



**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: April 20, 2023
TIME: 10:00 A.M.
LOCATION: Remote via Microsoft Teams

BOARD MEMBERS: Roch Manley, Chair
Scott Harm, Vice Chair
Susan Cooley, Secretary (Arrived Late)
Erica Loynd, Board Member (Excused)
Paul Wu, Board Member
Rick Benner, Board Member
Sian Roberts, Board Member

STAFF MEMBERS: Sydney Muhle, Program Specialist
Susan Nieves, Program Specialist
Elizabeth Lagerberg, Assistant Attorney General
Grace Hamilton, Investigator

1. Call to Order

Chair Roch Manley called the meeting to order at **10:02 AM**. Vice Chair Scott Harm informed the Board that he would need to leave the meeting by about 10:30 AM.

2. Roll Call

Program Specialist Susan Nieves conducted roll call. All Board Members were present, except for Board Member Erica Loynd who was excused and Secretary Susan Cooley who arrived later.

3. Approval of Agenda

Chair Manley requested, since Vice Chair Harm will leave early, for the order of the agenda to be changed so items that require Board action will take place while he is still present.

After discussion, it was determined that items 6.1 through 6.4, 7.2, and 7.3 would be moved to follow item 9.

Board Member Paul Wu made a **MOTION** to approve the order of the agenda as amended. Board Member Sian Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes of January 19, 2023

Vice Chair Harm made a **MOTION** to approve the minutes as presented. Board Member Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

5. Awards/Recognition

5.1. Recognition of Rick Benner's service with the Board.

Board Member Benner's term on the Board will expire on June 17, 2023. Board Members and staff may share appreciation for his service and departing thoughts.

Program Specialist Sydney Muhle read the laudatory that was presented at the National Council of Architectural Registration Boards (NCARB) for Board Member Benner. Ms. Nieves showed a plaque recognizing his service. Board Members shared their memories and appreciation for him. Board Member Benner thanked the Board and encouraged people to get involved with the industry.

6. Old Business

6.1. 2023 Board Priorities and Goals

This will be a continued discussion of the Board's priorities and goals for 2023.

Ms. Muhle recommended scheduling a special meeting in May to discuss the priorities and goals. Chair Manley agreed.

ACTION ITEM: Staff to schedule special meeting to discuss Board priorities and goals.

6.2. Regional Summit Report

Board members and staff will give a report from the NCARB 2023 Regional Summit.

Chair Manley, Vice Chair Harm, and Secretary Cooley provided a report of their in-person attendance at the NCARB 2023 Regional Summit. Ms. Muhle provided a report as a virtual attendee.

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

NCARB has entered into a MRA for architects between the US and UK. The Board may take action to adopt the MRA for Washington licensed architects.

Ms. Muhle said the agreement is ready for implementation and Board approval. She has raised the Board's Diversity, Equity & Inclusion (DEI) concerns with NCARB, and they share the same concerns. It will be a continuing discussion with the UK.

After discussing, the Board determined that there is a need for additional clarity and tabled the discussion and will vote in the next meeting. They want to know, whether licensees who received licensure prior to the Architectural Experience Program (AXP) and Intern Development Program (IDP) are acceptable for accreditation to the UK.

ACTION ITEM: Ms. Muhle to get a direct answer from NCARB on whether licensees who achieved licensure prior to the Intern AXP/IDP are acceptable for accreditation to the UK.

6.4. National Council of Architectural Registration Boards' (NCARB) Five-Year Rolling Clock Policy Update

The Board will receive information regarding updates to the NCARB five-year rolling clock policy and its impacts in Washington.

Ms. Muhle said, contrary to previous information staff had been provided, that NCARB will eliminate the five-year rolling clock. As Washington has the rolling clock codified, she asked the Board to determine whether they support updating the Architect statutes during the 2024 legislative session.

Chair Manley asked for a timeline and whether the bill would be agency or Board led. Ms. Muhle said the agency is limited to the kind of bills it can propose and that it would need to be a clean-up bill to the existing statutes. In this case, this bill could be agency led as it is a change to an existing statute in response to NCARB's updates. She said the drafts would need to be wrapped up by October 2023 for the bill to be Agency led in the 2024 legislative session.

ACTION ITEM: Staff to provide legislative timeline to the Board.

7. New Business

7.1. Election of Officers – Board Member Susan Cooley arrived at 10:20AM

The Board will elect a Chair, Vice Chair and Secretary for the upcoming year.

The Board discussed nominations of a slate of officers for the coming year to take effect at the next meeting.

Board Member Roberts made a **MOTION** to elect Scott Harm as Chair, Susan Cooley as Vice Chair, and Paul Wu as Secretary. Board Member Benner **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

7.2. Discussion and Consideration of National Council of Architectural Registration Boards' (NCARB) 2023 Annual Business Meeting

NCARB will host the 2023 Annual Business Meeting June 15th through 17th in Tampa, Florida. Board members will confirm their desire to attend. The Board may take action to designate a voting delegate and alternate and direct its votes for the NCARB Board of Directors and proposed 2023 resolutions.

Ms. Muhle provided the slate of officers up for election of the NCARB. She asked the Board to designate a delegate and an alternate to attend the June meeting. The Board discussed who they would like to appoint as the voting delegate and alternate.

Chair Manley made a **MOTION** to appoint Vice Chair Harm as the delegate and Board Member Roberts as the alternate. It was put to a **VOTE** and **APPROVED** by a vote of 6-0.

The Board determined they would like the delegate to vote for the following candidates in the contested positions: Richard H. McNeel for Treasurer and Sylvia Kwan for Secretary.

7.3. Report from American Institute of Architects' Outreach Event

Board Members Wu and Roberts will give a report from an American Institute of Architects' (AIA) Young Architects Forum event that took place on March 15, 2023.

Board member Roberts, Board member Wu, and Ms. Muhle gave a report of their participation in the AIA Young Architects Forum. Board member Wu also discussed his upcoming outreach with the National Organization of Minority Architects (NOMA).

Chair Manley said he would like for the Board to reconnect with Washington State University and the University of Washington. Board Member Roberts said NCARB meets with the schools annually or bi-annually, and it would be good to collaborate on those meetings.

AGENDA ITEM: Board to discuss outreach opportunities and collaborating with NCARB to visit Washington's universities.

8. Complaint Cases for Review*

8.1. 2022-07-1088-00ARC

Ms. Muhle read the Case Manager Report to the Board in lieu of the case manager. The recommendation was to close the case with no further action.

Board Member Roberts asked whether the respondent reported because they knew they needed to. AAG Lagerberg clarified that the statute requires licensees to report previous violations and that this is the appropriate venue to report.

Vice Chair Harm made a **MOTION** to close the case with no further action. Board Member Benner **SECONDED** the motion, and after discussion, it was **APPROVED** by a vote of 6-0.

8.2. 2022-11-1613-00ARC

Ms. Muhle read the Case Manager Report to the Board in lieu of the case manager. The recommendation was to close the case with no further action.

Vice Chair Harm said the complainant issued a signed blank check to the respondent. The respondent thought the request was for a simple graphic for a feasibility study within the jurisdiction. The complainant tried to submit those drawings for a building permit, and they were rejected as not being sufficient. The respondent filled the check out for an appropriate amount, considering they did not know the designs would be submitted to the city for a building permit.

Board Member Wu made a **MOTION** to close the case with no further action. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

Vice Chair Harm left the meeting at 10:38 AM.

8.3. 2022-12-1758-00ARC

Ms. Muhle read the Case Manager Report to the Board in lieu of the case manager. The recommendation was to close the case with no further action.

Board Member Wu made a **MOTION** to close the case with no further action. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

8.4. Administratively Closed Cases

Ms. Muhle said, in an effort to standardize reporting across all boards and increase transparency, staff will provide data on administratively closed cases going forward. Since the last board meeting, two cases have been closed administratively.

Board Members and staff discussed the process for determining if a case can be administratively closed and whether the Board needs more information for review. The Board determined that future reports would continue to be aggregate data of the number of administratively closed cases.

9. Reports

9.1. Committee/Task Force Reports

9.1.1. Model Law Committee

Ms. Muhle said the committee was not able to meet due to conflicting schedules.

9.1.2. Charter

Ms. Muhle said staff was working on finalizing the drafts to provide to AAG Lagerberg. Once the final, most recent version, has been reviewed by the AAG and staff, it will be provided to the Board for review.

9.2. Staff Reports

9.2.1. Centralized Investigations and Audits Unit Reports

9.2.1.1. Complaint Status Report

Ms. Muhle provided a review of the status of current cases. Ms. Hamilton confirmed that administratively closed cases are included in the “Closed Cases” count.

9.2.2. Licensing and Customer Support Services Reports

9.2.2.1. Licensee Count Report

Ms. Muhle provided information on the total Architect licensees in the state of Washington.

9.2.3. Boards, Commissions, and Outreach Reports

9.2.3.1. Board Executive’s Report

Ms. Muhle said she reached out to the Washington Association of Building Officials (WABO) and is working on scheduling a meeting to discuss reducing lead times on the permitting process.

Ms. Muhle said, per Josh Batkin from NCARB, the Interprofessional Council on Registration Committee (ICOR) members were selected following the normal process by the President for that fiscal year. The committee is comprised of volunteers and staff from four different organizations: NCARB, the Council of Landscape Architectural Registration Boards (CLARB), the National Center for Education Statistics (NCES), and the Council for Interior Design Qualification (CIDQ).

Ms. Muhle said staff are still troubleshooting the distribution of invites for upcoming events. In the meantime, they would continue to forward any information they receive to the Board.

Ms. Muhle said staff was working internally and with AAG Lagerberg to define the process for public members to do Case Management. They

are working on ensuring there is legally defensible expertise on all cases, and putting definition around which cases can be reviewed by those public members.

Ms. Muhle said the hybrid meeting technology staff tested in January did not work. The focus has shifted to finding a space to rent, with the hope of a hybrid meeting in October.

9.2.3.2. Review of Master Action Item List

Ms. Nieves provided a status update of the current action items.

9.2.4. Other Reports

9.2.4.1. Legislature 101 Presentation

This item was tabled to the next meeting.

10. Public Comments

The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments. 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.

Members of the public who address the Board verbally are limited to one three-minute comment. In lieu of a verbal comment, individuals may submit their comment in writing at least two days prior to the meeting by emailing DOLBoards@dol.wa.gov. Written comments are limited to no more than 500 words and will be read by staff during this portion of the meeting.

There were no written or verbal public comments.

11. Conclusion

11.1. Announcements

Chair Manley provided a report-out of his experience on a National Architectural Accrediting Board visiting team. Board Member Wu spoke about NOMA, which provides perspective, mentorship, and encouragement of young minority Architects.

11.2. Requests for future agenda items

Ms. Nieves reviewed the agenda items from this meeting.

- MRA discussion and vote - tabled to next meeting.
- Outreach discussion with Washington universities

11.3. Review of action items and items for next meeting


Ms. Nieves reviewed the action items from this meeting.

- Staff to schedule a special meeting in May to discuss priorities and goals.
- Staff to reach out to NCARB for a direct response regarding AXP/IDP.
- Staff to provide legislative timeline to the Board regarding the update to the NCARB five-year rolling clock.

12. Adjournment

Chair Manley adjourned the meeting at **12:27 PM**.

Next Board Meeting:
July 20, 2023 at 10:00 AM
Virtual via Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

7-20-23
Date

Approved by: 
Scott Harm, Board Chair

7-20-23
Date