

Nebraska Board of Engineers and Architects  
**Emergency Meeting Minutes**  
**October 1, 2013**

**CALL THE MEETING TO ORDER**

The emergency meeting was held at 215 Centennial Mall South, 5<sup>th</sup> Floor, Small Conference Room, Lincoln, Nebraska. Chair Laging called the meeting to order at 1:00 p.m. and noted the location of the Public Meeting Statutes. Notice of the meeting was published on the Board's website and office entry. The purpose of the emergency meeting was to address matters needing immediate attention due to the Executive Director's resignation.

**Roll Call:** Present: Tom Laging, Chair; Jennifer Klein, Vice-Chair; Lori Krejci, Secretary; Mark Champion; Fred Choobineh; Michael Conzett; Krista Kester; Roger Helgoth. Absent: None.

**Staff Present:** Jon Wilbeck, Executive Director (ED); Sandra Weaver, Administrator (AD); Lisa Mathews, Compliance Officer (CO); Rachel Fetterman, Public Information Officer (PIO).

**Agenda Items**

**Executive Director Resignation Issues**

**List of Executive Director immediate tasks and issues**

The Board discussed negotiating with ED Wilbeck's new employer to determine if his first day of employment could be postponed to allow a later resignation date with the Board of Engineers and Architects. No consensus was reached on this issue.

ED Wilbeck prioritized immediate issues needed to be dealt with. The most important issue involves guiding the potential changes to the Engineers and Architects Regulation Act (E&A Act) through the legislative process. For example, recommended statute changes have been received from AIA Nebraska and the City of Lincoln. The outreach process must be managed. A representative will need to reach out to organizations and coordinate with Rod Krogh at Senator Krist's office. ED Wilbeck reported Rod Krogh had asked if there was a chance his new employer would allow him to testify at the legislative committee hearing when the bill is heard in 2014. The Board was in favor if permitted by Wilbeck's new employer. Kester will discuss this issue with the Board's legislative liaison, Rich Lombardi.

The next issue of priority is the 2014 NCEES Zone Meeting. The preliminary Zone Meeting budget is due to NCEES at the end of October 2013. ED Wilbeck has discussed the budget with PIO Fetterman. The Planning Committee, with staff support, will need to secure transportation and entertainment.

ED Wilbeck will attend the AIA Conference Legislative Roundtable on October 4th in Omaha. Someone will need to present to AIA Lincoln regarding the potential E&A Act changes on November 20, 2013.

PIO Fetterman is handling details for the new Licensee Ceremony on November 8, 2013, and CO Mathews will be handling the Fall Continuing Education Event in Western Nebraska to be held October 24-25, 2013.

**Update of job description for Executive Director position for posting**

The Board discussed changes to the job description for the Executive Director's position. The word "interprets" will be deleted from the job summary.

It was noted the Fall edition of the newsletter had not yet been printed. The resignation of the Executive Director and a website address for applicants will be added.

**Finding an Interim Executive Director**

The Board discussed the possibility of contracting with someone to guide the E&A Act revisions through the legislative process and having staff handle the office work in the interim. Chair Laging stated the Board Committees would continue their duties.

AD Weaver will meet with DAS Budget Management Analyst, Gary Bush, to discuss issues concerning the salary level of the new executive director.

**Executive Session – Commenced at 1:30 p.m.**

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**Action** Motion by Helgoth, second by Choobineh to enter into executive session for discussion of personnel matters involving an interim director position and finalizing the job description not a matter of public information to prevent needless injury to the reputation of those involved. The limitation for going into executive session was restated by Chair Laging. Voting Yes: Helgoth, Klein, Krejci, Champion, Choobineh. Voting No: Conzett, Kester, Laging. Absent: None.

**Executive Session – Concluded at 1:52 p.m.**

**Action** Motion by Helgoth, second by Krejci to close executive session for discussion of personnel matters involving an interim director position and finalizing the job description not a matter of public information to prevent needless injury to the reputations of those involved. Voting Yes: Helgoth, Kester, Klein, Krejci, Champion, Choobineh, Conzett, Laging. Voting No: None. Absent: None.

**Action** Motion by Krejci, second by Helgoth to eliminate "preferred but not required" in the job requirements for Executive Director and require a Bachelor's Degree to hold the position. Voting Yes: Helgoth, Klein, Krejci, Choobineh, Conzett, Laging. Voting No: Champion, Kester. Absent: None.

**Action** Motion by Kester, second by Krejci to appoint AD Weaver as Interim Executive Director with negotiated compensation on Monday, October 7, 2013, or after ED Wilbeck's last day of employment, whichever occurs later. Voting Yes: Helgoth, Kester, Klein, Krejci, Champion, Choobineh, Conzett, Laging. Voting No: None. Absent: None.

**Selection of Search Committee**

Laging, Klein, Helgoth, and AD Weaver were appointed to the Search Committee to generate a strong pool of candidates for recruitment and selection of an executive director. A projected schedule will be created for the search.

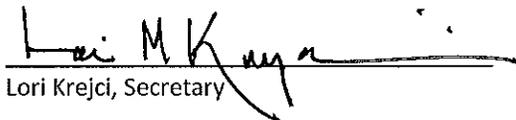
Krejci departed the meeting at 2:05 p.m.

**Executive Director search time frame**

The Board was in agreement to advertise the opening for the position of Executive Director for three weeks. At the end of three weeks, the Search Committee will extend the period if more time is needed.

**Adjournment:**

The meeting was adjourned at 2:15 p.m.

  
Lori Krejci, Secretary