



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

BOARD FOR ARCHITECTS
MEETING MINUTES
SPECIAL BOARD MEETING

DATE: January 23, 2009

TIME: 9:00 am

LOCATION: University of Washington
3949 15th Ave NE
Architect Hall Room G42
Seattle, WA

BOARD MEMBERS PRESENT: Henry Hardnett, Chair
Blaine Weber, Vice Chair
Benson Nielsen, Member
Charles Farrell, Member
Pamela Transue, Member
Pedro Castro, Member

STAFF PRESENT: Joe Vincent, Jr., Administrator
Lorin Doyle, Program Manager
Erica Hansen, Administrative Assistant
Martha Lantz, Assistant Attorney General
Bruce Turcott, Assistant Attorney General

ABSENT Jerry Lee, Secretary

OPEN SESSION

- 1. Call to Order 9:10 AM**
 - 1.1. Introduction of Visitors

Students joined the board over lunch for a question and answer session.

1.2. Order of Agenda

The following complaints/investigations were added for review

2008-11-0400-00ARC
2008-11-0401-00ARC
2008-11-0404-00ARC
2008-12-0402-00ARC

1.3. Approval of Minutes, November 14, 2008 meeting

The approval of the July 18th, 2008 meeting minutes was tabled until a quorum of board members present at that meeting are available.

Staff Action Item: Ms. Hansen will schedule a special board meeting specifically to approve the July 18th, 2008 meeting minutes

Mr. Nielsen made a MOTION to approve the minutes with spelling corrections on pages one and four, Mr. Weber SECONDED the MOTION and it passed.

1.4. Review Communications

The board reviewed a letter submitted by Terry Walker regarding the administering of RCW 18.08.

Staff Action Item: Staff to draft a response for Martha's review and Henry's signature, explaining to Mr. Walker that his interpretations of the law are inaccurate.

2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations

No Business

CLOSED SESSION

3. Complaint / Investigations

4. Legal Issues and / or Deliberation

OPEN SESSION

The following cases were closed with no further action:\

2008-11-0400-00ARC
2008-11-0401-00ARC
2008-12-0402-00ARC
2008-11-0403-00ARC
2008-11-0404-00ARC

The following orders were approved by the board:

2003-11-0400-00 ARC
In the Matter of the Certificate of Registration to Practice as an Architect
Kenneth W. Rupard, Respondent

Order approved as presented

2005-03-0400-00ARC

In the Matter of the Unlicensed Practice as an Architect
Jennifer Irvin, Respondent
Order approved, fine amended to \$3,000.00

2005-04-0402-00ARC

In the Matter of the Unlicensed Practice as an Architect and Architecture Firm
Bennett Homes, Inc. dba Bennett Living Architecture, Respondent
Mr. Weber recused himself from the deliberation and the vote on the approval of
this order due to a conflict of interest.
Order approved as presented

Staff Action Item: Ms. Hansen will update the signature pages of the approved orders with the current board chair and year.

5. Disciplinary & Investigation Items

5.1. Disciplinary Report

The disciplinary report was provided in the board packet.

Mr. Weber commended staff on their diligence in closing backlogged cases.

5.2. Telephone directory letter draft

The board approved the draft letter with minor edits. The board discussed having the letter published in the Building Designer publication and the Daily Journal of Commerce.

Board Action Item: Mr. Castro will look into having the letter or a summary of its contents published in the Daily Journal of Commerce.

5.3. Complaint thresholding process draft

Staff presented a proposed complaint thresholding process to the board. The board discussed the process. Mr. Nielsen made a MOTION to adopt the process with the Board's amendments, Ms. Transue SECONDED the MOTION and it passed.

The board discussed how to protect the integrity of the complaint process, by directing complaints to staff.

Staff Action Item: Staff will contact various professional organizations to remind them to direct complaints to staff rather than board members.

5.4. Disciplinary sanctions

The disciplinary sanctions report was provided in the board packet.

The board discussed using a matrix to develop a standardized fine scale. The board discussed adding compliance other than fine payment to the report.

Staff Action Item: Staff will add a column to the report to track sanctions other than fines.

6. Assistant Attorney General's Report

Ms. Lantz spoke to the board about the complaint reporting process.

7. Committee Reports

7.1. Procedures Committee

Mr. Nielsen reported on the National Council of Architectural Registration Boards (NCARB) Intern Development Program (IDP) guide.

7.2. Regulations Committee

The board discussed the electronic signatures.

7.3. Communications Committee

Mr. Castro reported on the progress of developing a roundtable forum with prospective architects to inform them about licensure.

Board Action Item: Identify potential groups to participate in the roundtable.

The board discussed converting to the electronic distribution of the architect newsletter and agreed that the next journal will be published as usual but will include a notice about future transition to electronic-only distribution.

Mr. Nielson reported that the Washington Association of Building Officials (WABO) meeting about the Guide for Building officials won't be scheduled after the completion of the current legislative session.

Board Action Item: The board will look at the NCARB Interior Designer survey.

7.4. Executive Committee

No Report

8. Board Executive's Report

8.1. Financial Report

A summary financial report was provided in the board packet.

8.2. Board / Staff Travel

Mr. Vincent reported out-of-state travel is still restricted unless paid for by the sponsoring organization.

Staff Action Item: Ms Hansen will find out how NCARB processes travel reimbursement.

Mr. Vincent reported that the hiring freeze has been lifted, but the Department of Licensing (DOL) is operating under a employee cap.

Mr. Vincent reported on proposed legislation eliminating all state boards and commissions and the department is offering seven programs for deregulation.

The board discussed the current legislative climate.

8.3. Other Items

The Architect program update was provided in the board packet.

8.3.1. Statistics

The profession status report was provided in the board packet.

9. Old Business

9.1. 2009 Meeting calendar

The 2009 meeting calendar was provided in the board packet.

9.2. New policy – Use of Title

A copy of the policy was provided in the board packet.

10. New Business

10.1. WCARB Meeting, March 26-28

10.1.1. Assign Delegation

The board discussed attending the WCARB/NCARB annual meetings. The board confirmed that Mr. Hardnett, Mr. Nielsen and Mr. Vincent will attend.

Board Action Item: Mr. Weber will confirm his attendance by Jan 26, 2009.

Staff Action Item: Staff will get an estimated cost of travel for the annual meetings.

Staff Action Item: Staff will forward the NCARB/WCARB annual meeting information to Ms. Transue.

Mr. Nielsen reported on Andy Lagoonie's and John Baker's nominations for a second term on the NCARB board of directors. The board supported the nominations.

11. Other Business

11.1. Action Items from this Meeting

The action items from this meeting will be added to the master list.

11.2. Review Master Action Item List

The board reviewed the master action items list.

Staff Action Item: Ms. Hansen will clear out completed and outdated action items from the master list.

11.3. Agenda Items for next Meeting

No agenda items for next meeting were discussed.

11.4. Any other business

The board discussed writing a newsletter article clarifying the design build issue.

Staff Action Item: Staff will draft a journal article based on the report to Mr. Walker. Mr. Weber will review the article before publication.

12. Adjournment 3:05 PM

Submitted by: _____ Date _____
Joe Vincent, Jr., Administrator

Approved by: _____ Date _____
Henry Hardnett, Board Chair