

**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 1/12/2018**

**BOARD MEMBERS PRESENT:** Daniel K Mullin - Chair  
Peter Rockwell  
Jay W Cone  
Rann W Haight  
Allison McClintick

**BOARD MEMBERS ABSENT:** Garth J Jensen

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Admin. Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Deborah Sexton, Management Assistant

The meeting was called to order at 8:33 AM MST by Daniel K Mullin.

Ms. Cory introduced Julie Eavenson as the new Administrative Support Manager.

**APPROVAL OF MINUTES**

Mr. Rockwell made a motion to approve the minutes of 10/27/2017. It was seconded by Ms. McClintick. Motion carried.

Mr. Cone made a motion to approve the minutes of 11/20/2017. It was seconded by Mr. Haight. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. She updated the Board on the meetings with Legislators from around the state. She also updated the Board on the proposed laws and rules noting the proposed laws were a clarification and reorganization and there were no substantial changes to the existing law. Mr. Rockwell made a motion to authorize him and Ms. McClintick to represent and speak on behalf of the Board during the law and rule presentations, depending on availability. It was seconded by Mr. Haight. Motion carried.

The deadlines to submit proposed rule and law revisions to the Governor's Office have passed for the 2018 Legislative Session. The deadline to submit proposed

law changes to the Governor's Office is mid-July 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August 2018 for the 2019 Legislative Session.

## **LEGISLATIVE INTERIM COMMITTEE UPDATE**

Mr. Ellsworth stated there have been no new developments with the Idaho Legislature's Interim Committee that has been studying the use of Hearing Officers. The Interim Committee is also looking at the Idaho Administrative Procedures Act. The Bureau will continue to follow this.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$314,837.23 as of 12/31/2017.

## **INVESTIGATIVE REPORT**

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

## **FOR BOARD DETERMINATION**

Mr. Rockwell made a motion to approve the Bureau's recommendation and authorize closure in case I-ARC-2018-1. It was seconded by Ms. McClintick. Motion carried. Mr. Cone recused himself from this matter.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **EXECUTIVE ORDER**

Ms. Eavenson outlined the Board's role in responding to the Lt. Governor's Executive Order. There is a template that will be used to complete each Board's response, and the template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years
- D. Law, Rule, or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry
- E. Assessment of Public Interest
- F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will be responsible for gathering and entering all of the data in sections A, B and C of the template. The Bureau and each Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with writing sections E and F.

Ideas for the EO that come up between meetings cannot be shared among Board members outside of Board meetings, but may be forwarded to the Board Specialist or Administrative Support Manager for inclusion in the next meeting.

The process will be completed in three meetings: 1) discussion, 2) review and approve a rough draft, and 3) review and approve a final draft. The final draft must be completed and approved by June 15, to meet the July 1, deadline for responding.

Mr. Haight and Mr. Cone will work with Ms. Eavenson on the executive order.

## **NEW BUSINESS**

The Board discussed the continuing education audit process and will continue with the current process. No further action was taken.

The Board reviewed an invitation from the National Council of Architectural Registration Boards (NCARB) regarding an outreach presentation at the University of Idaho in the spring. Mr. Mullin and/or Mr. Haight will attend the presentation.

Mr. Cone made a motion to approve expenses for Board Members to attend the Western Council of Architectural Registration Boards (WCARB) conference. It was seconded by Mr. Rockwell. Motion carried.

Mr. Cone made a motion to approve expenses for Board members and staff to attend the NCARB conference in June. It was seconded by Ms. McClintick. Motion carried.

The Board tabled discussion regarding the NCARB bylaws and requested the Board members review the bylaws for anything that may affect Idaho. These will be discussed and voted on at the NCARB meeting in June. The Board will follow-up at the next meeting.

## **ELECTION**

Mr. Haight made a motion to elect Mr. Rockwell as the Chair. It was seconded by Ms. McClintick. Motion carried.

Mr. Haight made a motion to elect Ms. McClintick as Vice-Chair. It was seconded by Mr. Rockwell.

Mr. Mullin turned the gavel over to Mr. Rockwell.

### **EXECUTIVE SESSION**

Mr. Mullin made a motion that the Board go into executive session under Idaho Code § 74-206(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 Ms. McClintick. The vote was: Mr. Rockwell, aye; Ms. McClintick, aye; Mr. Mullin, aye; Mr. Cone, aye; and Mr. Haight, aye. Motion carried.

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

### **APPLICATIONS**

Ms. McClintick made a motion to approve the following for exam:

BOYER THERESA  
DAVIDSON LAURA ANNE  
FANNIN KIANA  
LONGHURST MAREN  
SCOFFIELD JOSHUA SCOTT

It was seconded by Mr. Haight. Motion carried.

Ms. McClintick made a motion to table applicant 901065370 until further information has been received. It was seconded by Mr. Mullin. Motion carried.

Mr. Haight made a motion to approve the following for licensure:

HARRIS JOELLE COLLIARD	AR-986318
JONES SCOTT ALLAN	AR-986310
MACKENZIE KENNETH J	AR-986307
PRENTICE SCOTT CHARLES	AR-986291

### **MEETING DATES:**

March 2, 2018 at 8:30 AM  
May 4, 2018 at 8:30 AM  
June 8, 2018 at 8:30 AM  
August 24, 2018 at 8:30 AM

October 19, 2018 at 8:30 AM  
December 7, 2018 at 8:30 AM

**ADJOURNMENT**

Mr. Mullin made a motion to adjourn the meeting at 12:35 PM. It was seconded by Ms. McClintick. Motion carried.

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Daniel K Mullin, Chair

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Peter Rockwell

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Jay W Cone

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Garth J Jensen

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Rann W Haight

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Allison McClintick

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Tana Cory, Bureau Chief