A) Others Present:

- i) Doreen Johnson, Executive Director
- ii) Andrea Barker, Assistant Executive Director

2) APPROVAL OF OCTOBER 9, 2018 EXECUTIVE COMMITTEE MEETING MINUTES

MSP: To approve the October 9, 2018 Committee minutes.

3) UNFINISHED BUSINESS

- A) Internal Controls: Board staff participated Fraud Awareness and Prevention Week, November 11 – 17, 2018. Visit: <http://mn.gov/nofraud>.
- B) Strategic Plan: Rollout of Online Applications coming soon.
- C) Staffing - Doreen Johnson will be out on medical leaving beginning December 17, 2018. Delegation/Rescission of Authority steps are being taken.

4) NEW BUSINESS

- A) Delegation/Rescission of Authority – discussed.

B) 2019-2020 Legislative Action Plan – discussed.

C) Budget

- i) Change Item Detail: IT Professional/Technical Contracts – discussed.
- ii) Change Item Title: IT Professional/Technical Contract – discussed.
- iii) Change Item Detail: Operating Adjustment - discussed.
- iv) Change Item Title: Operating Adjustment – discussed.

D) Data Classification - discussed

E) NCEES Vote by Proxy - discussed and opposed.

MSP: To oppose allowing voting by proxy with NCEES.

5) ADJOURN