



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

**BOARD FOR ARCHITECTS  
MEETING MINUTES**

The Mission of the Washington State Board for Architects (Board) is to safeguard life, health, property and promote public welfare through licensure and regulation of the practice of architecture in Washington.

**DATE:** June 4, 2020  
**TIME:** 9:00 A.M.  
**LOCATION:** Teleconference (Due to Covid-19)  
360.407.3780  
Board pin code: 575095#  
Public pin code: 363551#

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

**STAFF PRESENT:** Rick Storvick, Administrator  
Julia Manley, Assistant Administrator  
Shari Honeywell, Administrative Assistant  
Julie Konnersman, Management Analyst  
Elizabeth Lagerberg, AAG

**GUESTS:** None

1. **Call to Order 9:01 A.M.**
  - 1.1. **Introductions**

Board members and staff introduced themselves.

### 1.2. **Order of agenda**

Mr. Jones made a **MOTION** to approve the agenda as presented. Ms. Roberts Seconded the **MOTION**, and it passed.

### 1.3. **Approval of Minutes: February 13, 2020 & March 17, 2020**

Ms. Cooley made a MOTION to approve the February 13, 2020 minutes as presented. Mr. Manley seconded the MOTION, and it passed.

Mr. Jones made a MOTION to approve the March 17, 2020 minutes as presented. Mr. Harm seconded the MOTION, and it passed.

### 1.4. **Review Communications**

Mr. Storvick reported that NCARB informed board staff that, where possible, Prometric is planning to begin reopening test centers to ARE candidates in June 2020. In certain states and communities, they will be limiting testing to “essential only” candidates, typically those in healthcare. Washington State is one that qualifies as essential for testing to resume for architectural candidates.

**Test centers will open with lesser capacity to meet current guidelines.**

Action Item: Staff to find out about the rolling clock extension

Action Item: Staff to find out about essential only

## 2. **New Business**

### 2.1. **Election of Officers**

Ms. Wilkey presented the following slate of proposed officers:

- Chair Colin Jones
- Vice Chair Rick Benner
- Secretary Roch Manley

Mr. Harm made a **MOTION** to accept the proposed slate of officers. Ms. Roberts seconded the **MOTION**, and it passed.

### 2.2. **NCARB Regional Summit Meeting Report out**

Mr. Harm, Mr. Manley, and Mr. Storvick shared their experiences from attending the NCARB Regional Summit.

Mr. Harm shared that it was a great meeting and an entire new slate of officers will be coming up.

Mr. Manley shared it was a great session, NAAB Accreditation standards updated through 2020, CE credits thru NCARB being increased, Arizona has a bill to change membership of the board to weighted towards public members, Region 6 adopted strategic plan.

Mr. Storvick shared it was a great conference and presentations, he also attended the Member Board Executive meeting the day prior to learn about current trends in licensure.

### 2.3. **NCARB Annual Meeting**

This year's NCARB Annual business meeting will be held virtually on June 19, 2020.

The Board reviewed the 2021 NCARB Board Office candidates.

The Board agreed on voting for Mary Morrissett as Secretary and Gary Ey as Public Director.

Mr. Jones made a **MOTION** to approve Ms. Wilkey as the voting delegate and Ms. Roberts as the alternate. Mr. Manley seconded the **MOTION** and it passed.

**Action Item: Ms. Honeywell will follow up with Ms. Wilkey and Ms. Roberts with the voting delegate and alternate paper work.**

## 3. **Old Business**

### 3.1. **Rule Changes update**

Ms. Konnersman updated the board about the filing of the CR-101 under WSR 19- 07-064 was amended and filed on March 19, 2019. This was necessary for the new system upgrade, updated application language, and aligning signature requirements with other design programs that are regulated by the Regulatory Board Section.

We are currently assessing whether a small business economic impact statement will be needed as part of the next steps in the process. Once that determination is made the next step is the public comment period and public hearing. With the current restrictions due to COVID-19, we are working on other opportunities for public gathering. Once the public hearing is held we head into the final stage for filing.

### 3.2. **Review master action items list**

Ms. Honeywell reviewed the master action item list with the Board.

## 4. **Complaint Cases for Review**

### 4.1. **2019-10-0402-00ARC (Manley)**

The complaint alleged that the respondent had construction work done on respondent's property without proper permitting and that the respondent had deceived representatives of building department in the jurisdiction having authority. On close review of the information and facts, none of the allegations were supported by the submitted information and no violation of RCW or WAC identified. The case manager recommended this case be closed with no further action.

Mr. Harm made a MOTION to accept the case manager's recommendation for closure. Mr. Jones seconded the MOTION and it passed.

**4.2. 2018-10-0401-00ARC (Jones)**

The complaint alleged the respondent is offering architectural services and has collected fees in apparent defiance of a standing order.

Respondent is under a default Cease and Desist order associated with previous case number: 2016-11-400-00ARC. The complainant did not provide any documentation of the alleged violation. The case manager recommends this case be closed with no further action.

Ms. Roberts made a MOTION to accept the case manager's recommendation for closure. Ms. Cooley seconded the MOTION and it passed.

**5. Legal Issues for Deliberation**

No business

**6. Disciplinary & Investigation Items****6.1. Closed session deliberation report**

No business

**6.2. Current cases disciplinary report**

No report at this time, but Mr. Storvick shared we have one staff member working with a Proclamation compliance group in regards to businesses not following the stay home & stay healthy order.

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

No business

**8. Committee/Task Force Reports**

Mr. Storvick shared the Law Exam Review committee is on hold due to COVID-19.

**9. Board Executive's Report****9.1. Program Operations**

Mr. Storvick reported the Office of Financial Management (OFM) asked agencies to submit proposals for a 15% budget reduction. DOL has submitted a plan that has minimal impact on the Architect Board at this time. NCARB and WCARB dues at this point are not an area we have explored to reduce. Travel is on hold for now and not sure how that is going to shift moving forward. We will be exploring virtual meetings as a way to cut cost.

**9.2. Department of Licensing**

Mr. Storvick shared the State is currently in a hiring freeze, Engineers are no longer part of DOL and RBS. They are an independent agency effective June 12, 2020, and 3 RBS licensing staff went with the Engineers.

Mr. Storvick shared that the second phase of POLARIS will go live June 29, 2020, and that our online services will be down from June 20-28.

Mr. Storvick shared with the board that Business and Profession staff have been working remotely since March due to COVID-19.

**9.3. Other Items**

Mr. Storvick asked the board to provide input about how this meeting went today, as it would be helpful moving forward.

**10. Other Business**

**10.1. Action Items from this meeting**

- NCARB rolling clock extension
- Architect essential for testing
- Look at removing question from exam
- Redo case manager form
- Voting delegate form to Neitha and Sian
- Virtual meetings

**10.2. Agenda items for next meeting**

- NCARB recap

**10.3. Any other business**

The next board meeting is scheduled for September 10, 2020, as a virtual meeting with the hope of also connecting with WSU students for a Q and A session.

**11. Public Comment Opportunity**

None

**12. Adjournment**

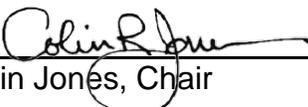
10:52 AM

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

Next Board Meeting:  
September 10, 2020  
Teleconference

Submitted by:   
Rick Storvick, Administrator

9/10/2020  
Date

Approved by:   
Colin Jones, Chair

9/10/2020  
Date