



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

BOARD FOR ARCHITECTS
MEETING MINUTES
REGULAR BOARD MEETING

DATE: November 18, 2011

TIME: 9 AM

LOCATION: Department of Licensing
Bldg. 2, Room 2209
405 Black Lake Blvd SW
Olympia WA 98502

BOARD MEMBERS PRESENT: Charles Farrell, Chair
Colin Jones, Secretary
Rick Benner, Member
Benson Nielsen, Member
Blaine Weber, Member
Pamela Transue, Public Member

STAFF PRESENT: Joe Vincent, Jr., Executive Director
Lorin Doyle, Deputy Administrator
Autumn Dryden, Administrative Assistant
Sherri Lonsbery, Management Analyst
Melinda Lund, Licensing Manager

ABSENT: Neitha Wilkey, Vice Chair

OPEN SESSION

1. Call to Order 9:08 AM

1.1. Introductions

1.1.1. Welcome Autumn Dryden and Melinda Lund

Mr. Vincent gave an overview of the section's staff reorganization. He introduced his new administrative assistant, Autumn Dryden, and the new Professional Licensing Manager, Melinda Lund.

Staff Assignment: Staff will send board members a copy of the current unit organizational chart.

1.2. Order of agenda

The agenda was amended to remove items 5.1.1 and 5.1.2 – Orders to be presented.

Mr. Nielsen made a MOTION to approve the order of the agenda as amended, Mr. Jones seconded the MOTION and it passed.

1.3. Approval of minutes, September 23, 2011 meeting

Mr. Nielsen made a MOTION to approve the September 23, 2011 minutes as presented, Mr. Weber seconded the MOTION and it passed.

1.4. Review Communications

1.4.1. Architectural Registration Examination (ARE) 6 Month Waiting Period

Mr. Vincent presented an email received by the program about the ARE 6-month waiting period and the board discussed the issue. Mr. Vincent will respond to the inquirer and inform them the board held a discussion about the waiting period.

Mr. Vincent also recommended the board members become familiar with the National Council of Architectural Registration Boards (NCARB) standard practices because the board members are often asked about them by licensees and licensing applicants.

2. Rule Adoptions/Hearings/Public Presentations

No business.

3. New Business

3.1. 2012 meeting schedule

The board discussed upcoming meeting dates for 2012. Mr. Vincent reminded the board of the current restrictions on travel and the need to keep the number of meetings frequent enough to be productive without being excessive. The board decided to reduce the number of meetings to 4 per year and will add additional meetings as needed.

Board meetings were scheduled for the following dates and locations:

February 17, 2012	University of Washington, Seattle
June 8, 2012	Department of Licensing, Olympia
August 24, 2012	Department of Licensing, Olympia
October 19, 2012	Washington State University, Pullman

4. Complaint / Investigations

4.1. Files for review

4.1.1. 2011-07-0401-00ARC (Jones)

Mr. Jones recommended case 2011-07-0401-00ARC be closed with no further action from the board. Mr. Weber made a MOTION to accept Mr. Jones' recommendation. Mr. Nielsen seconded the MOTION and it passed.

5. Legal Issues and / or Deliberation

- 5.1. Orders to be presented
Item removed from agenda.

CLOSED SESSION, if necessary

6. Disciplinary & Investigation Items

- 6.1. Closed session deliberation report
None
- 6.2. Current cases disciplinary report
Packet item; no action taken.
- 6.3. Disciplinary sanctions report
Packet item; no action taken.

7. Committee/Task Force Reports

- 7.1. Outreach
- 7.1.1. American Institute for Architects (AIA) Annual Meeting November 4, 2011 (Nielsen)
Mr. Nielsen reported on his attendance at the AIA Annual Meeting.
- 7.2. NCARB/WCARB Liaison Report
- 7.2.1. National Council of Architectural Registration Boards (NCARB) Member Board Executive Meeting November 4-6, 2011
Mr. Vincent was unable to attend this meeting. He is awaiting a report from colleagues in other states who attended.

8. Board Executive's Report

- 8.1. Financial report
Mr. Vincent presented the summary financial report and explained the increase in projected income in 2015 if the licensing fee suspension is not extended.
- 8.2. Board / Staff travel
No business.
- 8.3. Other items
- 8.3.1. Legislative update
Mr. Vincent informed the board the Department expects to see legislation about regulating interior designers and soil scientists.
- 8.3.2. Administrative matters
No business.
- 8.3.3. Statistics
Packet item; no action taken.

9. Old Business

- 9.1. Business Entity Registration – Designated Architect vs. Architect of Record- Review and Discussion

The board discussed the differences between a Designated Architect and an Architect of Record.

Board Assignment: A task-force was created to review the issue of business type and Designated Architects. The task-force consists of Mr. Weber, Mr. Farrell, and Mr. Nielsen.

Staff Assignment: Mr. Vincent will consult the board's assistant Attorney General on this matter.

- 9.2. WAC 308-12-081 (stamping and sealing) – Review and discussion of draft policy clarifying review and assumption of architectural projects under certain situations
The board reviewed the draft policy presented by Mr. Nielsen and Mr. Weber and several amendments were made.

Mr. Nielsen made a MOTION to approve the policy as amended, pending approval by the Assistant Attorney General, Mr. Jones seconded the MOTION and it passed.

- 9.3. WAC 308-12-340 (exemptions) – Review and discussion of draft policy on life safety as it relates to RCW 18.08.410(7)
Mr. Weber presented the draft policy. After discussion, the board determined the policy needed additional work.

Board Assignment: Mr. Jones and Mr. Benner will make revisions to the draft and present it at the next meeting.

- 9.4. WAC 308-12-023 (How do I become licensed?) – Discussion of oral interview procedures
Mr. Vincent suggested a policy for oral interviews may not be necessary because the process is already outlined in rule. He suggested staff give a presentation about how applications are reviewed so the board can determine when oral interviews are necessary and how they are conducted.

Staff Assignment: Develop a presentation about licensing application review at the next board meeting to help the board determine the “when” and “how” of oral interviews.

- 9.5. Review Action Item List
The list was reviewed and updated

10. Other Business

No other business.

11. Adjournment 11:40 AM

Submitted by: _____
Joe Vincent, Jr.

Date

Executive Director

Approved by:

Charles Farrell
Board Chair

Date