

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 2/13/2013

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

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

OTHERS PRESENT: Jeremy Putnam
Tony Smith

The meeting was called to order at 8:03 AM MST by Jay Cone.

APPROVAL OF MINUTES

The Board reviewed the 12/20/2012 and 1/11/2013 minutes. It was moved by Mr. Turney to approve the 12/20/2012 and 1/11/2013 minutes as written. It was seconded by Mr. Rockwell. Motion carried.

LEGISLATIVE REPORT

Mr. Hales gave the legislative report. He informed the Board that there are a significant number of freshmen Legislators this year. The Bureau has worked to educate them on the role of the Bureau, Boards, and the regulatory process. Mr. Hales stated that due to the current economic climate, Legislators are concerned with Idaho's business and job growth. There is a concern with making requirements for licensure stringent. There was also a concern that the various stakeholders were not informed of the proposed changes. The Board's proposed Law changes were pulled. Mr. Hales stated that with the help of the Chairman

and Mr. Rockwell, the Board's Proposed Rule changes passed, with the exception of the rule on contracts.

FINANCIAL REPORT

Ms. Cory presented the financial report, which indicates a cash balance of \$134,147.13 as of 1/31/2013.

FORMAL DISCIPLINARY ACTION

INVESTIGATIVE REPORT

Ms. Peel presented the investigative report, which is linked above.

For Board Determination:

Case number I-ARC-2013-3. Following review, it was moved by Mr. Turney to accept the Bureau's recommendation for closure for case I-ARC-2013-3. It was seconded by Mr. G. Jensen. Motion carried.

Ms. Peel presented a memorandum for case I-ARC-2013-6 and I-ARC-2013-7. Following review, it was moved by Mr. Rockwell to close cases I-ARC-2013-6 and I-ARC-2013-7 with a warning letter. It was seconded by Mr. Turney. Motion carried.

OLD BUSINESS

TO DO LIST

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

NEWSLETTER

Mr. Cone gave the newsletter update and encouraged Board members to submit articles to be included in the Board's next newsletter. Mr. G. Jensen presented his final article to the Board which will be added to the next newsletter. The Chairman thanked Mr. G. Jensen for his ongoing participation in the newsletter.

NEW BUSINESS

THE AMERICAN INSTITUTE OF ARCHITECTS CE REQUIREMENT UPDATE

Mr. Cone addressed the Board regarding The National Council of Architectural Registration Boards (NCARB) work with the AIA to drop the sustainable design requirement for continuing education. No action was taken.

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

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

Mr. Cone addressed the Board regarding NCARB's committee appointment process.

Ms. Brown updated the Board regarding correspondence from NCARB since the last Board meeting. No action was taken.

CORRESPONDENCE

The Board reviewed a letter from Tracy Read asking the Board to outline what a non-licensed architect can do with regard to architecture. It was moved by Ms. Lewis to direct Mr. Ellsworth to draft a response outlining the law and advising Tracy Read to seek the assistance of a private attorney to address particular legal questions. It was seconded by Mr. Turney. Motion carried.

The Board reviewed a letter from Mr. Reed regarding his five year rolling clock for completing the ARE exams. The Board directed Ms. Brown to respond to Mr. Reed by advising him that in theory he is correct that he is still within the five year rolling clock per Idaho Rule, but the Board would still review the application and supporting documents, including the ARE score reports prior to approving and issuing a license.

WESTERN CONFERENCE OF ARCHITECTURAL REGISTRATION BOARDS

Ms. Brown presented the Board with Idaho's Gold Nugget List. WCARB's Executive Committee asked state Boards to bring a "Gold Nugget" to share during the regional meeting. A gold nugget is something that the Board or staff does well. Idaho's Gold Nugget is that the Board contracts with the Bureau of Occupational Licenses which means:

- Verifications of licensure requests are processed and issued within two to five business days. There are applicants whose applications for licensure in Idaho are held up because some states take so long to issue these verifications. Many states, including Idaho, are looking at legislation to expedite licensure for the Military. The Bureau's quick turnaround time makes that possible for other states.
- The Bureau's database allows staff to scan and house licensee's applications, supporting documents, and correspondence. This makes the Bureau more efficient when answering questions via the phone and e-mail. The information is easily accessible.

- The Bureau saves the Board a substantial amount of money by serving 29 separate occupations. The costs are shared amongst the various Boards, including rent.
- Phone calls are typically answered as they come into the office. If a call goes to voicemail, it's returned typically within the same day.
- The Bureau has a full-time, in-house attorney that is shared amongst the 29 Boards and is available to staff.
- Board meeting minutes are posted on the Board's website within two weeks of a Board meeting. These minutes stay in chronological order on the website for historical information.
- The public can do a licensee search on the Board's website. All discipline is listed on the Board's website under each specific licensee and includes a copy of the actual signed Stipulation and Consent Order.
- Licensees can renew their license online, saving them time.
- The Bureau maintains an ongoing Board To Do List, reminding the Board of tasks assigned during Board meetings.
- The Bureau takes careful consideration when assigning various jobs to its staff, making sure that each staff person's role within the agency is the right fit based on education, experience, and talent.
- The Bureau works as a team. Each person is key to the success in serving the Board and the public efficiently and effectively.
- The Bureau's database is set up to e-mail the Board's secretary when tasks are due, such as pulling a random audit. It keeps a historical record of which licenses were audited and the results of the audit. It allows for staff to create a case when the audit shows that a licensee failed to meet the continuing education requirement.
- The system also tracks and allows staff to create specialized reports like licensee counts, financial reports, continuing education audit reports, investigative reports, probationary reports, and so on. These reports can be made into a Word document or an Excel spreadsheet by the click of a button.
- The system allows the Bureau to mass e-mail information to licensees or Board members, and is tied to each Board's website.
- When a change is made within the system that is public record, it automatically updates on the specific Board's website.
- The Bureau has a strategic plan that it reviews on an annual basis. The strategic plan helps to ensure that there is a viable way to measure how efficiently the Bureau is working to serve its Boards and the public.
- As soon as an NCARB e-mail is received notifying staff of an NCARB record that is ready for transmittal, staff checks to see if the individual has submitted an application for licensure. If not, they send a follow up e-mail to the candidate explaining the application process and providing a link to the Board's website. If so, the transmittal is matched up with the application and it is processed.

- When the Bureau receives notice from NCARB that there are ARE Score Reports ready for transmittal, staff works expediently to process those results and notify the candidate within two to five business days.

The Board agreed to share this information during the regional meeting.

The Board discussed positions available on WCARB's Executive Committee to be acted upon at the 2013 regional conference. It was moved by Mr. Rockwell to authorize the Board Chair to use his discretion and vote on behalf of the Board during the regional conference. Seconded by Mr. G. Jensen, motion carried.

Mr. Cone announced his intent to run for a position on WCARB's Executive Committee. The Board encouraged Mr. Cone to run and offered its support in this endeavor.

Mr. P. Jensen asked the Board if it would be appropriate for him to attend the upcoming regional meeting since his term on the Board has expired. The Board stated that it would be appropriate since he is still on the Board and his replacement has not yet been appointed to the Board.

EXECUTIVE SESSION

A motion was made by Mr. G. Jensen 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. It was seconded by Mr. Turney. The vote was: Ms. Lewis, aye; Mr. Cone, aye; Mr. Turney, aye; Mr. P. Jensen, aye; Mr. G. Jensen, aye; and Mr. Rockwell, aye. Motion carried.

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

APPLICATIONS

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

CHURCH ROBERT DOUGLAS	AR- 985588
SORENSEN DEREK JON	AR- 985315

It was seconded by Ms. Lewis. Motion carried.

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

GAY FARRAL DAVID

PUTMAN JEREMY

It was seconded by Ms. Lewis. Motion carried.

NEXT MEETING 4/19/2013

ADJOURNMENT

It was moved by Mr. Turney that the meeting adjourn at 11:08 am MST. It was seconded by Mr. Rockwell. Motion carried.