



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING

**BOARD FOR ARCHITECTS  
MEETING MINUTES  
REGULAR BOARD MEETING**

**DATE:** August, 25, 2016  
**TIME:** 10:00 AM  
**LOCATION:** University of Washington Tacoma  
1900 Commerce Street; Cherry Parkes 103  
Tacoma, WA 98402

**BOARD MEMBERS  
PRESENT:**

Scott Harm, Chair  
Rick Benner, Member  
Roch Manley, Member  
Sian Roberts, Member  
Neitha Wilkey, Member (Present via Phone)

**BOARD MEMBERS  
ABSENT:**

Colin Jones, Vice Chair

**STAFF PRESENT:**

Rick Storvick, Executive Director  
Lorin Doyle, Administrator  
Yvonne Brumfield, Board Support Supervisor  
Grace Hamilton, Investigator  
Troy Lincoln, Management Analyst  
Julia Manley, Licensing Manager  
Vonna Rakestraw, Program Representative  
July Simpson, AAG, Board Prosecutor

**OTHERS PRESENT:**

Public: Jim Merritt, licensed architect  
Jeff Ryan, licensed architect

**1. Call to Order**

**10:00 AM**

1.1. Introductions

Board members, staff and guests introduced themselves.

1.2. Order of agenda

Mr. Harm made a motion to amend the order of the agenda for items 5.1.3, 5.1.4, 5.1.5 and 6.1.1 to immediately follow items "1.4 Review Communications" preceding agenda item "2. Public Comment Opportunity" in order for board member Neitha Wilkey to participate via telephone conference, and tabled item 5.1.6 to a later meeting.

Ms. Roberts made a MOTION to accept the rearrangement of agenda items as presented. Mr. Manley seconded the MOTION and it passed.

Mr. Harm acknowledged public guests Jim Merritt and Jeff Ryan.

1.3. Approval of Minutes: April 21, 2016

Mr. Benner made a MOTION to approve the minutes as presented. Ms. Roberts seconded the MOTION and it passed.

1.4. Review Communications

Mr. Storvick presented a thank you note and plaque from the National Council of Architectural Registration Boards (NCARB) to the Architect Board for their assistance with the conference in Seattle held in June.

**2. Public Comment Opportunity**

Mr. Merritt requested the board uphold the value of architect licensing and suggested greater sanctions for unlicensed practice and title use. He thanked the board for their good work.

Mr. Ryan commented on pending cases and would like to be able to anonymously report unlicensed activity.

**3. New Business**

3.1. National Council of Architectural Registration Boards (NCARB) Resolutions

Mr. Storvick and Ms. Manley explained the impact of the resolutions adopted at the 2016 NCARB annual meeting on Washington's licensing program. Ms. Roberts recommended any changes to the new IDP language be general, e.g., "NCARB's Intern Program."

**Action Item: Staff will provide an analysis of the impact of the 2015 NCARB resolutions at the next board meeting.**

3.2. Mutual Recognition Arrangement (MRA) with Australia and New Zealand

Mr. Storvick and Ms. Manley reported out on MRA and Mr. Storvick presented the arrangement for consideration to approve.

Mr. Harm made a MOTION to approve the MRA as presented by board staff. Ms. Roberts seconded the MOTION, and it passed unanimously.

**Action Item: Review detail of MRA and add as an agenda item to be discussed at next board meeting to be held November 17, 2016.**

**4. Old Business**

4.1. NCARB Annual Meeting report.

Mr. Benner, Ms. Roberts, Mr. Manley, Mr. Harm and Mr. Storvick reported on their experience at the 2016 NCARB annual meeting in Seattle.

- 4.2. Revised Professional Development Hours (PDH) Audit Process.  
Ms. Manley and Ms. Rakestraw presented an update on the audit process and will provide additional follow-up at the next meeting.

**Action Item: Staff will provide follow-up at the next board meeting in November.**

- 4.3. Outreach  
Mr. Storvick asked the board “Why is outreach important to you?” Discussion followed about outreach options including communicating to students, licensees, industry and stakeholders; to promote the board and board’s work; remember vocational school audience; legislative changes may impact outreach; and supervisor training impact on intern architects; look at diversity and geography as well.
- 4.4. Review Master Action Items List  
All items completed, except the last item, 4.3, which was discussed at this meeting.  
Mr. Storvick added AXP Supervisor Boot camp progress.  
Mr. Storvick will also follow-up with NCARB regarding implementation.  
Mr. Harm thanked Ms. Wilkey for apples for the NCARB annual meeting.

## 5. Complaint Cases for Review

- 5.1. Case Manager Recommendations
- 5.1.1 2015-06-0404-00ARC (Wilkey)  
On behalf of Ms. Wilkey, Ms. Hamilton presented case number 2015-06-0404-00ARC, and recommended closure of the case without further action.
- Mr. Harm made a MOTION to accept the case manager’s recommendation as presented. Ms. Roberts seconded the MOTION, and it passed unanimously.
- 5.1.2 2015-06-0405-00ARC (Wilkey)  
On behalf of Ms. Wilkey, Ms. Hamilton presented case number 2015-06-0405-00ARC, and recommended closure of the case without further action due to the respondent’s license being placed in inactive status.
- Ms. Roberts made a MOTION to accept the case manager’s recommendation as presented. Mr. Manley seconded the MOTION, and it passed unanimously.
- 5.1.3 2015-06-0408-00ARC (Manley)  
Mr. Manley presented case number 2015-06-0408-00ARC, and recommended closure of the case with no further action based on the respondent’s license being placed in inactive status.
- Mr. Manley made a MOTION to accept the recommendations as presented. Mr. Benner seconded the MOTION, and it passed unanimously.
- 5.1.4 2015-06-0400-00ARC (Benner)  
Mr. Benner presented case number 2015-06-0400-00ARC, and recommended closure of the case because the respondent had removed the violating language previously.

Mr. Manley made a MOTION to accept the case manager's recommendation as presented. Mr. Harm seconded the MOTION, and it passed unanimously.

5.1.5 2016-05-0401-00ARC (Roberts)

Ms. Roberts presented case number 2016-05-0401-00ARC, and recommended closure of the case without further action because the violation was due to an error with the use of an old title block and the respondent's company does not represent itself as offering architecture.

Mr. Manley made a MOTION to accept the case manager's recommendation as presented. Ms. Wilkey seconded the MOTION, and it passed unanimously.

5.1.6 2014-09-0404-00ARC (Wilkey)

The decision regarding this case will be tabled until the November 2016 board meeting.

**Action Item: 5.1.6. Case number 2015-09-0404-00ARC will be postponed to the next board meeting November 17, 2016.**

**6. Legal issues for Deliberation\***

6.1. Orders Presented

6.1.1 2015-01-0402-00ARC (Manley)

Mr. Storvick introduced Agreed Order 2015-01-0402-00ARC. Ms. Simpson presented case and recommended acceptance of the Agreed Order.

Mr. Manley made a MOTION to accept the proposed Agreed Order as presented.

Mr. Harm seconded the MOTION, and it passed unanimously.

**7. Disciplinary & Investigation Items**

7.1. Closed session Deliberation Report (only necessary if closed session is held.)

No Action required - Nothing to report.

7.2. Current Cases Disciplinary Report.

No Action required – Nothing to report.

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

Nothing to report.

**9. Committee/Task Force Reports**

9.1. Guidelines for Building Officials

9.1.1 Washington Association for Building Officials (WABO) Presentation Update

Mr. Storvick described the planning for the presentation scheduled on October 14, 2016 in Spokane. WABO will provide moderator. Mr. Storvick will provide more details to the presenters when he receives the information from WABO.

**10. Board Executive's Report**

10.1. Program Operations

Mr. Storvick presented licensing statistics reports.

10.2. Department of Licensing Report

Mr. Storvick reported the Regulatory Board Section is interviewing a new customer service specialist for Ms. Manley's team which should bring the section to full staffing.

10.3. Other Items  
No report.

**11. Other Business**

11.1. Action Items from This Meeting

- Crosswalk for 2015.
- Mr. Storvick will work with NCARB on implementation and MRA follow-up with NCARB perhaps via a phone call.

11.2. Agenda Items for Next Meeting

- Architectural Experience Program (AXP) supervisor boot camp.
- MRA Review.
- Set calendars for 2017.
- Mr. Storvick will bring information regarding intern changes and Boards IDP survey information.
- Complaint 2014-09-0404-00ARC will be discussed.

**12. Adjournment: 12:40 PM**

Submitted by: \_\_\_\_\_  
Rick Storvick, Executive Director

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Scott Harm, Chair

\_\_\_\_\_  
Date