

**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 9/9/2014**

**BOARD MEMBERS PRESENT:** Steven C. Turney - Chair  
Daniel K. Mullin  
Peter Anderson, Jr.  
Peter Rockwell  
Jay Wayne Cone

**BOARD MEMBERS ABSENT:** Garth J. Jensen

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel

**OTHERS PRESENT:** Michael Armstrong  
Kathy Hillegas  
Brandon Weholt

The meeting was called to order at 8:30 AM MDT by Steven C. Turney.

The Chairman welcomed the new Board Member, Daniel Mullin. The Chairman also welcomed the Chief Executive Officer Michael Armstrong and the Director of Council Relations Kathy Hillegas from The National Council of Architectural Registration Boards (NCARB).

**APPROVAL OF MINUTES**

Mr. Anderson made a motion to approve the minutes of 6/13/2014. It was seconded by Mr. Cone. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. She explained the new parking process for Board members during meetings at the Bureau and reminded the Board of the deadlines for submitting proposed law and rule changes.

Ms. Cory reported that Mr. Hales confirmed that the technical corrections to the Board's Rules, that were addressed during the 6/13/2014 Board Meeting, are being made.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$171,714.30 as of 8/31/2014.

Ms. Hall addressed the Board regarding the increase in the cost of the Board's wall certificates. She provided an example of the wall certificates that are currently being used by other professions served by the Bureau. Mr. Anderson made a motion to approve the expense and to continue ordering the wall certificates created by the Board. It was seconded by Mr. Cone. Motion carried.

## **FY2015 CONTRACT RENEWAL**

Ms. Hall presented the contract renewal for FY 2015. Mr. Rockwell made a motion to approve the FY 2015 contract renewal and authorize the Board Chair to sign on behalf of the Board. It was seconded by Mr. Cone. Motion carried.

## **INVESTIGATIVE REPORT**

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

Ms. Peel explained the role of a cognizant member. She suggested that the Board appoint a backup cognizant member to be used as needed. Mr. Cone made a motion to appoint Mr. Turney as the backup cognizant member. It was seconded by Mr. Anderson. Motion carried.

## **DISCIPLINE**

Ms. Peel presented a memorandum regarding case number I-ARC-2015-1. Mr. Turney made a motion to close case I-ARC-2015-1 with an advisory letter. It was seconded by Mr. Cone. Motion carried.

## **OLD BUSINESS**

## **TO DO LIST**

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

## **NEWSLETTER**

Mr. Cone stated that he would contact Mr. Jensen regarding another article for the next newsletter. He asked for articles from Board members. Mr. Rockwell

reminded the Board to focus on its target audience who are receiving the newsletter, which are licensed Idaho architects. Mr. Cone suggested an article on what constitutes health, safety and welfare as it relates to continuing education. Mr. Armstrong offered NCARB's services to forward a list to the Board on items changing within the profession. The Board thanked him and welcomed the information.

The Board directed staff to add a frequently asked question (FAQ) to its website regarding the transition from the ARE 4.0 to the ARE 5.0 and to provide a link to the information found on NCARB's website.

### **APPLICATION FORM UPDATE**

Ms. Brown presented a revised application to the Board based on suggestions during the 6/13/2014 Board meeting. Mr. Rockwell made a motion to approve the changes made to the application form for licensure by examination. It was seconded by Mr. Cone. Motion carried.

### **NEW BUSINESS**

#### **CORRESPONDENCE**

The Board reviewed an e-mail from Luke Vannoy regarding a continuing education course request. Mr. Rockwell made a motion to approve the continuing education request. It was seconded by Mr. Anderson. Motion carried.

The Board reviewed an e-mail from Florence Hawkinson regarding technical difficulties experienced while taking the Architect Registration Examination (ARE). While contacting NCARB regarding the issue, Ms. Hawkinson e-mailed the Board and withdrew her request.

### **NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**

The Board reviewed the membership dues for the period from July 1, 2014 to June 30, 2015 for the National Council of Architectural Registration Boards (NCARB). Mr. Rockwell made a motion to pay the NCARB dues in the amount of \$6500.00. It was seconded by Mr. Cone. Motion carried.

The Board reviewed NCARB's Pre-Annual Meeting Board of Director Brief. No action was taken by the Board.

The Board reviewed Wisconsin's Legislation Memo provided by NCARB. No action was taken by the Board.

The Board reviewed NCARB's Post-Annual Meeting Board of Director Brief. No action was taken by the Board.

The Board reviewed NCARB's 2014 Annual Business Meeting Follow-up. No action was taken by the Board.

The Board reviewed NCARB's 2014 ABM Town-Hall Outcomes. No action was taken by the Board.

The Board discussed NCARB's proposed changes to its Intern Development Program (IDP). Mr. Anderson made a motion to approve the proposed changes to IDP in principle with a better definition to core hours. The motion died without a second. Mr. Armstrong addressed the Board regarding why the changes were being proposed at this time. Mr. Mullin stated that he agrees with the changes make things more efficient, but was concerned with the possibility of licensing someone before they are ready. After further discussion, Mr. Cone made a motion that the Board agrees with the proposed changes to IDP and welcomes additional dialogue regarding core hours. It was seconded by Mr. Anderson. Motion carried.

The Board discussed NCARB's proposed changes to use the same categories in the ARE 5.0 and IDP. After discussion, Mr. Anderson made a motion that the Board agrees with the proposed changes to use the same categories in the ARE 5.0 and IDP. It was seconded by Mr. Cone. Motion carried.

The Board discussed NCARB's proposed changes to its Broadly Experienced Architect Program (BEA). After discussion, Mr. Anderson made a motion that the Board takes no position with the proposed changes to BEA. It was seconded by Mr. Cone. After further discussion, Mr. Cone made a motion that the Board agrees with the proposed changes to BEA. It was seconded by Mr. Rockwell. Motion carried.

The Board discussed NCARB's proposed changes to its Broadly Experienced Foreign Architect Program (BEFA). After discussion, Mr. Anderson made a motion that the Board agrees with the proposed changes to BEFA. It was seconded by Mr. Rockwell. Motion carried.

Mr. Armstrong and Ms. Hillegas addressed the Board regarding the role of NCARB and its commitment to serving jurisdictions, licensees, and interns. Mr. Armstrong shared NCARB's successes over the last few years regarding the streamlining of its processes, cost cutting efforts, increased dialogue with its constituents, and continued focus on strategic planning. He thanked the Board members and Ms. Brown for their work on the various NCARB committees that each have served on. Ms. Brown thanked Mr. Armstrong and Ms. Hillegas for the strides that she's seen NCARB make over the years to provide better customer service and transparency. She said that NCARB's staff responses to her questions are timely and contain the information that she's seeking. She also

said that she has heard from several licensees and applicants over the years who have been pleased with NCARB's efficiencies and customer service.

## **PLAQUE**

The Board discussed sending a plaque to Ms. Lewis for her service on the Board. It was moved by Mr. Mullin to approve the expense of ordering and mailing Ms. Lewis a plaque for her service on the Board. It was seconded by Mr. Cone. Motion carried.

**NEXT MEETING** 11/21/2014

## **EXECUTIVE SESSION**

Mr. Rockwell made a motion 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. Mullin. The vote was: Mr. Cone, aye; Mr. Turney, aye; Mr. Anderson, aye; Mr. Mullin; and Mr. Rockwell, aye. Motion carried.

Mr. Rockwell made a motion to come out of executive session. It was seconded by Mr. Anderson. The vote was: Mr. Cone, aye; Mr. Turney, aye; Mr. Anderson, aye; Mr. Mullin; and Mr. Rockwell, aye. Motion carried.

## **APPLICATIONS**

Mr. Cone made a motion to approve the following for licensure by examination pending passage of the ARE and proof of completing the IDP:

ANDERSON MARK LYNN  
BELL JESSICA  
OSTROM GLENN EDWARD  
RYAN AMANDA  
VONDEMKAMP CHRISTOPHER LEE

It was seconded by Mr. Anderson. Motion carried.

Mr. Cone made a motion to approve the following for licensure by endorsement:

BELGIQUE GUILLAUME	AR-985730
COTTLE ROBERT BRENT	AR-985689
FRANCE DEBORAH KARIN	AR-985753
RAMIREZ MARTIN	AR-985760
WEHOLT BRANDON LYNN	AR-985305
WHITTAKER DANIEL E	AR-985779

It was seconded by Mr. Anderson. Motion carried.

**ADJOURNMENT**

Mr. Rockwell made a motion to adjourn the meeting at 12:52 PM MDT. It was seconded by Mr. Anderson. Motion carried.

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Steven C. Turney, Chair

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Daniel K. Mullin

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Peter Anderson, Jr.

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Peter Rockwell

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Jay Wayne Cone

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Garth J. Jensen

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Tana Cory, Bureau Chief