Tab 1
Call to Order

April 18, 2019
9:00 AM

Clark College
Vancouver, WA
STATE OF WASHINGTON
DEPARTMENT OF LICENSING
BOARD FOR ARCHITECTS
MEETING AGENDA
REGULAR BOARD MEETING

DATE: April 18, 2019
TIME: 9:00 AM
LOCATION: Clark College
Vancouver, WA

OPEN SESSION 9:00 AM

1. Call to Order
   1.1. Introductions
   1.2. Order of agenda
   1.3. Approval of minutes: January 17, 2019
   1.4. Review Communications

2. Public Comment Opportunity

3. New Business
   3.1. Election of Officers
   3.2. NCARB Annual Business Meeting
   3.3. Ethics Guidance

4. Old Business
   4.1. NCARB Regional Summit Report Out
   4.2. Law/Rule Changes
   4.3. National Council of Architectural Registration Boards (NCARB) Continuing Education Guidelines
   4.4. Review master action items list

5. Complaint Cases for Review*
   5.1. 2018-11-0400-00ARC (Manley)
   5.2. 2018-08-0400-00ARC (Jones)
   5.3. 2018-10-0400-00ARC (Harm)
5.4. 2018-12-0400-00ARC (Benner)

6. Legal Issues for Deliberation*

7. Disciplinary & Investigation Items
   7.1. Closed session deliberation report
   7.2. Current cases disciplinary report

8. Assistant Attorney General’s Report

9. Committee/Task Force Reports
   9.1. Recognition Committee

10. Board Executive's Report
    10.1. Program Operations
    10.2. Department of Licensing
    10.3. Other Items

11. Other Business
    11.1. Action items from this meeting
    11.2. Agenda items for next meeting
    11.3. Any other business

12. Adjournment

   *The Board may enter into closed session to discuss disciplinary proceedings.

Next Board Meeting:
July 25, 2019 – Spokane
STATE OF WASHINGTON
DEPARTMENT OF LICENSING
BOARD FOR ARCHITECTS
MEETING MINUTES
SPECIAL BOARD MEETING

DATE: January 17, 2019
TIME: 9:00 AM
LOCATION: Bellingham Technical College
3028 Lindbergh Ave.
Bellingham, WA 98225

BOARD MEMBERS PRESENT: Sian Roberts, Chair
Neitha Wilkey, Vice Chair
Rick Benner, Secretary
Scott Harm, Member
Roch Manley, Member
Colin Jones, Member

STAFF PRESENT: Rick Storvick Administrator
Kathe McDaniel, Assistant Administrator
Shari Honeywell, Administrative Assistant

GUESTS PRESENT: Faculty and students of Bellingham Technical College

1. Call to Order 9:03 AM

1.1. Introductions
Board members, guests and staff introduced themselves.

1.2. Order of Agenda
Recommendation to adjust agenda to accommodate the students in attendance before the Board Meeting.
Mr. Manley made a MOTION to set aside the first thirty minutes for student question and answer period. Mr. Jones seconded the MOTION, and it passed.

1.3. Approval of Minutes: November 15, 2018
Amended item 4.2. Law/Rule Changes

Mr. Manley made a MOTION to approve the agenda as amended. Ms. Roberts seconded the MOTION, and it passed.

Action Item: Mr. Storvick will share with the AIA the suggestion to make edits to the proposed legislation.

1.4. Review Communications
Mr. Storvick received an article concerning a case before the Oregon Board of Engineers regarding a man charged with practicing without a license details on type of support needed as well as timeframes for the project.

Action Item: Mr. Storvick will email to the Board Members a copy of the Oregon Engineer board article.

2. Public Comment Opportunity
No business.

3. New Business

Action Item: Ms. Rakestraw will have a Teleconference before April 2nd to discuss NCARB CE guidelines with Mr. Jones and Mr. Benner who volunteered.

3.2. NCARB Regional Summit
Mr. Jones is not sure if he has a conflict. Mr. Benner would like to go to the Regional Summit as he has a conflicting engagement with the National Summit. Ms. Roberts is a maybe on the National Summit.
There should be guaranteed funding for four, but it’s possible to have all six Board members with funding from DOL. Everyone expressed an interest to go.

Action Item: Staff to coordinate travel to the regional summit.

4. Old Business
4.1. Recognition for New Licensees
Staff have been working AIA and have been discussing a small presence at their event, Jan 31st in Seattle. The AIA is willing to give the Board time. Ms. Wilkey and Mr. Harm will attend.
Action Item: Staff will finalize the congratulatory letter and provide to Mr. Harm for the AIA event.

4.2. Law/Rule Changes
Mr. Storvick discussed the current filed CR101 regarding the rule language change. In an effort to make the CR101 more encompassing, Mr. Storvick recommends withdrawing the current CR101 and resubmit a new CR101 with broad language that will cover the topics needing revision.

Ms. Roberts made a MOTION to have staff withdraw the current CR101 and redraft with broader language. Mr. Manley seconded the MOTION, and it passed.

4.3. Freedom by Design Request
Discussion about the Board supporting the work being done by WSU students. The students are asking for guidance, input or support. The Board discussed what support they could provide. Ms. Roberts’s could directly contact them and offer a WebEx design review with feedback and support.

Action Item: Staff will research if Board travel for Freedom by design project is supported by DOL.

4.4. Review Master Action items list
Mr. Storvick reviewed the Master Action List with the Board.

5. Complaint Cases for Review*
5.1. 2018-01-0401-00ARC (Wilkey)
Ms. Wilkey recommended closure with no further action. Board does not have jurisdiction currently.

Mr. Manley made a MOTION to accept the recommendation with redaction to the case report currently. Mr. Jones seconded the MOTION, the motion passed.

5.2. 2018-07-0400-00ARC (Harm)
Mr. Harm recommended closure with no further action.

Mr. Benner made a MOTION to accept the recommendation. Ms. Wilkey seconded the MOTION, and it passed.

5.3. 2018-11-0401-00ARC (Roberts)
Ms. Roberts recommended closure with no further action.
Mr. Jones made a MOTION to accept the recommendation. Mr. Manley seconded the MOTION, and it passed.

Action Item: Staff to provide a consistent form for the case manager summary.

6. Legal Issues for Deliberation*
   No business.

7. Disciplinary and Investigation Reports
   7.1. Closed Session Deliberation Report
   No business.

   7.2. Disciplinary Cases Report
   No business.

8. Assistant Attorney General’s Report
   No business.

9. Committee/Task Force Report
   9.1. Recognition Committee

10. Board Executive’s Report
    10.1. Program Operations
    Mr. Storvick discussed all the current staff changes; job posting for the AA3 is closing on Jan 27. Mr. Lincoln has left DOL we will be posting soon (next week) for his position. We have hired a new Investigator Keith Peterson, John Pettainen will be retiring from DOL in May and we will be posting to fill his position, as well we will be posting soon for a Funeral & Cemetery Auditor. The hiring process takes between 6 weeks to 2 months.

    10.2. Department of Licensing
    Mr. Storvick shared with the board that February 4th was the date selected for signing of the software update project. Regulatory Board Section was one of the programs selected to start the R3 software update. Roll out is set for September.

    10.3. Other Items
    No Business.

11. Other Business
    11.1. Action Items From This Meeting
    Action items were reviewed and will be added to the master action items list.

    11.2. Agenda Items For Next Meeting
    Agenda items for the next meeting include:
    - New Business
• Law/Rules
• Board Communication

11.3. Any other business
No business.

12. Adjourn Business Meeting 1:28 PM

Submitted by: _________________________________  ______________________
Rick Storvick, Administrator  Date

Approved by: _________________________________  ______________________
Sian Roberts, Board Chair  Date
The board has the option to allow comment from the public on agenda items or other topics, unless the comment is related to an open investigation.

The board may limit the comment period, and will provide instructions if they choose to do so.
Board Meeting

Tab 3

New Business

Topics for action or discussion by the board as identified at or since the last board meeting.
Officer Elections

**Background:** Per RCW 18.08.330, the board shall elect a chair, a vice chair, and a secretary. The secretary may delegate his or her authority to the executive director.

**Recommendation:** The board elect officers for 2019-2020
National Council of Architectural Registration Boards (NCARB) Annual Meeting Attendance

Background: The National Council of Architectural Registration Boards (NCARB) will hold an annual meeting in Washington, D.C. June 20-22, 2019. An agenda is attached for information. The Board will be allowed one voting delegate to cast votes for the election of NCARB officers.

Recommendation: Approve motion: the Board authorizes (insert name or in his/her absence insert name) as its voting delegate at the NCARB meeting in Washington, D.C. June 20-22, 2019 to take positions on behalf of the Board as needed. Such positions shall be ratified by the Board at the next meeting.

Submitted by Board Staff
April 8, 2019
March 21, 2019

Invitation to the 2019 Centennial Annual Business Meeting

Dear Member Board Members:

I am honored to invite you to the Centennial Annual Business Meeting of the National Council of Architectural Registration Boards, on June 20-22, 2019, in Washington, DC. As NCARB prepares to enter its second century, please join us in laying the foundation for the future of our organization and celebrating our rich history.

The Centennial meeting will provide the opportunity to improve your professional skills by participating in workshops with subject-matter experts, sharing best practices with fellow board members, and receiving updates from leadership about critical issues on the horizon impacting you. This year’s program has been specifically designed to encourage your input regarding the future of architectural regulation. As a catalyst in this process and as a very special Centennial event, our keynote speaker, Thomas Friedman, will be offering his thoughts on the ability of regulators to adapt to change. Additionally, you will have a first chance to use NCARB’s new Strategic Plan to identify action items, participate in a workshop regarding efforts to update our Model Law documents, offer your thoughts on the upcoming Accreditation Review Forum ’19, and more. Your presence is crucial as we elect new NCARB officers and gather your jurisdiction’s perspective in shaping key elements of the Council’s future agenda.

While enjoying the Centennial Annual Business Meeting, I hope you’ll take the time to explore our beautiful capital city. From the seats of government and memorials adjoining the National Mall to the Potomac waterfront and diverse neighborhoods, the District of Columbia is home to significant historic architecture and incomparable museums. Our location at the Mayflower Hotel between Farragut Square and Dupont Circle offers convenient access to all the city has to offer.

I look forward to seeing you in June!

David L. Hoffman, FAIA, NCARB, Hon. FCARM
President/Chair of the Board
2019 Annual Business Meeting

Official Meeting Notice

• Annual Business Meeting Agenda
• Meeting & Hotel Information

This notice is sent 90 days in advance of the Annual Business Meeting in accordance with NCARB Bylaws, Article V, Section 1.

Bayliss Ward, NCARB, AIA
NCARB Secretary

National Council of Architectural Registration Boards
1401 H Street NW, Suite 500, Washington, DC 20005
Tel: 202/879-0520 | Fax: 202/783-0290
2019 Annual Business Meeting Agenda

**Wednesday, June 19, 2019**

8 a.m. – Noon  
NCARB Board of Directors Meeting

1:30 – 3:30 p.m.  
Past Presidents’ Council

6:30 – 9:30 p.m.  
**Icebreaker Reception**  
*United States Institute of Peace—Transportation Provided*

**Thursday, June 20, 2019**

7 – 8:15 a.m.  
**Breakfast**

7:30 – 8:15 a.m.  
**Resource Center Engagement**

8:30 a.m. – 12:30 p.m.  
**First Business Session**  
- Introductions and Dedication  
- Recognition of President’s Medalists  
- Keynote Presentation: Thomas Friedman  
- Q&A with Thomas Friedman  
- Election Procedures & Candidate Speeches

12:30 – 1:30 p.m.  
**Networking Lunch**

1:30 – 2:05 p.m.  
**First Business Session (Continued)**  
- Futures Task Force Presentation  
- Strategic Plan Unveiling

2:15 – 3:15 p.m.  
**Breakout: One New Idea**

3:30 – 4:30 p.m.  
**Workshop Session (Pick One)**  
- Exploring Model Law  
- Back to Basics  
- Preparing for the AR Forum ‘19

4:30 – 5 p.m.  
**Resource Center Engagement**

7:15 p.m.  
**Regional Dinners**
**Friday, June 21, 2019**

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<th>Time</th>
<th>Event</th>
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<tr>
<td>7 – 8:45 a.m.</td>
<td>Breakfast</td>
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<td>7:30 – 8:45 a.m.</td>
<td>Resource Center Engagement</td>
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<td>9 – 10:45 a.m.</td>
<td><strong>Second Business Session</strong></td>
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<td>• AIAS Freedom by Design Report</td>
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<td>• Treasurer’s Report</td>
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<td>• Remarks of the CEO</td>
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<td>• Remarks of the President</td>
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<td>• Town Hall</td>
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<td>11:15 a.m. – 12:15 p.m.</td>
<td>Workshop Session <em>(Pick One)</em></td>
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<td>• Exploring Model Law</td>
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<td>• Back to Basics</td>
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<td>• Preparing for the AR Forum ‘19</td>
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<td>12:30 – 5 p.m.</td>
<td>Regional Meetings w/ Lunch</td>
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<td>6 – 9 p.m.</td>
<td>NCARB Reunion BBQ</td>
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**Saturday, June 22, 2019**

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<th>Time</th>
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<tr>
<td>7 – 8:15 a.m.</td>
<td>Breakfast</td>
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<td>7 – 7:45 a.m.</td>
<td>Credentials Committee Meeting</td>
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<td>7:30 – 8:15 a.m.</td>
<td>Resource Center Engagement</td>
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<td>8 – 8:20 a.m.</td>
<td>Voting Delegates Meeting</td>
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<td>8:30 – 9:30 a.m.</td>
<td>Workshop Session <em>(Pick One)</em></td>
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<td>• Exploring Model Law</td>
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<td>• Back to Basics</td>
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<td>• Preparing for the AR Forum ‘19</td>
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<td>9:45 a.m. – Until Done</td>
<td>Third Business Session</td>
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<td>• Board of Directors Elections</td>
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<td>• Remarks of the President-elect</td>
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<td>• Past Presidents Panel</td>
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<td>• Closing Reflections</td>
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2 – 4 p.m.  NCARB Office Tours

6 p.m.  President’s Reception and Annual Banquet

Black Tie Optional
2019 ABM Workshops and Breakouts

The following workshops and breakout sessions will be offered at the 2019 Annual Business Meeting (ABM):

**One New Idea**
All change starts small—join your fellow board members in small group discussions to brainstorm action items to adapt to the future of regulation. Using NCARB’s refreshed Strategic Plan, each board will identify one new idea to pursue as a means of demonstrating the agility to adapt to change.

**Exploring Model Law**
NCARB’s Model Law Task Force has been hard at work reviewing and editing what is known as the *NCARB Legislative Guidelines and Model Law/Model Regulations*. In this workshop, you’ll have the opportunity to learn about proposed upcoming changes that would require a future vote of the membership. Presenters will facilitate a focus on this document as a means of developing a modern, useful, adaptable tool to support the important work of your licensing board.

**Back to Basics**
With significant turnover in our member base, it is time to get back to the basics of NCARB. Join us as we launch a new “back to basics” initiative explaining the fundamentals of validating candidate credentials for licensure through NCARB programs and services, including the Architectural Experience Program® (AXP™) and Architect Registration Examination® (ARE®). Participants will be asked to identify ways these programs can be best understood and utilized through sharing best practices, seeking resources and advice from NCARB experts, and more.

**Preparing for the AR Forum ‘19**
In July, NCARB’s Board of Directors will gather with the full boards of our collateral organizations representing students, the academy, practitioners, and regulators for the first time in history to discuss the future of architectural education and accreditation. Your perspective is critical in shaping NCARB’s engagement at this historic Accreditation Review Forum (AR Forum ‘19). In this workshop, you’ll share your insights and opinions regarding the role and value of accrediting architecture programs and architectural education generally to help inform the Board as they prepare for the upcoming forum.
2019 Keynote: Thomas L. Friedman

NCARB is pleased to announce renowned author and Pulitzer Prize winning journalist Thomas L. Friedman as this year’s keynote speaker. Friedman has written several bestselling books about anticipating the future—including *The World is Flat* and *Thank You for Being Late*—and his insights will be an excellent segue as we shift from celebrating NCARB’s past to looking toward the next 100 years. Friedman offers fascinating perspectives on the challenges of the future and how professions might adapt to take advantage of the opportunities of tomorrow. He specifically references government regulators—including architecture—in commentary that has special relevance to our world of architectural regulation.

Read the following excerpt from *Thank You for Being Late* for an enticing preview of Friedman’s perspective:

“Any major governmental regulatory body has to keep getting more agile—it has to be willing to experiment quickly and learn from mistakes. Rather than expecting new regulations to last for decades, it should continuously reevaluate the ways in which they serve society. Government regulators … need to be as innovative as the innovators.”

Friedman is an internationally renowned author, reporter, and columnist; he is the recipient of three Pulitzer Prizes and the author of six bestselling books. He has worked as a foreign correspondent for United Press International and *The New York Times*, and currently writes a weekly foreign affairs column for the *Times.*
Your Guide to the 2019 NCARB Annual Business Meeting
If you’re new to NCARB or have never attended an Annual Business Meeting, here’s everything you need to know about this gathering and its important role in the regulation of the architectural profession.

What is the Annual Business Meeting?
NCARB is made up of the architectural licensing boards of the 50 U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Once a year, delegates from each board come together to review and comment on NCARB’s programs and services, consider changes to national licensure standards, and elect new leadership. A key focus of the meeting is assuring that Member Boards are best equipped to fully understand, utilize, and demonstrate the value of NCARB’s regulatory toolkit; in doing so, attendees develop national consensus regarding best practices and strategic thinking. The meeting enables NCARB to evolve in its work of facilitating architectural licensure across the United States, providing essential services to its members, licensure candidates, and licensed professionals while supporting our Member Boards as they protect the public health, safety, and welfare.

Why attend the Annual Business Meeting?
Participation from each jurisdictional board is an essential part of the Annual Business Meeting. Changes to programs, adjustments to model laws and regulations, and the election of national officers to guide the implementation of NCARB services all require national consensus through the diverse voices of its 55 jurisdictional Member Boards. Your attendance ensures that your board’s unique perspective, priorities, and concerns are a part of the national conversation.

As an attendee of the Annual Business Meeting, you will help shape NCARB’s agenda for the coming years as you debate national issues around modernizing regulation and elect new members of the NCARB Board of Directors. In addition, you will receive important resources and training to better position you as an effective member of your state board.

Your Role
All delegates attend each day’s plenary session, where organizational business is carried out, as well as several workshops regarding the role of the board, NCARB programs, and more. Your role is to represent your board as we work to create the best possible national licensing standards and further our shared mission of protecting the public by facilitating licensure.
If you have been identified as your board’s voting delegate, you are responsible for casting an official ballot in any votes for resolutions or elections of NCARB officers. You will receive follow-up information, including a voting guide, if you are designated as the voting delegate.

**Funding**
To help facilitate the national conversation and the work of our boards, NCARB offers funding opportunities for one public member, one Member Board Executive, and two additional delegates (any role) from each board.

Funding includes transportation to and from the meeting location, registration fees, hotel expenses for the duration of the meeting, and other expenses associated with the meeting. More details on funded attendees will be available in early April.

**Meeting Dates**
June 20-22, 2019
Washington, DC

**Registration**
Registration will open April 1, 2019.

**Member Registration Fees**
- Registration: $665
- Late Registration: $715 (after May 13, 2019)

**Guest Registration Fees**
- Registration: $335
- Late Registration: $385 (after May 13, 2019)
- Child Registration (17 years or younger): $155

*Note:* Information on how to register as a funded attendee will be available in early April.
Hotel Information
The 2019 NCARB Annual Business Meeting will be held at:

The Mayflower Hotel
1127 Connecticut Ave NW
Washington, DC 20036
202-347-3000

NCARB has secured a hotel room rate of $249 (single) or $259 (double) per night plus 14.5 percent tax. Information on how to book your room will be available in early April.
Ethics Guidance

Background: DOL staff were recently reminded about our ethical obligations, particularly during campaign seasons. Since board members are also considered employees of the State when serving in the role as a member of the board this information is also being provided to you for your information.

Recommendation: review attached materials.

Submitted by Board Staff
April 8, 2019
PROHIBITION AGAINST THE USE OF PUBLIC FUNDS/FACILITIES FOR AN ELECTION CAMPAIGN

ETHICS PRESENTATION HYPOTHETICAL SITUATIONS

Except as otherwise provided, RCW 42.52.180 prohibits the use of public funds or facilities in connection with an election campaign. There is a small body of law that interprets this statute; however the Executive Ethics Board (EEB) has enacted two related rules and has issued a number of Advisory Opinions that apply the law to specific facts. These Opinions give us some indication on how the EEB applies the law. There are also a number of Attorney General Opinions interpreting the predecessor statute, RCW 42.17.130, which also provides us guidance. There are a number of questions that routinely arise during election time regarding the application of this statute. Based on the statute, rules and opinions issued, below is a set of scenarios that reflect these common questions and have tried to provide some guidance as to how these situations can be handled. It is important to remember that the application of RCW 42.52.180 is dependent on the specific facts of any given situation. So if you have a question not covered by these examples or you are in doubt as to the answer, contact the OFM Ethics Advisor.

Information Related Questions

1. I receive a public records request from someone in a campaign. Can I provide the records? If yes, do I need to provide it to the opposing campaign?

   Response: If a public record is requested for which no exemption applies, you must provide the record responsive to a public records request, regardless of whether the requester is from a campaign. You are not required to provide the records to the opposing campaign unless you receive a request from that campaign. If you did provide the records unsolicited to the opposing campaign, you would need to do so in every instance where a public record is requested by a campaign and you would need to provide it to all campaigns. OFM policy is to provide records only to the requesting party.

2. I receive a telephone call or an email asking for information. It could be someone in a campaign, but I just don't know. How should I handle the request?

   Response: If the request is for public information that you would provide to any requester, you should provide the information in response to a request, regardless of whom or why the person is asking. If the information is confidential or otherwise exempt from disclosure, then you cannot provide it. You also need to consider whether you have a non-exempt public record with the information requested or whether you would need to create a new record. If the request requires research or extensive work that you would not normally do for any other requester, then you should not provide it to this requester, regardless of whom or why it is being requested.
3. I am asked to provide information that the Governor will be using in a campaign speech. Can I provide the information? Does it matter who makes the request?

Response: If you know or have reason to know that the information is requested to be used in a campaign speech, you cannot provide the information. This would be both a granting of special privilege/access as well as a misuse of state resources. If the information that is needed is public information, then upon receipt of a public disclosure request, the public disclosure officer would be able to provide to anyone who requests it regardless of its ultimate use.

4. Someone asks the Governor a question about my program/agency during a campaign event. That question is funneled to me for response. Can I respond on work time?

Response: Yes you can respond to the question during work time. Even if campaigning, the Governor and his or her staff still have a responsibility to respond to citizen questions or questions from the media. If the Governor is asked such a question, it is appropriate to pass that question on to the appropriate agency or staff for response. This type of request should be treated the same as all other requests that come in from members of the public. It should not be given special treatment, but we also should not be unresponsive merely because the question was asked at a campaign event.

5. I am asked to do or prepare something that I believe is campaign related? What should I do?

Response: You should ask the OFM Ethics Adviser or Employee Services AD (or the EEB) as to whether there is a problem. What is important is that you find someone you are comfortable with who is capable of providing advice. That person can also be the liaison to the EEB if additional guidance is needed.

State Resource Related Questions

6. Can I use my state computer to create a campaign piece and reimburse the state for my use? Does it matter whether this activity is done during or after work hours? Does it make a difference if I bring in my own paper for printing?

Response: As a state resource, your computer cannot be used to create campaign literature, even if you reimburse the state for the cost of use. It does not matter whether the use is done during or after work hours. Even if you bring your own paper, you are still using state resources, ie. toner. It does not matter how small the resource, whether a paper clip or post-it note. There is no de minimus exception for use of state resources for campaign purposes. It is an absolute prohibition.

7. I am working with a campaign. When can I make telephone calls or send emails on my state provided cell phone either to or for the campaign?

Response: You can never use the state telephone (land line or cell phone) to make calls or the computer to send emails if the subject is related to a campaign. This includes both
administrative issues such as scheduling as well as substantive issues like the position on an issue. This includes using the telephone even if you are using a calling card. Although you are paying for the call, you are still using the telephone itself to make the call.

8. Can I put campaign related events on my office calendar? What if I mark it private?

Response: No, you should not put campaign related events on your office calendar as the calendar is a state facility. You should maintain these scheduled events on your personal calendar. Marking the appointment "private" does not change the response. To let people know that you are unavailable, you can block the time when you will be gone and include "Out of office" or "personal appointment."

9. I have access to agency employees' home mailing list. Can I get the home mailing list and use it for campaign purposes, either informational or fundraising letters?

Response: An agency employee’s home address is confidential, exempt from disclosure. Since it is not available to the public, you cannot use it for any nonofficial state purpose, including campaign purposes whether informational or fundraising.

10. Can I send fundraising letters to state employees at their work address through campus mail? Does it make a difference if I send it through regular mail? Does it change the answer if I don't include my own agency's employees?

Response: You cannot send fundraising letters to state employees at their work address through campus mail as you will be using state resources to deliver the fundraising letter. This would be an inappropriate use of state resources. It does not make a difference if you send it through regular mail as state resources would still be needed to deliver the letter. It does not matter if you include your own agency's employees; it is still a prohibited activity.

11. I received a campaign-related email on my work computer. What do I do?

Response. If you receive a campaign-related email on your work computer, the EEB director provided three options: you can delete without opening the email; open the email and forward to your home computer; or, the preferred option, reply to the sender specifically stating that you cannot receive campaign related materials at this work email address. You can provide an address for them to use in the future. This is the preferred method because it provides written documentation that you knew the rules, advised the sender of the rules and took appropriate action.

12. Someone from the campaign calls me during core work hours on my work telephone for campaign related purposes. Can I take the call? What if the call is made outside of the core working hours? What if it is on my personal cell phone?
Response: You cannot take a campaign call during work hours on your work telephone. You should let the person know that you cannot take this call. You can provide a number where you can be reached after work. It does not matter if the call comes during or after the core working hours. You would still be using state resources to accept the call. Even if it is on your personal cell phone, you cannot remain in the office and make or receive the call. You would still be using state facilities (office) to assist in the campaign. You need to leave the building or go to a public space within the building if you are going to make or receive campaign-related calls and you cannot be on work time.

13. Can I use my personal device to connect to the internet using the public WiFi and conduct campaign related activities?

Response: You cannot connect to the public WiFi using your personal device to conduct campaign related activities if you are doing so from a state facility, for example your office. If you want to connect to the public WiFi for this purpose, you must go to a public space where any person is allowed to go and from which any person can connect to the internet using the public WiFi.

State Time and Resource Related Questions

14. My job is or includes providing information or answering questions for the public, public relations, or outreach activities. As part of my job, can I go to a fundraising event to provide information as requested?

Response: It does not matter what your job is as a state employee. Nor does it matter whether you are exempt, classified or WMS. A fundraiser is a campaign event and you cannot be on state time while attending one. Even if you work later into the day, if the event is during core hours, you should take leave. In addition, you should submit your leave request and have it approved prior to attending the event.

15. I took the state car to a meeting in Seattle. While in Seattle, I walked to a campaign-related event, which I attended during my lunch hour. Then I took the car back to Olympia. Is this allowable? The event is too far to walk. Can I take the car to the event?

Response: This may be allowable, depending on all the facts. You used the state car for official purposes, the meeting in Seattle. You did not use it when you walked to the campaign event. And you went to the event on your lunch hour, which is considered your own time. And presumably, keeping the car parked during your lunch hour did not cost additional money. If the event was too far to walk, you could not take the car. Nor could you charge the state for your parking. And the entire time could not last longer than one hour. These factors would make the situation unacceptable.

16. I took a couple of hours to do campaign-related work. Can I just work later in the evening to make up for the time taken? Does it matter if I am an exempt employee verses a classified employee?

Response: Classified employees with a set schedule would not be able to work later in
the evening to make up for taking time to do campaign-related work during his/her scheduled work time. If you are an exempt employee, your working hours are set by agency policy. If the agency has not adopted a policy on working hours, then the EEB has opined that working hours shall be from 8 a.m. to 5 p.m. If the activity is during working hours, you need to take leave. The leave must be approved in advance. You cannot work later to make up the time, even if you are an exempt employee.

17. I'm attending an official work related meeting. Before the meeting, while waiting for everyone to arrive and after the meeting breaks up, we begin to talk about a campaign. Can I engage in these campaign-related conversations?

Response: The EEB would probably not find a violation if a group of people, either before or after an official meeting, talked about a campaign in general. However, you could not actually plan campaign-related events or discuss campaign-related issues to help with the campaign. The line is sometimes hard to determine so it is advised to stay away from these topics during the campaign season. It is better to direct that conversation to off hours.

18. Taking a break during the day, a group of us talk in the break room about the campaigns. Is this lawful?

Response: The EEB would generally see this as a free speech issue and not an ethics violation - see previous answer. However, you need to be aware that not everyone may feel the same way, may be offended and may file a complaint. Is it worth it? It is a good practice to not talk about campaigns in state facilities during work time.

Miscellaneous Questions

19. Can I put up campaign posters in my office?

Response: Your office, whether a private office with a door or a cubicle, is a state resource. Therefore, regardless of whether the poster is placed inside an office with a door or a cubicle or outside the office, it is prohibited.

20. Someone comes into our office space and begins to drop campaign literature on the desks of staff. What should I do?

Response: You should escort the person out of the office. Employee office space is not public space and campaign literature should not be placed in employee offices. If there is a public space, like an entryway where commercial and other materials may be displayed, then direct the person to that area.
Ethics and Public Records as Related to Campaign Activities

GUIDANCE SUMMARY

Underlying Principles

1. Ethics: Generally, state resources may not be used for political or personal purposes. State resources include but are not limited to staff time, agency equipment, non-public internet access, paper, databases, etc.
   a. Equity/Impartiality: A political team or campaign must be treated like any other individual who contacts your office/agency. No special access or privileges may be granted. No confidential or otherwise protected information may be shared.
   b. Volunteering: Staff have every right to volunteer for a campaign, on personal time and using personal resources and devices. Any work for a campaign may not conflict with official duties.
   c. *De minimis* use: This limited exception applies only to statewide elected officials for a small use of public facilities and resources incidental to the preparation or delivery of permissible communications. There is no *de minimis* use exception for staff.

2. Public records: Any writing relating to (or relied upon to conduct) government business is a public record that is subject to disclosure through a records request. This is true:
   a. At all times (official/unofficial); and
   b. On any device (official/personal).
   c. “Writing” includes any and every communication, whether communicated in hard copy, electronically (email, text message), by voice recording, or by visual recording/image.
   d. Conducting official work on a personal device makes your entire personal device subject to searches for public disclosure purposes.

Principles Recap

- No state resources.
- No special privileges/access.
- No confidential information.
- No conflicts of interest.
Official Staff & Official Time Guidance

1. Generally: State resources, including staff time, may not be used for political purposes. However, a political campaign or its representative, like any other member of the public, may contact a state office to obtain publicly available information.
   a. If a member of a campaign contacts an office/agency for information, the person should be treated like any other member of the public. Use only your official devices to respond to a request from a campaign during your official work hours.
   b. Be aware that communications to/from campaign staff during your official work time and which relate to agency business are public records and subject to disclosure, regardless of the type of device or location of the communication.
   c. Confidential information may not be shared with any unauthorized person, at any time. Protection of confidential information is also generally a requirement of state employment.
   d. There is no de minimis use exception for staff under the Ethics Act.

2. Requests for documents/records: A campaign, like any other member of the public, may request public records from your office/agency. However, all requests for records must first be sent to the Office’s Public Records Officer, where they will be logged in and responded to in the same manner as other requests for records. *If agency rules/procedures allow for a different process for requestors to obtain public records, those rules/procedures should be followed.

3. Requests for the Governor’s/Agency’s “positions” on issues or for information not contained in a record: Such requests must be treated the same as any other request. Ask yourself this question: How would you respond if a member of the public, including an opponent of the campaign, asked for the same information?

4. Requests for research/analysis of issues: Such requests must be treated the same as any other similar request. Again, ask yourself this question: How would you respond if a member of the public, including an opponent of the campaign, asked for the same information?
   a. On official time, you may not conduct research/analysis that is being done solely for the benefit of the campaign. Ask yourself: Is this an issue of importance to Washington, to any of the Governor’s current state initiatives, or to the mission of the office/agency?
   b. No confidential information may be improperly used or disclosed in conducting this research/analysis.
c. Any research/analysis performed is a public record and must be disclosed to others if requested.

5. Stakeholder requests related to the campaign: You are not required to respond to such requests. Do not forward or otherwise provide stakeholder information to the campaign. If you choose to respond (which you may), respond as follows: “Our office is not affiliated with the campaign. If you wish to contact the campaign, you can do so by calling (206) 573-1187 or by visiting their website at jayinslee.com.”

6. Requests for information from the Governor during off hours or while he is away from the Office: The Governor, as the chief executive of Washington at all times, may engage his official staff to address all matters of public concern whenever they arise.

7. Questions: If this guidance does not address a situation that arises, or if there are questions about this guidance, staff should contact a member of the Executive Team.

Official Staff as Campaign Volunteers Guidance

1. Generally: Official staff have every right to volunteer for a campaign on their own time, subject to certain restrictions. “Own time” means non-working hours, which includes an employee’s lunch hour. Unless otherwise stated, official staff members’ official work hours are 8:00am – 5:00pm, with lunch from 12:00pm – 1:00pm.
   a. No use of state resources: During their own time, official staff may communicate with a campaign for campaign purposes or may volunteer for a campaign, but no state resources may be used. For example: State resources includes office space, therefore any communications with a campaign during the lunch hour must be on a personal device and in a location that is open to the general public.
   b. Taking Leave: Official staff may take time off to volunteer for a campaign, but leave requests must be submitted and approved in advance.
   c. Official Titles: Staff members’ official titles should not be used in any campaign-related activities. If your title is used, it must be made clear that the staff member is acting in his/her personal capacity and not on behalf of the Office.

2. Avoid conflicts while volunteering on your own time:
   a. Use only personal or campaign resources (computers, phones, paper, etc.).
   b. Do not use or disclose confidential information.
   c. Use only information that is already public. Ask yourself: Is this information on a public website? Has the information been disclosed through a public records
request? Was the information announced at a public gathering? Is the information reliably available on the internet (can you “Google it”)?

d. Do not volunteer to perform an activity for the campaign if, in performing that particular activity, the campaign is or may be provided a special privilege or benefit, or special access, as it relates to your official work duties.

e. Do not volunteer to perform an activity for the campaign if that particular activity affects your ability to perform your official duties as required.

f. When in doubt, err on the side of caution or contact the Office’s General Counsel.
Topics from past meetings, presented for update, action or further discussion by the board.
Proposed Rules Update

Background: A CR-101 (preproposal statement of inquiry) was filed August 13, 2018 to initiate changes to WAC 308-12-055 and WAC 308-12-081. However, due to anticipated updates to RCW 18.08 (SHB 1148), and needed changes related to our system upgrade, staff have identified the following WACs that will need updating:

**WACs**

- 308-12-005
- 308-12-025
- 308-12-028
- 308-12-031
- 308-12-050
- 308-12-055
- 308-12-081

The CR-101 was withdrawn, and a new CR-101 has been filed with DOL’s Legislative & Policy Unit. Some of the changes to the rules may include changing the name of the intern program from IDP to AXP (or something more generic), the shortened duration of AXP, elimination of the need for a linear path to licensure, and update of the electronic/digital stamp/seal language.

**Recommendation:** The Board establish a 2-3 person work group to work with staff to draft rules for the board to consider. Staff is recommending that this be done prior to the July 25th board meeting.

Submitted by Board Staff
April 1, 2019
National Council of Architectural Registration Boards (NCARB) Continuing Education Guidelines Call for Comments

**Background:** The National Council of Architectural Registration Boards (NCARB) requested feedback on the draft new Continuing Education Guidelines from member boards. The topic was discussed at our January 17, 2019 board meeting and two board members agreed to follow up with staff on a teleconference to develop a response prior to the 120 day comment period closing of April 2, 2019.

Rick Benner and Colin Jones participated in the teleconference on March 25 and worked with staff to draft the following response which was submitted to NCARB on March 28, 2019:

Members of the Washington State Board believe the draft guidelines are well put together to be in alignment with current ARE and AXP categories. We believe this will provide a good tool for staff to use during the evaluation of documentation submitted by licensees who are subject to an audit. We understand much of the specific language within the document comes from other publications/sources and therefore is not up for discussion.

We do have a couple questions regarding the reference to accrediting agencies. Besides AIA who are the other agencies that currently provide accreditation for CE? Also does NCARB accredit its own programs, or submit to AIA or some other agency?

**Recommendation:** Information only. No action required.

Submitted by Board Staff
March 28, 2019
**Architect**

**Board or Staff Assignments**

<table>
<thead>
<tr>
<th>Date Assigned</th>
<th>Action Item</th>
<th>Assigned to</th>
<th>Comments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/17/2019</td>
<td>Mr. Storvick acknowledge with the AIA the suggestion to edit for proposal to the legislation.</td>
<td>Mr. Storvick</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Mr. Storvick will email to the Board members a copy of the Oregon engineer board article.</td>
<td>Mr. Storvick</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Teleconference before April 2nd to discuss NCARB CE guidelines with Colin/Rick B.</td>
<td>Ms. Cramer</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Withdraw the old CR101 and file a new CR101 with new language.</td>
<td>Ms. Gillespie</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Staff to provide a consistent form for case manager summary.</td>
<td>Ms. Short</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Staff will follow up with NCARB outreach in Spokane.</td>
<td>Ms. Cramer</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Coordinate travel for regional summit.</td>
<td>Staff</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Staff will research if board travel for Freedom by design project is supported by DOL.</td>
<td>Mr. Storvick</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Sian will contact project team to obtain additional information regarding type of support.</td>
<td>Ms. Roberts</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Staff to present sample reports for board’s consideration at April meeting.</td>
<td>Ms. Short, Mr. Wilmoth, Ms. Manley</td>
<td>On Hold until Nov. 14 meeting</td>
<td></td>
</tr>
<tr>
<td>1/17/2019</td>
<td>Legal discussion with AAG regarding code of conduct concerns at the November board meeting</td>
<td>Ms. Lagerberg</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>1/17/2019</td>
<td>Update travel form for electronic submission.</td>
<td>Staff</td>
<td>Working on</td>
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</tr>
</tbody>
</table>
Complaint Cases for Review

Complaint closure recommendations presented by the assigned case manager.

Board action is required on each case.
CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.

- If you need additional information or have questions about this summary, please contact staff.

CASE NUMBER: 2018-11-0400-00ARC

COMPLAINT SUMMARY:

Complaint alleges that the Respondent falsely represented self as a licensed Architect.

FACTS:

Respondent contracted with complainant to undertake residential design work. Respondent ‘s business was in transition from a firm properly registered and staffed for use of protected language into a non-registered residential design firm properly licensed as a business by WA Dept of Revenue. Investigation showed no improper use the term Architect by the respondent. It appears very unlikely the respondent intended to mislead regarding status of architectural registration. I recommend closing this case without further action.

RECOMMENDATIONS: (Please select one)

Close with no further action: ___X___

Remediation\Counseling: ______

Formal Action: ______

SUGGESTED RCW & WAC’s VIOLATIONS:

1)
2)
3)

Roch Manley
Signature of Case Manager

January 30, 2019

Date

RETURN TO INVESTIGATION MANAGER (ishort@dol.wa.gov)

Not disclosable until final disposition
CASE MANAGER RECOMMENDATION WORKSHEET  
DELIBERATIVE DOCUMENT  
PREDECISIONAL RECOMMENDATION  

- Please review the case file to complete this worksheet.  
  - Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.  
  - Do not use specific names of respondents or complainants on this form.  
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.  

- If you need additional information or have questions about this summary, please contact staff.

CASE NUMBER: 2018-08-0400-00ARC

COMPLAINT SUMMARY: A building Owner representative has been reported to be practicing Architecture without required registration.

FACTS: A Contractor and Building Owner have entered into an agreement to build a chain restaurant building in western Washington in which a dispute has arisen. The building was designed by a Washington registered Architect who is not performing architectural services during the construction phase. The owner has designated a representative who is not a Washington registered Architect to oversee the construction phase performing some of the services normally preformed by an Architect. The owner representative is signing communications with the term “Successor Architect” though claiming he is not representing himself as an Architect. A complaint has been filed with the DOL by the Contractor.

RECOMMENDATIONS: (Please select one)  
Initial recommendation was to instruct Building Owner representative (respondent) to cease signing communications with the term “Architect”.  
This counselling has been successfully completed and respondent has agreed to comply.

Close with no further action: XX

Remediation\Counseling: _____

Formal Action: _____

SUGGESTED RCW & WAC’s VIOLATIONS:

1) RCW 18.08.310
2) 
3)  

Signature of Case Manager  

Date: 1/30/19

RETURN TO INVESTIGATION MANAGER (jshort@dol.wa.gov)  
Revised August 11, 2017  
Not disclosable until final disposition
CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.
- If you need additional information or have questions about this summary, please contact staff.

CASE NUMBER: 2018-10-0400-00ARC

COMPLAINT SUMMARY:
Claimant stated that they paid someone "professing" to be an Architect a fee and then received no service from the respondent nor did the respondent contact the claimant in anyway. The events went through the Pierce County Court system and the Claimant was awarded a full refund of the fees paid plus attorney’s fees.

FACTS:
The claimant met an individual at the Pierce County Development Center and struck up a conversation. The respondent represented themselves (verbally) as an Architect and the two parties entered into a contract with a $3,000 payment at contract execution. After some time passed, there was no progress on the project and the claimant had no communications from the respondent.
The claimant filed a civil suit against the respondent and was ultimately awarded a full refund of fees paid plus all attorney’s fees.
Investigators have determined that the respondent is a licensed architect in good standing (no previous complaints or reprimands).
In correspondence to investigators the respondent took full responsibility for the failure and submitted a letter of contrition which was placed in the file as a matter of record.

RECOMMENDATIONS: (Please select one)

Close with no further action: X

Remediation\Counseling: _____

Formal Action: _____

SUGGESTED RCW & WAC's VIOLATIONS:

1) N/A
2) 
3) 

Not disclosable until final disposition
CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION

- **Please review the case file to complete this worksheet.**
  - Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.
  - **Do not use specific names of respondents or complainants on this form.**
  - **Do not add recommended sanctions on the worksheet.** That discussion will happen separately.

- **If you need additional information or have questions about this summary, please contact staff.**

CASE NUMBER: 2018-12-0400-00ARC

COMPLAINT SUMMARY: Unlicensed use of the term “Architect” on website.

FACTS: According to their website, the Respondent is a Principal of a consulting firm that supports historic preservation. They listed their title as, “Principal & Historical Architect”. The website further states that the Respondent has, “over 30 years of experience as an architect."

When brought to the attention of the Respondent, they immediately corrected the site. The new Respondent title is, “Principal”, stating further that the Respondent has, “over 30 years experience in the construction industry.”

RECOMMENDATIONS: *(Please select one)*

- Close with no further action: **_X_**
- Remediation\Counseling: _____
- Formal Action: _____

SUGGESTED RCW & WAC’s VIOLATIONS:

1)  
2)  
3)  

[Signature of Case Manager]  
[Date]

RETURN TO INVESTIGATION MANAGER ([jsho]rt@dol.wa.gov)  
Revised August 11, 2017

Not disclosable until final disposition
Legal Issues for Deliberation

Negotiated settlement orders or default orders presented by the board’s prosecution team.

Board action is required on each order.
Disciplinary & Investigation Items

Standard disciplinary reports and a report of any administratively closed complaints.

Provided for information only – typically no board action is needed.
Washington State Board for Architects
Complaint Report - Page 1 Open Cases
Clark College
April 18, 2019

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<th>Assigned to:</th>
<th>Unlicensed</th>
<th>Unprofessional Conduct</th>
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<tr>
<td>Rick Benner</td>
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<tr>
<td>Scott Harm</td>
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<td>1</td>
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<tr>
<td>Colin Jones</td>
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<td>1</td>
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<td>Roch Manley</td>
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<td>0</td>
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<tr>
<td>Sian Roberts</td>
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<td>0</td>
</tr>
<tr>
<td>Neitha Wilkey</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No Case Manager</td>
<td>6</td>
<td>4</td>
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<td><strong>Total</strong></td>
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<td><strong>7</strong></td>
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Recent Case History

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<tr>
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<th>2018</th>
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<td>Beginning</td>
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<td>6</td>
<td>13</td>
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<tr>
<td>+ Opened</td>
<td>3</td>
<td>15</td>
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</tr>
<tr>
<td>- Closed</td>
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<td>7</td>
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<tr>
<td>Remaining open</td>
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<td>14</td>
<td>6</td>
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Collections Activity

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<td>Monitored for compliance</td>
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<td>Sent to collections</td>
<td>17</td>
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<tr>
<td>Outstanding fines*</td>
<td>$12,000.00</td>
</tr>
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</table>

*not sent to collections

Typical Complaint Process *(Open Case Status)*

- Staff receive complaint *(Daily intake)*
- Staff evaluate complaint *(Daily intake)*
- Staff use BAP if appropriate *(BAP)*
- Staff assign to Case Manager *(CM) (Case Manager Review)*
- CM review; determine whether to investigate *(Case Manager Review)*
- Staff investigate complaint *(Investigations)*
- If no evidence supports allegation, CM recommend closure *(Case Manager Review)*
- If evidence supports allegation, CM determine sanctions *(Case Manager Review)*
- Staff drafts charging documents *(Charging Documents Being Drafted)*
- Board Attorney reviews charges, moves forward with prosecution *(AAG*

Open Case Status
Washington State Board for Architects Complaint Report - Page 2 Closed Cases

Common Resolution Methods for Cases Closed Since 2010

Case Disposition

<table>
<thead>
<tr>
<th>Allegation</th>
<th>Admin Closed</th>
<th>Informal Action</th>
<th>Order</th>
<th>Order without Hearing</th>
<th>Voluntary</th>
<th>Compliance</th>
<th>Withdraw / Dismiss Charges before hearing</th>
<th>Other</th>
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<td>Disciplined in another jurisdiction</td>
<td>79</td>
<td>18</td>
<td>21</td>
<td>28</td>
<td>83</td>
<td>31</td>
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Allegation

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<th>Sanction</th>
<th>Allegation</th>
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<tbody>
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<td>Cease &amp; Desist; Fine $1,000</td>
<td>Disciplined in another jurisdiction</td>
</tr>
<tr>
<td>Cease &amp; Desist; Fine $1,000</td>
<td>Unlicensed Practice - Registration or authorization to practice required</td>
</tr>
<tr>
<td>Reprimand and fine of $3,000.</td>
<td>Unprofessional Conduct - Engaging in unlicensed practice.</td>
</tr>
<tr>
<td>Cease &amp; Desist; Fine $1,000</td>
<td>Unprofessional Conduct - Engaging in unlicensed practice.</td>
</tr>
<tr>
<td>$500 fine due within 30 days</td>
<td>Unprofessional Conduct - Engaging in unlicensed practice.</td>
</tr>
<tr>
<td>Reprimand and fine of $3,000.</td>
<td>Unprofessional Conduct - Misrepresentation in any aspect of the conduct of the business or profession.</td>
</tr>
<tr>
<td>Cease &amp; Desist; Fine $1,000</td>
<td>Unprofessional Conduct - Misrepresentation in any aspect of the conduct of the business or profession.</td>
</tr>
</tbody>
</table>

Maximum fine allow per violation:
- Unprofessional conduct - $5,000 / per occurrence
- Unlicensed practice - $1,000 / per day

Range of other sanctions available (not inclusive)
- Severe Revoke license
- Suspension (not stayed)
- Suspension (stayed)
- Reprimand
- Mild Law summary
- Cease & Desist

Run date: 4/9/2019
Board Meeting

Tab 8

Assistant Attorney

General Report

Presentation of general legal issues of interest to the board.

Provided for information only – typically no board action is needed.
Board Meeting

Tab 9

Committee & Task Force Reports

Reports and updates from the board’s standing committees or task forces.

Board action may be needed.
Board Meeting

Tab 10

Board Administrator’s Report

Operational reports and information about legislative matters of interest to the board.

Provided for information only – typically no board action is needed.
# 2017-2019 Architects' Account Budget Summary

## Current Revenue Data based on Actuals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning FY 19 Fund Balance</td>
<td>$1,005,072</td>
</tr>
<tr>
<td>Add: Current FY Revenue to Date</td>
<td>$493,346</td>
</tr>
<tr>
<td>Less: FY Expenditures to Date</td>
<td>($328,937)</td>
</tr>
<tr>
<td>Current Fund Balance</td>
<td>($1,169,481)</td>
</tr>
</tbody>
</table>

## Projected Revenue Data based on 10-Year Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance</td>
<td>$1,169,481</td>
</tr>
<tr>
<td>Add: Projected Revenue Remainder FY18</td>
<td>$135,891</td>
</tr>
<tr>
<td>Less: Projected Expenditures Remainder FY18</td>
<td>($229,057)</td>
</tr>
<tr>
<td>Less: R3 Payments BIEN To Date</td>
<td>($27,465)</td>
</tr>
<tr>
<td>Less: R3 Commitment Remaining</td>
<td>($199,753)</td>
</tr>
<tr>
<td>Estimated Fund Balance End FY19</td>
<td>($849,098)</td>
</tr>
</tbody>
</table>

## Fiscal Year-to-Date

### Revenues
- Licenses, Permits, and Fees: $493,346

### Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Salaries and Wages</td>
<td>$154,808</td>
</tr>
<tr>
<td>B - Employee Benefits</td>
<td>$60,422</td>
</tr>
<tr>
<td>C - Professional Service Contracts</td>
<td>$15,300</td>
</tr>
<tr>
<td>E - Goods and Services</td>
<td>$86,342</td>
</tr>
<tr>
<td>G - Travel</td>
<td>$11,020</td>
</tr>
<tr>
<td>J - Capital Outlays</td>
<td>$933</td>
</tr>
<tr>
<td>N - Grants, Benefits &amp; Client Services</td>
<td>$111</td>
</tr>
<tr>
<td>S - Interagency Reimbursements</td>
<td>-</td>
</tr>
<tr>
<td>T - Intra-Agency Reimbursements</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>($328,937)</td>
</tr>
<tr>
<td>Excess of Revenues Over (Under) Expenditures</td>
<td>$164,409</td>
</tr>
</tbody>
</table>

## Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance As Previously Reported</td>
<td>($1,005,072)</td>
</tr>
<tr>
<td>Fund Balance - Ending</td>
<td>($1,169,481)</td>
</tr>
</tbody>
</table>
Board Meeting

Tab 11

Other Business

Review of action items from this meeting, agenda items for the next meeting, and discussion of topics added under the Order of the Agenda.