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4 **STATE OF ALASKA**  
5 **DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**  
6 **BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND**  
7 **LAND SURVEYORS**

8  
9 **MINUTES OF THE MEETING**  
10 **August 1-2, 2019**  
11

12 By authority of AS 08/01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled  
13 meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held on Thursday,  
14 August 1 and Friday, August 2, 2019 at KPB Architects, 500 W. L St., in Anchorage.  
15

16 **1. Call to Order/Roll Call**

17 The meeting was called to order at 9:08 a.m.  
18

19 Board members present, constituting a quorum:

20 Jennifer Anderson, PE, Civil Engineer, Environmental Engineer  
21 Catherine Fritz, Architect  
22 Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer  
23 John Kerr, PS, Surveyor  
24 Jeff Koonce, Architect (Chair)  
25 Colin Maynard, PE, Civil Engineer, Structural Engineer  
26 Bill Mott, PE, Chemical Engineer, Metallurgical and Materials Engineer  
27 Luanne Urfer, Landscape Architect  
28 Fred Wallis, PE, Mining Engineer  
29

30 Board member Dave Hale was excused by the Chair.  
31

32 Attending from the Division of Corporations, Business, and Professional Licensing were:

33 Alysia Jones, Executive Administrator (in-person)  
34 John Savage, Investigator (in-person)\*  
35 Sara Chambers, Division Director (remote)\*  
36

37 The following members of the public attended portions of the meeting:

38 Alvin Deighton (remote)\*  
39 Cody Jones (remote)\*  
40 Marie Nebesky, NCEES Manager of Credentials and Records (remote)\*

41 \*Attended portions of the meeting  
42

43 **2. Mission Statement**

44 The Chair read the Board's mission statement into the record:

1           *The Board adopts regulations to carry out its mission to protect the public health, safety, and*  
2           *welfare through the regulation of the practice of architecture, engineering, land surveying and*  
3           *landscape architecture by:*

- 4           • *Ensuring that those entering these practices meet minimum standards of competency, and*  
5           *maintain such standards during their practice;*
- 6           • *Requiring licensure to practice in the State of Alaska;*
- 7           • *Enforcing both the licensure and competency requirements in a fair and uniform manner.*

### 9   **3. Review/ Approve Agenda**

10   The Board reviewed the agenda. Jones stated that Agenda items 18 and 19 had been switched due to  
11   scheduling conflicts with Division staff.

12  
13           **On a Motion duly made by John Kerr seconded by Colin Maynard and approved**  
14   **unanimously, it was RESOLVED to approve the agenda as presented.**

### 16   **4. Review/ Approve May 2019 Meeting Minutes**

17   Several members noted errors regarding attendance on the May 9-10, 2019 meeting minutes. Jones  
18   apologized for the mistakes and stated that she would update the minutes to reflect board member Colin  
19   Maynard was in attendance, remove former board member Richard “Vernon” Jones and reconfirm members  
20   of the public that attended.

21  
22           **On a Motion duly made by John Kerr seconded by Colin Maynard and approved**  
23   **unanimously, it was RESOLVED to approve the minutes of the May 9-10, 2019 meeting as amended.**

### 25   **5. Ethics Reporting**

26   Kerr, Maynard, Mott, and Jones attended the NCEES Western Zone Meeting in Boise, Idaho in May. The  
27   Chair, Fritz and Jones attended the NCARB Annual Meeting in Washington, D.C. in June. Maynard attended  
28   a meeting of the NCEES ACCA and Johnston is serving on the Continuing Education Committee for  
29   NCARB. Urfer reported that she had been in contact with interior designers regarding their initiative. Jones  
30   reported that she is serving on the NCEES Western Zone Leadership Committee and NCARB Member  
31   Board Executives Committee.

32  
33   (Agenda Item 6. Licensing Examiner Report was accidentally skipped and was addressed following Item 7.)

### 35   **7. Investigative Report**

36   AELS Investigator John Savage thanked the entire Board for their work on updating the AELS Guidance  
37   Manual. Savage stated that the manual has been very helpful in putting some outstanding issues to rest.  
38   Savage indicated that the past quarter has been extremely busy and that he has been working on closing out  
39   some of the older investigative files. The Chair asked about the types of cases. Savage responded that  
40   certificates of authorizations continue to be one of the biggest issues. The Chair asked if the issues were  
41   related to the title block. Maynard clarified that the issue is more that firms don’t have them.

42  
43   Savage added that the title block requirements have helped tremendously. Johnston asked about stamp  
44   requirements and if Savage had run into issues with people not being able to produce the originals. Johnston  
45   suggested that the board review the regulations to be more in line with current practices and the use of

1 electronic signatures. The board discussed retention policies and wet seal requirements when using electronic  
2 seals.

3  
4 Johnston said people are more likely to maintain digital records and indicated that there may be version  
5 control issues to consider when requiring there to be a flat copy stored somewhere. Johnston added that it  
6 did not appear to be riskier for someone to forge a digital signature than an actual signature. Maynard agreed.  
7 He added that Savage can obtain what was submitted, which could be either an electronic or hard copy and  
8 that would have the same value. Maynard added that he believed most people do create a locked PDF version  
9 and agreed that the regulations should be updated. Savage said the Fire Marshall's Office and deferred  
10 jurisdictions have shorter retention policies and agreed that a more realistic solution was needed.

11  
12 Kerr reminded the board that anything electronic is fluid and the ability to protect electronic versions may go  
13 away. Kerr said he uses the Recorder's Office. Maynard said whether it is a file with a wet seal or an electronic  
14 seal should not matter, and the main concern is that there is a record confirming what was sent out. Kerr said  
15 he believed that it is the registrant's responsibility to protect it.

16  
17 Johnston said that she just wanted Savages perspective on the topic. Savage encouraged the board to bring it  
18 to an NCEES, NCARB and CLARB annual meetings to discuss with other jurisdictions. Savage said he had  
19 been pretty successful at obtaining information from other jurisdictions.

20  
21 Maynard recommended keeping drawings for at least ten years because that is in statute.

22  
23 The Chair asked if Johnston and Maynard wanted to start a regulation project. Johnston noted that there was  
24 an item already on the agenda regarding proposed regulation updates and suggested the board discuss some  
25 potential additions to the current draft at that time. The Chair agreed.

26  
27 Alvin Deighton joined the meeting via Zoom.

28  
29 Kerr asked Savage if there were any areas in which the board should focus more outreach towards. Savage  
30 said the current areas, including UAVs, certificate authorization, and title blocks are helpful and should be  
31 continued. Kerr asked Savage to keep the board informed so that issues could be addressed in an educational  
32 format rather than waiting until it becomes an investigative manner. Savage commended the board on their  
33 efforts to educate first.

34  
35 The Chair directed the board to Agenda Item 6. Licensing Examiner Report.

### 36 37 **6. Licensing Examiner**

38 Jones provided the board with a copy of the examiner's report for April 1, 2019 – June 30, 2019 (4<sup>th</sup> quarter).  
39 The following is a summary of the information reported during the meeting.

- 40 • Applications to be reviewed at the August 2019 meeting: **92, including 49 by exam/ 43 by comity**
- 41 • Renewals received on or after January 1, 2018: **16 firms/ 142 individuals**
- 42 • License Verifications: **43**
- 43 • NCEES Examination Results:
  - 44 ○ FE: **67 passed/ 36 failed/ 0 no shows**
  - 45 ○ PE: **45 passed/ 16 failed/ 3 no shows**

- 1           ○ SE: **1 examinee passed 1 part, 1 examinee failed both parts**
- 2           ○ FS: **0**
- 3           ○ PS: **0 passed/ 1 failed**
- 4           • AKLS 2019 Examination Results: **8 passed/ 4 failed/ 1 no show**

5  
6 Kerr asked if anyone was interested in seeing the breakdown of applications reviewed from the matching  
7 quarter of the previous year. Kerr stated that it would help provide data as to whether applications are going  
8 up or down. Fritz agreed, stating it may illustrate trends, etc.

9  
10 Jones also mentioned that staff had compiled data regarding the additional branches in engineering that had  
11 been added in 2013 and included it in the Board Packet. The Chair requested that it be put in the Resources  
12 folder.

13  
14 Jones provided a status update on the recruitment process for the vacant AELS Licensing Examiner position.

15  
16 Maynard reminded the board that both him and Hale would term off of the board in March 2020. Johnston  
17 asked why there was not a designated structural seat. The board discussed the current make-up of the board  
18 and recent interpretation that the “other” engineer seat may not be filled by a mechanical or electrical  
19 engineer. Jones commented that the current engineer members of the board represent eight of the disciplines  
20 due to multiple licenses.

21  
22 Cody Jones and Marie Nebesky joined the meeting via Zoom.

23  
24 The Chair requested that the board move forward to Agenda Item 10.

25  
26 **10. Presentation on NCEES Council Record** – Marie Nebesky, Manager of Credentials and Records  
27 provided a thorough overview of the NCEES Council Records and NCEES process for obtaining and  
28 verifying record content. The group discussed differences between the Council Record and Alaska’s  
29 requirements, particularly variation in reference requirements and work experience. NCEES requires that all  
30 five references be professional engineers or surveyors, as applicable. Three of the five are required to be  
31 current, meaning submitted by the respondent (reference) within the last twelve months. Nebesky also walked  
32 through the components of the works experience section, which includes representative projects, tasks, and  
33 duties; and discussed the work experience review process. The board expressed their interest in the more  
34 detailed work experience descriptions, but noted that it does not specify responsible charge experience.

35  
36 Jones asked the board to consider the idea of a short application form for applicants submitting a Council  
37 Record. She also offered to update the current work experience verification form to gather the level of detail  
38 the board needed to verify experience.

39  
40 **8. Correspondence Sent**

41 **A. Letter from Alaska Society of Professional Engineers** – The Board reviewed a letter sent by the ASPE  
42 to Governor Dunleavy requesting an exemption of travel restrictions for the AELS Board to conduct in  
43 person board meetings and to rotate meeting locations between the major population centers.

44

1 **B. Responses to Public Comment** – The board reviewed responses provided to individuals who had  
2 provided comments regarding the proposed changes to 12 AAC 36.135, .145, .185.

3  
4 **C. Letter to PLS Applicant** – The board reviewed a response letter sent to a professional land surveyor  
5 applicant that had applied under 12 AAC 36.065(a)(2)(A) Table A of Education and Work Experience  
6 Requirements for Professional Land Surveyors.

7  
8 **9. Correspondence Received**

9 **A. Request for consideration of exemption for telecommunication structures** – The board reviewed the  
10 request. Maynard commented that cell towers were not in alignment after the November 2018 earthquake  
11 and that a structural engineer was required. Several other members agreed, maintaining that current  
12 regulations regarding restrictions related to height of structures were in the best interest of public health,  
13 safety and welfare.

14  
15 **B. Question RE: Design of supports and connections of non-structural components in significant**  
16 **structures** – A registrant requested clarification on whether the design of supports and connections of non-  
17 structural components in significant structures need to be accomplished by licensed structural engineers.  
18 Johnston stated that there was a fine line and that it would be beneficial for certain elements. Maynard stated  
19 that currently an SE is not required to design those elements and others may be capable, but based upon the  
20 damage he saw from the earthquake, it was nice if you did have an SE involved in the designs. Fritz added  
21 that there is a certain level of responsibility to consider basic seismic principles.

22  
23 **C. Clarification on CE vs. EE designation** – The board received a request for clarification regarding  
24 whether a second license would be required to cover roadway lighting and signal design/ calculations. The  
25 board discussed the standard of care for traffic signal systems as well as the standard of care of roadway  
26 lighting systems and determined lighting design by a Civil Engineer experienced with the RP-8-14 standard is  
27 within the scope of practice of a Civil Engineering license in the State of Alaska. The board also indicated  
28 that What is not within the scope of a Civil Engineering license in the State of Alaska are those aspects of  
29 lighting and traffic signal systems governed by the National Electric Code and National Electric Safety Code.  
30 The board reviewed exam content and education and determined they do not cover these aspects of electrical  
31 engineering related to the utilization of electrical energy. Per the 12 AAC 36.990 definitions of Civil and  
32 Electrical engineering, the work would be outside the scope of practice of Civil Engineering.

33  
34 The Chair requested that Johnston assist with drafting a response letter to explain that most aspects of  
35 roadway lighting and signal design/calculations could be done under a Civil Engineering license and that only  
36 those aspects outside the individuals exam, education, and experience would not. If the applicant desires to  
37 stamp all aspects of a complete roadway lighting and signal design including conduit, conductors, overcurrent  
38 protection etc. then an additional license in electrical engineering would be needed.

39  
40 **11. Old Business**

41 **A. Review May 2019 Meeting To Do List** – The board discussed outstanding tasks from the May 2019  
42 meeting.

43  
44 **B. Status Update on Disaster Planning** – The Chair asked about the status of the disaster planning  
45 webpage. Jones reported that due to heavy workloads, the page had not been set up, but that it was still on

1 staff's radar. The board discussed potential items for inclusion on the site. Maynard suggested including a link  
2 to the Structural Engineers of Alaska documents that are geared towards residential that explain when a  
3 structural engineer is required. Jones confirmed that the Chair had also provided information regarding the  
4 Safety Assessment Program Training from the Applied Technology Council.

## 6 **12. New Business**

7 **A. Continuing Education Discussion** – Fritz walked through the current regulations with the other board  
8 members and discussed current challenges including lack of clarity to licensees regarding what types of  
9 courses qualify, a lack of consistency in audits and issues with tracking and reporting carry-overs. Fritz also  
10 stated that the current CE report does not provide enough detail for staff to appropriately evaluate whether  
11 course criteria has been met. The board discussed clarifying eligibility, assess CE course review tools for more  
12 consistency, updating the CE audit form to align with CE course criteria, and how best to track carry-overs.

13  
14 The Chair thanked Fritz for the presentation and reminded the board that continuing education would be  
15 further discussed on Friday during Item 21. Special Topics.

16  
17 **B. Land Surveyor Education Requirements** – Kerr expressed his concern that the current land surveyor  
18 education requirements don't make an allowance for otherwise qualified people holding non-survey/  
19 geomatics degrees to qualify to sit for the exam. Kerr presented a potential alternative pathway for individuals  
20 that already have a degree that requires courses that could be accomplished in a year to a year and a half  
21 rather than needing to obtain another degree. Kerr stated that they are still required to have 4 years of  
22 experience before they are eligible to sit for the exam. He commented that he believed this pathway would  
23 improve accessibility for potential licensees without harming the public as applicants still have the required  
24 geo-spatial education. Fritz asked how NCEES would view this alternative pathway, or if this is already an  
25 established alternative pathway in other states. Kerr responded that he was not sure how alternative degrees  
26 are viewed by NCEES, but added that it is in alignment with the proposed new Principles and Practice of  
27 Surveying modular exam. Kerr said that the modular survey exam is making it possible for people to take an  
28 exam that has minimal boundary components.

29  
30 Kerr asked if the board was interested in a summary of the modular surveying exam. Several members  
31 responded affirmatively. Kerr said currently there is one PS exam and it contains eight questions related to  
32 public lands survey system, which is not enough to vet an applicant on their understanding of it. Kerr said  
33 that jurisdictions on the East Coast do not have a public lands survey system and it is an unnecessary burden  
34 on applicants in those areas to learn that information. Kerr explained that the goal was to break out the public  
35 land survey questions into a separate exam and applicants seeking registration in jurisdictions with public land  
36 survey systems would be required to take that specific component. Kerr said the discussion expanded into  
37 other activities and the Survey Exam Task Force is looking at developing a modular exam that would allow  
38 jurisdictions to adopt different modules based upon their requirements. Kerr mentioned that a discussion is  
39 planned for the upcoming NCEES meeting later this month, but that it is not at a point to be implemented.  
40 He noted that there is a lot of support for it and anticipated that it would be an option within the next five  
41 years. Maynard stated that he looked at the NCEES Model Law and asked if the additional hours needed to  
42 be from an ABET accredited program. Kerr said he believed that could be part of the requirement and added  
43 that the courses would provide a sufficient level of exposure to all the components listed in the definition of  
44 surveying so that someone (a licensee) would have the sufficient understanding of what's happening and  
45 when to bring in additional expertise. Wallis asked if this is directed toward non-traditional students, if the

1 courses were available through distance learning for those working in remote areas. Kerr responded that he  
2 believed all were available via distance learning. Several members mentioned that education and experience  
3 cannot be gained concurrently and stated that regulation may need to be reviewed.

4  
5 Maynard asked if it followed the NCEES Surveying Education Standard and explained that NCEES  
6 developed an engineering education standard and surveying education standard when ABET went to an  
7 outcomes evaluation instead of requiring a certain number of courses in various areas created a standard a  
8 standard that they use to evaluate non-ABET and foreign degrees. Maynard recommended reviewing the  
9 education standard to ensure the alternative path met those requirements.

10  
11 Kerr said the need for this pathway was identified during outreach efforts. Kerr stated that he has had  
12 discussions with individuals who are interested in pursuing licensure, but who do not believe there are any  
13 pathways available. Fritz suggested that Kerr compare his plan against the education standard noting that  
14 there appeared to be some similarities. The board discussed the combination of education and work  
15 experience for a non-ABET degrees. Kerr stated he believed there were some discrepancies between NCEES  
16 definition of surveying and the activities covered in the PS exam. Maynard suggested having different  
17 branches of surveying, similar to engineering. Kerr responded that he would like to be in that place, but did  
18 not think that was something the board could undertake at this time. Kerr suggested that the alternative path  
19 be a first step in looking at the future of surveying. Fritz agreed that alternative paths are important for the  
20 board to consider and encouraged Kerr to include the national standard in the discussion and provide some  
21 context.

22  
23 The Chair asked if this is relevant to the discussion with Jack Warner at the May meeting. Kerr responded  
24 affirmatively, stating that if the modular exam moves forward, it will change the content of the state specific  
25 exam. Kerr expressed his concern that the PS exam content is not evolving in line with the dramatic changes  
26 taking place within the practice of surveying activities. Fritz asked if there were any other jurisdictions that  
27 might serve as good models for developing an alternative path. Kerr appreciated the suggestion and indicated  
28 that he would do a little more research.

29  
30 The Chair added that the last several national conferences he has attended focus on how technology is  
31 changing the professions and the challenges it presents for this board and the state. Kerr expressed his  
32 concern that the PAC studies are disconnected from the profession given that many of the respondents were  
33 not current with drones or geospatial. Kerr said he is confident that an alternative path will increase the  
34 number of surveyors in Alaska, which is needed. Fritz expressed her concern about the approach and said  
35 that the discussion should be grounded in the three-legged stool for licensure and what the minimum  
36 standards are to protect the public health, safety, and welfare. Maynard returned to the education and  
37 experience table. Kerr said the issue with the current regulations is that the alternative path requires board-  
38 approved courses that must be reviewed by the board members and requires the individual's application to  
39 come before the board multiple times.

40  
41 The Chair asked if Hale had provided any comments on the topic. Kerr responded that Hale has been in the  
42 field and he was not sure of his stance on this matter. Kerr added that he believed this would also help bring  
43 people that are doing activities that fall under the definition of surveying into compliance. The Chair asked  
44 Kerr about next steps. Kerr said he would like to start a regulation project and look at states with similar  
45 definitions and situations to see what they are doing.

1  
2 **On a motion duly made by John Kerr, seconded by Catherine Fritz, and passed**  
3 **unanimously, it was resolved to start a regulation project to modify 12 AAC 36.064 Table B.**  
4

5 **12.C. Alaska Land Surveyors Examination Schedule** – Jones explained that there had been some  
6 discussion at the January meeting about moving the date of the AKLS exam up to coincide with the  
7 professional land surveying conference. Jones stated that it was not feasible to adjust the 2019 schedule, but  
8 asked the board if they wanted to consider moving up the date for the 2020 AKLS exam administration.  
9

10 Maynard commented that the April date was so that examinees could sit for the PS exam one day and then  
11 the AKLS the next day. The board discussed the increased flexibility due to the PS exam now being computer  
12 based and agreed to move up the date. Kerr said he would confirm the conference dates. Jones offered to  
13 check with Test, Inc. to confirm that it is not an issue.  
14

15 ADDENDUM: Kerr confirmed the ASPLS Conference was scheduled for February 12-16, 2020.  
16

17 The board recessed for lunch at 12:00 p.m., and reconvened at 1:05 p.m.  
18

19 **13. Public Comment**

20 Hearing no requests to testify, the Chair asked the board to move on to application review.  
21

22 **14. Application Review**

23 The board began reviewing 92 applications for registration including 49 by exam and 43 by comity.  
24

25 **15. Recess for the day**

26 The board recessed for the day at 4:43 p.m.  
27

28 **16. Reconvene meeting/ Roll Call**

29 The board reconvened at 8:19 a.m. on Friday, August 2, 2019. Roll call, all present, except Dave Hale excused  
30 by the Chair. John Kerr was unable to attend Friday due to illness, excused by the Chair.  
31

32 **17. Application review continued.**

33 The board continued reviewing applications.  
34

35 **18. Division Update**

36 Division Director Sara Chambers joined the meeting. The Chair invited Chambers to speak. Chambers  
37 thanked the board for adjusting their schedule so she could attend both the Board of Real Estate Appraisers'  
38 meeting as well as the AELS board meeting. Chambers explained she would be presenting on the regulatory  
39 reform concept that the Governor had requested be presented to all boards and to review board finances.  
40

41 **A. Review of Board Finances and How They Work** – Chambers stated that she wanted to spend a little  
42 time walking through board finances to ensure that all members understand how the board finances work and  
43 the way that reporting is structured. Chambers reminded the board the information contained in the board  
44 packet is an excerpt of the Board Manual available on the Division's website. Chambers explained that when  
45 the Legislature adopts the budget it is itemized down to the Division levels and that the Legislature gives the

1 Division an appropriation. Chambers reiterated that the money for the Division comes from licensees.  
2 Chambers stated that the Division receives a certain appropriation for certain items that cover all professional  
3 licensing programs. Chambers indicated that the appropriation is split between corporations and business  
4 licensing and then professional licensing. Chambers explained that the accounting system does track  
5 expenditures by program. Chambers explained that the Division, not the board statutorily has the authority,  
6 responsibility, and accountability to ensure administrative costs are covered, membership fees are paid, etc.  
7 Chambers said the Division works in partnership with each board to ensure that expenditures and revenues  
8 are adequate. Chambers said that the Division is tracking and reporting to the boards and requests the board's  
9 input on fee setting. Chambers said that the statute requires that the Division consult with the board, but that  
10 it is ultimately the Division's responsibility after input from the board and public comment.

11  
12 Chambers stated that she has made a commitment to provide timely reports to boards and is working on  
13 mid-October for the end of year report. Chambers explained direct expenses and indirect expenses and how  
14 those are coded to programs. Chambers encouraged the board to look at the Board Manual for more  
15 information on the methodologies used for indirect costs and mentioned that the information is reported at  
16 each quarterly meeting. Chambers added that the Division have been refining their methodologies for indirect  
17 costs that takes into consideration the size of programs and adjusts allocations accordingly. Chambers asked  
18 the board if they had any questions about expenditure authority, fee setting, reporting and indirect allocation.

19  
20 The Chair asked how travel waivers fit into this discussion. Chambers stated that the Governor requested all  
21 Departments to submit a travel plan for the entire fiscal year following the Governor's parameters. Chambers  
22 stated that staff, including Jones submitted information that was then reviewed by Chambers and their  
23 Administrative Officer. Chambers stated that she pushed the limits a bit on the Governor's parameters and  
24 had several conversations with the Commissioner to explain that one size does not fit all agencies, let alone all  
25 programs. Chambers stated that one in-person meeting is the standard. She commented that some boards  
26 need to meet in-person more than once a year, while others are happy to meet via videoconference for all  
27 meetings.

28  
29 Chambers commented that the FY2020 in-state travel has been approved and that she is currently waiting to  
30 hear if the FY2020 out-of-state travel plan has been approved.

31  
32 Chambers explained the travel waiver request is something that staff, not the board would submit for travel  
33 that was not included in the FY2020 travel plan for whatever reason. Chambers explained that Jones would  
34 submit the request and justification for consideration.

35  
36 Fritz asked for clarification about the in-state travel, stating that the board had requested four in-person  
37 meetings and asked if those were in the FY2020 travel plan that had been submitted. Jones clarified that the  
38 board's request was outlined in the board's annual report, but that she had submitted travel within the  
39 Governor's framework, meaning only one in-person meeting was submitted. Fritz asked about the process  
40 for obtaining a waiver for the remaining meetings in FY2020. Chambers responded that staff can draft the  
41 justification and submit it for consideration. Chambers acknowledged that the board frequently adds a lot of  
42 value to their meetings by conducting outreach activities with students and professional societies, and that  
43 those are legitimate reasons for requesting a waiver. Chambers added that the waivers were per meeting and  
44 encouraged the board to articulate why a specific meeting needs to be in person to Jones so that it can be  
45 included in the request and taken to the Commissioner's office for consideration.

1  
2 Fritz asked if the four meetings approved and it was a matter of the travel being approve. Jones explained  
3 that the justifications for having the November meeting in Fairbanks and February meeting in January, etc.  
4 was included in the annual report, not the travel plan. Maynard expressed his frustration that the annual  
5 report and the board's requests were ignored and believed they should have been submitted with the initial  
6 request. Maynard stated that by not putting the request in upfront there appeared to be an added burden on  
7 the board and staff to go through the process for each meeting.

8  
9 Maynard added that when he received the request from Boards and Commissions for feedback he had replied  
10 and explained that it was a problem. Maynard said that the individual he spoke with understood that and  
11 indicated that the board needed to submit a travel waiver request, but that had been over a month and we still  
12 hadn't submitted one because we didn't know what the appropriate format was. Jones stated that she had  
13 asked about the appropriate format and said based upon today's discussion, she understands the process and  
14 will work with Chambers to get the request submitted. Maynard recommended putting all three in now. Fritz  
15 asked if that was a possibility or if quarterly was the preferred method.

16  
17 Chambers thanked the board for their feedback and stated that they are looking for the most efficient way to  
18 handle travel requests and advocate for what you need, but also asked the board to understand that the  
19 Governor has established guidelines and expectations. Chambers said that the Governor is asking all agencies  
20 to think a little differently about things and really look at whether what we want is justifiable or is it just a  
21 want. Chambers said that she has advocated for the boards speaking with the Commissioner and Boards and  
22 Commissions to explain why travel is needed. Chambers added that sometimes they hear that and agree, but  
23 there are also times where they disagree and ask agencies and/or boards to think of alternative ways.

24  
25 Chambers suggested translating the language in the annual report into travel requests and agreed to work with  
26 Jones on bringing those forward for consideration. Chambers indicated that it may also be possible to submit  
27 those requests together rather than quarterly. Fritz added that there is a potential benefit for cost savings if  
28 multiple travel requests can be submitted together and travel booked farther in advance. Fritz added that she  
29 appreciated Chambers' recognizing the board's outreach efforts and asked Chambers if she felt there were  
30 any areas the board could help Jones articulate more clearly to explain what the board is trying to accomplish  
31 by meeting in person. Chambers stated that adding value through meeting with the university or other  
32 organizations where in-person presence is really the only way to have those conversations is where the  
33 Division is seeing approvals happen. Chambers added that the Division has proven that virtual meetings are  
34 successful with other boards and that if there is nothing in the request that really justifies it being in-person  
35 then it is difficult to say why this board can't successfully conduct a meeting via Zoom. Chambers asked the  
36 board to consider if it is a preference to meet in person, or if it is truly necessary and to articulate that in the  
37 justification.

38  
39 Maynard responded that during the May 2019 meeting it took six hours to review applications because the  
40 board members could only speak one at a time. Maynard said one individual that completed all her  
41 assignments ahead of time had nothing to do but sit on the line until some other applications were reassigned.  
42 Maynard said yesterday the board did it in three hours and spent 45 minutes this morning reviewing  
43 applications that were not ready yesterday. Maynard added that they probably could have competed all of  
44 them yesterday if the files were ready. said it is a lot more efficient if they board meets in person and can just  
45 confer with the other reviewing members simultaneously.

1  
2 Fritz agreed stating that there are technical limitations that she wanted Chambers to understand. Fritz said it  
3 is very difficult to do what we do via videoconference, regardless of outreach efforts. Chambers responded  
4 indicating there may be a way to reframe those issues in a way that goes along with the regulatory reform  
5 discussion and request for agencies to think outside the box. Chambers explained that part of the reason of  
6 having a multi-disciplinary board is efficiencies. Chambers said there may be a case to be made that having a  
7 combined board is a cost saving in overhead and one of the by-products is that the board needs to meet in  
8 person to conduct application review and be able to ask questions in an efficient way.

9 Chamber said that there is a discussion regarding other boards that may be concatenated into one board and  
10 that the AELS board is a great example of how it can work successfully. Chambers said she is looking at the  
11 argument that this board needs to meet in-person for each quarterly meeting because it is already being  
12 efficient by being four boards in one and that is just the cost of doing business. Chambers stated that she  
13 would be happy to make that argument and believes it is logical.

14 The board thanked Chambers for her offer. The board and Chambers discussed costs of meeting outside the  
15 most cost-effective location and finding a balance between the Governor's directives and protecting public  
16 health, safety, and welfare.

17 Fritz said because there is such a focus on efficiencies, why does third-party funded travel reimbursements  
18 need to go through the state. Fritz said that former Deputy Commissioner Faulkner had asked her why  
19 funding from national organizations to which the board is a member of goes into the state coffers just to be  
20 sent back out to board members as reimbursements. Fritz said that had not always been the case and  
21 wondered if there were any analysis being done to make the travel reimbursement process more efficient.  
22 Fritz said it used to be the responsibility of the traveler to ensure they are meeting the funding and  
23 reimbursement rules of the organization, but now there are issues with delayed approvals and inability to  
24 book travel well in advance, resulting in higher airfare costs or delayed reimbursements. Fritz commented that  
25 she is still waiting for reimbursement for travel in June that she had personally paid for up front months  
26 prior.

27  
28 Mott stated that there is another component that he finds a little insulting. Mott explained that often the state  
29 travel staff will book travel that is being reimbursed by a third party and select the cheapest flight regardless  
30 of the duration. Mott said he could have taken flights for a couple hundred dollars more that the third party is  
31 willing to reimburse that only take 10 hours, but instead he is put on a flight that is a little cheaper and it takes  
32 sixteen hours or more to get home. Mott explained board members are volunteering their time, but felt it was  
33 very disrespectful to treat their time with such disregard. Mott commented that the board is a volunteer  
34 organization and to have these people in a room for two days would cost \$25,000 to \$30,000. Mott said that  
35 the staff booking flights are very lax about the duration of a flight and feels that is disrespectful given the time  
36 that the give to the State.

37  
38 Chambers thanked Fritz and Mott for their comments and explained that some of the items they mentioned  
39 are state policies that she recommends be action items for her and Jones after this meeting.

#### 40 41 **18. B. Introduction to Right-Touch Regulation Exercise**

42 Chambers presented on opportunities to remove barriers to licensure and explained that it will look different  
43 for each agency. Chambers stated that she was very proud that Commissioner Anderson had been designated  
44 leader for this effort and by and large most of the boards, including the AELS board, were already building in

1 time to their agendas to review regulations on a routine basis. Chambers explained that it was a call on board  
2 members to get out of their comfort zone and really look at what we do as a regulatory agency.

3 Chambers explained that proficiency referred to all board members having a voice, including public members  
4 and taking time to learn about other professions. Chambers added that the AELS board models that. She  
5 explained there is also a customer service component related to response times for returning emails and  
6 phone calls, and that licensing applications are reviewed efficiently and effectively.

7  
8 Chambers explained that the Governor’s mandate also included a reporting mechanism. Chambers provided  
9 some examples to consider including a strategic plan for the board, look for “low hanging fruit” within AELS  
10 Statutes and Regulations, and consider friction points where standards are outdated. Chambers encouraged  
11 the board to identify the artificial barriers and get ride of them.

12  
13 Chambers stated that the administration is extremely supportive of boards doing this work. She encouraged  
14 the board to challenge the biases and build time into meeting agendas to focus on this task and set deadlines  
15 for meeting goals. Chambers explained the workbook was a tool available to the board and the objective was  
16 to manage risk

17  
18 Chambers said licensing boards has the responsibility to set the minimum bar for safe practice and mentioned  
19 that some boards are holding town hall meetings to solicit input and mentioned that it as an option for the  
20 board to consider. Chambers recommended the board evaluate what they are doing and ask why to ensure  
21 the amount of education, hours of experience, etc. are necessary for that minimum standard rather than  
22 because that’s what we’ve always done. Chambers asked the board to also consider what, if any, additional  
23 resources are required to accomplish these goals.

24  
25 Chambers discussed how to use the workbook and encouraged the board to use the tool. She explained that  
26 the workbook looked at what are the risks, what are the problems and asked the board to have conversations  
27 about the plausible of harm, the significance of harm, and ask “are you drawing the line reasonably to ensure  
28 the minimum competency is there?”. Chambers asked board to challenge themselves to look at where they  
29 fall on the standards.

30  
31 Chambers thanked the board for their time. The Chair and members of the board thanked Chambers for the  
32 presentation.

33  
34 The Chair asked the board to return to the application reviews. The board looked at a civil engineer by exam  
35 application file that including a foreign degree that had been evaluated by a credentialing agency and  
36 determined to be “regionally equivalent” rather than ABET-equivalent and discussed the required amount of  
37 experience needed based upon the evaluation. The board recommended getting clarification on the  
38 “regionally equivalent” language. Jones stated that she would follow up with the applicant and proceed with a  
39 mail ballot if appropriate.

40  
41 TASK: The Chair requested that Jones reach out to all credentialing agencies listed on the AELS website to  
42 confirm their evaluation processes.

43  
44  
45 **19. Foresight Training**

1 Jones explained that CLARB offered a Foresight Training that included a four-part webinar series that she  
2 and Urfer had participated in. Jones explained that part of the training required participants to conduct a  
3 foresight discussion with your board. The Chair asked what the essence of the training was. Jones stated that  
4 there is a lot of overlap with Chamber's presentation and regulatory reform. Jones said that the foresight  
5 training focused on looking ahead ten years and considering all plausible futures, and looking statutes and  
6 regulations through that lens to anticipate changes in regulation, and how best to prepare for the future of the  
7 professions regulate by the AELS board.  
8

9 The Chair said that there was a similar activity at the NCARB annual meeting where you brainstormed ideas  
10 and then used the bracket system to come up with the most important item that you really wanted to move  
11 forward with. Fritz added that there were prompts in the forms of questions to get participants to look at all  
12 types of scenarios and determine what was the most important goal. The Chair and Fritz explained that  
13 during the process they came up with strategic plan as the number one goal for the coming year.  
14

15 The Chair asked the board how they wanted to approach the plan. Fritz asked Urfer if she thought it was  
16 worthwhile to spend time on the Foresight exercise or if the board should focus on issues that have already  
17 been identified. Urfer stated that there are two pieces to the process – one is the requirements of the training  
18 exercise and the other is the fact that strategic plans have been a key topic of discussion at all recent CLARB  
19 meetings she has attended. Urfer thought it was interesting that the Chair and Fritz came to that same  
20 conclusion at the NCARB meeting. The Chair asked the board if they wanted to add another day to the next  
21 meeting to have a work session focusing on strategic planning. Fritz suggested utilizing the committee  
22 structure to get most of the work done that way. Johnston commented on the difficulties of getting things  
23 done in between meetings. The Chair mentioned that there were special topics discussions included in today's  
24 schedule to allow the board to have dedicated time to discuss timely issues.  
25

26 Jones circled back to the Foresight training and asked the board to review the scenario provided by CLARB  
27 that involved an increasing presence of artificial intelligence in the landscape architecture. Jones asked each  
28 board member to rater their view of the future on a scale of 1-6 with one being the most negative outlook  
29 and six being totally positive about the future of the professions. Each board member indicated their  
30 numbers:(N/A, 2, 3, 3, 4, 5, 5). The board discussed moves to remove licensure in other jurisdictions and the  
31 pressures to constantly look at regulations. The Chair said there are a several states that are dealing with a lot  
32 of deregulation issues. Several members responded indicating that the AELS board was in a good position to  
33 evaluate current statutes and regulations.  
34

35 Jones asked the board if they had any comments regarding artificial intelligence (AI) and how that may affect  
36 the respective professions regulated by the board? Fritz stated that she believed technology will be positive  
37 thing overall and mentioned the advancements made with BIM. The Chair said that AI may take the place of  
38 certain elements and raise questions. Overall the board felt it was an interesting scenario that ran parallel to  
39 questions at national conferences regarding the future of the professions and how boards need to be  
40 cognizant of potential changes. Fritz stated that she was encouraged by all the parallel discussions regarding  
41 member roles as regulators and stated that it is valid to always be looking at your regulations identifying the  
42 "low hanging fruit", as well as tougher issues.  
43

44 The Chair expressed his appreciation to the board, saying he is always challenging itself and coming back  
45 from national conferences with questions and adjustments.

1  
2 Johnston suggested reaching out to registrants to gather input and wider perspectives on key topics such as  
3 continuing education and board composition. Several members agreed.

4 Jones thanked the board for participating in the exercise.

5  
6 The Chair asked Jones to explain the marked-up application form in the board packet under *Agenda Item 10.*  
7 *Presentation on NCEES Council Record.* Jones explained that staff often receive feedback from licensees who are  
8 disgruntled at having to submit a completed application form with their NCEES Record. Jones said she  
9 discovered that some states have a different form for people that submit a record that is a shorter application  
10 form versus requiring the applicant to complete and submit the long application form. Mott commented that  
11 some states require an NCEES record. Jones responded, saying some jurisdictions accept records from the  
12 various national councils in lieu of applications. Jones explained she is looking for ways to simplify the  
13 process for licensees, as well as reduce the amount of time staff spends extracting information from the  
14 records Jones asked the board to consider offering a short application for applicants that submit an NCEES,  
15 NCARB, or CLARB council record.

16  
17 Mott said that building an NCEES Record is an onerous task, especially for older individuals, but agreed that  
18 it is a great tool once you have it established. Jones clarified that the short application form was intended to  
19 be an alternative option rather than replace the current application form. The Chair asked what that process  
20 would entail. Jones responded that it would be mostly administrative and involve working with the  
21 publications team to develop a new form. Jones said that the statute requires a board-approved form, but  
22 added that it does not prevent the board from having multiple forms. As additional reference, Jones added  
23 that the board recently approved having separate application forms for exam and comity for each of the  
24 professions.

25  
26 The Chair asked the board to move on to the next item on the agenda. Fritz asked if there need to be any  
27 additional follow up from Sara Chamber's presentation. The Chair responded, encouraging the board to keep  
28 the discussion with Chambers in mind during this afternoon's focus on special topics. Jones clarified that it is  
29 a mandate and the board needs to be working on the regulation reform, but that the board is not required to  
30 complete the workbook during this meeting.

31  
32 **20. Regulation Projects**  
33 **A. 12 AAC 36.050(b)(1) to clarify documentation requirements** – Jones suggested removing the reference  
34 to five days before the NCEES exam registration deadline since approvals are now handled online through  
35 NCEES E3 portal. Maynard questioned the 30-day deadline for applications and noted that the transition of  
36 some exams to year-round will negate the exam administration deadline for some of the PE exams.

37  
38 The Chair asked for other comments about the deadlines. Maynard stated that the deadlines should be  
39 removed if they are not being followed and expressed his frustration with reviewing applications that came in  
40 after the deadline. Johnston suggested that applications that came in after the deadline should be reserved for  
41 the end of the meeting and only reviewed if there was time in the agenda. Several members agreed with that  
42 approach.

43  
44 Maynard commented that he would prefer staff get the continuing education audits done that are eighteen  
45 months out rather than adding applications into a meeting when they didn't meet the deadline. Fritz agreed

1 that it is not fair to those that met the deadline and that the board currently does not have the staff resources  
2 to accommodate late applications. The Chair asked if the preparation of applications was typically handled by  
3 the licensing examiner. Jones responded affirmatively. Fritz stated that it is a huge burden for one staff  
4 person to handle and continue to be a public service minded as possible. Maynard responded that it is one  
5 thing if staff have the time to get to late applications, but he did not agree with putting work aside to cater to  
6 people that did not meet the deadline so that they don't have to wait six months or a year. Johnston added  
7 that there is a person behind every application and added that reducing processing time for licensure is a  
8 priority for this administration.

9  
10 Urfer suggested the board assist with setting priorities. Jones apologized for the delays with the CE audit and  
11 explained that she did not feel she had the appropriate level of understanding to review the submissions.  
12 Maynard explained that originally the board reviewed the audits and then the former Executive Administrator  
13 felt comfortable taking over that task. He stated that the board could take that task back if staff did not feel  
14 able to handle it. Fritz commented that there appears to be a lot of variables based upon the submissions that  
15 she has reviewed and stated that staff should not be expected to handle the review.

16  
17 The Chair said the board would take over the reviews. Jones said that she had been very thorough with the  
18 reviews and documenting which courses were eligible for carry forward, etc. The Chair asked Jones to  
19 determine how to divvy the remaining ones up for the board to review. Fritz stated that the tools Jones has  
20 developed are critical for relaying information back to the registrant if there were questions about courses and  
21 or to document carry forward. The Chair asked the board to discuss a plan for addressing the backlog during  
22 the special topics discussion.

23  
24 Urfer circled back to the applications and recommended that deadlines be observed so that staff and board  
25 members are not scrambling for applicants that did not meet the deadlines. Several members encouraged  
26 Jones to escalate any complaints from applicants that miss the deadline to the Chair for a response.

27  
28 **B. 12 AAC 36.066 FS eligibility language clean up** – Jones explained that Hale and Kerr were working on  
29 cleaning up the references to fundamentals of surveying exam eligibility.

30  
31 **C. 12 AAC 36.063, and .068 to clarify mentoring program requirements** – The board reconfirmed that  
32 the language needs to be updated to clarify that the mentoring program is four years, but that the same 24  
33 months of responsible charge requirement remains. Jones confirmed that a response letter was sent to Brian  
34 Hanson to explain the board's intent, but added that proposed changes had not been drafted. The Chair  
35 asked Maynard to carry it forward.

36  
37 Jones added that it was part of a larger regulation project that included updates to the landscape architect  
38 registration requirements language. Jones explained that since landscape architect regulations included  
39 references to a mentor program that the board had previously determined to roll those updates into a larger  
40 regulation project.

41  
42 **D. 12 AAC 36.990 definitions** – Maynard reported that he had not received any feedback from the proposed  
43 definitions that he had previously provided. Jones confirmed no comments had been received. The board  
44 reviewed the proposed additions of progressive experience and mentorship program.

1 **E. 12 AAC 36.068 and .108 landscape architect registration requirements** – The Chair asked Urfer for a  
2 status update of this regulation project. Urfer said that she believed it was ready to go. Fritz recalled that  
3 initially this had also included statutory changes, but that the board decided to do as much clean up as  
4 possible within the regulations given delays in finding a sponsor for the statutory changes. The board  
5 discussed delaying public notice of these changes to combine with other updates.

6  
7 Maynard recommended that everyone spend the next few months looking through all AELS Statutes and  
8 Regulations and identify updates. Maynard provided the example of outdated references to eligibility for the  
9 fundamentals of engineering examination. Several members agreed.

## 10 11 **21. Special Topics**

12 **A. Continuing Education** – The Chair asked Fritz and Wallis to comment on their recent review of  
13 submissions on Wednesday. Fritz said that more responsibility needs to be put on the registrant to provide  
14 enough documentation to allow reviewers to verify it meets the criteria and recommended that the CE form  
15 be updated to request the information that is needed. Fritz said that the regulations require to demonstrate a  
16 minimum of 24 professional development hours, not provide a certificate that you completed something.  
17 Fritz expressed her concern with discrepancies between the amount of time awarded on the certificate and  
18 actual length of courses. Fritz and Wallis suggested the board determine what is most important and go from  
19 there. Maynard added that the board also needs to recognize its limitations in being able to verify the  
20 information.

21  
22 Jones asked about developing an AELS Statutes and Regulations course. Johnston agreed and stated other  
23 states require ethics courses with each renewal.

24  
25 The Chair reviewed the continuing education regulations and recommended staff perform a preliminary  
26 review of the submission and if the registrant does not submit the necessary level of information then you  
27 don't accept it. Fritz explained the process of back and forth with the registrant and amount of time and  
28 resources it takes for staff to manage that. The board discussed several scenarios and how best to handle the  
29 audit.

30  
31 The Chair asked for ways to simplify the process. Maynard suggested that it be viewed as a point in time and  
32 recommended that the board reject anything that does not meet the requirements, rather than going back and  
33 forth for more information. Maynard also suggested that the registrant track carry forward.

34  
35 Johnston and Mott suggested updating the form to include a column to confirm or explain how the course  
36 meets the requirement. The Chair recommended including an example on the first line and asked the board  
37 to consider what else they want to see on the CE Report form.

38  
39 TASK: Fritz offered to work with Jones to develop a new CE Report form.

40  
41 The board re-reviewed 12 AAC 36.510(g) (1-5) and noted some issues regarding “managerial content”.  
42 Maynard suggested conducting outreach about continuing education requirements to help registrants  
43 understand what qualifies.

1 The Chair asked about the submittal process. Jones explained that CE submissions are received via email,  
2 mail, and fax, then added to the individual's record and flagged for review. The board discussed ways to  
3 minimize the amount of legwork for staff and how best to get the submissions to the board for review.  
4

5 Fritz asked about the process for those that did not meet our requirements. Jones stated that ones that did  
6 not meet the requirements are forwarded to the Division's paralegal. Wallis said he is still struggling with the  
7 content having to all be related to health, safety and welfare. The board reviewed the criteria again and  
8 identified areas requiring clarification.  
9

10 Due to timing of the next audit and process to update regulations, the Chair recommended that the board  
11 keep these concerns in mind during the upcoming CE audit review and plan to submit a draft of proposed  
12 changes following that review. Several members agreed.  
13

#### 14 **B. Arctic Course Requirements**

15 The Chair asked the board to move on to the topic of arctic engineering. Maynard explained the topic came  
16 up because Brian Hanson had expressed concerns with one of the courses not being the same amount of  
17 time. Johnston said that the board had determined that while it was less time it was sufficient. Fritz said that  
18 she thought there was an issue. Johnston said she interviewed the instructor and reviewed the materials and  
19 believed that it met the minimum.  
20

21 Maynard said at the January meeting the board established a committee and intended to develop minimum  
22 criteria for arctic engineering/ northern design courses. Maynard also stated that some courses are better for  
23 certain disciplines and suggested reaching out to some of the professional societies to develop a course that is  
24 more relevant to their discipline. Fritz recommended that the board put together some expectations or matrix  
25 that represents a minimum standard. The Chair suggested the board look at the rubric that Dr. Perkins  
26 presented at the January 2019 meeting. Johnston agreed to compile a rough draft of the minimum criteria for  
27 the board to consider.  
28

#### 29 **C. Licensure Mobility**

30 The board decided to review 12 AAC 36.990 Definitions and identify any updates or additions that are  
31 needed rather than discuss licensure mobility. Maynard reminded the board that he had been tasked to draft  
32 definitions for progressive experience and mentor program and asked if there were any others.  
33

34 The board also discussed responsible charge and responsible control. The Chair said in the architectural  
35 world they are used interchangeably. Maynard and Johnston argued that they are different. The board  
36 returned to reviewing progressive experience and suggested clarifying whether it can be projected or not  
37 under 12 ACC 36.067 Date of Experience.  
38

39 The board discussed the mentoring program/ system referenced in 12 AAC 36.063 and .068. The Chair  
40 requested that all the updates be compiled at the November meeting with the intent to submit one large  
41 packet of proposed changes. The board agreed.  
42

43 The Chair complimented the board on how they used the special topics session and suggested combining the  
44 committee updates with the special topics session into one large work session and the board determine the  
45 topic or topics for each meeting. Several members expressed their agreement with that approach.

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**22. Committee Updates**

**A. Arctic Engineering/ Northern Design Committee** – Covered during special topics session.

**B. Board Outreach** – Fritz offered to develop a template for reporting outreach efforts that also includes preparation hours, etc. and recommended that it be used going forward to illustrate the board’s efforts, staff involvement, and to assist in planning future activities and travel requests. Fritz offered to put together a report for the AGC Safety Fair and create a template to be used going forward.

Maynard reported that was asked to speak with ANTHC and that they were very interested learning about the mentoring program and were very appreciative of him taking the time to speak with them. Jones added that she also received a phone call from the organizer expressing their appreciation. Fritz suggested that Maynard complete the report as well to document all the presentations we do.

The Chair asked that the template be uploaded to the board’s resources folder in OnBoard. Jones added that she completes a Travel Action Summary after each board meeting and stated that she typically will note if the board conducted any outreach, but indicated that it is not as extensive as what Fritz is proposing.

Johnston mentioned that when the board meets in Fairbanks there are several organizations that are looking for speakers. Johnston mentioned Alaska Society of Professional Engineers, Alaska Native Science and Engineering Program, and Society of American Military Engineers.

**C. Continuing Education Committee** – Fritz asked if anyone else was interested in working with her on continuing education matters. Johnston volunteered to work on with Fritz.

**D. Emeritus Status Committee** – Jones confirmed that Emeritus Status does not need to be resubmitted once someone has been given that status.

**E. Guidance Manual** – Jones stated that she had information regarding the use of titles to add to the manual, but wanted to confirm on the record that the board wished to have that item added to the Guidance Manual. The Chair directed Jones to proceed with the updates.

**F. Investigative Advisory Committee** – The Chair reminded the board members to support Investigator John Savage as needed.

**G. Legislative Liaison Committee** – Fritz proposed expanding it to the Legislative Liaison and Regulation Committee based upon the board’s focus on reviewing and updating statutes and regulations. Maynard stated that the Regulation FAQ forms are typically completed by the person heading that particular regulation project and suggested that process remain intact. Fritz agreed and withdrew her suggestion.

**H. Licensure Mobility Committee** – Johnston commented that staff will be moving forward with the shortened application forms. Fritz stated that the current administration is open to changes and suggested keeping the committee to revisit the possibility of delegating authority to staff to approve applications that meet certain criteria, such as NCARB certificate holders

1 **23. National Organization Meeting Reports & Updates**

2 **A. CLARB** – Urfer recapped the Foresight Training and stated that she planned to attend the CLARB  
3 Annual Meeting in late September. Urfer added that the members would again vote on the Board of  
4 Directors (BOD) composition and confirmed with the other members that the AELS board will continue to  
5 support regional representation on the BOD.  
6

7 **B. NCARB** – Fritz and the Chair reiterated the effectiveness of the exercise conducted at the NCARB  
8 Annual Meeting in June and mentioned that NCARB released its new mission and strategic plan at the 100<sup>th</sup>  
9 Anniversary Celebration. The Chair requested Jones bring the materials from the exercise to the November  
10 meeting to assist with the board’s strategic planning efforts and review of AELS statutes and regulations.  
11

12 **C. NCEES** – Maynard reported on the NCEES Western Zone Meeting that was held in May and stated that  
13 there was not a lot of controversial topics at this year’s zone meeting. Mott agreed and added that attending  
14 the law enforcement exchange had been very beneficial. Johnston, Maynard and Kerr plan to attend the  
15 NCEES Annual Meeting later this month.  
16

17 **24. Read Application into the Record**

18  
19 **On a motion duly made by Elizabeth Johnston seconded by Colin Maynard, and passed**  
20 **unanimously, it was resolved to APPROVE the following list of applicants for registration by comity**  
21 **and examination with the stipulation that the information in the applicants’ files will take**  
22 **precedence over the information in the minutes.**  
23

24 The following list of applicants were APPROVED at the August 1-2, 2019 meeting:

| FIRST NAME | LAST NAME | COMITY/EXAM | TYPE OF LICENSE     | AUG. DECISION |
|------------|-----------|-------------|---------------------|---------------|
| EDUARDO    | AVELAR    | COMITY      | CIVIL               | APPROVED      |
| WILLIAM    | BALA      | COMITY      | CIVIL               | APPROVED      |
| CAL        | BEARMAN   | COMITY      | CIVIL               | APPROVED      |
| TODD       | COBURN    | COMITY      | CIVIL               | APPROVED      |
| BENJAMIN   | DAVIS     | COMITY      | MECHANICAL          | APPROVED      |
| BENJAMIN   | DAVIS     | COMITY      | MECHANICAL          | APPROVED      |
| KARL       | DIEKEVERS | COMITY      | ELECTRICAL          | APPROVED      |
| PAULA      | ENDICOTT  | COMITY      | MECHANICAL          | APPROVED      |
| ANDREW     | FORTNER   | COMITY      | CIVIL               | APPROVED      |
| JONATHAN   | FRANTZ    | COMITY      | CIVIL               | APPROVED      |
| JOSEPH     | GORNIK    | COMITY      | ELECTRICAL          | APPROVED      |
| STEVEN     | HOBBS     | COMITY      | CIVIL               | APPROVED      |
| JUSTIN     | JOHNSON   | COMITY      | CIVIL               | APPROVED      |
| LINDSEY    | KENNELLY  | COMITY      | ENVIRONMENTAL       | APPROVED      |
| STEVEN     | LINDHOLM  | COMITY      | NAVAL ARCH          | APPROVED      |
| BERNARD    | LIU       | COMITY      | CIVIL               | APPROVED      |
| CHELSEA    | McCANN    | COMITY      | LANDSCAPE ARCHITECT | APPROVED      |
| DAVID      | NAKAKI    | COMITY      | CIVIL               | APPROVED      |

|         |           |        |            |          |
|---------|-----------|--------|------------|----------|
| JOSEPH  | RICKER    | COMITY | CIVIL      | APPROVED |
| ERIC    | SOBEL     | COMITY | STRUCTURAL | APPROVED |
| CHARLES | SOUTHLAND | COMITY | CIVIL      | APPROVED |
| BRANDON | WILSON    | COMITY | ELECTRICAL | APPROVED |

1  
2       **On a motion duly made by Elizabeth Johnston seconded by Colin Maynard, and passed**  
3 **unanimously, it was resolved to CONDITIONALLY APPROVE the following list of applicants for**  
4 **registration by comity and examination with the stipulation that the information in the applicants'**  
5 **files will take precedence over the information in the minutes.**

6  
7 The following list of applicants were CONDITIONALLY APPROVED at the August 1-2, 2019 meeting:

| FIRST NAME | LAST NAME  | COMITY/EXAM | TYPE OF LICENSE | AUG. DECISION |
|------------|------------|-------------|-----------------|---------------|
| MOHAMED    | AL HARASH  | COMITY      | STRUCTURAL      | CONDITIONAL   |
| CHAD       | ALONSO     | EXAM        | CONTROL SYSTEM  | CONDITIONAL   |
| JAKE       | ALWARD     | EXAM        | CIVIL           | CONDITIONAL   |
| GARRETT    | BAGINSKI   | EXAM        | CIVIL           | CONDITIONAL   |
| CODY       | BECKES     | EXAM        | CIVIL           | CONDITIONAL   |
| JAMES      | BOGGS      | EXAM        | MECHANICAL      | CONDITIONAL   |
| PATRICK    | BRANDON    | EXAM        | STRUCTURAL      | CONDITIONAL   |
| NICHOLAS   | BREHM      | EXAM        | CIVIL           | CONDITIONAL   |
| ANGUS      | BROMAGHIN  | EXAM        | MECHANICAL      | CONDITIONAL   |
| DAVID      | CARLSON    | EXAM        | CIVIL           | CONDITIONAL   |
| MEGAYLA    | CARTWRIGHT | EXAM        | MECHANICAL      | CONDITIONAL   |
| COLBY      | CAYWOOD    | COMITY      | CIVIL           | CONDITIONAL   |
| LAWRENCE   | DASH       | EXAM        | METALLURGICAL   | CONDITIONAL   |
| EMILY      | DELANEY    | COMITY      | CIVIL           | CONDITIONAL   |
| CLARISSA   | DOUGHERTY  | EXAM        | CIVIL           | CONDITIONAL   |
| JEREMY     | DVORAK     | EXAM        | CIVIL           | CONDITIONAL   |
| MEHRAN     | EDALAT     | COMITY      | CIVIL           | CONDITIONAL   |
| DAVID      | FREESE     | EXAM        | CIVIL           | CONDITIONAL   |
| JOHN       | GARNER     | COMITY      | CIVIL           | CONDITIONAL   |
| WALTER     | GRAHAM     | EXAM        | CIVIL           | CONDITIONAL   |
| MATTHEW    | GRAY       | COMITY      | ELECTRICAL      | CONDITIONAL   |
| ROBERT     | HALCOMB    | EXAM        | CIVIL           | CONDITIONAL   |
| NATHAN     | HARRIS     | EXAM        | CIVIL           | CONDITIONAL   |
| JONATHAN   | HARTFORD   | EXAM        | CIVIL           | CONDITIONAL   |
| ELENA      | HARTFORD   | EXAM        | MECHANICAL      | CONDITIONAL   |
| D. JOSEPH  | HAUSER     | COMITY      | CIVIL           | CONDITIONAL   |
| GUNNER     | HODGSON    | EXAM        | MECHANICAL      | CONDITIONAL   |
| RYAN       | KIM        | EXAM        | CIVIL           | CONDITIONAL   |
| THOMAS     | LACH       | COMITY      | CIVIL           | CONDITIONAL   |
| JEREMY     | LANGTON    | EXAM        | CIVIL           | CONDITIONAL   |

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|----------|-------------|--------|-----------------|-------------|
| JOSEPH   | LAWENDOWSKI | EXAM   |                 | CONDITIONAL |
| ANDREW   | LEAN        | EXAM   | CIVIL           | CONDITIONAL |
| ALEX     | LEGRISMITH  | EXAM   | MINING          | CONDITIONAL |
| MATTHEW  | MARTIN      | COMITY | MECHANICAL      | CONDITIONAL |
| DALE     | MCCOY       | EXAM   | STRUCTURAL      | CONDITIONAL |
| DANIEL   | McINTOSH    | EXAM   | ELECTRICAL      | CONDITIONAL |
| GARRETT  | MCKEE       | EXAM   | PETROLEUM       | CONDITIONAL |
| JUN      | MENDOZA     | EXAM   | MECHANICAL      | CONDITIONAL |
| ALAN     | METTEMEYER  | COMITY | STRUCTURAL      | CONDITIONAL |
| JACOB    | MINTURN     | EXAM   | CIVIL           | CONDITIONAL |
| KYLE     | MOORE       | COMITY | ELECTRICAL      | CONDITIONAL |
| SARA     | NICHOLS     | EXAM   | MECHANICAL      | CONDITIONAL |
| JAMES    | PATTERSON   | COMITY | FIRE PROTECTION | CONDITIONAL |
| JOHN     | ROBINSON`   | COMITY | CONTROL SYSTEM  | CONDITIONAL |
| KEVIN    | ROSS        | EXAM   | STRUCTURAL      | CONDITIONAL |
| DAVID    | SANDBERG    | EXAM   | CIVIL           | CONDITIONAL |
| COLE     | SCHIERMAN   | EXAM   | MECHANICAL      | CONDITIONAL |
| DOUGLAS  | SMITH       | COMITY | MECHANICAL      | CONDITIONAL |
| BHARAT   | SOLI        | COMITY | STRUCTURAL      | CONDITIONAL |
| MATTHEW  | SUMMERS     | EXAM   | PETROLEUM       | CONDITIONAL |
| ROBERT   | SWANSON     | EXAM   | CONTROL SYSTEM  | CONDITIONAL |
| MICHAEL  | ULMGREN     | EXAM   | ENVIRONMENTAL   | CONDITIONAL |
| TAE      | VOIGHT      | EXAM   | CIVIL           | CONDITIONAL |
| HEATHER  | WALLERI     | EXAM   | CIVIL           | CONDITIONAL |
| BONNIE   | YORK        | EXAM   | CIVIL           | CONDITIONAL |
| YURIANTO | YURIANTO    | COMITY | CIVIL           | CONDITIONAL |
| WILLIAM  | ZIETLOW     | COMITY | CIVIL           | CONDITIONAL |
| PETKO    | ZLATEV      | COMITY | ENVIRONMENTAL   | CONDITIONAL |

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On a motion duly made by Catherine Fritz, seconded by Jeff Koonce, and passed unanimously, it was resolved to find the following list of applicants for registration by comity and examination INCOMPLETE with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

| FIRST NAME | LAST NAME | COMITY/EXAM | TYPE OF LICENSE | AUG. DECISION |
|------------|-----------|-------------|-----------------|---------------|
| LEIGH      | CLARK     | EXAM        | CIVIL           | INCOMPLETE    |
| HENRY      | COLE      | EXAM        | CIVIL           | INCOMPLETE    |
| ALVIN      | DEIGHTON  | EXAM        | MECHANICAL      | INCOMPLETE    |
| MATTHEW    | HAYMES    | EXAM        | CIVIL           | INCOMPLETE    |
| NICHOLAS   | JANSSEN   | EXAM        | MECHANICAL      | INCOMPLETE    |
| CODY       | JONES     | COMITY      | LAND SURVEYOR   | INCOMPLETE    |
| ANDREW     | KERN      | COMITY      | STRUCTURAL      | INCOMPLETE    |

|                        |                   |                |                     |                          |
|------------------------|-------------------|----------------|---------------------|--------------------------|
| DEVON                  | KIBBY             | EXAM           | ELECTRICAL          | INCOMPLETE               |
| CHRISTOPHER<br>ROWLAND | NICHOLS<br>POWERS | COMITY<br>EXAM | STRUCTURAL<br>CIVIL | INCOMPLETE<br>INCOMPLETE |
| SAMANTHA               | REDICK            | EXAM           | ELECTRICAL          | INCOMPLETE               |
| JEREMIAH               | WEAVER            | EXAM           | ELECTRICAL          | INCOMPLETE               |

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**25. Review of Board Tasks** – Jones will follow up after the meeting with a list of tasks.

**26. Board member comments**

The board thanked the Chair for hosting the meeting. Several members commented that the working session was productive and looked forward to continuing that format. Jones thanked the board for all their work.

**27. Meeting adjourns**

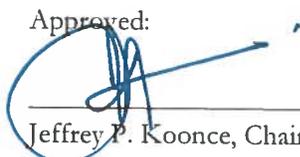
The meeting adjourned at 3:23 p.m.

**Outreach Event:** Board members Jennifer Anderson, Catherine Fritz, Colin Maynard and Fred Wallis, along with Executive Administrator Alysia Jones participated in the Associated General Contractors of Alaska’s Safety Fair, on Wednesday, July 31, 2019. This public, family-focused event featured over 10 vendors/agencies that shared information relating to construction safety. The board’s table featured a postcard handout that described the purpose of the AELS board, NCEES toy hard hats and pencil giveaways, and a game that resulted in the construction of the 3-legged stool of Education, Experience, and Examination. The life-size game board consisted of chalked boxes in the parking lot and participants rolled a large die to advance steps along the board. The participant received sticks along the way (colored popsicle sticks designated with Education, Experience, Exam). Once the game was completed, a 3-legged stool was built from the sticks. Approximately 50 children (toddlers to teens) participated in the game, and an estimated 250 total people attended.

Respectfully submitted:

 11/7/19  
Alysia D. Jones, Executive Administrator

Approved:

 11.7.2019  
Jeffrey P. Koonce, Chair  
Alaska Board of Registration for Architects,  
Engineers, and Land Surveyors