



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
BOARD FOR ARCHITECTS
REGULAR BOARD MEETING MINUTES**

The Mission of the Washington State Board for Architects is to safeguard life, health, property and promote public welfare through licensure and regulation of the practice of architecture in Washington.

DATE: January 19, 2023
TIME: 10:00 AM
LOCATION: Remote via Microsoft Teams

BOARD MEMBERS PRESENT: Roch Manley, Chair
Scott Harm, Vice Chair
Susan Cooley, Secretary
Erica Loynd, Board Member
Paul Wu, Board Member
Rick Benner, Board Member
Sian Roberts, Board Member

STAFF PRESENT: Sydney Muhle, Program Specialist
Susan Nieves, Program Specialist
Debra Allen-Ba, Assistant Administrator
Elizabeth Lagerberg, Assistant Attorney General
Julia Manley, Assistant Administrator

1. Call to Order

Board Chair Roch Manley called the meeting to order at 10:03 AM.

2. Roll Call

Program Specialist Susan Nieves conducted roll call for Board Members and staff. All Board Members were present.

Board Member Rick Benner stated that he would be leaving the meeting at 11:00 AM. Vice Chair Scott Harm stated he would be leaving the meeting at approximately 11:30 AM.

3. Approval of Agenda

Vice Chair Harm made a **MOTION** to approve the order of the agenda as presented. Board Member Sian Roberts **SECONDED** the motion, and it was **APPROVED**.

4. Approval of Minutes

4.1. The Regular Meeting Minutes of October 20, 2022

Board Member Erica Loynd made a **MOTION** to approve the October 20, 2022, minutes as presented. Board Member Paul Wu **SECONDED** the motion.

Discussion:

Board Member Benner requested a correction be made to the spelling of his last name under item 2.1. He also said that he expressed support, not concerns, for in-person meetings under Item 3.1.

Board Member Roberts clarified that she is Chair of one task force, not a part of two, under section 9.1.

Board Member Wu made a **MOTION** to approve the October 20, 2022, minutes with the noted corrections. Board Member Benner **SECONDED** the motion, and it was **APPROVED**.

5. Old Business

5.1. Board Authorizations (formerly “Delegations”)

The Board authorizes specific administrative duties to Department of Licensing (DOL) staff. Due to organizational and staffing changes within DOL’s Business and Professions Division (BPD), staff is seeking Board approval of new authorizations to the BPD Assistant Director.

Program Specialist Sydney Muhle reviewed the authorizations with the Board noting the changes from the previous version of the document.

Board Member Roberts said she appreciated having the red-line version to review.

Board Member Benner asked if there were any additional authorizations that would streamline the process for staff.

Ms. Muhle said for staff purposes the proposed authorizations are reorganized for the functional alignment but would defer to the Board for their ideas to streamline the process.

Chair Manley said this does some of the streamlining the Board was wanting.

In comparing the documents, Board Member Roberts asked why the conditions were removed.

Assistant Attorney General (AAG) Elizabeth Lagerberg clarified that the listed conditions on section A were removed as they were redundant and limiting.

Chair Manley requested a regular review of the document in light of law changes, such as the potential for student loan forgiveness by the federal government. Board Member Benner agreed that it would be good to have a revolving discussion and suggested once a year.

Chair Manley pointed out a redundant “the” in the document title. Ms. Muhle said staff would revise the document removing the redundant “the”.

Board Member Benner asked if there is a list of what typically is delegated or authorized verses what would be typically handled by the Board. Ms. Muhle said she will put together a list for the Board and assured them the authorizations in this document are almost identical to the other four regulatory boards within DOL.

Board Member Roberts made a **MOTION** to approve removal of the redundant “the.” Board Member Loynd **SECONDED** the motion, and it was **APPROVED**.

Board Member Roberts made a **MOTION** to approve of the revised Board Authorizations. Board Member Loynd **SECONDED** the motion, and it was **APPROVED**.

ACTION ITEM: Staff to remove redundant “the” in title of document.

ACTION ITEM: Staff to put together a comparison list of delegated and non-delegated authorizations.

5.2. Discussion and Consideration of the Mutual Recognition Agreement (MRA) Between the United States (US) and the United Kingdom (UK)

The National Council of Architectural Registration Boards (NCARB) is working toward adoption of a MRA for architects between the US and UK. The Board will receive information about the agreement and may provide direction to staff to return, regarding return of the final agreement to the Board for potential consideration and adoption.

Ms. Muhle reported that NCARB has requested the Board review the MRA and confirm whether or not Washington intends to adopt the agreement once it is approved by the UK Architects Registration Board (ARB) and Parliament.

Staff have had a limited time to review the MRA and are still in the process of reviewing it. AAG Lagerberg has also reviewed it and has expressed some concerns; and staff has reached out to NCARB and are awaiting a response. For the purposes of this meeting, staff is looking for Board discretion on whether to adopt the MRA once it has gone through the NCARB/UK approval.

Board Members discussed the current version of the MRA. There were concerns that the UK does not accept alternative pathways for licensure, such as experience in lieu of education and the agreement doesn't offer a compromise, and only

referring to future discussions between the UK and NCARB. It was noted that Washington has signed MRAs with other countries with the same stipulation.

There were also concerns about the conditions/requirements section for a US citizen to get a license in the UK, as many architects got their licenses before the Architectural Experience Program (AXP) and Inter Development Program (IDP) were introduced. The wording of the agreement would exclude these US licensees from obtaining a UK license. Chair Manley voiced that this is a good example of why it is important for all Board members to attend national conferences, regardless of location of the conference.

Chair Manley said it sounded like there is an allowance for each jurisdiction to opt out once the agreement is in place if it does not agree with Washington laws/practices. Board Member Harm pointed out it would be a one-way street, where Washington would still allow UK citizens to be licensed.

Board Member Roberts and Board Member Loynd disclosed they are dual citizens with the UK. Staff will find out if they need to be recused.

Board Member Loynd said that she appreciates that the Board continues to have conversations about alternative pathways for licensure, adding it's very palpable to see that as the main conversation point in our state.

The discussion ended with the decision for staff to share with NCARB the Board's concerns, and that the Board doesn't want to adopt the agreement until their concerns are addressed. Ms. Muhle asked the Board to email her with any additional concerns as quickly as possible.

ACTION ITEM: Ms. Muhle to compile Board Member's questions regarding the MRA with the US and the UK and follow up with NCARB.

5.3. Report Out from Washington Association of Building Officials (WABO) Annual Meeting

Board members and staff attended the WABO Annual Meeting in Spokane in October 2022 and will provide a report from that event.

Vice Chair Harm shared that this was his second time attending the WABO event. He recommended the other Board members volunteer for the next meeting as it was a valuable experience with an engaged group asking a lot of very good and specific questions.

Board Member Wu agreed with Vice Chair Harm's comments.

Ms. Muhle said she has received excellent comments back from the WABO group, though not in writing yet. She said it was nice to have dialogue with industry professionals on how different jurisdictions are handling different things.

AAG Lagerberg shared that it was good to empower people to handle their situations and to see people with more experience taking the opportunity to educate those with less experience.

Board Member Benner asked if WABO has had conversations on how to move projects forward to reduce long lead times for permitting processes. Ms. Muhle and Vice Chair Harm said it was not a topic of discussion while they were in the room but may have been discussed in other parts of the conference. Ms. Muhle clarified that the Board can reach out to WABO and ask them for answers even though it's not directly related to the Board's work, since it does impact licensees. She will reach out to WABO for a report out on actions they are taking.

Chair Manley said it may be an American Institute of Architects (AIA) outreach issue. Board Member Wu said he remembered a proposal for building officials to automatically accept and approve drawings by licensed architects, which may be something the Board needs to explore. AAG Lagerberg said that since building officials often scrutinize engineer work and give back instructions like "this is how you have to do it," they may be unwilling to agree to automatically approving anything submitted by an architect.

ACTION ITEM: Ms. Muhle to follow up with WABO on solutions for reducing long lead times for permitting processes.

6. New Business

6.1. Interprofessional Council on Registration (ICOR) Committee to Address Overlapping and Incidental Practice Among Design Professions

A committee has been formed to address issues of overlapping and incidental practice among the design professions. Staff will provide information about this committee and discuss how it will impact the Board's work.

Ms. Muhle shared that the ICOR Incidental Practice Committee is a group collaborating with NCARB and members of Council of Landscape Architect Registration Boards (CLARB), interior design group, and others to address overlapping and incidental practice among the design professions. She let the Board know that staff are monitoring the development.

Board Member Roberts shared that the Model Law Committee met and there is some overlap on this subject. She has reached out to AIA Washington Council letting them know of the committee's work and for them to submit feedback.

ACTION ITEM: Ms. Muhle to find out and let the Board know what group is advocating and who has been selected for the ICOR committee.

6.2. NCARB Regional Summit

The Board will discuss member and staff attendance at the NCARB Regional Summit, March 3-4, 2023.

Ms. Muhle said this is to formalize attendance at the upcoming regional summit.

Vice Chair Harm declared his intention of running for Regional Director and said he may be running unopposed and has been received very positively. Board Member Roberts shared that she is considering running for the XCOM seat. The other Board members voiced support for both advancing through NCARB membership.

Chair Manley shared that NCARB's deadline to register is January 20, 2023.

Vice Chair Harm brought up a billing error and he advised the other Board members to make sure they were billed correctly. Ms. Muhle said this is a known issue that NCARB is working to resolve.

ACTION ITEM: Administrative Assistant Alyssa Woods and Ms. Nieves to work with the Board to finalize travel and other event details.

6.3. NCARB Annual Business Meeting

The Board will discuss member and staff attendance at the NCARB Annual Business Meeting, June 14-18, 2023.

Ms. Muhle shared that Ms. Nieves has contacted Board members to RSVP. She said staff is aware Vice Chair Harm is planning on attending and asked that any other Board Members wishing to attend confirm with Ms. Nieves by the end of February 2023.

Chair Manley and Board Member Loynd said they are planning on attending. Board Member Roberts said she is also planning on attending and believes she will be funded by NCARB due to her committee position. Secretary Susan Cooley said she is tentative and will reach out to Ms. Nieves by the deadline.

6.4. Discussion regarding NCARB Leadership Changes

NCARB is studying potential changes to its leadership structure, including regional representation. The Board will discuss the impact of these changes on its relationship with NCARB. This change is scheduled to be voted on at the Annual Business Meeting.

Ms. Muhle shared that the committee has held listening sessions, with more planned throughout the spring. She said, based on the listening sessions she attended, highlights from the proposed changes are to look at changes to the governing board as a whole and create space for more diversity.

Ms. Muhle said NCARB is looking at different proposals. The proposal with the biggest change is going from a six-region structure to a four-region structure to increase diversity in some of the regions that don't currently have it, and to create a more balanced structure between the regions.

Ms. Muhle said three options have been proposed. All three options would change the officer corps to four positions and the secretary position would automatically move through the chairs in the subsequent years. She described the options as:

- **Option A:** Adds a Regional Director position which the nominee would be chosen by the regional leadership community; would open more director positions to those who are or have served NCARB outside of regional leadership.
- **Option B:** Same as Option A, except that the Regional Director position would be removed, and an eighth at-large seat would be elected.
- **Option C:** Shift four of the eight at-large positions to Regional Director positions.

Ms. Muhle added that NCARB has additional proposed changes, including a Credentials Committee to select applicants for the executive committee and the intent was to create a blind process. The Credentials Committee would be chaired by the immediate past president of NCARB.

Chair Manley said architects and the industry are generally conservative. He said it's a big deal to make a structural change this dramatic, and he is applauding the change and interested to see how the committee will come together and fill in the blanks.

Board Member Roberts said that it seems they are trying to do three things: regional change, reduce the executive committee at the national board level, and open director positions up to people who haven't gone through regional leadership. She said she is in favor of these changes, adding there are a number of ways it could go, and she is interested to see how it happens.

Board Member Roberts said there were concerns voiced in the listening sessions that people who aren't on their regional boards could be on an NCARB board seat in the proposed scenarios. She said that having all positions be at-large does not seem like the right solution, but having some at-large positions does make a lot of sense.

Board Member Loynd voiced concerns about going from a six-region structure to a four-region structure that would result in fewer voices at the table at a higher level. She also said she did not receive any communication about the listening sessions and asked if there is a ListServ for listening sessions.

ACTION ITEM: Ms. Muhle and Ms. Nieves to find out how communications/invites are sent out and forward relevant meeting invites, reminders, etc. to Board Members.

6.5. Establishment of Board Goals for 2023 – Vice Chair Harm left at 11:36 AM.
The Board will discuss and establish goals for 2023.

Ms. Muhle went over a structured outline tool created to assist the Board in setting priorities and goals for the coming year. She said it will be an ongoing topic to give the board a focus and set intentionality behind the work done throughout the year.

The Board discussed their top priorities:

- Establishing a calendar for regular items to be reviewed
- Reviewing Board Authorizations regularly
- Determining when annual planning should occur
- Examining impacts of diversity for licensure and how Board criteria matches education
- Outreach focus:
 - Benefits of licensure to grow the industry
 - Increasing diversity
 - Working with partner groups
- Demystifying licensure

Board Members Wu and Roberts said they met with the president of National Organization of Minority Architects Northwest Chapter (NOMA NW). They discussed minority architects, potential licensees for architecture, what licensure looks like, and demystifying education requirements for new licensees.

Board Member Wu would be meeting with University of Washington (UW) students the next day as well.

Board Member Wu suggested that NCARB could provide scholarships/free exams to minority candidates.

Board Member Roberts said NCARB meets with Washington State University and UW yearly and it's important for the Board to attend to answer questions.

ACTION ITEM: Ms. Muhle to send slides out to Board Members. Board members to review further, then email items/suggestions to Ms. Muhle for consolidation.

AGENDA ITEM: 2023 goals continuing discussion.

7. Reports

7.1. Committee/Task Force Reports

7.1.1. Model Law Committee

Board Member Roberts said staff provided a spreadsheet comparing NCARB model law to Washington law. The committee broke it into sections for further review and will meet again to discuss their findings. Board Member Roberts reached out to AIA Washington Council for feedback on any recommended modifications, and their opinion on whether this can be used

as an opportunity to clarify the practice of architecture as distinct from the practice of engineering.

Board Member Roberts added that NCARB brought up that Washington's required number of years of experience to serve on the Board is longer than model law; eight versus five years. The committee will review and discuss the potential for changes to Board compensation and provide a report out at a future meeting.

7.1.2. Charter

Ms. Muhle shared that staff is working on the finishing touches of the nine board and commission charters. In December 2022, the decision was made to add a few additional components. Once that is complete, the drafts will be sent to AAG Lagerberg for review, then it will be provided to the Board for review.

7.2. Staff Reports

7.2.1. BOSS Reports

7.2.1.1. BOSS and BPD Staffing Updates and Current Overview

Ms. Muhle provided an overview of DOL Business & Professions Division (BPD) organizational structure, including details on how things have changed under the realignment, and a breakdown of the Boards & Outreach Support Services (BOSS) staff.

7.2.1.2. Hybrid Meeting Status Report

Ms. Muhle let the Board know DOL has received new hardware to facilitate hybrid meetings and will be testing it. The intent is to go to a hybrid model, with the Board meeting in person at the Olympia DOL facility and a virtual attendance option for the public. There is not a definitive date on when testing will be complete as the hardware had just arrived.

7.2.1.3. Review of Master Action Item List

Ms. Nieves provided a review of the Master Action Item list. Board Member Roberts asked for clarification on the items.

Meeting to review delegations: Ms. Muhle said the Board had intended to review delegations, and with the changes to staff, staff already took it on with AAG Lagerberg, which the Board approved in today's meeting.

Statistics for law exam: Assistant Administrator Julia Manley said the law review exam was updated for clarity on some questions. This item is meant to look at how the new exam has been performing regarding pass/fail rate and how certain questions are performing. This will be added to the calendar of items for annual review.

Green book on DOL website: Ms. Muhle said it is out of date so it will be taken off the website. Staff is in discussion with AAG Lagerberg, pending determination from the ICOR committee, on the best replacement options.

AGENDA ITEM: Ms. Muhle to provide an update on the Green Book at the next meeting.

7.2.1.4. Board Executive's Report

Chair Manley said in notes from a previous NCARB meeting, there was a comment that there may be changes to the five-year rolling clock. Ms. Muhle said she spoke with NCARB and confirmed this is only a rumor, that there are no determinations or discussions at this point regarding the five-year rolling clock.

7.2.2. Centralized Investigations and Audits Unit Reports

7.2.2.1. Complaint Status Report

Ms. Muhle provided a review of the complaint status numbers.

Board Member Roberts said she was not aware of any cases in her name, and there was one listed under Management Review on the report.

Board Member Loynd asked if she should be on the report. Ms. Muhle said with the way the reports are generated, once a case has been assigned to her, she will be on the reports going forward.

Chair Manley asked if public members are assigned cases and Secretary Cooley said, if so, she would be willing to review a case, but would like the opportunity to shadow another Board Member before taking one on alone.

ACTION ITEM: Ms. Muhle to follow up on Board Member Roberts' Management Review case.

ACTION ITEM: Ms. Muhle to follow up on whether public members are assigned to review cases.

7.2.2.2. Closed Case Report

None

7.2.3. Licensing and Customer Service Support (LCSS) Reports

7.2.3.1. Licensee Count Report

Ms. Muhle reviewed the report for the Board.

7.2.4. CS Reports

7.2.4.1. Program Funding Structure Overview

Ms. Muhle provided a high-level overview of the program funding structure. She let the Board know a more detailed break-down will be provided at the next meeting.

Chair Manley requested a fundamental overview of how the budget works.

The Board discussed how some members did not have good training when they first became Board Members. Ms. Muhle said staff has recently updated the onboarding training, and any Board Members wanting to go through the updated training can reach out to her.

8. Public Comments

The public may address the Board on matters within the Board's jurisdiction. The Board is limited to directing staff to study the matter further or requesting that the matter be rescheduled for discussion and consideration at a later time. Individual comments will be limited to three (3) minutes each. Prior to the meeting, comments from the public may also be submitted in writing to RBSAdmin@dol.wa.gov. Written comments will be limited to no more than 500 words and will be provided to the Board during this portion of the meeting.

There were no public comments.

9. Conclusion

9.1. Announcements

Ms. Muhle shared that this is a new item that will be on the agenda going forward that creates space for Board Members to report out on items not specific to Board business, but that are relevant to the industry.

9.2. Requests for future agenda items

- Revisit initiative from 2021 or 2022 to send out letters of congratulations to new licensees. (Also add this item to the annual calendar.)

9.3. Review of action items and items for next meeting

- Action Item: Ms. Muhle to compile Board Member's questions regarding the MRA with the US and the UK and follow up with NCARB.
- Action Item: Ms. Muhle to follow up with WABO on solutions for reducing long lead times on the permitting processes.
- Action Item: Ms. Muhle to find out and let the Board know what group is advocating and who has been selected for the ICOR committee.
- Action Item: Fundamental overview of how the budget works.
- Action Item: Ms. Muhle to follow up on whether public members are assigned to review cases.
- Action Item: Staff to schedule model law committee meeting.

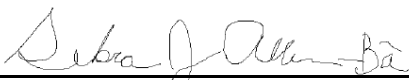
- Agenda Item: Discussion/adoption of 2023 goals.
- Agenda Item: Update regarding Green Book on DOL website.

10. Adjournment

Chair Manley **ADJOURNED** the meeting at 12:50 PM.

Next Board Meeting:

April 20, 2023 at 10:00 AM
Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Bâ, Assistant Administrator

April 20, 2023
Date

Approved by: 
Roch Manley, Board Chair

April 20, 2023
Date