

**KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
ACTION AGENDA
MAURICE BOWERSOX, CHAIR**

SEPTEMBER 22, 2017

10:00 A.M.

The meeting was called to order at 10:12 a.m. by Chair Bowersox.

Members present were:

Maurice Bowersox, P.E.
Forrest Erickson, P.E.
Larry Graham, P.E., P.S.
William Haverkamp, P.S.
Joseph Johnson, Architect
Carisa McMullen, Landscape Architect
Vincent Mancini, Architect
Eric Wimmer, Architect, Public Member

Members absent were:

Steve Brosemer, P.S.
Edward Halloran, Public Member
Richard Hayter, P.E.
Robert Henthorne, P.G.

Others present were:

Mark Bennett, Litigation Counsel for the Board
Shelby Lopez, Executive Director
Sarah Easter, Assistant Director
Jessica Pierce, Public Service Administrator

I. MINUTES

A. Approval of minutes of the July 14, 2017 meeting (previously distributed)

By motion of Mr. Graham, seconded by Mr. Wimmer, the Board voted to approve the minutes of the July 14, 2017 meeting. Mr. Johnson abstained from the vote due to absence at the July 2017 meeting.

II. ADDITIONS OR ADJUSTMENTS TO THE AGENDA

By motion of Mr. Bowersox, seconded by Mr. Graham, the following adjustments were made to the agenda: Appointment of Board member to hearing panel for Case File 16-16.

The following items were added to the agenda:

Audit Committee (New Business)
Professional Surveyor Proposed Minimum Standards Approval (New Business)

III. REVIEW AND APPROVAL OF CONSENT AGENDA

- A. Possible review of items removed from consent agenda.

By motion of Mr. Graham, seconded by Mrs. McMullen, the Board voted to approve the Consent Agenda.

IV. PUBLIC COMMENTS – 10:15 AM

- A. Requests for public comments.

There were none.

V. EXECUTIVE SESSION

By motion of Mr. Wimmer, seconded by Mr. Graham the Board voted to move into executive session for 20 minutes to discuss such individual employee's performance.

Mr. Wimmer made the following motion: In order to protect the privacy of the non-elected personnel involved, I move that the Board recess into executive session to discuss such individual employee's performance. We require Shelby Lopez be admitted, when requested, to the executive session to aid the Board in their discussions. The board will reconvene the open meeting in the same location in 20 minutes at 10:36 a.m.

Beginning Time of Recess: 10:16 a.m.

Motion Made By: Mr. Wimmer

Motion Seconded By: Mr. Graham

Motion Carried Unanimously

The Board reconvened at 10:36 a.m.

By motion of Mr. Graham, seconded by Mr. Haverkamp the Board voted to recommend a salary increase for the Executive Director to \$75,000/year. In the interim, increase salary by 3% as approved by the Division of Budget and Governor, retroactive to July 1, 2017 and enter into future discussions with DOB Director to recoup remainder of recommended increase as soon as possible.

VI. ATTORNEY REPORT

- A. Athena Andaya

Ms. Andaya was not present.

VII. REVIEW OF INQUIRIES/COMPLAINTS & ATTORNEY REPORTS

- A. Complaint Files – Report from Complaint Committee – Chair Henthorne

1. Report of Case Files with final action taken by the committee
2. Receipt of Complaint Committee Report
3. Legal Matters/Correspondence

Mr. Mancini reported that the Committee closed seven cases and accepted \$2083.30 in payment of fines and expenses. The Committee dealt with all of the existing cases according to the Rules and Regulations. By motion of Mr. Graham, seconded by Mr. Johnson, the Board voted to accept the committee report.

By motion of Mr. Haverkamp, seconded by Mr. Graham, MR. Bowersox appointed Mr. Johnson to serve on the hearing panel for Case File 16-16.

VIII. COMMITTEE AND ADMINISTRATIVE REPORTS

A. ARCH/LA/PG Committee – Chair McMullen

1. Report of Committee Actions
2. Discussion of Committee Items
3. Receipt of Committee Report

Ms. McMullen reported that the committee reviewed progress on submission of K.A.R. 66-9-7, 66-10-1 and 66-10-3. Mrs. McMullen gave updates from recent attendance at a CLARB conference as well as shared that Board staff has begun posting NCARB ARE 5.0 transition news on the Board website. Mr. Mancini, recently elected for the NCARB Model Law Task Force, attended his first task force meeting in Wichita, KS.

By motion of Mr. Graham, seconded by Mr. Johnson, the Board voted to accept the committee report.

B. PE/PS Committee – Chair Erickson

1. Report of Committee Actions
2. Discussion of Committee Items
3. Receipt of Committee Report

Mr. Erickson reported that the committee discussed and approved ten applications. Five applications were denied. The committee approved updated revisions to K.A.R. 66-12-1 Minimum Standards For Boundary Surveys and Minimum Standards for Mortgagee Title Inspections Standards of Practice 2017. The revisions will be sent to the Department of Administration for review and approval. Mr. Erickson reported that the Committee approved revisions to the process for applying for the PE Chemical exam which will transition to Computer Based Testing in January and will be offered on a year-round basis. The Committee revised procedures for processing Comity and MLE applicants and will now require all applicants to complete all portions of the application.

By motion of Mr. Erickson, seconded by Mr. Johnson, the Board voted to accept the committee report.

C. Other Committee Reports

1. Legislative Committee – Chair Brosemer

None

D. Administrative Report

1. Administrative Update
2. Budget Update

Mrs. Lopez reported submission of fiscal year 2018 and fiscal year 2019 budget and reviewed the budget narrative packet with the Board.

By motion of Mr. Johnson, seconded by Mr. Mancini, the Board voted to discuss a 25% reduction of all renewal fees for a two-year renewal cycle.

By substitute motion of Mr. Graham, seconded by Mr. Wimmer, the Board voted Mrs. Lopez to compile research on a projection of 15%, 20%, and 25% reduction of renewal fees for a two-year renewal cycle to review at the December 2017 Board meeting.

IX. CORRESPONDENCE

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

A. Attorney contract – information item

B. Continuing Education Task Force

Mr. Bowersox appointed Dick Hayter (Chair), Vince Mancini, Steve Brosemer, and Forrest Erickson to serve on a Continuing Education Task Force. The purpose of the Task Force shall be to review continuing education requirements and share a progress report at the December 2017 Board meeting. The Task Force consists of Dick Hayter (Chair), Vince Mancini, Steve Brosemer, and Forrest Erickson.

B1. Audit Review Committee

Mr. Bowersox appointed Vince Mancini (Chair), Steve Brosemer, and Larry Graham to serve on the Audit Review Committee. The purpose of the Committee shall be to review procedure for renewals that certify they have completed their continuing education, but are unable to provide supporting documentation when audited.

B2. Professional Surveyor Proposed Minimum Standards Approval

By motion of Mr. Graham, seconded by Mr. Johnson, the Board voted to submit the proposed updates to the Minimum Standards to the Department of Administration for review.

C. NCARB request for visit

NCARB CEO, Mike Armstrong and Director of Council Relations, Joshua Batkin will visit the Board for the December meeting.

D. Upcoming board meeting dates:

1. December 14 and 15, 2017 – Topeka, KS

XII. ADJOURN

By motion of Mr. Graham, seconded by Mr. Haverkamp, the Board voted to adjourn at 11:45 a.m.