OPEN MINUTES
Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects

Salon D Meeting Room
Adams Pointe Conference Center
and Courtyard by Marriott
1400 NE Coronado Drive
Blue Springs, Missouri
August 3 and 4, 2015

The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects was called to order at 3:00 p.m. on Monday, August 3, 2015 in the Salon D Meeting Room of the Adams Pointe Conference Center and Courtyard by Marriott, 1400 Northeast Coronado Drive, Blue Springs, Missouri. The Board met in both open and closed sessions during the meeting as reflected in the minutes. The meeting was declared open for business.

Members Present

Robert N. Hartnett, Board Chair
James C. “JC” Rearden, Chair of the Architectural Division
Michael L. Popp, Member of the Architectural Division
Martha K. John, Member of the Architectural Division
Kevin C. Skibiski, Chair of the Professional Engineering Division
Abiodun “Abe” Adewale, Member of the Professional Engineering Division
Kelley P. Cramm, Member of the Professional Engineering Division
Craig M. Lucas, Member of the Professional Engineering Division
Michael C. Freeman, Chair of the Professional Land Surveying Division
Daniel L. Govero, Member of the Professional Land Surveying Division
John Michael Flowers, Member of the Professional Land Surveying Division
Robert S. Shotts, Chair of the Professional Landscape Architectural Division
Noel T. Fehr, Member of the Professional Landscape Architectural Division
Sherry L. Cooper, Public Member

Others Present

Judy Kempker, Executive Director
Sandra Robinson, Processing Technician Supervisor
Phyllis Prenger, Board Staff
Dawn Wilde, Board Investigator
Curtis F. Thompson, General Counsel
To better track the order in which items were taken up on the agenda, each item in the minutes will be listed in the order it was discussed in the meeting.

Approval of Minutes

A motion was made by Mr. Skibiski to approve the April 20 and 21, 2015 Open Board Meeting minutes and the May 29, 2015 Open Board Conference Call minutes as submitted. The motion was seconded by Mr. Rearden and unanimously carried. Mr. Freeman then made a motion to approve the July 13, 2015 Open Committee Conference Call minutes as submitted. The motion was seconded by Mr. Skibiski and carried by the following committee members voting in favor of the motion: JC Rearden, Kevin Skibiski, Mike Freeman, and Bob Shotts.

Discuss proposed changes to Chapter 327 being sought by the Missouri Structural Assessment and Visual Evaluation (SAVE) Board

Mr. Skibiski reported that the Professional Engineering Division Members discussed the proposed changes to Chapter 327, RSMo being sought by the Missouri Structural Assessment and Visual Evaluation (SAVE) Board at their meeting earlier in the day. Mr. Skibiski stated that the changes to Chapter 44 are being sought by the Emergency Responders and they are only trying to match the recent changes to Chapter 327. Upon discussion, Mr. Skibiski made a motion directing Ms. Kempker to send a response to Mr. Ben Ross advising that the Board is in support of the cleanup language in Chapter 44 which will put it in line with Chapter 327. The motion was seconded by Mr. Freeman and unanimously carried.

Discuss email from Bill Knuckles, PE-24164, wherein he asks a question regarding a professional seal on “Record Drawings” and how to handle revised “Record Drawings” when the original licensee is no longer with the company

Mr. Skibiski reported that earlier in the day, the Members of the Professional Engineering Division discussed the email from Bill Knuckles, wherein he asks a question regarding a professional seal on “Record Drawings” and how to handle revised “Record Drawings” when the original licensee is no longer with the company. Upon discussion, the Board Members felt that since Mr. Skibiski had already responded to Mr. Knuckles’ email no further response was needed. It was noted by the Board that at its April 2015 quarterly meeting, Ms. Cramm volunteered to write an article for the Board’s 2015 Fall/Winter newsletter addressing these same issues.

Discussion regarding rejection of electronic seals by Department of Natural Resources (DNR)
Mr. Skibiski reported that the Professional Engineering Division Members held a discussion earlier in the day regarding the rejection of electronic seals by the Department of Natural Resources (DNR). Upon discussion, Mr. Skibiski made a motion directing Ms. Kempker to reply to Mr. Bob Gilbert, since Mr. Stumpf has passed away and since it appears as though Mr. Stumpf was asking the question on behalf of Bartlett & West, Inc. Ms. Kempker is to advise Mr. Gilbert that the Board does allow electronic seals per Board Rule 20 CSR 2030-3.060(3). Upon the Board’s review of the sample Mr. Stumpf submitted, the Board Members were of the opinion that it did comply with Board Rules. However, agencies such as DNR are allowed to set their own rules as long as they are not in conflict with Board Rules or other statutes. Therefore, as long as DNR’s policy is not in conflict with Board Rules or statutes, the Board cannot dictate to DNR what to accept or what to reject. The motion was seconded by Mr. Freeman and unanimously carried.

Discuss email from Darius Viet, PE-2009001138 wherein he requests information regarding signing and sealing PDF drawings

Next, Mr. Skibiski reported that the Members of the Professional Engineering Division discussed the email from Darius Viet, PE-2009001138 wherein he requests information regarding signing and sealing PDF drawings. Upon discussion, Mr. Skibiski made a motion directing Ms. Kempker to send an email response to Mr. Viet advising that as long as no one else is able to use Mr. Viet’s signature or alter the signed document, then his approach as he has described it, is acceptable. The motion was seconded by Mr. Govero and unanimously carried.

Discussion of Dan Govero’s email and attachment dated May 26, 2015 concerning the lack of knowledge with regard to the title block rule among the Professional Land Surveyors who had attended the MSPS 2015 Spring Workshop

Mr. Freeman reported that, earlier in the day, the Members of the Professional Land Surveying Division discussed Mr. Govero’s email and attachment dated May 26, 2015 concerning the lack of knowledge with regard to the title block rule among Professional Land Surveyors who had attended the Missouri Society of Professional Surveyors’ (MSPS) 2015 Spring Workshop. Since it does appear that there is a significant lack of knowledge with regard to the title block rule among Professional Land Surveyors, Mr. Freeman volunteered to write a newsletter article for the Board’s 2015 Fall/Winter newsletter addressing the title block rule.

Discuss letter from Kevin J. Marquitz, Legal Counsel for St. Louis Metropolitan Sewer District (MSD), requesting an opinion from the Board regarding a request MSD received from Noel Fehr, Principal of Planning Design Studio, to
consider updating MSD’s rules and regulations regarding the sealing of site
design plans, grading and drainage plans (with no MSD/public sewers) and
stormwater management reports and design of water quality BMPs

Mr. Skibiski reported that, earlier in the day, the Members of the Professional
Engineering Division discussed the letter from Mr. Marquitz, legal counsel for St.
Louis Metropolitan Sewer District (MSD), requesting an opinion from the Board
regarding a request MSD received from Mr. Fehr, Principal of Planning Design
Studio, to consider updating MSD’s rules and regulations regarding the sealing of site
design plans, grading and drainage plans (with no MSD/public sewers) and
stormwater management reports and design of water quality BMPs. Upon
discussion, Mr. Skibiski made a motion directing Mr. Thompson to send a letter to Mr.
Marquitz advising that the Board is governed by Chapter 327, RSMo and the Board
was not included in the truly agreed to and finally passed version of Senate Bill 107.
Therefore, the Board cannot issue the opinion which was requested by MSD. Mr.
Thompson is to direct Mr. Marquitz’s attention to Sections 327.600(1) and (2), RSMo
and advise him that it is the responsibility of MSD to determine whether a
professional landscape architect can qualify for the types of projects discussed in his
letter and the March 27, 2015 letter from Planning Design Studios. The motion was
seconded by Mr. Freeman and it carried with Mr. Fehr abstaining from voting.

Discuss Proposed Board Rule 20 CSR 2030-5.160 – State Exam Covering
Chapter 327, RSMo, and the Board Rules, along with the specifics of the exam

Ms. Kempker announced that she had prepared a “Draft” of Proposed Board Rule 20
CSR 2030-5.160 State Exam Covering Chapter 327, RSMo, and the Board Rules for
the Board Members to review. She asked that the Members carefully review the draft
proposed rule and provide her with any changes or comments. After much
discussion, Mr. Adewale made a motion to move forward with promulgating Proposed
Board Rule 20 CSR 2030-5.160 State Exam Covering Chapter 327, RSMo, and the
Board Rules as follows:

(1) An examination on Chapter 327, RSMo, Board Rules, and ethics must
be passed before an architect, professional engineer, or professional
landscape architect can be licensed to practice in Missouri.
(2) The purpose of the examination is to ensure that applicants are
familiar with the act regulating the professions of architects, professional
engineers, and professional landscape architects and the ethics of
practicing architecture, professional engineering, or professional
landscape architecture. This is an open book examination administered
online at no cost to the applicant, via the board’s website.
(3) Any applicant for examination and licensure as an architect,
professional engineer, or professional landscape architect failing to make
a passing grade on the examination shall have unlimited opportunities to
retake the examination so long as the applicant remains qualified to be examined.
(4) The passing grade shall be 80%.

The motion was seconded by Ms. Cooper and unanimously carried. Since the Missouri Small Business Regulatory Fairness Board believes the most effective way to accomplish regulatory fairness for small businesses is by fostering communication during the promulgation, enforcement, and review of rules and regulations, the Board will be soliciting input from small business owners regarding this rule by publishing the text of Proposed Board Rule 20 CSR 2030-5.160 State Exam Covering Chapter 327, RSMo, and the Board Rules on the Board's website.

Ms. Kempker then presented a draft of the Missouri Laws and Rules Quiz for the Board Members to review. This is the exam that will be required of all new applicants pursuant to Board Rule 20 CSR 2030-5.160 but which will also be made available for all Architects, Professional Engineers and Professional Landscape Architect licensees to take for continuing education credit (2 credits/hours per renewal period). Ms. Kempker asked the Board Members to carefully review the draft of the quiz and provide her with any suggested changes or comments. Upon review and discussion of the draft of the Quiz, Mr. Adewale made a motion approving the quiz as presented by Ms. Kempker but directed she: 1) change the word “Quiz” to “Exam”; 2) change the score from 70 percent to 80 percent; and, make the exam available online on January 2, 2016. The motion was seconded by Ms. Cooper and unanimously carried.

Discussion regarding the preparation of a Frequently Asked Questions (FAQ) Sheet regarding incidental practice as defined in Section 327.011(9), RSMo

The Board Members held a discussion regarding the preparation of a Frequently Asked Questions (FAQ) Sheet pertaining to incidental practice as defined in Section 327.011(9), RSMo. After much discussion, Mr. Skibiski made a motion that the Board Members discuss this issue with the Professional Design Alliance at its next meeting. Ms. John seconded the motion and it unanimously carried.

Discuss any other potential rule or statute change, if necessary

Ms. Kempker asked the Board Members if they had any potential rule or statute changes other than those already in the rulemaking process. The Board Members decided that no new statute or Board rule changes were warranted at this time. This item was presented for informational purposes; therefore no action was taken.

Discuss the Board’s Strategic Plan
Board Chair Hartnett discussed the Board’s previous Strategic Plan with the Board Members. The last Strategic Plan was done more than six (6) years ago and all items on the plan are now successfully completed. Board Chair Hartnett asked the Board Members if they were interested in conducting a new Strategic Plan. Upon discussion, Ms. Cramm made a motion to move forward in conducting a new Strategic Plan. Ms. Cramm then directed Ms. Kempker to check with the Division of Professional Registration to determine the process the Board will need to go through to hire a qualified individual/firm for this service, or, if an individual or a firm is already on state contract for providing this specific service. Mr. Fehr seconded the motion. Voting in favor of the motion were: JC Rearden; Martha John; Mike Popp; Kevin Skibiski; Abe Adewale; Kelley Cramm, Craig Lucas; Mike Freeman; Dan Govero; Bob Shotts; Noel Fehr; and, Sherry Cooper. Mike Flowers voted against the motion.

**Discuss future legislative priorities**

Ms. Kempker asked Board Members if they were aware of any legislative priorities coming in the next legislative session. None of the Board Members knew of any new legislation being introduced. Ms. Kempker then asked if the Missouri Society of Professional Surveyors (MSPS) will again be introducing legislation regarding increasing the educational requirements for Professional Land Surveyors. Mr. Govero then indicated that MSPS will most likely be introducing legislation to increase the educational requirements for Professional Land Surveyors.

**Report from Architectural Division**

Mr. Rearden reported that Mr. Popp and Ms. John attended the NCARB annual meeting in New Orleans, Louisiana on June 17, 18, 19, and 20, 2015. Ms. John and Mr. Popp gave a more detailed update on the NCARB annual meeting a little later. Also, Mr. Popp will most likely be attending the AIA-Missouri Annual Meeting on October 2 and 3, 2015 (no location was announced).

**Report from Professional Engineering Division**

Mr. Skibiski reported that this was Mr. Lucas’ first official meeting and again welcomed him to the Board. Mr. Skibiski also reported that he along with Messrs. Adewale and Freeman will be attending the NCEES Annual meeting in Williamsburg, Virginia on August 19, 20, 21 and 22, 2015. Mr. Skibiski reported one hot topic he was aware of, which will be discussed at the annual meeting, is regarding a major change in the Model Law that proposes separate licensure formulas for Structural Engineers.

**Report from Professional Land Surveying Division**
Mr. Freeman reported that he plans to attend the upcoming NCEES Annual Meeting in Williamsburg, Virginia on August 19, 20, 21, and 22, 2015 as one of the funded delegates. Mr. Freeman stated he was not aware of any hot topics for Professional Land Surveyors.

Report from Professional Landscape Architectural Division

Mr. Shotts reported that he along with Board Chair Hartnett and Mr. Fehr will be attending CLARB’s annual meeting in New Orleans, Louisiana on September 16, 17, 18 and 19, 2015. Mr. Shotts stated that one topic for discussion during this meeting will be regarding Professional Landscape Architect Interns. Mr. Shotts states that CLARB will be using the same process NCARB uses for Architectural Interns.

Reports on Actions Taken at Council Meetings

NCARB – Martha John and Mike Popp – Ms. John announced that during the Candidate Election, Ms. Kristine Harding won the election of First Vice President/President-Elect, which was the only contested race. Ms. Harding moved into the first vice president/president elect spot after not following the normal succession plan. The following Resolutions were voted on:

- Resolution 2015-1 Revisions of alternatives to the education and experience requirements for certification. This would have revised the education and experience requirement by reducing it to five years: Failed 28 – 27
- Resolution 2015-2 Revision of the requirements for certification of foreign architects: Passed 49 – 4
- Resolution 2015-3 Modifications to the qualifications of Public Director on Council Board Members. This will allow Public Board Members like Sherry Cooper, to be elected as Council Board Members: Passed 44 – 9
- Amendment A: Passed 43 – 10
- Amendment B: Failed 27– 26

Ms. John also reported that she and Mr. Popp attended the following workshops while attending the NCARB Annual Meeting:

- Best Practices for Minimizing Unlicensed Practice
- Shaping the Path to Licensure: How Programs are developed
- An Evolving NCARB: Changes that may impact your board
- Broadly Experienced Intern: A proposed Alternative Approach to IDP
- Managing Sunset Reviews: A Justification for Regulation
NCEES – Kevin Skibiski, Abe Adewale and Mike Freeman – Mr. Skibiski reported that he along with Messrs. Adewale and Freeman attended the 2015 NCEES Central/Northeast Zone Meeting held on April 30, May 1 and 2, 2015 in Hershey, Pennsylvania. He stated one hot topic discussed at this meeting was a major change in the Model Law that proposes separate licensure formulas for Structural Engineers. This topic will also be discussed extensively at the NCEES Annual meeting in Williamsburg, Virginia on August 19, 20, 21 and 22, 2015. Mr. Skibiski also reported that he will be attending the annual meeting along with Messrs. Adewale and Freeman and Ms. Sherry Cooper. Mr. Freeman then stated that some states are talking about transitioning to computer-based testing (CBT) for the state specific examination. However, at this time only 6 states are moving forward with CBT of their state specific examination. Mr. Adewale reminded the Board Members that Missouri will be hosting the 2016 Central Zone meeting on May 5, 6 and 7, 2016 in Kansas City, Missouri.

Executive Director’s Report

Ms. Kempker presented the most recent information regarding the Board’s Financial Report. She advised the Board that as of July 31, 2015, the financial balances were as follows:

Personal Service Balance was $365,687. Originated with $390,782.

E&E (Expense & Equipment) Balance was $279,306. Originated with $301,397.

The Board’s current Fund Balance is $3,413,504. Per Section 327.081, in order to avoid a sweep of the Board’s fund, the balance needs to be kept under $3,794,340, or 3 times our appropriation (3 x $1,264,780). Although the fund is slowly declining, it does not seem to be enough to lower the fund balance to the place it needs to be. Therefore, at the Board’s April 2015 meeting the Board approved another fee reduction to the corporate renewal fee from $100 to $50. This should result in a net decrease every two years of $53,655. The Board’s fund balance will gradually go down but still remain healthy. In fact, with the lower fee it is projected that by FY2025 (9 years later), the Board’s fund balance will still be approximately $3,000,000.

This last fiscal year (FY15), the Board lapsed approximately $10,229.26 in its E&E and $74,980.06 in Personal Service. The Board requested no changes in its FY2016 appropriation which is determined by HB 7.

House Bill 7, the Budget Bill, passed and became effective on August 28, 2015. Section 7.475, pertains to the Department of Insurance, Financial Institutions and Professional Registration for the State Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects

Personal Service – $390,782
Expense and Equipment – $301,397
From State Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects Fund (0678) (Not to exceed 10.00 F.T.E.) – $692,179 – Total Appropriation.

Next, Ms. Kempker announced that Ms. Cooper has been reappointed to serve as the Board’s Public Member. Her new term expires on August 18, 2018. Although the Board has had a lot of activity lately with Board appointments, it still has one Professional Landscape Architectural position vacant and eight members serving on expired terms (Bob Shotts, JC Rearden, Mike Freeman, Mike Flowers, Dan Govero, Kevin Skibiski, Abe Adewale, and Kelley Cramm. In addition, Mike Popp’s term will expire next month on September 30th. Board Chair Hartnett stated that he has been staying in contact with AJ Fox but has not heard of any new appointments or reappointments.

Ms. Kempker stated that the newsletter went out on the 1st of May, as planned. She stated she received a lot of positive feedback; especially with the award of CEUs/PDHs/PDUs for reading it. There has been more buzz about this latest newsletter than any other. Based on the feedback, we now know that the newsletter is being read by a large percentage of Board’s licensees, which is really good news. Ms. Kempker stated she specifically announced the award of free CEUs/PDHs/PDUs in the subject line so licensees would not delete the email without opening it and to see what the email was all about. At this time Ms. Kempker thanked everyone for timely submitting their newsletter articles. She announced that she will be sending out the next newsletter the first part of November. Ms. Kempker then asked that all articles be submitted to her on or before October 1. Ms. Kempker then asked if the Board thought it would be beneficial to include a link in the newsletter that once clicked on will take the readers to a list of all new licensees instead of printing the names individually, or would the Board prefer that she continue printing each name directly in the newsletter. Ms. Kempker stated that by listing each name it does make the newsletter approximately 6 pages longer than if we just provided the links. However, upon discussion, the Board Members directed Ms. Kempker to continue publishing the names of all new licensees in the newsletter.

Next, Ms. Kempker gave her report on Legislation and/or Bills of interest to the Board.

**House Bill 361**, presented by Representative Spencer. This Bill Designates the third week of February as "Engineer Awareness Week" in Missouri. This bill was Truly Agreed to and Finally Passed. It was approved by the Governor on July 6th and delivered to the Secretary of State that same day. It is effective August 28th.

**House Bill 422**, presented by Representative Burlison. This bill provides that boards and commissions under the Division of Professional Registration may issue certain opinions for educational purposes. This bill did not pass.
House Bill 586, presented by Representative Korman. Current law requires that all rules promulgated by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects be consistent with and not supersede rules established by the Department of Natural Resources pursuant to Chapter 60, RSMo. This bill removes the reference to the Department of Natural Resources. This bill did not pass.

House Bill 1000, presented by Representative Korman. This bill modifies education requirements relating to land surveyors by increasing education requirement to 30 credit hours. This bill did not pass.

House Bill 1042, presented by Representative Korman. This bill modifies provisions related to design-build contracts. This bill did not pass.

House Bill 1052, presented by Representative Miller. This bill modifies provisions related to land surveyors. This bill removes from the description of the practice of a professional land surveyor’s work which involves the survey of easements. The survey and location of rights-of-way are not exclusive to professional land surveyors unless the survey affects real property rights as defined in current law. The bill specifies that any document prepared between August 27, 2014 and August 28, 2015, must remain valid and enforceable even though any legal description contained in the document was not prepared by a professional land surveyor. This bill was Truly Agreed to and Finally Passed. It was approved by the Governor on July 6th and delivered to the Secretary of State that same day. It will go into effect on August 28th.

Senate Bill 14, presented by Senator Munzlinger. This bill requires all departments and divisions of the state, including statewide offices, to post copies of contracts entered into for the provision of legal services from outside firms on the Missouri Accountability Portal. If passed, we would be required to post Curt’s contract on the portal. This bill did not pass.

Senate Bill 16, presented by Senator Dixon. This bill prohibits gubernatorial appointees from serving more than sixty days after the expiration of their term of office. This bill did not pass.

Senate Bill 88, presented by Senator LeVota. This bill provides that appointed officers shall only hold office until their term ends. This bill did not pass.

Senate Bill 95, presented by Senator LeVota. This bill modifies laws relating to the number of professional boards that an executive director can serve on and who can request licensee information. This bill did not pass.
Senate Bill 103, presented by Senator LeVota. This bill allows members of the General Assembly to request confidential professional licensee information. This bill did not pass.

Senate Bill 107, presented by Senator Sater. This bill provides that boards and commissions under the Division of Professional Registration may issue certain opinions for educational purposes. Reference to our Board was taken out of the bill so it does not affect us. Only the Health Care Boards were kept in the bill. This bill was Truly Agreed to and Finally Passed. It was signed by the Governor on July 14th and will go into effect on August 28th.

Senate Bill 348, presented by Senator Schaefer. This bill requires the transfer of excess fund balances to the state general revenue fund. This bill did not pass.

Senate Bill 499, presented by Senator Wasson. This bill modifies provisions relating to land surveyors. This bill removes from the description of the practice of a professional land surveyor's work which involves the survey of easements. The survey and location of rights-of-way are not exclusive to professional land surveyors unless the survey affects real property rights as defined in current law. The bill specifies that any document prepared between August 27, 2014 and August 28, 2015, must remain valid and enforceable even though any legal description contained in the document was not prepared by a professional land surveyor. This bill is a companion bill to HB 1052. HB 1052 is the preferred bill and is the one that was truly agreed to and finally passed as earlier reported. Senate Bill 499 did not pass.

Senate Bill 536, presented by Senator Sater. This bill requires state agencies to waive certain privileges including attorney/client information with regard to documents requested by members of the General Assembly. This bill did not pass.

Since it was getting late in the day, Board Chair Hartnett announced that the remaining portion of Ms. Kempker’s Executive Director’s Report would be presented during the Board’s Open Session on Tuesday morning, August 4, 2015.

Recess

At approximately 5:35 p.m., the Board recessed its open meeting until 8:00 a.m. on Tuesday, August 4, 2015.

Tuesday, August 4, 2015
The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects was called to order at 8:00 a.m. on Tuesday, August 4, 2015 in the Salon D Meeting of the Adams Pointe Conference Center and Courtyard by Marriott, 1400 Northeast Coronado Drive, Blue Springs, Missouri. The Board met in both open and closed sessions during the meeting as reflected in the minutes. Board Chair Hartnett declared the meeting was open for business.

**Members Present**

Robert N. Hartnett, Board Chair  
James C. “JC” Rearden, Chair of the Architectural Division  
Michael L. Popp, Member of the Architectural Division  
Martha K. John, Member of the Architectural Division  
Kevin C. Skibiski, Chair of the Professional Engineering Division  
Abiodun “Abe” Adewale, Member of the Professional Engineering Division  
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Craig M. Lucas, Member of the Professional Engineering Division  
Michael C. Freeman, Chair of the Professional Land Surveying Division  
Daniel L. Govero, Member of the Professional Land Surveying Division  
John Michael Flowers, Member of the Professional Land Surveying Division  
Robert S. Shotts, Chair of the Professional Landscape Architectural Division  
Noel T. Fehr, Member of the Professional Landscape Architectural Division  
Sherry L. Cooper, Public Member

**Others Present**

Judy Kempker, Executive Director  
Sandra Robinson, Processing Technician Supervisor  
Phyllis Prenger, Board Staff  
Dawn Wilde, Board Investigator  
Curtis F. Thompson, General Counsel

**Public Comment – Limited to 10 minutes**

At the Board’s May 5 and 6, 2014 quarterly meeting, Ms. Kempker was directed to add an additional agenda item on all future agendas for individuals and/or licensees who may appear before the Board to discuss matters of mutual interest. This agenda item would be limited to 10 minutes. No one present had specific
issues they wanted to discuss, therefore no further action was deemed necessary at this time.

Please note that at approximately 8:15 a.m., Assistant Attorney General Edwin Frownfelter joined the meeting.

Also, please note that at approximately 8:20 a.m., Mr. Gary Marker joined the meeting.

Executive Director’s Report Continued:

Ms. Kempker continued her Executive Director’s report by provided the Board a status report on the many rule amendments that are in the rulemaking process.

Proposed Amendment to Board Rule 20 CSR 2030-5.110 Standards for Admission to Examination-Professional Land Surveyors. The amendment proposes to change one-third field experience to 24 months; one-third office experience to 16 months; and, engineering surveys to design surveys reducing maximum credit allowed from 25% (12 months) to 8 months. This proposed amendment was submitted to the Division of Professional Registration on December 24, 2013 and was sent to the Department on July 8th, 2014. It is pending Department approval. At the Board’s April 2015 meeting, Ms. Kempker was directed to kindly ask Katie Steele Danner for assistance in getting this proposed amendment moving since it has been sitting idle at the Department level since July 8th, 2014. Shortly after the April 2015 meeting, Ms. Kempker sent an email to Ms. Steele Danner seeking her assistance. Ms. Steele Danner got right on it and made some contacts because shortly thereafter on May 13th Nick Haverly with the Governor’s office contacted Ms. Kempker to ask specifically which rule the Board was wanting moved along. After Ms. Kempker told Mr. Haverly the rule, he indicated he would look for it and get it pushed through. Since Ms. Kempker did not hear anything more and she did see any further movement on the proposed amendment within two months of that phone call, she asked the Division’s Rule Analyst if she could check into the status of the proposed amendment. Ms. Kempker stated that she “copied” Ms. Steele Danner on the email to the Division’s Rule Analyst so that she could be kept apprised of the status. As of the August 2015 Board Meeting, the rule still sets at Department Approval.

Ms. Kempker stated that due to the passage of Senate Bill 809, Chapter 327 had a major overhaul; thus, resulting in the need for a number of rule changes. At the Board’s August 2014 meeting, approval was given by the Board on the following 32 Proposed Amendments for promulgation:

20 CSR 2030-1.010 General Organization
20 CSR 2030-1.020 Board Compensation
20 CSR 2030-1.030 Procedural Rules
20 CSR 2030-2.010 Code of Professional Conduct
20 CSR 2030-3.010 Official Seal of Board
20 CSR 2030-3.060 Licensee's Seal
20 CSR 2030-4.010 Filing Deadline—[Architects,] Professional Engineers[,] and Professional Land Surveyors [, Landscape Architects, Engineer Interns and Land Surveyors-in-Training]
20 CSR 2030-4.050 Criteria to File Application Under [327.391 and] 327.392, RSMo
20 CSR 2030-4.060 Evaluation—Comity Applications—Architects
20 CSR 2030-4.070 Evaluation—Comity Applications—Professional Engineers
20 CSR 2030-4.080 Evaluation—Comity Applications—Professional Land Surveyors
20 CSR 2030-4.090 Evaluation—Comity Applications—Professional Landscape Architects
20 CSR 2030-5.010 Special Examinations Prohibited
20 CSR 2030-5.020 NCARB Examinations—Architects
20 CSR 2030-5.030 Standards for Admission to Examination—Architects
20 CSR 2030-5.050 Admission to Examination RESCISSION
20 CSR 2030-5.055 Passing Grade—Architects
20 CSR 2030-5.070 NCEES Examinations—Professional Engineers
20 CSR 2030-5.080 Standards for Licensure—Professional Engineers
20 CSR 2030-5.090 Scope of Examination—Professional Engineers
20 CSR 2030-5.105 Reexaminations—Professional Engineers
20 CSR 2030-5.130 Reexamination—Land Surveyor-in-Training and Professional Land Surveyor
20 CSR 2030-5.140 CLARB Examinations—Professional Landscape Architects
20 CSR 2030-6.015 Application, Renewal, [Reinstatement,] Relicensure, and Miscellaneous Fees
20 CSR 2030-6.020 Reexamination Fees
20 CSR 2030-7.010 Nonresidents
20 CSR 2030-8.010 Professional Land Surveying Matters
20 CSR 2030-10.010 Application for Certificate of Authority
20 CSR 2030-11.010 Renewal Period
20 CSR 2030-11.020 Professional Land Surveyor—Renewal and Reactivation of Licensure
20 CSR 2030-11.030 Professional Engineer Renewal and Reactivation of Licensure
20 CSR 2030-12.010 Public Complaint Handling and Disposition Procedure
These Proposed Amendments had been finalized; fiscal notes prepared for each, and were submitted to the Division of Professional Registration on November 3, 2014 for review and approval. They were forwarded to the Department on December 22, 2014 and are currently pending Department approval.

At the Board’s November 2014 meeting, the Board approved the following 4 Proposed Amendments for promulgation:

20 CSR 2030-11.015 Continuing Professional Competence for Professional Engineers
20 CSR 2030-11.025 Continuing Professional Competence for Architects
20 CSR 2030-11.035 Continuing Professional Competence for Professional Landscape Architects
20 CSR 2030-13.010 Immediate Personal Supervision

These Proposed Amendments had been finalized; fiscal notes prepared for each, and all were submitted to the Division of Professional Registration on December 23, 2014 for review and approval. On June 25, 2015, they were forwarded to the Department and are currently pending Department approval.

At the Board’s January 2015 meeting, the Board approved the following 4 Proposed Amendments for promulgation:

20 CSR 2030-15.020 Easements and Property Descriptions
20 CSR 2030-21.010 Design of Fire Suppression Systems
20 CSR 2030-21.020 Engineer of Record and Specialty Engineers
20 CSR 2030-8.020 Professional Land Surveyor – Professional Development Units

These Proposed Amendments were finalized; fiscal notes prepared for each, and were submitted to the Division of Professional Registration on February 9 and 11, 2015 for review and approval. The Land Surveying Continuing Education Proposed Amendment was submitted to the Division of Professional Registration on February 9, 2015. On March 2, 2015, it was forwarded to the Department and is currently pending Department approval.

The Proposed Rule on Easements and Property Descriptions was sent to the Department on June 12, 2015 and is currently pending Department approval. The Proposed Amendments to the Engineer of Record and Specialty Engineers Rule and the Design of Fire Suppression Systems Rule were forwarded to the Department on April 9, 2015 and are currently pending Department approval.
Also, at the Board’s January 2015 meeting, the Board approved the following 35 Proposed Amendments for promulgation pending signature of the Memorandum of Understanding (MOU) with the Missouri Department of Agriculture (MDA):

20 CSR 2030-16.010 Application of Standards
20 CSR 2030-16.020 Definitions (Rescission)
20 CSR 2030-16.030 General Land Surveying Requirements (Rescission)
20 CSR 2030-16.040 Accuracy Standards for Property Boundary Surveys (Rescission)
20 CSR 2030-16.050 Use of Missouri Coordinate System, 1983 (Rescission)
20 CSR 2030-16.060 Approved Monumentation (Rescission)
20 CSR 2030-16.070 Detail Requirements for Resurveys (Rescission)
20 CSR 2030-16.080 Detail Requirements for Original Surveys (Rescission)
20 CSR 2030-16.090 Detail Requirements for Subdivision Surveys (Rescission)
20 CSR 2030-16.100 Detail Requirements for Condominium Surveys (Rescission)
20 CSR 2030-16.110 Location of Improvements and Easements (Rescission)
20 CSR 2030-16.020 Definitions (Rule)
20 CSR 2030-16.030 General Land Surveying Requirements (Rule)
20 CSR 2030-16.040 Accuracy Standards for Property Boundary Surveys (Rule)
20 CSR 2030-16.050 Use of Missouri Coordinate System, 1983 (Rule)
20 CSR 2030-16.060 Approved Monumentation (Rule)
20 CSR 2030-16.110 Location of Improvements and Easements (Rule)
20 CSR 2030-17.010 Definitions
20 CSR 2030-17.020 Horizontal Control Classification
20 CSR 2030-17.030 Accuracy of Horizontal Control
20 CSR 2030-17.040 Acceptance and Publication by MDA
20 CSR 2030-17.050 GPS Survey Guidelines
20 CSR 2030-17.060 Traverse Survey Guidelines
20 CSR 2030-17.070 Missouri Coordinate System of 1983
20 CSR 2030-17.080 Approved Documents
20 CSR 2030-17.090 Definitions
20 CSR 2030-18.010 Horizontal Control Classification
20 CSR 2030-18.020 Accuracy of Horizontal Control
20 CSR 2030-18.030 Acceptance and Publication by MDA
20 CSR 2030-18.040 GPS Survey Guidelines
20 CSR 2030-18.050 Traverse Survey Guidelines
20 CSR 2030-18.060 Missouri Coordinate System of 1983
20 CSR 2030-18.070 Approved Documents
20 CSR 2030-18.080 Definitions
20 CSR 2030-19.010 Surveyor’s Real Property Report
As previously reported, the MOU was signed by all parties on March 23, 2015. Therefore, these Proposed Amendments had been finalized; fiscal notes prepared for each, and were submitted to the Division of Professional Registration (PR) on March 26th for review and approval. Ms. Kempker stated that she had a meeting with Katie Steele Danner and the PR Rules and Legal staff on Friday, April 17th, to go over the changes. They were impressed with the changes and the wording of the fiscal notes and gave verbal approval. Therefore, on April 24, 2015, the Division of PR Rules Research Analyst, Debby Bullock, sent them via email to Sharon Hankin for coordination of the filings with MDA. Ms. Hankin is Darrell Pratte’s assistant. These rule amendments have not yet been forwarded to the Department.

At the Board’s April 2015 meeting, the Board approved the following 2 Proposed Amendments for promulgation:

- 20 CSR 2030-6.105 Application, Renewal, Relicensure and Miscellaneous Fee (reduction of biennial corporate renewal fee from $100 to $50).

These Proposed Amendments had been finalized; fiscal notes prepared for each, and were submitted to the Division of Professional Registration on June 10, 2015 for review and approval. On June 22, 2015, the Proposed Amendment to the Evaluation Criteria for Building Design rule was forwarded to the Department and is currently pending Department approval. The Proposed Amendment to the Corporate Renewal Fee is still sitting at Division Review. The Board currently has a total of 78 rules that are being amended, which is a new record.

Ms. Kempker stated that she knew some of the Board Members were having a difficult time opening and/or downloading the information posted on the secure portal for this Board Meeting. The reason being was not due to anything the Board Members did but rather it was due to the large volume of the information on the secure portal. Ms. Kempker suggested that Board Members only “view” the information on the portal and make any notes that they may need but don’t download the Board meeting information from the secure portal. Ms. Kempker will have flash drives at every meeting for everyone to use which contain ALL of the information. Plus, the flash drives distributed at the meeting will be set up to where each Board Member will not need to enter any passwords; thus, making mobility among the agenda items and complaints a lot easier. The flash drives will then be collected after each meeting to maintain security.
Ms. Kempker stated that for the very first time, Board Staff has scanned the “complete” file for each and every complaint and included the entire information (titled “Full Case”) instead of only the information received in the last three months (titled “Case Entries 4/21/15 to present”). However, for the Board Members’ ease of maneuvering, Board Staff did bookmark the information received in the last three months as “Case Entries 4/21/15 to present” for Board Members to click on when viewing cases that don’t necessarily require the Board to refer back any further than that. The goal in doing this was for multiple reasons: 1) to provide Board Members with the luxury of having any and all information available to them at their fingertips whenever needed instead of waiting for Board Staff to pack and haul the hard copy to the Board Meeting and then pull the information from the file for Board Member viewing; 2) so that Assistant Attorney General Frownfelter will immediately have all information needed for any case referred to the AG’s office; and, 3) so that staff can eventually get away from having to pack and haul all of the hard copy complaints to each Board Meeting; mainly for security reasons but also to save time and manual labor.

Ms. Kempker stated that since this is new, Board Staff realizes there will be bugs to work out; therefore staff really appreciates the Board’s patience in the process. Ms. Kempker encouraged Board Member feedback so that staff can make whatever changes are necessary to make Board Meeting preparation as painless as possible. Staff will continue to pack and haul all the hard copy complaints to the next couple of meetings for safe measure and if at any time after that a Board Member wants staff to bring hard copy materials from any complaint case, all a Board Member needs to do is let staff know and they will be happy to bring it along to the meeting.

Ms. Kempker announced that she has revised the signing and sealing brochures to reflect the recent changes in Chapter 327, RSMo, pursuant to the passage of Senate Bill 809. A stack of the brochures were brought to the meeting for distribution. The brochure has also been published on the Board’s website, on the Board’s home page, for ease of reference. Upon review of the signing and sealing brochures, the Board noted a change need to be made to the response to the question, “Can licensees use scanned seals and signatures?” The Board Members directed Ms. Kempker to make a change in the response as follows (in bold): “Scanned Seals? Yes. Scanned Signatures? No. A drawing or other document in “pdf” format (sent via email or on diskette, or CD) or faxed copy of a document is not considered an “electronic or digital document” and, therefore, these are not intended to be covered by 20 CSR 2030-3.060(3)’s provisions regarding “electronic or digital documents.” The intent of section (3) is to cover electronic documents which can be easily manipulated by the recipient; therefore, an embedded signature protects changes from being made without voiding the signature. However, a fax or a scanned “pdf” file is just another means of copying a document (like taking a picture of it). Therefore, an original document which is sealed and “wet signed” and dated by the licensee can be reproduced by photocopy, traditional blue printing, faxing or scanning in “pdf” or printing to “pdf.” A diskette
of scanning images of such signed and sealed documents could then be given to a printing service in “pdf” format as long as the original signature was hand-signed and not a computer-generated image of the licensee’s signature. Ms. Kempker stated she would make this change and have new signing and sealing brochures printed.

Ms. Kempker announced that Professional Registration was supposed to have its new licensing system PROMO upgraded to a new system called PRISM. Ms. Kempker stated that she reported at the Board’s last meeting the new system will afford each licensee the ability to create and manage a personal online account with the Board. As with any new system, it will probably take a little while to get all the bugs worked out but the end goal is to provide the Board’s licensees with easier access to their licensing information and more flexibility with managing that information. Unfortunately, the contractor fell behind schedule so the new projection date is now December 1, 2015; which is in the midst of the Board’s renewal cycle. The conversion will obviously cause some downtime which will affect the Board’s online renewals to a certain extent. After failing to meet the scheduled timeline of June 1st, a penalty provision was added to the contract assessing a penalty of $1,000/day for every day the system is delayed beyond December 1st. With the penalty in mind, Ms. Kempker stated that she felt sure that the new system will be up and running by December 1st or very soon thereafter.

Ms. Kempker announced that Board Staff Jane Coffman celebrated 10 years of service with the Board on July 11, 2015. She was presented an engraved plaque commemorating her for those years. Ms. Kempker stated that she plans to publish Jane’s photo with a short write up in the next newsletter.

Also, Ms. Kempker announced that she had purchased new Board Meeting signs which correctly reflect the official name of the Board. The Board Members were very pleased with the new signs and felt they were a big improvement over the previous signs.

**Selection of Date and Location for August 2016 Board Meeting**

The Members of the Board discussed the date and location for the August 2016 Board meeting. Since the Missouri Board is hosting the NCEES Central Zone meeting on May 5-7, 2016 in Kansas City, Missouri, the Board voted at its April 20 and 21, 2015 meeting to move the August 2016 meeting to St. Louis, Missouri. However, after much discussion, the Board decided to go back to holding the Board’s April/May quarterly meeting in St. Louis, Missouri on April 25 and 26, 2016. The Board then noted that the NCEES Annual meeting is set for August 24-27, 2016 in Indianapolis, Indiana. Therefore, the Board’s August 2016 meeting will be held in the Kansas City, Missouri area on August 8 and 9, 2016. The Board then directed Ms. Kempker to continue to negotiate Wi-Fi with all future hotel contracts. The Board feels that free Wi-Fi is a valuable tool to be used during all quarterly meetings since
there has been numerous occasions where a search of the internet was helpful in deciding on an issue that has become before the Board. Additionally, Board Members directed staff to inform them of the Wi-Fi password on the start of each Board meeting.

**Personal Appearance of Gary Marker, Manager, Plans Review for the City of Kansas City**

At approximately 8:30 a.m., Mr. Gary Marker, Manager, Plans Review for the City of Kansas City, Missouri, appeared before the Board for the purpose of establishing an open dialogue with the Board as well as to discuss changes to plans which were not previously authorized by the licensee who signed and sealed the original plans. Before Mr. Marker’s departure, the Board Members asked Mr. Marker to take every possible precaution to make sure the City of Kansas City does not allow significant “over the counter changes” to be made to plans submitted and that it will comply with the provisions of Chapter 327, RSMo, by permitting only those projects that have specifically been designed by the properly licensed design professional(s) to ensure that all life/safety issues are addressed. At the conclusion of the meeting, the Board Members thanked Mr. Marker for meeting with them and he departed the meeting at approximately 8:50 a.m.

**Additional Agenda Item:**

**Discussion regarding the upcoming NCEES Central Zone meeting set for May 5, 6 and 7, 2016**

The Members of the Board held a discussion regarding the upcoming NCEES Central Zone meeting which will be held in Kansas City, Missouri on May 5, 6 and 7, 2016. Mr. Skibiski reported that he along with Board Chair Bob Hartnett, Abe Adewale, Mike Freeman, Judy Kempker and Sandy Robinson met via conference call with Trish McAlister, NCEES Manager of Meetings, and NCEES Central Zone Vice President Christy VanBuskirk, to discuss the upcoming 2016 NCEES Central Zone meeting. During the conference call, discussions were held regarding the draft meeting agenda and the budget for the meeting. Also, discussions were held regarding a welcome reception on Thursday, May 5th which will be held at the hotel, an off-site evening event on Friday, May 6th which was decided to be held at the Arabia Steam Boat Museum, and an awards luncheon to be held at the hotel at noon on Saturday, May 7th. Ms. Kempker will continue to work with Ms. VanBuskirk and Ms. McAlister in putting the budget and agenda together and getting the meeting organized. At this time, Ms. Kempker asked the Kansas City area Board Members for assistance in putting “goodie bags” together to be distributed to the NCEES Central Zone meeting attendees. Ms. Cramm stated that her company will provide an item for the goodie bags and also suggested checking the Kansas City Conventions and Visitors Bureau and the web site, www.visitKC.com for sources of
giveaway items. Ms. Cramm also stated that she will have a staff person on hand at the registration booth, who will know Kansas City and will be able to make suggestions to attendees for places to go and good restaurants to check out. Ms. Cramm also stated that visitors to Kansas City can now rent bicycles to tour downtown Kansas City with one of the many locations to rent the bikes being at the Westin at Crown Center. She also suggested that Board staff check out their website at kansascity.bcycle.com. Additionally, Ms. Cramm stated that the new trolley system will be up and running by May 2016 and that might be another option to “get about Kansas City.” Ms. Kempker asked for the show of hands of the Board Members who plan to attend the 2016 NCEES Central Zone meeting. The Board Members raising their hands were: Kevin Skibiski, Abe Adewale, Kelley Cramm, Craig Lucas, Mike Freeman, Dan Govero, Mike Flowers, Bob Shotts, and, Board Chair Bob Hartnett and his wife Gina. Board Chair Hartnett reported that his wife, Gina, has graciously volunteered to be the tour guide for the spouse attendees at this meeting.

Discuss an email from E. Matt Bedinghaus, PE, 2015-2016 MSPE President-Elect requesting the Board’s position on an upcoming vote at the NCEES Annual Meeting regarding a major change in the NCEES Model Law that proposes separate licensure formulas for Structural Engineers

The Board Members discussed an email from E. Matt Bedinghaus, PE, 2015-2016 MSPE President-Elect requesting the Board’s position on an upcoming vote at the National Council of Examiners for Engineering and Surveying (NCEES) Annual Meeting regarding a major change in the Model Law that proposes separate licensure formulas for Structural Engineers. Mr. Skibiski reported that the Members of the Professional Engineering Division held a discussion regarding Mr. Bedinghaus’ email. Mr. Skibiski advised the Board Members that NCEES is trying to add separate licensure for Structural Engineers to the model law. Mr. Skibiski reported that both the National Society of Professional Engineers (NSPE) and the Missouri Society of Professional Engineers (MSPE) are against this change. Mr. Skibiski stated that when this matter comes up for a vote during the NCEES Annual meeting, Messrs. Skibiski, Adewale and Freeman have agreed to follow NSPE/MSPE’s position and vote not to support the separate licensure formulas for Structural Engineers at the upcoming NCEES Annual Meeting.

Motion to go into closed session

At approximately 9:50 a.m., Chairman Hartnett called for a motion to close the meeting to the general public for the purpose of discussing confidential or privileged communications between this agency and its attorney as well as to discuss pending litigation and complaint matters. Mr. Govero made a motion that the meeting be closed to the general public pursuant to Chapter 610.021 subsection (14) and Section 324.001.8, RSMo, for the purpose of discussing investigative reports,
complaints, audits and/or other information pertaining to licensees or applicants; Chapter 610.021 subsection (1), RSMo, for the purpose of discussing general legal action, causes of action or litigation and any confidential or privileged communication between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under Chapter 610.021, RSMo, which authorizes this agency to go into closed session during those meetings. Ms. Cramm seconded the motion. A roll call vote was taken and unanimously carried. Chairman Hartnett asked that all visitors leave the room. There being none, Chairman Hartnett declared the meeting closed to the general public.

Return to Open Session

At 3:00 p.m., the Board reconvened its open meeting for the purpose of adjournment.

Before officially adjourning, Ms. Cramm stated that she and Mr. Adewale have now had a chance to review Board Rule 20 CSR 2030-3.060(3) Licensee’s Seal and recommend the following Proposed Amendment to Board Rule 20 CSR 2030-3.060(3) as follows:

(3) In addition to the personal seal, the licensee shall also affix his/her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other technical submissions which were prepared by the licensee or under his/her immediate personal supervision. The term “signature,” as used herein shall mean a handwritten identification containing the name of the person who applied it; or for electronic or digital document shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.

(A) [Documents that are without an electronic signature or authentication process that are transmitted electronically shall have the seal removed and the following inserted in its place: “This media should not be considered a certified document.”]

(B) When revisions are made[,] the licensee who made the revisions or under who immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions. Revisions to technical submissions which are not made or approved by the licensee are prohibited. Revisions to technical submissions which are not made or approved by the licensee are prohibited.
[(C)] [(B)] In lieu of signing, sealing and dating each page, the licensee(s) may sign, seal and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed and dated as provided for, by the other licensee. Any additions, deletions or other revision shall not be made unless signed, sealed and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.

(C) An original document which is sealed, signed, and dated (by hand or electronically) by the licensee can be reproduced by photocopy, traditional blue printing, faxing, scanning in “pdf”, or printing to “pdf” or similar format.

Upon discussion, Ms. Cramm made a motion to move forward with the proposed amendment to Board Rule 20 CSR 2030-3.060(3) as recommended above. The motion was seconded by Ms. John and unanimously carried. Since the Missouri Small Business Regulatory Fairness Board believes the most effective way to accomplish regulatory fairness for small businesses is by fostering communication during the promulgation, enforcement, and review of rules and regulations, the Board will be soliciting input from small business owners regarding this rule by publishing the text of Proposed Amendment to Board Rule 20 CSR 2030-3.060(3) Licensee’s Seal on the Board’s website.

Adjournment

Ms. Cramm made a motion to adjourn the meeting. The motion was seconded by Mr. Popp and unanimously carried. The meeting adjourned at 3:15 p.m. on Tuesday, August 4, 2015.

ATTEST:

_______________________________________
Executive Director

Date approved: __________________________