



**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:** October 19, 2023  
**TIME:** 10:00 a.m.  
**LOCATION:** Video Conference-Teams

**BOARD MEMBERS:** Scott Harm, Chair (excused absence)  
Susan Cooley, Vice Chair  
Paul Wu, Secretary  
Erica Loynd, Board Member  
Roch Manley, Board Member  
Sian Roberts, Board Member

**STAFF MEMBERS:** Sydney Muhle, Program Specialist  
Susan Nieves, Program Specialist  
Elizabeth Lagerberg, Assistant Attorney General

**1. Call to Order Call to Order**

Vice Chair Susan Cooley called the meeting to order at **10:02 a.m.**

**2. Roll Call**

Program Specialist Susan Nieves conducted roll call. All Board Members were present, except Chair Scott Harm who was excused.

**3. Approval of Agenda**

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

**4. Approval of Minutes**

**4.1. Regular Meeting Minutes from July 20, 2023**

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

## 5. Awards/Recognition

### 5.1. Introduction of Department of Licensing (DOL) Director Marcus Gasper

*Director Gasper will introduce himself to the Board.*

Program Specialist Sydney Muhle introduced Director Marcus Gasper to the Board. Director Gasper shared his background and provided an outline of his vision for DOL in the upcoming years.

### 5.2. Introduction of New Boards, Commissions and Outreach Team Member

*Program Specialist Jason Lenn has joined DOL as the Military and Military Spouse Engagement Coordinator and will introduce himself to the Board.*

Ms. Muhle introduced Program Specialist Jason Lenn. Mr. Lenn shared that he was a new team member with the Boards, Commissions, and Outreach Unit. He spoke briefly of his background and his new role as DOL's Military and Military Spouse Engagement Coordinator.

## 6. Old Business

### 6.1. 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 Board (NCARB) has entered into a MRA for architects between the US and UK. The Board may take action to adopt the MRA as a pathway to licensure for Washington state and foreign architects.*

Ms. Muhle provided a review of the MRA with the UK discussion to date. Assistant Attorney General (AAG) Elizabeth Lagerberg provided advice on the legal aspects of some points in the MRA.

The Board and staff discussed whether to adopt the MRA with additional conditions, which conditions could be needed, and how to determine training and experience equivalency between Washington State and the UK.

The Board discussed the disparity between the UK's requirements for reciprocity compared with Washington's and that NCARB is working with the UK on accepting Washington licensees who utilized alternate pathways to licensure.

Board Member Loynd made a **MOTION** for staff to provide the Board with a comparison between Washington state and the UK education and work experience, with the intent for the Board to make a decision during the next meeting.

Secretary Wu recommended a friendly amendment to add two years working experience to the MRA.

Board Loynd made a friendly amendment to change the initial **MOTION** stating documentation has been previously provided, she agreed with Secretary Wu's friendly amendment to have the clarification made with experience and have something prepared to vote at the next Board Meeting. Secretary Wu **SECONDED** the motion. It was **APPROVED** by a vote of 5-0.

**FUTURE AGENDA ITEM:** Discussion and Consideration of the Mutual Recognition Agreement (MRA) Between the United States (US) and the United Kingdom (UK) and an outline of what would be required to implement a two-year experience requirement with anyone applying for licensure through this MRA.

## **6.2. Discussion of Creating an Overlapping/Incidental Practice Reference Document**

*The Board has requested a discussion regarding the creation of a reference document to be used as a guide for overlapping and incidental practices between design professions.*

AAG Lagerberg advised the Board not to create or use an overlapping/incidental practice reference document. She said the Board does not have the authority and there is no purpose for it in the Board's scope of practice as a regulatory Board.

## **7. New Business**

### **7.1. Discussion about Continued Education Requirement for Washington State**

*A member of the Board requested a discussion about continuing education requirements for maintaining licensure.*

Board Member Loynd asked the Board's opinion on reviewing Washington State's continuing education requirements. Board Member Roberts suggested forming a committee to review American Institute of Architect (AIA) and other states' requirements in comparison to Washington State for presentation to the Board at a future meeting. Board Member Roberts recommended forming a committee.

Board Member Loynd made a **MOTION** to create a task force comprised of herself and Board Member Wu to review requirements for continuing education in Washington State. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

### **7.2. 2024 Meeting Schedule**

*Board staff will present proposed board meeting dates for 2024 to the Board.*

Ms. Nieves presented the proposed 2024 meeting schedule to the Board. Ms. Muhle said staff had a goal of one hybrid meeting during the summer of 2024.

Board Member Roch Manley made a **MOTION** to approve the 2024 meeting schedule as presented. Board Member Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

### **7.3. 2024 Board Goals Discussion**

*The Board will review its established priorities and set goals for 2024.*

Board Member Manley made a **MOTION** to table item 7.3. 2024 Board Goals Discussion to the next meeting. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

## **8. Complaint Cases for Review\***

### **8.1. 2023-05-0816-00ARC (Wu)**

Secretary Wu read the Case Manager Report to the Board as the case manager.

Board Member Manley asked whether there is a process in place to purge deceased licensees from the system.

Board Member Roberts made a **MOTION** to close the case with no further action. Board Member Manley **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

**ACTION ITEMS:** Staff to provide information on whether DOL has a process in place to remove deceased licensees from the computer system.

Board Member Manley left the meeting at 11:36 a.m.

## **9. Reports**

### **9.1. Committee/Task Force Reports**

Ms. Muhle reported on the Model Law Committee. She said the committee was working on finalizing their review and they would bring back their comments at a future meeting.

### **9.2. Staff Reports**

#### **9.2.1. Centralized Investigations and Audits Unit Reports**

##### **9.2.1.1. Complaint Status Report**

Ms. Muhle reviewed the complaint status report with the Board.

## **9.2.2. Licensing and Customer Support Services Reports**

### **9.2.2.1. Licensee Count Report**

Ms. Muhle reviewed the licensee count report with the Board.

## **9.2.3. Boards, Commissions and Outreach Reports**

### **9.2.3.1. Review of Master Action Item List**

Ms. Nieves and Ms. Muhle provided status updates on the action items to date.

Board Member Roberts suggested AIA as an outreach resource for the open board member recruitment. Ms. Nieves said she had been working with a representative from AIA and would continue to do so.

## **9.2.4. Other Reports**

None.

## **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 in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) no less than two business days prior to the meeting with the subject line "Public Comment: Architect Board". In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.*

There were no written or verbal public comments.

## **11. Conclusion**

### **11.1. Announcements**

None.

### **11.2. Requests for Future Agenda Items**

None.

### **11.3. Review of Action Items and Items for Next Meeting**

#### **Agenda Items:**

- Discussion and Consideration of the Mutual Recognition Agreement (MRA) Between the United States (US) and the United Kingdom (UK) with requested information.
- 2024 Board Goals Discussion

**Action Items:**

- Ms. Nieves to schedule a meeting for the Continued Education Requirement Task Force.
- Staff to provide information on whether there is a process in place to purge deceased licensees from the system.

**12. Adjournment**

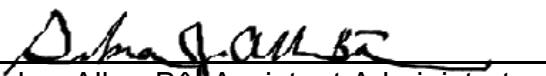
Vice Chair Cooley adjourned the meeting at **11:46 a.m.**

**Next Board Meeting:**

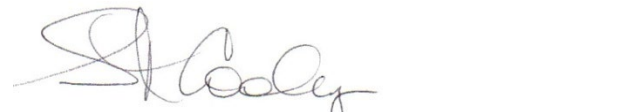
January 25, 2024

10:00 a.m.

Virtual via Teams

Submitted by:   
Debra Allen-Ba, Assistant Administrator

January 25, 2024  
Date

Approved by:   
Susan Cooley, Board Vice Chair

January 25, 2024  
Date