The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects was called to order at approximately 3:07 p.m. on Monday, July 31, 2017 in the Grand E Meeting Room of the Adam’s Mark Hotel and Conference Center located at 9103 East 39th Street, Kansas City, 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  
Eric Davis, Member of the Professional Landscape Architectural Division  
Sherry L. Cooper, Public Member

**Others Present**

Judy Kempker, Executive Director  
Sandra Robinson, Processing Technician Supervisor  
Shantae Duren, Board Staff  
Dawn Wilde, Board Investigator  
Curtis F. Thompson, General Counsel  
Edwin Frownfelter, Litigation 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 24 and 25, 2017 Open Board Meeting minutes as submitted. The motion was seconded by Ms. John and carried with Ms. Cramm abstaining from voting since she was not present at the meeting.

Mr. Skibiski made a motion to approve the July 18, 2017 Open Committee of the Chairs Conference Call minutes as submitted. The motion was seconded by Mr. Shotts and carried by the following committee members voting in favor of the motion: JC Rearden, Kevin Skibiski, and Bob Shotts. Mike Freeman abstained from voting since he was not available for the conference call.

Public Comment – Limited to 10 minutes

Since no one from the Public was present, no specific issue was discussed.

In compliance with Executive Order 17-03, the Board will hold a public hearing at 3:15 p.m. to receive comments from the public regarding the following rules and/or amendments:

At 3:15 p.m., a public hearing was held on Board Rules pursuant to Executive Order 17-03. Ms. Kempker explained that, consistent with Governor Greitens’ advocacy of reducing regulatory burdens, he has directed state agencies to follow new procedures in the promulgation of administrative rules. In Executive Order 17-03, which was issued January 10, 2017, the Governor directed all state agencies to undertake a review of existing regulations and hold hearings allowing citizens to identify regulations which might be burdensome. The Order also requires state agencies to certify that existing and proposed regulations meet a variety of criteria relating to justification, costs and benefits, and burdens. Based on this Order, the Board has undertaken review of its rules and proposed amendments which were published on the Board’s website for comment but not yet adopted as of January 1. After the Board holds its hearings on these proposals, it will then move forward with submitting its recommendations to the Governor’s office for promulgation.

The second of two hearings was held at 3:15 p.m. this afternoon in the Grand E Meeting Room of the Adam’s Mark Hotel and Conference Center. No members of the public were present. The Board reviewed and discussed all of the proposed changes as were presented to the following Board Rules:

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Ms. Kempker stated that the Board had received 2 comments from an individual regarding 20 CSR 2030-6.015 Application, Renewal, Reinstatement, Relicensure, and Miscellaneous Fees and Board Rule 20 CSR 2030-11.015 Continuing Professional Competency for Professional Engineers. Mr. Michael Cheek of Polk County, Missouri, made comment regarding Board Rule 20 CSR 2030-6.015. Mr. Cheek’s first comment is as follows: “I understand that to inactive (sic) my PE license that I must pay a fee but why should I keep paying it once my license is inactive. Surely the act of inactivating the license in a computer system does not need to be done more than once.” Upon discussion, Mr. Skibiski made a motion to respond to Mr. Cheek by stating: “The Board still has to maintain Mr. Cheek’s file by sending out renewal notices, address changes if any, plus he has the added advantage of being able to return his PE license to an “active” status at any time. One other option for Mr. Cheek would be to let his PE license expire.” The motion was seconded by Mr. Freeman and it unanimously carried.

Mr. Cheek’s second comment is as follows: “I object to the number of hours that a PE must obtain in continuing education. As I understand engineering, the
fundamentals don’t change. The things that PE’s need to know concerns changes in the registration law and ethics. I would suggest 6 hours annually would suffice. Most CE courses, especially when designed by Professors are not relevant to the current practice where computers have taken over the calculations.” Upon discussion, Mr. Skibiski made a motion to respond to Mr. Cheek’s comment by stating: “The National Standard for Professional Engineers is to acquire 15 Professional Development Hours per year and by following this standard, it provides Professional Engineers mobility and continuity with other states. Also, the Board is of the opinion that continuing education is a very important tool in assisting Professional Engineers in maintaining professional competency.” The motion was seconded by Mr. Adewale and it unanimously carried.

Next, the Board Members discussed proposed changes to Board Rule 20 CSR 2030-13.010 Immediate Personal Supervision. Upon discussion, the Board Members directed Ms. Kempker to make the following change to paragraph (23) by removing “without reliance on a supervised subordinate” so that the paragraph reads as follows:

(23) The licensee who signs and seals technical submissions in accordance with the provisions of Section 327.411, RSMo must be capable of answering questions as to the familiar with decisions made during preparation of the technical submissions in sufficient detail as to leave little doubt as to the licensee’s proficiency for the work performed as to be able to personally answer any questions regarding substantive decisions as to the design without reliance on a supervised subordinate.

After much discussion and review of Board Rules, Ms. John made a motion to proceed with all the recommended changes/amendments to Board Rules with any other wordsmithing necessary. The motion was seconded by Mr. Shottts and it unanimously carried.

Review of the Board’s rules containing the words “shall, must, may not, require, and prohibited” along with suggested alternative words that could be used instead – (Review is being done in response to DIFP’s request for a 33% reduction in the usage of these words)

Ms. Kempker discussed the 33% reduction in the usage of the word “shall” in the Board’s Rules. Ms. Kempker stated it is her understanding that the Department is asking the Division of Professional Registration to proceed with the reduction of the usage of the word shall as part of Governor Greitens’ agenda of less restrictive regulation. Mr. Frownfelter stated he has reviewed the Board’s Rules and determined that most of the places where the word “shall” is used are referring to what the Board is required to do and not what licensees are required to do. Therefore, he thought some changes could be counter-productive. Upon discussion and review of the proposed
changes to reduce usage of the words “shall, must, may not, require and prohibited,” Ms. John made a motion directing Ms. Kempker and Mr. Frownfelter to move forward with their recommended changes. The motion was seconded by Mr. Shotts and it unanimously carried.

**Discussion of potential changes to Board Rule 20 CSR 2030-14.040**

Mr. Freeman reported that earlier in the day, the Professional Land Surveying Division reviewed and discussed Dr. Elgin’s recommendations to Board Rules 20 CSR 2030-14.020 through 20 CSR 2030-14.040. He stated that the members of the Professional Land Surveying Division agree with Dr. Elgin’s review of Board Rule 20 CSR 2030-14.020-14.040. After much discussion, Mr. Flowers made a motion to pursue the promulgation process of amending Board Rules 20 CSR 2030-14.020 through 20 CSR 2030-14040 as recommended by Exam Consultant, Dr. Richard Elgin, in his email to the Board dated July 25, 2017. Mr. Flowers then directed Ms. Kempker to respond to Dr. Elgin advising that the Board is in agreement with his recommended amendments to Board Rules 20 CSR 2030-14.020 through 20 CSR 2030-14.040; and advise that since the Board had contacted the colleges and/or universities in February 2014 and again in January 2016 for the purpose of requesting them to submit their current list of surveying coursework being offered, they saw no need to make that same request at this time. Mr. Flowers then directed a letter be sent to all acceptable educational facilities that offer a “Legal Principles of Surveying” course and request they provide the Board with a copy of their course syllabus as well as the name of the instructor of the class for such course so the Professional Land Surveying Division Members of the Board can review the course content and determine if it is meeting the criteria necessary for successfully educating applicants/examinees who are pursuing a career as a Professional Land Surveyor in the state of Missouri. The motion was seconded by Mr. Govero and it unanimously carried.

**Update on Board’s Strategic Plan**

A. **Key Objective 1, Improving/updating website/making it user-friendly** – Martha John reported that she had thoroughly reviewed the Board’s website and had some recommendations for changes to the website in order to make the website user-friendly. Ms. John stated she reviewed many websites within the Division of Professional Registration and upon review suggested that this Board change the box on the left side of its website to be dropdown boxes. She thought that many of the topics could be combined which would make the list of dropdown boxes more concise. Ms. John also recommended removing old minutes from the list and separating the list of agendas from the list of minutes. After
much discussion, Ms. John suggested keeping this item on the Board’s November 2017 agenda for final review of all updates made to the Board’s website and to decide if any further revisions were needed.

B. **Key Objective 1, Marketing package/Social Media (YouTube video – what the Board does)** – Mr. Fehr stated he had nothing new to report. However, Messrs. Skibiski and Rearden reported they were ready for the Board’s meeting with area Building Code Officials and Fire Protection Districts who are scheduled to meet with the Board on Tuesday, August 1\textsuperscript{st}. Mr. Fehr suggested that this item be removed from future Board Agendas as this task has been accomplished.

C. **Key Objective 3, More effective use/training of technology, establish technology subcommittee** – Kelley Cramm, Mike Popp, and Dawn Wilde – Ms. Cramm stated that the committee did not have anything new to report. She suggested that this item be suspended until the new licensing system has been implemented by the Division of Professional Registration.

**Recess**

At approximately 5:00 p.m., the Board recessed its open meeting until 8:00 a.m. on Tuesday, August 1, 2017.

**Tuesday, August 1, 2017**

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 1, 2017 in the Grand E Meeting of the Adam’s Mark Hotel and Conference Center located at 9103 East 39\textsuperscript{th} Street, Kansas City, Missouri. The Board met in both open and closed sessions during the meeting as reflected in the minutes. Chairman 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
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
Eric Davis, Member of the Professional Landscape Architectural Division
Sherry L. Cooper, Public Member

Others Present

Judy Kempker, Executive Director
Sandra Robinson, Processing Technician Supervisor
Shantae Duren, Board Staff
Dawn Wilde, Board Investigator
Curtis F. Thompson, General Counsel
Edwin Frownfelter, Litigation General
Traey Lambertz, Cass County Director of Codes, Zoning and Environmental
Kip Thomas, Plans Examiner/Senior Building Inspector, Cass County, MO
Ryan Elam, City of Lee’s Summit, MO
Mike Copeland, City of Lee’s Summit, MO

Open House with Area Building Code Officials and Fire Protection Districts

At approximately 8:00 a.m. the Board Members were joined by area Building Code Officials and Fire Protection Districts. Chairman Hartnett welcomed those in attendance. The Board discussed items of common interest relating to regulation of architecture, engineering, land surveying, and landscape architecture in the State of Missouri as set forth in Chapter 327, RSMo. The Reference Manual for Building Officials and Fire Protection Districts was distributed to each attendee and the Board Members stressed to the attendees that they were here to assist with any matters and answer any of their questions. At approximately 8:55 a.m., Messrs. Lambertz, Thomas, Elam, and Copeland departed the meeting.

Update on actions of the Boards and Commissions Task Force

Ms. Kempker reported the next Task Force meeting is scheduled for August 3, 2017 at 11:00 a.m. in which the Division of Professional Registration is scheduled to appear. She advised the Board Members that most Boards within the Division of Professional Registration meet often but then there are a few boards who have not met in years. Ms. Kempker stated that this is a learning experience to determine
which boards need to exist and which boards could be disbanded and/or combined with other boards. Ms. Kempker stated she submitted concise answers to the Boards and Commissions Survey and has presented those answers to Division Director Katie Steele Danner and to the Division’s legal counsel, Sarah Ledgerwood. Ms. Kempker advised that the questions on the survey were general questions such as a summary of what the board does, process questions, revenues and expenditures questions. The survey also asked if there would be a natural consolidation or not with other boards and if the board would be better served with less members. As to consolidation, Ms. Kempker stated that a natural consolidation may be the Interior Design Council and the Board of Geologist Registration. However, since the Interior Design Council is inactive and does not meet, it could possibly be eliminated. If licensure of Geologist is determined to be necessary, it would seem logical to combine that board with the APEPLSPLA Board. Upon discussion, the Board directed Ms. Kempker to actively resist combining the Interior Design Council with this Board. The Board Members then directed Ms. Kempker to oppose the combination of the Board of Geologist Registration with the APEPLSPLA Board because they felt 15 members were enough. As to reduction of the number of Board Members, Ms. Kempker advised that she stated No, if you take into account the number of professions this Board regulates since most boards regulate one profession have an average of 6-7 members whereas this Board regulates four professions and only has 15 members. Ms. Kempker stated that this Board has found being a combined board has it benefits in that not one profession controls majority vote; therefore the APEPLSPLA Board cannot be viewed as one that protects its turf. Ms. Kempker also stated that even with the size of this Board, it works well together and agreed that any more members may make the Board not function as efficiently. Also, it was noted that a reduction of Board Members would change the quorum.

Review and discussion of Edwin Frownfelter’s Legal Memorandum regarding Board of Geologist Registration Statute and Regulation

Mr. Frownfelter discussed his Legal Memorandum regarding the Board of Geologist Registration with Board Members. Mr. Frownfelter reported that the Board of Geologist Registration has seven voting members appointed by the Governor and confirmed by the Senate, five geologist, four representing specialties (engineering, environmental, hydrologist, and sedimentary) a government geologist, and two public members. The State Geologist is a nonvoting member ex officio. Mr. Frownfelter stated that the Board of Geologist Registration has operated with two to three vacancies over the past few years. Mr. Frownfelter further stated that like this Board, the Board of Geologist Registration practices through use of a seal and subject to a Code of Professional Conduct containing many provisions parallel to this Board. The conflict of interest provisions of that code of conduct are more detailed than this Board because the practice of geology allows for the discovery of potentially valuable mineral resources that present problems of confidentiality and exploitation. Mr. Frownfelter stated that the greatest difference in procedure is that the Board of Geologist Registration is not one of the boards authorized to proceed for cause for
discipline through the Administrative Hearing Commission (AHC). The Board of Geologist Registration decides cause and discipline itself, and the registrant has the option of seeking review through the AHC. Disciplinary options include revocation, suspension, probation, reprimand, and imposition of limits on practice, but not civil penalties. Mr. Frownfelter reported that from reviewing the Board of Geologist Registration’s website, discipline rarely happens. The Board of Geologist Registration list only three current and nine past instances of discipline, all failure to file tax returns under Section 324.010, RSMo. As previously directed, Ms. Kempker is to oppose the combination of the Board of Geologist Registration with the APEPLSPLA Board.

Review and discussion of the White Paper that was developed by Committee Members Kevin Skibiski (Chair), Sherry Cooper, Mike Popp, and Bob Hartnett

Mr. Skibiski reported that at the Board’s April 23 and 24, 2017 meeting, he volunteered to develop a white paper to show why the Board needs three times its appropriation in its fund since it appears the threat of a sweep is not going away this year. Ms. Cooper, Mr. Popp, and Chairman Hartnett all agreed to work with Mr. Skibiski on this task. Upon review of the White Paper, the Board was satisfied with it as presented and directed Ms. Kempker to take it along with her to the August 3, 2017 Task Force meeting.

Update from Ad Hoc Committee Members Craig Lucas (Chair), Martha John, Mike Flowers, Bob Shotts, Abe Adewale, and Dan Govero regarding Technology Degrees

Mr. Lucas stated that the committee had not yet met but would be meeting in the near future. He asked Ms. Kempker to arrange a conference call for the committee to meet in order to discuss this matter. The Board directed Ms. Kempker to place this matter back on the full Board’s November 2017 agenda for further discussion.

Review and discussion of NCEES Examination Development Policy 10 (PLSS Module for PS Exam)

Mr. Freeman reported that he attended the NCEES Central and Western Zones Joint Meeting, which included an overview of the format and the “average” results of the first three computer based tests (CBT) of the NCEES Principles of Surveying exam. Mr. Freeman also reported that a member board committee had been formed to prepare a recommendation of a “generic” PLSS module for the CBT state exam. The members of the Professional Land Surveying Division thought this would be a long time coming as it would require states to review their statutes and it would also “water down” the state portion of such a “generic” exam. This item was presented for informational purposes; therefore no action was taken.
Review and discussion of suggested changes to the continuing education/professional development fact sheets

Mr. Fehr presented his suggested changes to the continuing education/professional development fact sheets. Since most of the presented changes were just “clean up” and did not conflict with Board Rules or Statutes, the Board decided to move forward with Mr. Fehr’s recommended changes to the continuing education/professional development fact sheets for architects, professional engineers and professional landscape architects.

Discussion of future legislative priorities

Chairman Hartnett stated that the Board will not be putting forward any changes to Chapter 327, RSMo, during the next legislative session. Also, he asked Board Members to ask their professional societies to keep a watchful eye on legislation during the next session especially as it relates to a sweep of the Board’s funds.

Update from Chairs of the Architectural and Professional Engineering Divisions of Annual and Central Zone Meetings and report on actions taken:

A. NCEES Central/Western Zones meeting held on May 18, 19 & 20, 2017 in Denver, Colorado – Both Mr. Skibiski and Mr. Freeman stated they attended the NCEES Central/Western Zones meeting in Denver, Colorado along with Mr. Adewale and Mr. Lucas. Mr. Adewale mentioned that during the meeting, a conversation was held regarding a court case in the state of Oregon in which it was determined that Oregon did not “own” the word “engineer.” The Oregon Board brought a case against a gentleman from Australia who considered himself as an expert traffic engineer. The Oregon Board lost the case in court. Mr. Adewale cautioned the Board regarding this issue and the Board needs to pick its battles carefully when it comes to the word “engineer.” Mr. Adewale announced that he is contemplating running for Assistant Vice President for NCEES Central Zone. He stated he was reviewing his work schedule and his commitment to this Board while making this very important decision. Also, Mr. Adewale discussed applicants applying for the Principles and Practice of Engineering Exam. Ms. Kempker announced that starting in January 2018, the NCEES Chemical discipline exam will be given in computer based format (CBT). Therefore, the Board needs to decide how to process these
applicants. Ms. Kempker asked if the Board wanted to handle them the same way as the Fundamentals of Engineering (FE) applicants wherein they make application directly to NCEES and then after they have passed the exam, make application to the Board; or, is the Board wanting the applicants to first submit their applications to the Board for approval to take the exam? Ms. Kempker further stated that the “pros” to having them apply directly with NCEES and only make application to the Board after having passed the exam are as follows: 1) it would cut down on the number of pending applications since the Board will only get them after they pass the exam instead of maintaining records indefinitely for individuals who never follow through with licensure; 2) it would cut down on the number of applications that the Professional Engineering Division would have to review and approve for licensure because those who never pass the exam will not be submitting an application for review; and, 3) the Professional Engineering Division would still be able to review the education and experience qualifications of the applicants before deciding if it wants to issue a license or deny it. Ms. Kempker stated this is how the Professional Land Surveying Division handles the Land Surveyor-in-Training applications. Ms. Kempker said that this is the first of many disciplines to convert to CBT so the staff needs to know now how to handle these from here on out. Upon discussion, Mr. Adewale made a motion to move forward with applicants making application to take the Principles and Practice of Engineering Exam to apply directly to NCEES. Upon passing the examination, the applicants will then directly apply to this Board for licensure. The motion was seconded by Ms. Cramm and it unanimously carried.

B. NCARB Annual Meeting held on June 21, 22, 23 & 24, 2017 in Boston, Massachusetts – Mr. Rearden reported that he along with Ms. John, Mr. Popp, and Ms. Kempker attended the NCARB Annual meeting in Boston, Massachusetts. Mr. Rearden thought it was one of the better meetings and no resolutions were voted during the meeting.

Report from Architectural Division

Mr. Rearden reported that the Architectural Division met with one area licensee during the Division meeting on Monday. Mr. Rearden reported that he is now on the experience committee for NCARB and will be traveling to a meeting in Washington, D.C. on October 6 and 7, 2017 and again to Louisville, Kentucky on
December 1 and 2, 2017. Mr. Rearden said he will also be speaking at the AIA meeting on September 28 and 29, 2017.

**Report from Professional Engineering Division**

Mr. Skibiski reported that the Professional Engineering Division Open House was attended by 24 people and the meeting rendered good discussion. Mr. Skibiski mentioned that Mr. Adewale and Mr. Lucas will be traveling to Miami, Florida to attend the NCEES Annual meeting on August 23, 24, 25 and 26, 2017. Other Board Members attending this meeting are Chairman Hartnett, Mr. Freeman, Ms. Cooper and the Board’s Executive Director, Judy Kempker. Mr. Skibiski thanked Ms. Cramm for her years of service to the Board. Mr. Skibiski reported that since Ms. Cramm has resigned, the Professional Engineering Division elected Mr. Adewale to be Exam Chair for the Division. Mr. Adewale then announced that anyone attending the NCEES Annual Meeting should wear the green polo shirt on the first day of the meeting and their blue oxford shirts on the second day of the meeting.

**Report from Professional Land Surveying Division**

Mr. Freeman reported that three licensees attended PLS Open House Monday morning and they had a very good discussion. Mr. Freeman announced that Darrell Pratte stepped down from his position as State Land Surveyor and the Land Survey Division of the Department of Agriculture appointed Ron Heimbaugh as the Acting State Land Surveyor.

**Report from Professional Landscape Architectural Division**

Mr. Shotts reported that they had three licensees attend their Open House and they had a very good discussion about a variety of topics. Mr. Shotts announced that he would be attending the CLARB Annual meeting on September 13, 14, 15, 16, 2017, in Boise, Idaho. Ms. Kempker stated she will being attending this meeting as well especially since Chairman Hartnett, Messrs. Fehr and Davis were unable to attend.

**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 28, 2017, the financial balances were as follows:

Personal Service Balance was $374,695. Originated with $398,599.
E&E (Expense & Equipment) Balance was $283,040. Originated with $301,397.

At the end of FY17, the Board lapsed approximately $74,383 in Personal Service dollars and $98,088 in E&E. However, the E&E amount will be considerably less in upcoming years because all of Mr. Frownfelter’s salary will be paid out of this fund instead of only part of it. This past fiscal year, the Board only paid him for 4 months because his last two billings got submitted after the fiscal year cutoff so in FY18 the Board will actually be paying for 14 months of billing instead of 12 which will be approximately $106,000. The Board paid him $32,243 in FY17 so if all of the Board’s other expenditures for FY18 stay relatively the same as they were for FY17, the Board is on target for only lapsing around $24,000 from E&E at the end of this fiscal year which the Board will need as a buffer to cover any unexpected expenses as well as the additional out of state travel costs the Board is incurring since more Board Members are now being approved to attend national meetings.

The Board’s current Fund Balance is $3,193,161. Per Section 327.081, RSMo, in order to avoid a sweep of the Board’s fund, the balance needs to be kept under $3,839,859 or 3 times our appropriation (3 x $1,279,953). Right now, the Board is $646,698 below sweep.

Based on current statute, the Board needs to keep its funds below $3,839,859 but if the statute is changed to two times the appropriation the Board will then need to keep it under $2,559,906. If this were to happen, based on the Board's current fund balance, the Board would be (at the present time) over the sweep amount by $633,255.

Ms. Kempker stated she requested no changes in the Board’s FY 2018 appropriation which is determined by HB 7; however, in the Board’s FY19 budget request, the Board may want to transfer some excess funds from Personal Service to E&E since litigation costs are now coming from that fund instead of being paid as a transfer.

Currently, the Board has 11 of its 15 members serving in expired terms; and, at the end of this meeting, the Board will have one vacancy on the Professional Engineering Division due to Ms. Cramm’s resignation which will go into effect upon adjournment. The only members who are not serving on expired terms are Chairman Hartnett, Noel Fehr, Eric Davis, and Sherry Cooper. Ms. Kempker announced that AJ Fox has left state government so Chairman Hartnett is now staying in contact with Scott Turk and Drew Hogan. Chairman Hartnett then stated that he had talked to Messrs. Turk and Hogan and emphasized the fact that the Professional Engineering Division had a vacant position that needed to be filled as soon as possible. Chairman Hartnett stated that he had a meeting with Mr. Hogan scheduled for August 7th.

Ms. Kempker announced that the last newsletter went out the first part of May as planned. Ms. Kempker stated that the next newsletter is slated to go out around
the first part of November so she will need all articles submitted to her by no later than October 1st.

Ms. Kempker announced that the Board’s staff is still using PROMO. She previously reported that the Division of Professional Registration decided to pull out of the contract on the new system called PRISM and instead to move forward with enhancing PROMO. Ms. Kempker stated she along with a couple of staff members, have had a number of meetings with the IT staff to discuss the Board’s wants and needs for the enhanced system which will include usage of a secure portal for users to set up their individual accounts. This will probably be a one year plus process.

Ms. Kempker stated that the Open Houses of the four Divisions were held on Monday morning and she will continue to schedule future Open Houses in the area of the upcoming Board Meetings until the Board directs her otherwise.

Ms. Kempker stated that since she has been working in the role of the Executive Director as a non-benefit eligible 1,000 hour employee for 6 months, Chairman Hartnett asked her to provide an update to the Board on how her working arrangement with Mr. Frownfelter is going. Ms. Kempker stated that for her personally, she is extremely pleased with the working arrangement she has with Mr. Frownfelter. Ms. Kempker advised that Mr. Frownfelter has been a tremendous help with the complaint letters and rules and anything else she asks of him. If anyone has an issue or has found the working arrangement is not what they had hoped it to be, or has found it hard to communicate with Ms. Kempker when needed either by phone or email, please let her know of any suggestions for change or improvement that they may have so that she, and or Mr. Frownfelter, can make those changes because it is their goal to satisfy the Board and meet its needs. The Board Members thought the arrangement was working smoothly. They were very pleased with it and could tell no difference from before.

Ms. Kempker announced that NCEES will be funding three delegates for the NCEES Annual Meeting coming up in August. Mike Freeman, Abe Adewale, and Craig Lucas are all attending as funded delegates. Chairman Hartnett, Ms. Cooper and Ms. Kempker will be attending at the Board’s expense. Also, at the request of the Council President and CEO, Ms. Kempker accepted and was recently appointed to serve as the Central Zone’s representative on the Member Board Administrator (MBA) Committee.

Ms. Kempker stated that she along with Mr. Shotts will be attending the CLARB Annual Meeting in Boise, Idaho in September. Most of their expenses will be covered by CLARB’s participation credits with the remainder of the expenses being paid from the Board’s fund.

Ms. Kempker stated that this is the first time in her 17 years as the Executive Director that she has attended the annual meetings of all three councils in one
year and she owes this in large part to the assistance of Mr. Frownfelter. She advised that having him to depend on to do the Board directed complaint letters has been a tremendous help to her and relieved her work load enough to where she is now able to take the time to attend these meetings.

**Ratification of decisions on licensure and enrollments made by the Architectural Division, Professional Engineering Division, Professional Land Surveying Division, Professional Landscape Architectural Division and/or Staff:**

- **Architects** – Mr. Rearden made a motion to ratify the corporate licenses for architectural corporations, reauthorizations for architectural corporations and the licenses, relicensures and/or denials of Architects for the period April 1, 2017 to June 30, 2017. The motion was seconded by Mr. Popp and it unanimously carried.

- **Professional Engineers and Engineer Interns** – Mr. Skibiski made a motion to ratify the corporate licenses, reauthorizations for engineering corporations and the licenses, relicensures and/or denials of Professional Engineers as well as enrollments as Engineer-Interns for the period April 1, 2017 to June 30, 2017. The motion was seconded by Mr. Adewale and it unanimously carried.

- **Professional Land Surveyors and Land Surveyors-in-Training** – Mr. Freeman made a motion to ratify the corporate licenses, reauthorizations for land surveying corporations and the licenses, relicensures and/or denials of Professional Land Surveyors as well as enrollments as Land Surveyors-in-Training for the period April 1, 2017 to June 30, 2017. The motion was seconded by Mr. Govero and it unanimously carried.

- **Professional Landscape Architects** – Mr. Shotts made a motion to ratify the corporate licenses, reauthorizations for landscape architectural corporations and the licenses, relicensures, and/or denials of Professional Landscape Architects for the period April 1, 2017 to June 30, 2017. The motion was seconded by Mr. Davis and it unanimously carried.

**Selection of Date and Location for July/August 2018 Board Meeting. (Please note the NCEES Annual meeting is set for August 15-18, 2018 in Scottsdale, Arizona.)**

The Members of the Board discussed the date and location for the July/August 2018 Board meeting. The Board then noted that the NCEES Annual meeting is set for August 15-18, 2018 in Scottsdale, Arizona. Therefore, the Board’s July/August 2018 meeting will be held in the Kansas City, Missouri area on July 30 and 31, 2018. The Board then directed Ms. Kempker to: 1) check Trip Advisor or Yelp for
hotel ratings before commencing the bidding process; 2) ask for guarantee late check out on all future bid proposals and/or contracts; and, 3) 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 come before the Board. Board staff will continue to inform Board Members of the Wi-Fi password at the start of each Board meeting.

**Motion to go into closed session**

At approximately 9:26 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. Mr. Adewale seconded the motion. A roll call vote was taken and it 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 4:15 p.m., the Board reconvened its open meeting for the purpose of adjournment.

**Adjournment**

Ms. Cramm made a motion to adjourn the meeting. The motion was seconded by Mr. Adewale and it unanimously carried. The meeting adjourned at 4:15 p.m. on Tuesday, August 1, 2017.

ATTEST:

__________________________________
Executive Director

Date approved: __________________________