

## Agenda: Municipal Delegation Technical Advisory Group- Meeting #6

Date: Thursday April 2, 2026

Time: 1 to 3 p.m.

Location: **In person/WebEx/Phone**

- **In person:** Minnesota Room, DLI, 443 Lafayette Road No., St. Paul, MN 55155
- **WebEx**
  - **Attendees:** [Click to join from a computing device/WebEx Smartphone app.](#)
  - **TAG members (panelists/speakers):** Contact [makenzie.johnson@state.mn.us](mailto:makenzie.johnson@state.mn.us) or join meeting as attendee and send email to host
  - To participate by telephone, at the date and time listed, call 1-855-282-6330 and enter access code: **2482 362 2111#**, **webinar password 1234#**
- [Visit the department's website for meeting information and materials.](#)

### Call to order

1. Announcements/Introduction of existing and new TAG members
2. WebEx Instructions/procedures

#### **Participant functions – Raise your hand before speaking**

- Click on “Participants” at the bottom right of your screen. Panels will open on the right side of your screen.
- Click the hand icon next to your name to signal you would like to speak; click it again to turn it off (\*3 by phone).

#### **DLI staff members, TAG members and presenters (panelists)**

- All are able to mute and unmute their microphones.
- Click the hand icon to indicate you wish to speak. If the host or TAG leaders say your name, unmute yourself and state your name before speaking. Click on the hand icon again to turn it off

#### **Members of the public (attendees)**

- Able to hear everything, but can speak **only** if public input is requested, at which time the host will unmute your microphone.
- For technical assistance, send the host an email message: [makenzie.johnson@state.mn.us](mailto:makenzie.johnson@state.mn.us).

### Agenda items

- Roll Call of TAG members & declaration of quorum
- Review consensus items from the previous meeting
- Discuss the approach to integrating existing Qualified Persons into the new system

- Discuss determination of category levels for the four-tier system & rationale including potential inclusion of component categories for determining category levels
- Continue discussion on Adequate Staffing and TAG member data regarding municipal staffing levels.
- Discuss methods for modifying tier assignments for projects
- Building Systems Complexity Scorecard
- Discuss further definition of each of the four baseline tiers.
- Discuss data submitted for adequate staffing.
- Discuss minimum qualifications for Municipalities to attain a Delegation Agreement
- Discuss the types of qualified persons required for a municipality to receive various tier levels of delegations.
- Discuss minimum prerequisite qualifications for Qualified Person Candidates to take various exams
- Discuss maintenance of QP status through continuing education
- Next meeting
- Adjourn

**Next Meeting: April 16, 2026, 1 to 3 p.m.**