

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 8/24/2018

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

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Lizzie Kukla, Technical Records Specialist I
Deborah Sexton, Management Assistant
Rob Neiwert, Investigator

The meeting was called to order at 9:00 AM MDT by Peter Rockwell.

Ms. Cory introduced Lizzie Kukla, the new specialist for the Board.

APPROVAL OF MINUTES

Mr. Cone made a motion to approve the minutes of June 8, 2018. It was seconded by Mr. Jensen. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadline to submit legislative ideas to the Governor's Office was July 13, 2018 and the deadline to submit proposed law and rule changes to the Governor's Office was August 17, 2018 for the 2019 Legislative Session.

INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE

Ms. Cory said that the Executive Order report was submitted to the Governor and Lt. Governor prior to July 1 and it has been linked on the Board's main webpage. Ms. Cory updated the Board on the legislative interim committee on occupational licensing and certification laws. The Occupational Licensing & Certification Laws

Committee met on June 22. Ms. Cory was invited to present on the process and executive order reports for the Boards served by the Bureau. It also heard from Greg Wilson, chief of staff to Lieutenant Governor Little; Albert Downs, policy specialist for the National Conference of State Legislatures; and Patrick Grace, regional manager for the Division of Building Safety.

In her presentation before the Committee, Ms. Cory noted that 29 of the 30 Boards served by the Bureau had submitted their reports. She let the Board know that all of the reports were submitted before the July 1 deadline and each Board's report has been posted to its website.

Comments by the Committee included that its efforts appeared to be on a parallel track with those of the executive order, and committee members outlined a framework where each of them would take a few reports to review with members of the Boards who wrote them. The co-chairs encouraged legislators on the committee to volunteer to review reports where they felt like they had a connection to the occupation or had constituents who serve on the Board.

The Committee had set its next meeting for Tuesday, August 7. Ms. Cory said that she received notice that the August 7 meeting was cancelled, and that she will let Board members know when she is notified of the rescheduled date.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$336,236.75 as of July 31, 2018.

FY 2019 CONTRACT

Ms. Hall reviewed the FY2019 contract with the Board. Mr. Jensen made a motion to approve the contract and authorize the Board Chair to sign on behalf of the Board. It was seconded by Mr. Mullin. Motion carried.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case number ARC-2018-3. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

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

FOR BOARD DETERMINATION

Ms. Peel presented a Notice of Violation and Settlement Order RE: Continuing Education in case ARC-2019-1. Mr. Mullin made a motion to approve the Notice of

Violation and Settlement Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. McClintick. Motion carried.

OPEN MEETING LAW

Mr. Ellsworth reviewed HB611 that made changes to the open meeting law regarding meeting notices and agendas. Changes effective July 1, 2018 included: notices and agendas must be posted online if the agency has an online presence; identification of all "action items" must be noted on the agenda; and final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared.

OLD BUSINESS

The Board reviewed the To Do List.

Mr. Haight agreed to contact the Idaho Office of Emergency Management (OEM) about how to access a mailing list of licensed architects, and about the process for getting approval for a continuing education course. This discussion was in response to efforts by the OEM to have a pool of experts available to call on to perform rapid assessment of damaged structures, etc., during a disaster such as a flood, earthquake or fire.

NEW BUSINESS

The Board reviewed draft language for a postcard to be sent to licensees. Ms. McClintick made a motion to approve the language and send the postcards out to notify licensees of legislative changes to the Board's laws and rules. It was seconded by Mr. Jensen. Motion carried.

The Board reviewed proposed rules from the Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors. No further action was taken.

The Board reviewed the National Council of Architectural Registration Boards (NCARB) 2018 jurisdiction report and directed staff to submit the report as presented.

EXECUTIVE SESSION

Mr. Haight 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 Mr. Mullin. The vote was: Mr. Rockwell, aye; Ms. McClintick, aye; Mr. Mullin, aye; Mr. Haight, aye; Mr. Jensen, aye; and Mr. Cone, aye. Motion carried.

Mr. Jensen left the meeting at 10:41 am.

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

APPLICATIONS

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

BARLOW CHRISTOPHER	AR-986437
HARMS KEVIN WILLIAM	AR-986433
ITTNER DANIELLE MARIE	AR-986447
KOVEL JEFFREY	AR-986425
MCCAIN RIETTA KATHERINE	AR-986435
TEDROW THOMAS F	AR-986448
VERNEUILLE VINCENT RAY	AR-986366
WILSON TIMOTHY ALLEN	AR-986417

It was seconded by Mr. Haight. Motion carried.

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

901159820
901161048

It was seconded by Mr. Mullin. Motion carried.

NEXT MEETING was scheduled for October 19, 2018 at 8:30 AM MDT.

ADJOURNMENT

Mr. Haight made a motion to adjourn the meeting at 11:12 AM MDT. It was seconded by Mr. Cone. Motion carried.

Peter Rockwell, Chair

Jay W Cone

Garth J Jensen

Rann W Haight

Allison McClintick

Daniel K Mullin

Tana Cory, Bureau Chief