

IDAHO BOARD OF ARCHITECTURAL EXAMINERS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 12/20/2012

BOARD MEMBERS PRESENT: Jay Wayne Cone –Chair
Garth J. Jensen
Steven C. Turney
Paul Jensen
Peter Rockwell
Shelly Lewis – Via Telephone

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Maria Brown, Technical Records Specialist

The meeting was called to order at 8:35 AM MST by Jay Cone.

APPROVAL OF MINUTES

The Board reviewed the 10/19/2012 minutes.

It was moved by Mr. Turney to approve the 10/19/2012 minutes as written.
Seconded by Mr. G. Jensen, motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The Board's proposed rules have been posted and the proposed law changes have been posted to the Board's website. The Bureau will be contacting local Board members to attend hearings on the Board's proposed law change during the upcoming Legislative Session.

FINANCIAL REPORT

Ms. Hall presented the financial report, which indicates a cash balance of \$125,536.82 as of 11/30/2012. She reminded the Board that the monthly

maintenance fee for the new system may be higher than the current fee, but there will not be a one-time up-front cost.

FORMAL DISCIPLINARY ACTION

INVESTIGATIVE REPORT

Ms. Peel presented the investigative report.

Ms. Peel presented a memorandum for case I-ARC-2013-5. Following review, it was moved by Mr. Turney to close case I-ARC-2013-5 with a warning letter. Seconded by Mr. P. Jensen, motion carried.

Ms. Peel presented a memorandum for case ARC-2013-3. Following review, it was moved by Mr. Turney to close case ARC-2013-3. Seconded by Mr. G. Jensen, motion carried.

OLD BUSINESS

TO DO LIST

The Board reviewed the to do list. No action was taken.

NEWSLETTER

Mr. Cone and Ms. Brown gave the newsletter update and encouraged Board members to submit articles to be included in the Board's next newsletter. Mr. G. Jensen agreed to submit his final article by the April Board meeting to be added to the newsletter. Ms. Lewis updated the Board on RG Nelson's memorial. She will be participating in a retrospective of his work that will take place in conjunction with Northern Idaho's Art Walk.

NEW BUSINESS

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

Mr. P. Jensen, Mr. Cone, and Mr. Turney updated the Board on their work with NCARB's various Committees.

WESTERN CONFERENCE OF ARCHITECTURAL REGISTRATION BOARDS

Mr. Rockwell updated the Board on the executive meeting with the Western Conference of Architectural Registration Boards (WCARB). The next regional meeting will be in March in Providence, Rhode Island. WCARB's Executive Committee has asked state Board's to bring "Gold Nuggets" to share during the regional meeting. Gold nuggets are things that the Board or staff does well. The

Board asked Ms. Brown to create a list of efficiencies, or best practices for Idaho and present them during the next Board meeting.

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

Ms. Brown and Mr. Cone gave a summary of NCARB's Member Board Chairman/Member Board Executive meeting that they attended in November. The Board discussed the topic of new Board member training and ongoing training for existing Board members. The Board directed staff to invite General Manning to the next Board meeting for the role of the Board presentation and add the following items to its next agenda: an overview of the complaint process by Ms. Peel, the licensing process by Ms. Brown, the Bureau's role by Ms. Cory, and the open meeting law by Mr. Brian Kane. The Board would like an overview of its laws and rules placed on its agenda annually to begin in April of 2013.

The Board reviewed the correspondence from NCARB and asked that the item continue to be on each Board agenda, but not to include a copy of the information in the Board member packets in an effort to save paper.

BOARD APPOINTMENTS

The Board discussed the process for selecting and training new Board members. The Board reviewed Idaho Code 54-314 regarding the process of appointing Board members. The Board asked Mr. Cone to include the process and the information that there are current openings on the Board in the next newsletter in an effort to encourage individuals who are interested to apply to sit on the Board.

RELATIONSHIP BUILDING

Mr. Cone addressed the Board regarding ways to build relationships with the American Institute of Architects (AIA) and the Idaho Association of Building Officials (IDABO) including inviting representatives from each group to attend Board meetings. Mr. Turney stated that AIA's primary role is lobbying. He said that the Board is a state Board and part of the executive branch, therefore it cannot lobby. Ms. Cory agreed and stated that the AIA representative does review each of the Board's agendas to see if there are items that the association is interested in. If those items appear, someone usually attends the Board meeting.

JURISPRUDENCE EXAM

The Board discussed the possibility of creating an open book jurisprudence exam on the Board's Laws and Rules. The exam would be multiple choice and part of the application process for licensure. The Board asked that Ms. Peel share the types of cases that the Board sees that deal with ethical violations and bring that

information to the next Board meeting. The Board asked that the jurisprudence exam topic be added to the next Board meeting agenda.

EXECUTIVE SESSION

A motion was made by Mr. Turney that the Board go into executive session under Idaho Code § 67-2345(1) (d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. Seconded by Mr. G. Jensen. The vote was: Ms. Lewis, aye; Mr. Cone, aye; Mr. Turney, aye; Mr. J. Jensen, aye; Mr. G. Jensen, aye; and Mr. Rockwell, aye. Motion carried.

It was moved by Mr. Turney that the Board enter regular session. Seconded by Mr. Rockwell. The vote was: Ms. Lewis, aye; Mr. Cone, aye; Mr. Turney, Mr. J. Jensen, aye; Mr. G. Jensen, aye; and Mr. Rockwell, aye. Motion carried.

APPLICATIONS

It was moved by Mr. P. Jensen to approve the following applicants for licensure:

GLEN THOMAS PETERSON	AR-985553
BRITT JUHLIN RIPLEY	AR-985562
JASON SCOTT TYRA	AR-985572

Seconded by Mr. Turney, motion carried.

It was moved by Mr. P. Jensen to approve the following applicants for examination:

REDGY GLENN ERB
NATHAN BRETT SHAW
STEPHEN WILLIAM WASILEWSKI

Seconded by Mr. Turney, motion carried.

NEXT MEETING 2/13/2013

ADJOURNMENT

It was moved by Mr. G. Jensen that the meeting adjourn at 11:16 am MST. Seconded by Mr. Rockwell, motion carried.