

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
DIVISION OF PROFESSIONAL REGULATION  
ILLINOIS LAND SURVEYORS LICENSING BOARD

**Open Minutes**

Illinois Land Surveyors Licensing Board

Date: November 16, 2023  
Convened: 10:05 am  
Adjourned: 12:28 pm  
Location: Springfield/Chicago/WEBEX

Members Present: Kim Lyons, Chair  
Gale E. Hake, Vice-Chair  
James W. Abbitt Jr., Member  
Michael Filipski, Member  
John G. Huff, Public Member  
Carol Sweet-Johnson, Member

Member(s) Absent: None.

Staff Present: Kyle Lazell, Design Licensing Manager  
Ron Almiron, IDFPR General Counsel  
Roy Cepero, IDFPR Investigator

Guests Present: Ryan Roth, IPLSA  
Christy Crites, PE Board Member

Open Session: The Meeting was called to order at 10:05 am.  
Roll Call: The Board Members present constituted a quorum of the Board.

**I. Board Member Announcements, comments**

Ms. Lyons welcomed everyone and asked if there were any Board announcements or comments.

*No board announcements.*

**II. Guest Announcements, comments**

Mr. Roth reminded the Board about the 2024 IPLSA annual meeting being convened February 7-9, 2024, in Springfield.

**III. Licensing Manager Report**

A. HB 4162

Mr. Lazell shared that a bill was introduced in the House that would modify the Open Meetings Act to allow members of the Board to participate virtually in the proceedings of Board meetings. It did not make it out of committee during veto session; however, there is hope that it will be brought back in the Spring session.

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**B. Rules Update** Mr. Lazell shared that the draft Rules packet is being reviewed by Mr. Almiron and upon completion, it will be shared with IPLSA for their comment on the proposed changes.

**C. DPR Application Backlog** Mr. Lazell shared that due to several issues, many of which are outside the Department's control, paper applications for all professions are currently being processed with a 12–16-week backlog.

**IV. Review of Open Minutes** The Board reviewed the minutes of the September 26, 2023, meeting. Motion was made, seconded (Huff/Filipski) to accept the minutes of the meeting as presented. Motion passed with a quorum of members.

**V. Ongoing Business** Mr. Filipski inquired about the ongoing status to revise the Illinois Jurisdictional examination. Mr. Lazell indicated he was scheduling a meeting with the new Acting Director to apprise her of the issues present with the exam format and listed exam resources. Ms. Sweet-Johnson commented that licensed professional land surveyors should be writing all questions for the examination.

**VI. Report from Subcommittees**

**A. Complaint Review Subcommittee** Mr. Filipski shared the Complaint Statistics based on recommendations from the September 2023 meetings for each profession:

Architect: Opened 0, Closed 13, Referred to prosecutions 0  
SE: Opened 2, Closed 0, Referred to prosecutions 0  
PE: Opened 8, Closed 3, Referred to prosecutions 0  
LS: Opened 1, Closed 1, Referred to prosecutions 0

Complaints currently under investigation:  
Architect – 21  
SE – 11  
PE – 27  
LS – 8

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Cases currently being prosecuted:

Architect - 26

Land Surveyor - 4

Professional Engineer -16

Structural Engineer - 5

## VII. New Business

### A. Election of Officers

Mr. Lazell shared the Statutory Board officer term and duty requirements.

Call for nominations for Board Chair.

Mr. Hake nominated Ms. Lyons to be appointed for Chair. Ms. Lyons accepted the nomination. Motion was made, seconded (Hake/Abbitt) to close the nominations for Chair. The Board Members present constituted a quorum of the Board.

Ms. Lyons was re-elected as Board Chair for 2024.

Call for nominations for Board Vice-Chair.

Mr. Abbitt nominated Mr. Hake to be appointed for Vice-Chair. Mr. Hake accepted the nomination. Motion was made, seconded (Abbitt/Filipski) to close the nominations for Vice-Chair. The Board Members present constituted a quorum of the Board.

Mr. Hake was re-elected as Board Vice-Chair for 2024.

### B. NCEES Zone Meeting – delegate selection

Mr. Lazell shared that the NCEES Central Zone meeting will be held April 25-27 in Des Moines, IA. Three delegates of the Board are eligible to attend.

The Board discussed and the following members will attend as delegates for the Board:

- Kim Lyons
- James Abbitt
- Roy Cepero (Board investigator)

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C. Definition of Practice –  
Item from Jim Abbitt

Mr. Abbitt on behalf of IPLSA, presented a memo from 2013 for an opinion from IDFPR on whether determination of flood zones and related work is under the scope of practice of a PLS.

Mr. Almiron stated he would need a revised memo to be sent which is updated to reflect a current date for him to review the memo and perform a legal analysis.

Mr. Lazell mentioned that he would further discuss this with Mr. Almiron at a later date.

D. NCEES Article

Mr. Lazell shared an article from the October 2023 NCEES *Licensure Exchange* Newsletter pertaining to the Ohio Board adopting changes to their requirements for the Land Surveyor profession, acceptance of an associate degree, part-time experience, etc.

**Motion to move into Closed Session:**

Motion was made, seconded (Huff/Hake) to move into Closed Session pursuant to Section 2c (4) & (15) of the Open Meetings Act at 12:00 pm. Motion passed with a quorum of members.

**VIII. Closed Session:**

A. Review of Closed Minutes

The Board reviewed the closed minutes of the September 26, 2023, meeting.

B. Application Review/Discussion

The Board discussed one application pursuant to Sections 1270.5, 1270.10, 1270.30 and 1270.65 of the Rules for the Administration of the Illinois Land Surveyors Act of 1989.

Moved back into Open Session:

Board Chair adjourned the Closed Session and moved the meeting back into Open Session at 12:22 pm.

**IX. Motions:**

Review of closed minutes and keep the closed minutes closed:

Motion was made, seconded (Filipski/Hake) to approve the closed meeting minutes as presented and to keep the closed minutes

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closed. Motion passed with a quorum of members.

**X. Reminders**

Mr. Lazell reminded the Board that the next meeting is scheduled to be on February 7, 2024.

**XI. Adjournment**

Ms. Lyons adjourned the meeting at 12:28 pm.