

ARCHITECTURE = ENGINEERING = LAND SURVEYING LANDSCAPE ARCHITECTURE = GEOSCIENCE = INTERIOR DESIGN

BOARD MEMORANDUM

FEBRUARY 1, 2019

TO: All Board Members

Christopher Kaisershot, Assistant Attorney General

FROM: Nirmal Jain, PE, Board Chair

SUBJECT: FEBRUARY 1, 2019 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
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
Eric Friske, JD, PM (ABSENT)
Terry Groshong, Architect (ABSENT)

Darcy Hield, CID
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

OTHERS ATTENDING:

Christopher Kaisershot, Assistant Attorney General
Andrea Barker, Assistant Executive Director
Kay Weiss, Communications Specialist
Laurie Nistl, Board Staff

GUESTS:

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF DECEMBER 6, 2018 BOARD MEETING MINUTES

 MSP: To approve the December 6, 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 review disciplinary matters

- 5) CLOSED SESSION
 - A) Disciplinary Matters

- i) In the Matter of Vincent Duet, Architect license #52815, the Board issued a Stipulation and Order. (ATTACH. 5Ai distributed at meeting.)
- ii) In the Matter of Dilip Khatri, Professional Engineer license #46449, the Board issued a Stipulation and Order. (ATTACH. 5Aii distributed at meeting.)
- iii) In the Matter of Roger Blair, professional Engineer license #54027, the Board issued a stipulation and Order. (ATTACH. 5Aiii distributed at meeting.)
- B) Request to open the meeting.

MSP: To open the meeting.

- 6) RULES COMMITTEE REPORT (D. Stenseth, Committee Chair)
 - A) Decoupling/Geoscience Discussed and carried over to next meeting.
 - B) Direct Registration Rules Update. No comments were received, a hearing is not required.

Resolution Adopting Rules – (ATTACH 6B – distributed at meeting.)

MSP: To approve the Resolution Adopting Rules.

C) Rules of Professional Conduct Update: The final rules were received from the Revisor's Office and will move to the next step in the process.

MSP: To accept the Rules Committee report.

- 7) CREDENTIALING COMMITTEE REPORT (D. Blume, Committee Chair)
 - A) Continuing Education Rules Discussed.
 - B) Continuing Education Audits to be Reviewed:
 - i) Amy Steege Carried over
 - ii) Melissa Zeis Approved
 - C) Continuing Education Exemption Request(s)
 - i) Ross Wamre Referred to staff for more information.

MSP: To accept the Credentialing Committee report.

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

A) 2018 CIDQ Annual Meeting report by Darcy Hield, CID.

B) Task Force Updated Definition of Interior Design was discussed.

C) NCARB Continuing Education Guidelines were discussed, the Section felt

no comments are required.

D) The ARE test results were discussed.

E) NCARB's AIAS Freedom by Design Update request for volunteers was

discussed. Will contact NCARB to identify the time commitment needed

and to find if other licensed architects can be involved.

F) Darcy Hield and Claudia Reichert, CID Board members, presented key

trends they are seeing in the profession.

G) NCARB 2019 Annual Business Meeting. Authorization for attendance

requested. (Estimated cost per person \$875.00).

MP: To authorize attendance for two (2) Funded Board Member

Delegates, one (1) Public Member and one (1) Member Board Executive.

MSP: To accept the ALACID Section report.

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

A) Professional Exam results were discussed.

B) The NCEES 2018 Annual Meeting reports presented by Dennis Martenson,

PE, and Paul Vogel, LS, were discussed.

C) ASBOG 2018 Annual Meeting report presented by Keith Rapp, PG.

D) The 2019 Annual Meeting is going to be held in Minneapolis.

E) Minnesota Society of Professional Surveyors letter with request for change

in experience rules was distributed and a motion made.

MP: To refer to the Rules Committee.

MSP: To accept the ELSGEO Section report.

- 10) LEGISLATIVE ACTION TEAM REPORT (K. Rapp, Chair)
 - A) Updated language for proposed statute changes was discussed.

MSP: To accept the Legislative Action Team report.

- 11) EXECUTIVE COMMITTEE REPORT (N. Jain, Chair)
 - A) The Internal Operating Procedures document was discussed. Requested additional input from legal counsel.
 - B) Land Surveying Rules were discussed and forwarded to the ELSGEO Section.

MSP: To accept the Executive Committee report.

- 12) TREASURER'S REPORT (P. Vogel, Treasurer)
 - A) Budget and Revenue Reports reviewed and discussed.
- 13) EXECUTIVE DIRECTOR REPORT (A. Barker, Assistant Executive Director)
 - A) Nirmal Jain and Andrea Barker presented before the Minnesota House of Representatives State Government Finance Committee on January 24, 2019.
 - B) Open Appointments There are no applicants for the Architect seat at this time.
- 14) UNFINISHED BUSINESS
 - A) NONE
- 15) NEW BUSINESS
 - A) New Licensee Report

MSP: To approve the New Licensee Report.

- B) FY2020-21 Agency Base Budget Information Published to the MMB Website (FYI).
- C) AELS Docket Report 2019 (FYI).
- 16) PUBLIC COMMENT
 - A) NONE

17) ADJOURN

MSP: To adjourn.

Approval:

Robert Gunderson, LA, Board Secretary

cc: Professional Societies and Interested Parties

J: Junderson / 22 MAR 2019



ARCHITECTURE . ENGINEERING . LAND SURVEYING LANDSCAPE ARCHITECTURE - GEOSCIENCE - INTERIOR DESIGN

BOARD MEMORANDUM

FEBRUARY 1, 2019

TO:

RULES COMMITTEE

David Stenseth, CPA, PM, Chair Eric Friske, JD, PM (Absent)

Terry Groshong, Architect (Absent)

Darcy Hield, CID Dan Murphy, PE

Robert Whitmyer, PSS

FROM:

David Stenseth, PM, Chair

SUBJECT: FEBRUARY 1, 2019 RULES COMMITTEE MEETING MINUTES

Golden Rule Building, Suite 295

8:00 - 9:00 AM

- 1) **CALL TO ORDER**
 - A) Others Present
 - i) Andrea Barker, Assistant Executive Director
 - ii) Keith Rapp, PG
- 2) APPROVAL OF THE DECEMBER 6, 2018, RULES COMMITTEE MEETING MINUTES MSP: To approve the December 6, 2018 Rules Committee meeting minutes.
- 3) **UNFINISHED BUSINESS**
 - A) Decoupling/Geoscience (ATTACH. 3A – distributed at meeting) Discussion held. Carryover to next meeting.
 - B) Direct Registration Rules Update: No hearing requested. Next steps are Board adoption and Governor's Office final approval.
 - C) Rules of Professional Conduct Update: Received final rules from Revisor's Office with minor changes. Following Governor's Office and OAH approval, Dual Notice will be published.
- 4) **NEW BUSINESS**
 - A) None
- 5) **ADJOURN**



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FEBRUARY 1, 2019

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: FEBRUARY 1, 2019 CREDENTIALING COMMITTEE MEETING MINUTES

Golden Rule Building, Board Office, Suite 160

8:15 AM - 9:03 AM

1) CALL TO ORDER

Others present: Leama Sather, Board Staff

2) APPROVAL OF DECEMBER 6, 2019 CREDENTIALING COMMITTEE MEETING MINUTES

MSP: To approve the December 6, 2018 Credentialing Committee meeting minutes.

- 3) UNFINISHED BUSINESS
 - A) Continuing Education Rules (ATTACH. 3A distributed at meeting)

 Discussion held. Carryover to next meeting.
- 4) NEW BUSINESS
 - A) Continuing Education Audits to be Reviewed:
 - i) Amy Steege Carried over.
 - ii) Melissa Zeis Approved.
 - B) Continuing Education Exemption Request(s):
 - i) Ross Wamre referred back to staff for additional information.
 - C) Continuing Education Audit Statistics reviewed and discussed.
 - D) Outreach (All FYI Only)
 - i) Keith Rapp, PG, presenting to the "Fundamentals of Geology for Professional"

- Geologists" class at the University of Minnesota, Twin Cities, on January 30, 2019.
- ii) Nirmal Jain, PE, Board Chair, and Andrea Barker, Assistant Executive Director, presented an overview of the Board of AELSLAGID, to the House of Representatives, State Finance Government Division, on January 24, 2019.

5) ADJOURN

MSP: To adjourn - 9:03 AM



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BOARD MEMORANDUM

FEBRUARY 1, 2019

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER

SECTION

Meg Parsons, Architect, Chair Eric Friske, JD, PM (Absent) Terry Groshong, Architect (Absent)

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: FEBRUARY 1, 2019 ALACID SECTION MEETING MINUTES

Golden Rule Building, Board Office, Suite: 160

9:15 AM - 10:15 AM

1) CALL TO ORDER

Others present: Laurie Nistl, Board Staff

2) APPROVAL OF OCTOBER 9, 2018 SECTION MEETING MINUTES

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

- 3) UNFINISHED BUSINESS
 - A) NONE
- 4) **NEW BUSINESS**
 - A) CIDQ Annual Meeting Report presented by Darcy Hield, CID, and discussed.
 - B) Task Force Updated Definition of Interior Design Discussion held.
 - C) NCARB Continuing Education Guidelines Call for Comments. The Section felt the guidelines are good as written and no comments are required.
 - D) Architect Exam Results Summary Discussed.
 - E) NCARB 2019 Annual Business Meeting. Authorization for attendance requested. (Estimated cost per person: \$875.00.)

MSP: To recommend authorizing the attendance for two (2) Funded Board Member Delegates, one (1) Public Member and one (1) Member Board Executive to attend the NCARB 2019 Annual Business Meeting.

- F) NCARB AIAS Freedom by Design Update (ATTACH. 4F distributed at meeting). Discussion held. Meg Parsons will reach out to NCARB to identify the time commitment needed and whether the Board can reach out to other license architects to be involved.
- 5) Trends in the professions represented by this Section that may affect the Board's mission.
 - A) Darcy Hield and Claudia Reichert, CID Board members, presented key trends they are seeing in their profession. (ATTACH. 5A distributed at meeting).
 - B) At the next meeting, Wayne Hilbert, Architect, will lead a discussion on resiliency.
- 6) ADJOURN

MSP: To adjourn 10:17 AM.



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BOARD MEMORANDUM

FEBRUARY 1, 2019

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: FEBRUARY 1, 2019 ELSGEO SECTION MEETING MINUTES

Golden Rule Building, Suite 295 (2nd floor)

9:15 AM

- 1) CALL TO ORDER
 - A) Others Present
 - Andrea Barker, Assistant Executive Director
- 2) APPROVAL OF OCTOBER 9, 2018 SECTION MEETING MINUTES

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

- 3) UNFINISHED BUSINESS
 - A) None
- 4) NEW BUSINESS
 - A) ASBOG Annual Meeting and Workshops Report (K. Rapp) discussed.
 - B) NCEES Central Zone Final Committee Roster (FYI Only)
 - C) NCEES Central Zone Awards Nomination 2019 (FYI Only)
 - D) NCEES Central Zone Past Award Recipients (FYI Only)
 - E) MSPS Letter (ATTACH 4E distributed at meeting) Discussion held.

MSP: Recommend that the Rules Committee review Rule 1800.3505, items C and D, to consider and revise requirements and credited rate of experience acquired prior to completion of the education requirements.

- F) NCEES Annual Meeting Report (ATTACH. 4Fi and 4Fii distributed at meeting) discussed.
- G) October 2018 PE Exam Results Summary (FYI Only)(ATTACH. 4G distributed at meeting)
- 5) Trends in the professions represented by this Section that may affect the Board's mission.
- 6) ADJOURN



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BOARD MEMORANDUM

FEBRUARY 1, 2019

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: FEBRUARY 1, 2019, EXECUTIVE COMMITTEE MEETING MINUTES

Golden Rule Building, Board Office, Suite 160

7:30 - 8:00 AM

1) Call to Order

A) Others Present

- i) Andrea Barker, Assistant Executive Director
- 2) APPROVAL OF DECEMBER 6, 2018 EXECUTIVE COMMITTEE MEETING MINUTES MSP: To approve the December 6, 2018 Executive Committee meeting minutes.
- 3) UNFINISHED BUSINESS
 - A) Internal Controls (See item 4B)
 - B) Strategic Plan
- 4) NEW BUSINESS
 - A) Minnesota House of Representatives State Government Finance Committee Nirmal Jain and Andrea Barker testified before the committee and gave a general overview of the Board on January 24, 2019. The Committee was provided with handouts describing the purpose and function of the Board.
 - B) Internal Operating Procedures This document was created under the recommendation by the Office of Internal Controls and would be in addition to the Board's bylaws (which are required by statute). The Committee would like additional input from legal counsel and will continue its discussion at the next meeting.

- C) Land Surveying Rules Discussion held regarding the Minnesota Society of Professional Surveyors comments and questions regarding the new rules that went into effect on August 18, 2018. Forwarded to ELSGEO Section for further discussion/action.
- 5) ADJOURN (8:09 AM)

Next scheduled meeting: Friday, March 22, 2019