



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**  
**BOARD FOR ARCHITECTS**  
**MEETING MINUTES**  
***SPECIAL BOARD MEETING***

**DATE:** March 13, 2009

**TIME:** 9:00 am

**LOCATION:** Department of Licensing  
405 Black Lake Blvd. SW  
Olympia, WA 98502  
Second Floor, Room 2209

**BOARD MEMBERS PRESENT:** Henry Hardnett, Chair  
Blaine Weber, Vice Chair  
Jerry Lee, Secretary  
Benson Nielsen, Member  
Charles Farrell, Member  
Dr. 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

**AGENDA:**

**OPEN SESSION 9:12 AM**

**1. Call to Order**

1.1. Introduction of Visitors

Item tabled until Mr. Vincent was able to join the meeting.

Mr. Vincent introduced, Sherri Lonsbery, management analyst for the Department of Licensing (DOL) Architect Licensing program.

## 1.2. Order of Agenda

The following amendments were made to the order of the agenda:

Case No. 2007-03-0400-00ARC was added to agenda item 2., Hearings/Rule Adoptions/BAP Appeals/Public Presentations.

The complaint thresholding report was moved to agenda item 3., Complaint/Investigations

Agenda item 1.4, Review Communications, was tabled until Mr. Vincent could join the meeting.

A review of NCARB resolutions were added as a new agenda item 10.1.2, New Business.

Mr. Farrell made a MOTION to approve the order of the agenda as amended. Dr. Transue SECONDED the MOTION and it passed.

## 1.3. Approval of Minutes, January 23, 2009 meeting

Dr. Transue made a MOTION to approve the corrected minutes from the January 23, 2009 meeting. Mr. Nielsen SECONDED the MOTION and it passed.

Staff Assignment: Ms Hansen will make noted corrections to spelling errors on pages one and 4 before having the final version posted to the website.

## 1.4. Review Communications

The board reviewed its response to Terry Walker's correspondence.

Staff Assignment: Staff will draft a journal article based on the response to Mr. Walker's correspondence.

Board Assignment: Mr. Weber will review the draft article

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

2007-03-0400-00ARC

In the Matter of the License to Practice as an Architect

Dennis Mitchell, Respondent

Order approved as presented, Respondent was issued a reprimand

Staff Assignment: Ms. Hansen will mail the executed order to the respondent.

**CLOSED SESSION 9:35 AM**

**3. Complaint / Investigations**

**4. Legal Issues and / or Deliberation**

**OPEN SESSION 9:45 AM**

The following cases were closed with no further action from the board:

2008-10-0401-00ARC  
2009-01-0400-00ARC  
2008-11-0402-00ARC  
2009-02-0405-00ARC

The board revisited agenda item 1.4 Review Communications.

**Break: 10:25 AM**

**Reconvene: 10:35 AM**

**5. Disciplinary & Investigation Items**

5.1. Disciplinary Report

The disciplinary report was provided in the board meeting packet.

5.2. Administrative complaint thresholding report

The administrative complaint threshold report was presented during closed session.

The board discussed complaint threshold criteria once a complaint case is assigned to a case manager and minimum standards of investigation.

**Staff Assignment: Staff will draft a case management guidelines document for the next board meeting.**

5.3. Disciplinary sanctions report

The disciplinary sanctions report was provided in the board packet.

**6. Assistant Attorney General's Report**

Ms. Lantz reported on house bill 1676, which would have changed the open public meetings act. The bill did not move forward this year.

## 7. Committee Reports

### 7.1. Procedures Committee

No Report

### 7.2. Regulations Committee

Mr. Nielsen reported on the amendment to senate bill 5529 which updates and changes the Architect Law. The amendment decreased the work experience requirement from 15 to 12 years.

Mr. Nielsen suggested outdated items be removed from the action items list.

### 7.3. Communications Committee

#### 7.3.1. Intern Roundtable

Mr. Castro reported on the architect intern roundtable.

The board discussed the lack of information on licensing available to students. The board discussed methods for student outreach.

## Break for Lunch: 12:10 PM

## Reconvene: 1:55 PM

#### 7.3.2. Architect Licensing Flowchart

The board discussed adding the flowchart to architect intern roundtable packets.

Staff Assignment: Staff will update the flowchart to translate to black and white print.

#### 7.3.3. Newsletter update

No report

Staff Assignment: Staff will add the architect licensing flowchart to the next newsletter.

### 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.

Mr. Vincent reported that the architect fund balance was healthy.

## 8.2. Board / Staff Travel

Mr. Vincent reported on the Governor's most recent bill further limiting out of state travel.

Staff Assignment: Staff will draft a formal request to NCARB for the return of travel funds paid in advance.

## 8.3. Other Items

### 8.3.1. Legislative update

Mr. Vincent reported on the board consolidation bill. A handout was provided with updates on legislation affecting the section.

### 8.3.2. Statistics

The professional status report was provided in the board packet  
The licensing statistics report was provided in the board packet

## 9. Old Business

### 9.1. Complaint thresholding administrative procedure

The board discussed the complaint thresholding administrative procedure under agenda item 5.2. The complaint thresholding administrative procedure as agreed at the January 23, 2009 meeting was provided in the meeting packet.

## 10. New Business

### 10.1. WCARB Meeting, March 26-28

Due to the Governor's bill strictly prohibiting out-of-state travel, Mr. Nielsen will be the only board representative attending the WCARB regional meeting.

#### 10.1.1. Assign Delegation

Mr. Farrell made a MOTION to delegate voting authority for the 2009 WCARB regional meeting to Mr. Nielsen. Mr. Hardnett SECONDED the MOTION and it passed.

#### 10.1.2. Review NCARB Resolutions

Mr. Hardnett recommended the board review the NCARB resolutions and send their comments to Mr. Vincent.

Staff Assignment: Staff will forward the NCARB resolutions to the entire board.

Board Assignment: The board will review the NCARB resolutions and comment to Mr. Vincent and Mr. Nielsen.

Board Assignment: Mr. Weber will read the NCARB resolution on the issue of responsible control and provide detailed comments to Mr. Nielsen before the annual meeting in Chicago.

Board Assignment: Mr. Nielsen will bring back the regional comments on the NCARB resolutions before the annual meeting in Chicago.

**11. Other Business**

11.1. Action Items from this Meeting

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

11.2. Review Master Action Item List

The master action items list was provided in the board packet.

11.3. Any other business

The board discussed location options for the next board meeting.

Staff Assignment: Ms Hansen will research and forward some meeting location options to Mr. Hardnett.

**12. Adjournment 3:11PM**

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Joe Vincent, Jr., Administrator

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Henry Hardnett, Board Chair