

# Western Conference of Architectural Registration Boards

## MINUTES

MARCH 14, 2013

12:30 P.M.

RENAISSANCE HOTEL, PROVIDENCE

MEETING CONVENED BY	Chair Bob Calvani
TYPE OF MEETING	Annual Regional Meeting
ATTENDEES TO ESTABLISH QUORUM (SEE APPENDIX FOR LIST OF ATTENDEES)	Alaska_x_ Arizona_x_ California__ Colorado_x_ Guam_x_ Hawaii__ Idaho_x_ Nevada_x_ New Mexico_x_ Oregon_x_ Utah_x_ Washington_x_ Quorum Established_x_
INTRODUCTIONS	Chair Calvani asked everyone attending the meeting to introduce themselves and identify their jurisdiction. Introductions were made. There were five new members in attendance: Mike Bodelson from New Mexico, Roch Manley from Washington, Jim Mickey from Nevada, Ed Marley from Arizona and Lorin Doyle, Washington's new MBE. The new and returning members were welcomed.
APPROVAL OF THE AGENDA	Motion Made By: Mark McKechnie Second: Jim Oschwald Vote: Passed
APPROVAL OF MINUTES	Motion to Approve Minutes from the June 2012 Meeting in Minneapolis By: Mark McKechnie Second: Patrick Bickler Vote: Passed Amendments: None

## Agenda topics

### EXECUTIVE COMMITTEE/CHAIR REPORT

**BOB CALVANI**

#### DISCUSSION

WCARB Chair Bob Calvani updated the membership about the discussions that occurred at the Regional Leadership meeting in San Diego in October 2012:

- Discussion about regional realignment; whether it made sense to explore balancing the number of jurisdictions within each of the regions, or changing the regional structure to add more or fewer regions. There was a lengthy discussion about the pros and cons of regional realignment, with each regional chair stating that they and their members preferred to keep the regions intact under their current alignment structure.
- Also discussed was the idea that each region would hire its own regional executive director to manage the affairs of its respective region. All regions except for Regions 1 and 2 already have their own regional executive director. Regions 1 and 2 struggle with continuity due to a lack of a central office and the institutional memory that a regional executive provides. Regions 1 and 2 have indicated that they will be exploring the possibility of hiring a regional executive so that they do not need to lean so heavily on NCARB for support.
- Other items of interest were discussed, such as NCARB providing liability insurance to the regions under their umbrella insurance policy, and the pros and cons of incorporating a region. Currently, only Region 3 has incorporated, all other regions operate under NCARB's tax identification number.

Chair Calvani also briefed the membership on the Chairs Meeting that was held in November 2012:

- NCARB's Strategic Plan was discussed, along with NCARB's goal of continuing to facilitate licensure, foster collaboration and its goal of providing a centralized location for credential data, by having jurisdictions share its registrant/licensee data with them.
- Round table sessions were held at the meeting discussing topics such as: AIA/State/Local relations, design/build, military licenses, unlicensed practice, interior architects/architecture, and the definition of "welfare" as it relates to the "W" in HSW.

Calvani reported that the WCARB Executive Committee met in Las Vegas on December 8, 2012 at the office of the Nevada board to put together the agenda for this meeting, review the financials and draft budget and plan the "Golden Nugget" exercise.

The Regional Leadership committee met for the second and final time in January 2013 and discussed the concept of having a "super regional" meeting where NCARB will be responsible for handling the meeting planning particulars such as location, hotel, menus, etc., which will allow the respective leaders of the regions to focus more on meeting content and educational programs, rather than meeting hotel attendance projections. All decisions regarding meeting location, meeting dates and meeting agenda content will be made by NCARB and the Regional Leadership Committee. The experimental meeting format will have all six regions meeting in the same location in independent regional meetings. Having all the regions together in one location will allow opportunities for regions to meet together when they want to discuss items of mutual interest or to get together for an educational opportunity, and it also allows NCARB to have all the regions in one location for combined plenary sessions and the ability to vet proposed bylaw changes and resolutions prior to the Annual Meeting. Also discussed was amending the calendar to move the MBE Workshop in November to the day before the regional meeting. The idea was to shorten the number of meetings MBEs and MBMs attend so that time away from the office is minimized. Tentatively, the 2014 regional meeting will be held either in February or March 2014. The specific date and location has yet to be determined. Mike Armstrong said that he wanted to make it clear to the regions that this experimental calendar is a pilot program. If it works, then it will continue. If it doesn't work, the regions can go back to the previous meeting schedule or figure out another alternative. Also discussed were the pros and cons of all the regions amending their bylaws to be the same, to the extent possible. After much discussion, it was decided by the Regional Leadership Committee to leave this idea alone, as most of the regions had put a lot of thought and energy over the years into amending their bylaws so that they represented their particular region in the best way possible, and the one size fits all approach wasn't really necessary or beneficial to the regions.

## REGIONAL DIRECTOR'S REPORT

GREG ERNY

### DISCUSSION

Regional Director Greg Erny gave the following report about what the NCARB Board of Directors has been working on over the past year:

- Fiscal Responsibility: NCARB's income was above budget projections and the expenses were below budget projections. Record renewals, transmittals and intern applications are ahead of projections and expenses for those programs have been reduced within their respective budgets. Reserves have increased and NCARB paid down its line of credit.
- Transparency: NCARB has been diligently working on its outreach to constituents by conducting board visits and also hosting boards to dinner at locations where NCARB Board of Director and ExCom meetings are held. They have also increased the timeliness of ongoing electronic communications.
- Strategic Plan: NCARB treats its strategic plan as a living document in which implementation is ongoing. They are currently working on development of performance indicators.
- Technology improvements: NCARB is currently undergoing technology improvements to improve experiences for its certificate holders, interns and members boards.
- 2012 Practice Analysis: NCARB committees are analyzing the data received from the 2012 Practice Analysis. The results will contribute to the future of architectural education, examination, continuing education and the IDP. The practice analysis guided NCARB's contribution to the NAAB Accreditation Review Conference. It has been broken up into four reports: education, internship, examination and continuing education, with the first module, education, just released.
- ARE: In late August 2013, NCARB will roll out "My Examination" which is a new service for ARE candidates to access exam information and schedule appointments. When logged into "My Examination," candidates can see their exam history, rolling clock dates and score reports. So far, the new ARE vendor team appear to be working well. Prometric will continue to provide test delivery, while Alpine testing Solutions will handle candidate and test content management. All member boards have been notified about the upcoming ARE exam blackout period, which will occur from July through August 2013 so that Prometric can transfer candidate data and information to

Alpine. NCARB has been beta testing this changeover and results have been mainly positive with minor, easily addressed problems. Although the blackout is expected to take no more than 8 weeks, the Board of Directors voted to give affected candidates a 12-week extension on their ARE Rolling Clock. Future directions of the ARE: the ARE Desktop has been paused indefinitely. Advances in technology are providing new options for the ARE 5.0, which the NCARB Research & Development (R&D) Committee is working on.

- IDP: News regarding IDP is that an intern think tank has been established wherein twelve interns will take a fresh look at the internship program and offer suggestions to NCARB. Also new to the IDP requirements is a change to the rules relative to academic internships. The rule change eliminates the current 930 hour cap on earning hours while participating in an Academic Internship. Additionally, "hands on" construction experience has been added as a type of supplemental experience that interns can obtain. NCARB has also added a time sheet to the IDP Online Reporting System. Finally, NCARB has instituted an IDP Student Coordinator Pilot Program in which 16 students have been selected for the on-site pilot training program.
- Fees: there will not be any fee increases in 2014, except for ARE rescheduling fees. Greg reminded the region that the membership did vote at a previous annual meeting to increase Member Board Dues incrementally from 2013 through 2017. NCARB's fee amnesty program resulted in over 2,500 record and certification renewals – 64% of which were current interns renewing their records.
- Other: Greg reported that Gina Spaulding received the 2012 President's Medal for Distinguished Service from 2011-2012 NCARB President Scott Veazey.

## FINANCIAL REPORT

## GINA SPAULDING

### DISCUSSION

Gina Spaulding gave the current financial report:

- The budget previously approved by the Executive Committee for the fiscal period of October 1, 2012 - September 30, 2013 was presented to the membership for review and ratification approval. The draft budget for the next fiscal period of October 1, 2013 – September 30, 2014 will be presented to the membership for review and approval at the June 2013 regional meeting in San Diego. Bob Calvani suggested that next year's and future budgets include money for the Education Committee to use in planning educational programs for the region. Motion: Mark McKechnie moved to approve include a line item in next year's budget not to exceed \$4,000 to use for educational programs for the region. Seconded by Mike Bodelson. Vote: Passed. Motion: Patrick Bickler moved to approve ratification of the budget for the fiscal period of October 1, 2012-September 30, 2013 as presented. A copy of the 2012-2013 budget has been appended to this document as Appendix "B."
- The Balance Sheet through March 4, 2013 was provided in the agenda packet for the membership. This statement is appended to the end of this document as Appendix "C." The Profit and Loss statement for October 1, 2012 through March 4, 2013 was also provided and is appended to this document as Appendix "D." The Profit and Loss statement for January 1, 2012 through December 31, 2012 was provided and is appended to this document as Appendix "E."
- Total assets from both the checking and savings account total \$174,001.92. The region is in good financial shape.

## NOMINATIONS – FROM THE FLOOR

### DISCUSSION

Chair Calvani opened the floor for nominations for the Regional Director and Executive Committee Members for WCARB Region 6:

Bob Calvani nominated Greg Erny for the position, seconded by Richard Rearick. As there were no more nominations, Chair Calvani closed the nominations for Regional Director.

Bob Calvani noted that there currently are two open positions becoming available on the Executive Committee and opened the floor for nominations:

Richard Rearick nominated Jay Cone from Idaho and Paul Jensen seconded.  
 Bob Calvani nominated Mark McKechnie from Oregon and Patrick Bickler seconded.  
 Greg Erny nominated Bob Calvani from New Mexico and Richard Rearick seconded.

As there were no more nominations, Chair Calvani closed the nominations for the Executive Committee.

Each of the nominated candidates gave their speeches to the group – sharing their educational and work history background information along with their reasons for wishing to serve on the WCARB Executive Committee.

## BRIEF STATE REPORTS

<b>DISCUSSION</b>	The State Reports are listed on the WCARB web site. New information from the member boards is as follows:
	<ul style="list-style-type: none"> <li>• <b>Alaska:</b> Trying to get a dedicated investigator for their board.</li> <li>• <b>Arizona:</b> Long time MBE Ron Dahlrymple is retiring in June 2013 and Melissa Cornelius, current Deputy Director will be taking his place as the new MBE. Arizona has recently adopted and implemented IDP. New certification duties have been added to the board pertaining to the alarm industry and for drug lab remediation.</li> <li>• <b>Colorado:</b> Is undergoing the sunset review process. Longtime MBE Angie Kinnaird Linn recently retired. Joyce Young has been named as Colorado's new MBE.</li> <li>• <b>Guam:</b> Has a bill in the legislature for adoption of an energy code (similar to the International Energy Code). Also, a new MBE has been hired, Ray Borja, who formerly served as the board's investigator.</li> <li>• <b>Idaho:</b> The architecture board had some problems with the state engineering association with some housekeeping amendments the architecture board was proposing. MBE Maria Brown will be in attendance for the NCARB ABM in San Diego.</li> <li>• <b>Nevada:</b> A new public member, Sandy Peltyn, was recently appointed to the board. Nevada's Legislature is in session and the board is tracking over 200 bills, especially one relating to necessary fixes needed for a design preference bill previously enacted in 2011.</li> <li>• <b>New Mexico:</b> Wren Propp has been named the permanent MBE for the board. The board has recently hired another person. In order to reach more community, the board holds one of its meetings each year at the School of Architecture.</li> <li>• <b>Oregon:</b> One recent change the board has undergone is a fiscal alignment change so that the board now operates on a calendar year. Firm registrations are now available online. The board is currently working on amending its rules to address electronic signatures and seals.</li> <li>• <b>Utah:</b> Has a new board member, Greta Anderson. Utah has a very young board, with an average board member age of 45. The state recently updated its adopted energy code from the 2006 to the 2012 edition.</li> <li>• <b>Washington:</b> It's been a slow legislative year. The board is still issuing temporary fee reductions due to a surplus in the coffers. The board is discussing practice overlap issues. Washington's new MBE is Lorin Doyle, who replaced Joe Vincent.</li> </ul>

## GOLDEN NUGGETS FROM EACH JURISDICTION

<b>DISCUSSION</b>	Chair Bob Calvani explained to the membership that the purpose of this portion of the meeting was for each jurisdiction to showcase something they did especially well and provide a takeaway so that everyone in the region could learn from each other and have some best practices to consider implementing in their own jurisdiction. (All Golden Nugget handouts that were provided to the members will be appended to the end of this document at Appendix "F").
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- **Alaska:** Has developed a Table of Sanctions so that the board investigators have a guideline regarding typical board approved sanctions for enforcement violations. The board developed this guideline to create consistency with sanctions of a similar nature. This Table of Sanctions applies equally throughout the boards four professions of architecture, engineering, surveying and landscape architecture.
- **Arizona:** Has a multidisciplinary board spanning many professions. Their Golden Nugget is their Enforcement Advisory Committee (EAC) Members. The EAC members act as professional peer advisors to the investigative staff. They assist investigators in determining whether the allegations against the licensee are substantiated or not and recommend, when appropriate, disciplinary action to the board. The board always has the final decision regarding disciplinary actions and can choose whether or not to accept the recommendations of the EAC. (No handout)
- **Colorado:** Board member diversity is Colorado's Golden Nugget. Colorado also has a multidisciplinary board of architects, professional engineers and professional land surveyors. Board members consist of 3 architects from large, medium and small firms, 4 engineers covering the civil, structural, mechanical and structural disciplines, 3 professional land surveyors and 3 public members (one of which is an attorney, an architectural administrator and a building official). Some of the advantages of a diverse board brings a more critical inspection of the issues, a diverse point of view, an atmosphere of collaboration and the ability to not get "stuck in the weeds" when discussing important matters.
- **Guam:** Has only a total of 100 architects, of which only 30 practice on the island. Having such a small community has caused the Guam legislature to have the multidisciplinary board (architects, professional engineers and land surveyors) act as the permit reviewing agency for all design and construction work done on the island. Guam's Golden Nugget is that the board is a review agency for building permit clearances to ensure that all disciplines are in compliance with licensing laws. The board has the authority to deny approval for violations of licensing laws. This authority assists the board in keeping very close tabs on all building going on throughout the island and allows the board to go after any potential violators of the laws and building codes.
- **Idaho:** Is a part of the Bureau of Occupational Licenses, an umbrella agency. The bureau has invested in a comprehensive computer system that allows them to rapidly process official license certification of licensure requests. Idaho's Golden Nugget is their ability, using the enhanced computer system, to issue reciprocal licenses within 2 to 5 business days. The board set a policy that official license certifications must be issued within 5 business days. Systems were set in place to assist employees accomplish the 5 day goal. Performance measured were developed and are used to monitor this policy with consequences (reward or penalty) for staff, as this five day license issuance is a factor in the employees' performance review.
- **Nevada:** Since 1988, the Nevada board has published *The Blue Book, a Reference Guide for the Nevada Design and Construction Industry*. *The Blue Book* is Nevada's Golden Nugget. In the late 1980's, Nevada made history when it formed the "Nevada Construction Industry Relations Committee" (NCIRC) and was able to get the Boards of Architecture, Engineers and Land Surveyors, Landscape Architecture, Contractors, and the Nevada organization of Building Officials, State Fire Marshal and State Public Works Board to sit at the same table and over time, develop the manual that has become the so-called "bible" for the design and construction industry in Nevada. The seventh edition of *The Blue Book* will be published in late 2013.
- **New Mexico:** The Golden Nugget for New Mexico is board member participation in a statutorily authorized joint practice committee comprised of architect members from the Board of Architecture, engineer and land surveyor members from the Board of Professional Engineers and Surveyors and landscape architect members from the Board of Landscape Architects. The purpose of the committee is to publish the handbook for New Mexico building officials, to receive and respond to complaints or inquiries that cross practice boundaries and to seek solutions to shared problems. Participation in the committee has improved the relations between the three boards.
- **Oregon:** The Golden Nugget for Oregon is its semi-independence. "Semi-independence" is a model for how small state government agencies can be administered without excessive bureaucratic constraints. The concept is that small agencies be exempted from some of the rules that govern larger state agencies, and for rules to be established through the direct involvement of the stakeholders. This allows the board to operate more efficiently, focus its energy on the core mission of promoting consumer protection and providing high quality services, while being held directly accountable by the stakeholders.

- **Utah:** Collaboration is Utah's Golden Nugget. Collaboration with the local AIA chapter as well as close collaboration with the Engineers Board. The board has also developed a close relationship with the local university, University of Utah, which offers a NAAB architecture degree program and provides funding to students in the architecture program in the form of paying for the IDP program. Additionally, the board helps fund annual lecture series and other educational events using monies from the board's educational and enforcement fund. In the previous legislative cycle, Utah has three architects serving as legislators which helped the board quickly pass the continuing education legislation that was pending.
- **Washington:** Washington's Golden Nugget is its ability to conduct sting and other undercover operations for alleged illegal enforcement activity. In a typical "sting" operation, an investigator can call the respondent and pose as a potential client. The "client" asks for help with non-residential buildings over 4,000 sf (such as a strip mall) and asks directed questions (e.g., "I'm looking for an architect, and I noticed you are listed in XXX advertising. Are you an architect? Are you licensed as an architect?"). If the respondent claims to be an architect, the investigator asks to see samples of other work, reference lists of past clients, contracts, etc., thereby building enough evidence for a case of unlicensed practice.

## RESOLUTIONS DISCUSSION

**DISCUSSION** Chair Calvani led the discussion regarding the draft resolutions for the 2013 NCARB meeting:

Ron Blich, current NCARB President, Mike Armstrong, NCARB CEO and Kathy Hillegas, NCARB staff were present to answer any questions regarding the proposed draft resolutions from the members. Two brief questions pertaining to Resolution 2013-B (Certification Guidelines Amendment – Alternative to Education Requirement) and Resolution 2013-E (Model Regulations Amendment – Continuing Education Requirements for License Reinstatement) were asked and answered by NCARB staff. Since the resolutions had already been discussed during the plenary session, there were no further questions about the draft resolutions from the membership.

## BYLAW AMENDMENTS DISCUSSION

**DISCUSSION** Chair Calvani explained to the membership the reason why the Executive Committee was proposing a change to the WCARB Region 6 Bylaws:

Article XIV of the Bylaws state that Members will be given a 60-day notice requirement for any proposed Bylaw amendments, and that the purpose of each proposed amendment and the reason for it must be provided. The purpose and reason for amending the Bylaws is as follows:

1. Last year at the NCARB ABM, Members voted to approve a resolution that changed the names of the Regional Conferences to simply "Regions." Our regional identity has always been "WCARB" or "Region 6." The Executive Committee wanted to keep the WCARB identity, and is proposing to change the name of the Western **Conference** of Architectural Registration Boards to the Western **Council** of Architectural Registration Boards so that the acronyms of our Region remain the same; maintaining our "WCARB" regional identity.
2. With the exception of the name of the Region, all instances where the word "conference" occurs in the Bylaws have been changed to "region."
3. The Executive Committee noted that although there is an article in the Bylaws that pertain to the Regional Director, the term Regional Director was not defined. Article II contains a new definition for the Regional Director.
4. Article VI has amended the Annual Meeting date to include February along with the months of March and April to language that allows the Region to be more flexible.
5. Article VIII has been amended to remove the annual appointment of the Executive Director, since the

Executive Director is an at will employee of the Executive Committee.

Oschwald suggested that the region consider adding a Secretary/Treasurer position to provide more leadership opportunities for WCARB members. A discussion was held as to the pros and cons of adding another member to the Executive Committee, which would come with financial implications. The region decided to keep the Executive Committee composition at five members, and to develop language to add a Secretary/Treasurer position in addition to the existing Chair and Vice Chair positions. Jim Roberson questioned whether there was a workload to justify the position, since Gina Spaulding currently handles all the financial administrative duties for the region. Bob Calvani suggested it would provide an additional leadership opportunity for members desiring to advance within the NCARB leadership track.

Chair Calvani asked for volunteers to serve on the Education Committee, which will work with the Executive Committee to develop the educational program for next year's regional meeting. Mark McKechnie (OR), Ed Marley (AZ), Neitha Wilkey (WA) and Ron Abo (CO) volunteered to serve on the Education Committee. Barbara Sestak suggested that the Vice Chair of the Executive Committee should chair the Education Committee.

## 2014 REGIONAL MEETING DISCUSSION

<b>DISCUSSION</b>	Chair Calvani asked the membership what they thought of the proposed experimental calendar for the 2014 Regional Meeting with all regions meeting at the same time in the same place.
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Members expressed support for the pilot program and especially liked the idea of NCARB providing funding for a member or two from each jurisdiction to attend, which will help boost attendance and participation at the regional meetings. If the experiment of having all the regions together at one location at the same time does not work for any reason, there isn't anything stopping the region from discontinuing participation in the pilot program. The only real downside to the experiment expressed was that the members didn't want the regional meetings to turn into another NCARB Annual Meeting, and if it did, there was a danger of members choosing not to attend either the regional or the NCARB ABM. NCARB is aware of the region's aversion to being used as a "dry run" for the annual meeting and has been working hard to make sure meeting content is relevant and timely.

## ELECTIONS

<b>DISCUSSION</b>	The Election Committee conducted the Elections and reported that:
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- **Regional Director:** By majority vote, Greg Erny was elected to serve as the Director of Region 6.
- **Executive Committee:** By majority vote, Bob Calvani and Jay Cone were elected to fill the upcoming vacancies on the Executive Committee.
- **Executive Committee Chair:** By majority vote, Bob Calvani was elected to serve as the Chair of the Executive Committee.
- **Executive Committee Vice Chair:** By majority vote, Jim Oschwald was elected to serve as the Vice Chair of the Executive Committee.

The region had two ties in votes between Mark McKechnie and Jay Cone. The third voting session resulted in Jay Cone being elected to serve on the Executive Committee. Due to the multiple tiebreaking voting sessions needed for this election, it was also suggested that the region adopt a policy to deal with ties in future elections.

<b>OTHER</b>	Lauditory for Bill Wilson from the Oregon Board:
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Let is be know that William K. (Bill) Wilson in completing his official duties as a member of

the Oregon Board of Architect Examiners.

Bill is completing 8 years of exemplary service on the Oregon Board, having served two terms as Board Chair. Over those 8 years he missed only 2 meetings and most recently he was instrumental in the selection and mentoring of the new administrator.

Bill participated in 8 WCARB Conferences, 8 NCARB Annual Meetings and 1 Board Chairs Conference; and

Bill is in his 6<sup>th</sup> year on the ARE Structural Systems subcommittee, one of the most challenging of ARE assignments, and he also serves on the Test Specifications Task Force helping to focus the ARE, and; most important

Bill is known for his dedication, humility, thoughtfulness, cheerful personality and friendliness.

Now, we all agree that Bill Wilson should be recognized by the Assembly for his years of dedication and service with a standing ovation by this assembled body.

(Entered into the record during the Regional Dinner on March 15, 2013)

MEETING  
ADJOURNED  
AT 4:58 PM

On a motion approved by unanimous acclaim Chair Bob Calvani declared this meeting of WCARB adjourned.

## **Appendix A:**

### **Attendees March 15, 2013**

#### **ALASKA**

Richard Rearick

#### **ARIZONA**

Ed Marley  
Melissa Cornelius

#### **CALIFORNIA**

Not represented

#### **COLORADO**

Ron Abo

#### **GUAM**

Liza Provido

#### **HAWAII**

Not represented

#### **IDAHO**

Jay Cone  
Garth Jensen  
Paul Jensen  
Shelly Lewis  
Steven Turney  
Peter Rockwell

#### **NEVADA**

Greg Erny  
Kim Ciesynski  
John Klai  
Jim Mickey  
Gina Spaulding

#### **NEW MEXICO**

Bob Calvani  
Jim Oschwald  
Michael Bodelson

#### **OREGON**

Patrick Bickler  
Bill Wilson  
James Robertson  
Barbara Sestak  
Patrick Bickler  
Mark McKechnie  
Jim Denno

#### **UTAH**

Hans Hoffman

#### **WASHINGTON**

Roch Manley  
Neitha Wilkey  
Blaine Weber  
Lorin Doyle

#### **OTHERS IN ATTENDANCE**

None

WESTERN CONFERENCE OF ARCHITECTURAL  
REGISTRATION BOARDSPROPOSED BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR October 1, 2012- September 30, 2013

## BUDGETED AMOUNT

## REVENUE:

Bank Interest	\$ 85.00
Annual Dues:	\$ 48,000.00

TOTAL 2013 REVENUE:	\$ 48,085.00
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## EXPENDITURES:

Executive Committee Travel	\$ 26,000.00
Meeting Costs	2,000.00
Regional Dinner – March 2013	3,000.00
Executive Director's Pay	15,000.00
Communication & Supplies	900.00
Printing & Production	250.00
Mailing Costs	50.00
Web Site	250.00
Miscellaneous	<u>250.00</u>

TOTAL 2013 EXPENDITURES:	\$ 47,700.00
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12:11 PM  
03/04/13  
Cash Basis

WCARB  
Balance Sheet  
As of March 4, 2013

	<u>Mar 4, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cash - Checking	75,674.34
Savings	78,881.24
Total Checking/Savings	<u>154,555.58</u>
Other Current Assets	
Certificates of Deposit	19,446.34
Total Other Current Assets	<u>19,446.34</u>
Total Current Assets	<u>174,001.92</u>
<b>TOTAL ASSETS</b>	<u><u>174,001.92</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	139,704.75
Net Income	34,297.17
Total Equity	<u>174,001.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>174,001.92</u></u>

12:08 PM  
03/04/13  
Cash Basis

**WCARB**  
**Profit & Loss**  
October 1, 2012 through March 4, 2013

	Oct 1, '12 - Mar 4, 13
<b>Income</b>	
Meeting Reimbursement	9,500.00
Interest	21.17
<b>Annual Dues</b>	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
<b>Total Annual Dues</b>	<b>48,000.00</b>
<b>Registration Fees</b>	<b>0.00</b>
<b>Total Income</b>	<b>57,521.17</b>
<b>Expense</b>	
Miscellaneous	50.00
Executive Committee Travel	7,746.96
Fax and Telephone	312.00
Executive Director's Pay	6,250.00
Executive Director's Travel	490.00
Meeting Costs	154.06
Internet	146.50
<b>Total Expense</b>	<b>15,149.52</b>
<b>Net Income</b>	<b>42,371.65</b>

12:22 PM  
03/04/13  
Cash Basis

**WCARB**  
**Profit & Loss**  
January through December 2012

	Jan - Dec 12
<b>Income</b>	
Meeting Reimbursement	17,000.00
Interest	83.82
<b>Annual Dues</b>	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Guam	8,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	8,000.00
<b>Total Annual Dues</b>	48,000.00
<b>Registration Fees</b>	39,500.00
<b>Total Income</b>	104,583.82
<b>Expense</b>	
Meeting Planning	3,000.00
Miscellaneous	102.39
Bank Service Charges	50.00
Executive Committee Travel	23,206.95
Bd Member Meeting Reimbursement	7,102.37
Fax and Telephone	912.00
Postage and Mailing	593.71
Executive Director's Pay	15,000.00
Executive Director's Travel	4,041.07
Meeting Costs	40,615.91
Office Supplies	314.54
Internet	321.70
<b>Total Expense</b>	95,260.64
<b>Net Income</b>	9,323.18

## Sanction Guidelines

## TABLE OF SANCTIONS

VIOLATION	MINIMUM	MEDIUM	MAXIMUM
Practice with expired license	Compliance, Cost to reinstate license	Consent Agreement/with reprimand, up to \$5,000 fine	Up to \$10,000 fine and/or imprisonment up to one year, referral to the Attorney General
Practice with revoked or suspended license.	Consent Agreement/with reprimand, up to \$1,000 fine	Up to \$5,000 fine	Indefinite revocation of license, Up to \$10,000 fine and/or 1 year imprisonment, referral to the Attorney General
Violation of Licensing Regulation, Undated Seal.	Letter of Advisement w/compliance	Consent Agreement/with reprimand, up to \$1,000 fine	Up to \$5,000 fine
Violation of Board Order.	Consent Agreement/with reprimand, up to \$1,000 fine	Up to \$5,000 fine	Indefinite revocation of license, referral to the Attorney General
Conflict of interest.	Letter of Advisement	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspension of license up to 2 years, up to \$2,500 fine, ethics course
Reciprocal discipline (Action taken in another State).	Letter of Advisement	Consent Agreement/with reprimand	Sanctions up to terms of original order in other state
Non-compliance with standards.	Letter of Advisement, corrective action	Consent Agreement/with reprimand, up to \$1,000 fine	Indefinite revocation of license, and up to \$2,500 fine
Misconduct	Letter of Advisement	Consent Agreement/with reprimand, summary suspension of license up to 1 year, up to \$1,000 fine	Summary suspension of license up to 2 yrs, up to \$2,500 fine
Ethics Violations	Letter of Advisement	Consent Agreement/with reprimand, up to \$1,000 fine, ethics course	Summary suspension of license up to 2 years, up to \$2,500 fine, ethics course
Simple Negligence	Letter of Advisement	Consent Agreement/with reprimand	Summary suspension of license up to 3 months
Gross Negligence	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspension of license up to 1 year, up to \$2,500 fine	Indefinite revocation of license, up to \$5,000 fine, referral to Attorney General
Incompetency	Consent Agreement/with reprimand, remedial education, restitution	Summary suspension of license and/or probation up to 6 months, up to \$2,500 fine	Summary suspension of license and/or probation up to 1 year, up to \$5,000 fine
Stamping documents or altering previously stamped documents that were not prepared by or under the supervision of the licensee.	Letter of Advisement	Consent Agreement/with reprimand, up to \$2,500 fine, summary suspension of license and/or probation up to 6 months	Up to \$5,000 fine, Indefinite revocation of license

### Sanction Guidelines

Unlicensed Practice (individual).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension of license and/or probation up to 6 months, up to \$10,000 fine, and/or 1 year imprisonment, Referral to the Attorney General
Unlicensed Practice (Corporate Registration).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension of Corporate license for up to 1 year, up to \$10,000 fine, referral to the Attorney General
Perjury, Bribery, False Certifications.	Letter of Advisement	Consent Agreement/with reprimand, up to \$2,500 fine	Summary suspension up to 2 years, up to \$5,000, Indefinite revocation of license, referral to the Attorney General
Felony Conviction	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension of license and/or probation up to 1 year, up to \$10,000, Indefinite revocation of license
Application fraud or deceit.	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspension of license and/or probation up to 2 years	Indefinite revocation deny issuance of license, up to \$5,000 fine
Working Beyond Scope.	Letter of Advisement	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspensioin of license and/or probation up to 1 year, up to \$2,500 fine
Aiding and abetting unlicensed practice.	Letter of Advisement	Consent Agreement/with reprimand, summary suspension and/or probation up to 2 years, up to \$5,000 fine	Indefinite revocation of license, up to \$10,000 fine, referral to Attorney General
Malpractice (Individual).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension and/or probation up to 1 year, Remedial education, Indefinite revocation of license, referral to Attorney General
Malpractice (Corporate).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension and/or probation up to 2 year, Indefinite revocation of license, up to \$10,000 fine, referral to Attorney General



**Dora**  
Department of Regulatory Agencies



Colorado State Board of Examiners  
for Architects, Professional Engineers, and Professional Land Surveyors

## Golden Nugget:

Our board is a combined board of diverse professionals:

- 3 Architects (large, medium and small sized firms)
- 4 Professional Engineers (Currently: civil, structural, mechanical, electrical)
- 3 Professional Land Surveyors
- 3 Public Members (attorney, architectural administrator, building official)

We rely on each profession to advise on the technical issues, but the logical reasoning, and critical thinking of the other board members not knowledgeable about the intricacies of the profession has proved to be invaluable.

The advantages of having a diverse board are:

- Diverse point of view
- More critical inspection of the issues.
- Not getting stuck in the “weeds”
- Protection of the health, safety and welfare of the public
- More board resources:
  - Assistant Attorney General
  - Office of Investigation
  - Experts
- Atmosphere of Collaboration
- Good relationships with the allied professional groups and a spirit of collaboration among themselves.
- Alignment of legislation for all professions (Sunset process)



### BUILDING PERMIT CLEARANCES

- Department of Public Works Director (DPW) is an ex-officio member of the 7 members that comprise the Board. Facilitates closer communications and coordinated enforcement activities with the PEALS staff. DPW officials bring to PEALS staff attention any issues related to preparation of permits, questionable code interpretations. Building Code Council established in 2009 to provide oversight.
- PEALS a review agency for building permit clearances to ensure that all disciplines are in compliance with licensing laws with authority to deny approval for violations of licensing laws.

#### REVIEW CLAUSE:

"All Construction surveying must be done under the direct responsible control of a currently registered Professional Land Surveyor or Business firm authorized to provide land surveying services in Guam.

If you are unable to comply with this requirement of the law you will be subjected to a penalty/fine as per Par 22 GCA Chapter 32 Section 32122.

Should you have any question, please call the PEALS Board at 646-3115 or 646-3113.

The Guam Board of Registration for PEALS  
(License/Registration Clearance)

Note: CLEARANCE SUBJECT TO REVIEW FOR COMPLIANCE WITH CURRENT PEALS LAW, RULES AND REGULATIONS.

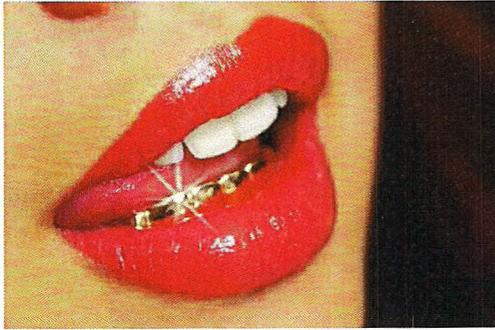
- Building permit list of clearances with a breakdown of each discipline that indicates name of registrant is provided for the Board's review under the Board Administrator report during board meetings. Any permits in question may be retrieved from DPW for further review and any action if warranted.

Unauthorized use of stamp or stamping outside of discipline/expired license among violations found during building permit clearances. Monitor rubber stamping.

BPI CONTROL NUMBER	DATE APPS. RECEIVED	NAME OF OWNER/ADDRESS	CONTRACTOR / CONSTRUCTION COST	PROJECT DESCRIPTION/ STORIES	NO. of ARCH	DRAWINGS SIGNED/SEALED BY			
						CIVIL	STRUCTURAL	MECHANICAL	ELECTRICAL
B13000028 333	2/1/13	DPW	Maeda Pacific Corp O Box 8110 Tamuning, GU 96913 (\$1,240,000.00)	P Jinapsan Beach Road .30 miles Project No. GU-TI-003A(001)	No Arch dwg	E. Niemasz 5/28/12	No SE dwg	No ME dwg	No EE dwg
B13000067 333	2/1/13	PAG	Maeda Pacific Corp O Box 8110 Tamuning, GU 96913 (\$119,600)	P Design/Build For Gregorio D Perez (Hagatna Boat Basin) new waterlines PAG- CIP-012-005 (govt.)	No Arch dwg	W. Flores 1/14/13	No SE dwg	No ME dwg	No EE dwg
B13000084 337	2/1/13	Polaris Guam LLC 188 Tumon Bay Road Tumon GU 96913	Isagani Balugat Construction 213 Guerrero Drive Tamuning GU 96913 (\$3,000)	5th thru 11 floor elevator lobby exit renovation Tumon	B. Burkhardt 1/31/13	No CE dwg	No SE dwg	No ME dwg	No EE dwg
B13000070 339	2/4/13	Jian Zhang P O Box 12284 Tamuning, GU 96931	BLP Construction P O Box 26987 GMF GU 96921 (\$2,500)	Additional Meter Hybrid System Upper Tumon	No Arch dwg	No CE dwg	No SE dwg	No ME dwg	R. Cahinhinan 1/25/2013
B13000072 339	2/4/13	Stephen A Cronin P O Box 193 Hagatna GU 96932	BLP Construction P O Box 26987 GMF GU 96921 (\$1,000)	Relocation of KWH Meter Tamuning	No Arch dwg	No CE dwg	No SE dwg	No ME dwg	R. Cahinhinan 1/28/2013
B13000069 339	2/4/13	Stephen A Cronin P O Box 193 Hagatna GU 96932	BLP Construction P O Box 26987 GMF GU 96921 (\$1,500)	Relocation of KWH Meter Tamuning	No Arch dwg	No CE dwg	No SE dwg	No ME dwg	R. Cahinhinan 1/25/2013
B12001091 341	2/4/13	Lin Fang P O Box 27552 Barrigada, GU 96921	Li Gao Corporation P O Box 27552 Barrigada, GU 96921 (\$18,595)	Proposed extension of existing SFD - 2 bedrooms, 2 baths Dededo (R3)	A. Herrera 12/13/12	A. Herrera 12/13/13	A. Herrera 12/13/14	A. Herrera 12/13/15	A. Herrera 12/13/12
B13000090 342	2/4/13	Joel Ollet P O Box 4918 Hagatna GU 96932	Electrical Control Services O Box 4918 Hagatna GU 96932 (\$8,000)	Solar PV 3 to 5 KW inverter - residential	No Arch dwg	No CE dwg	T. Camacho 1/16/13	No ME dwg	E. Ilao 1/31/13
B13000094 343	2/5/13	FMT - Dept of Mental Health & Substance Abuse 790 Gov. Carlos G. Camacho Road Tamuning, GU 96913	Arvin Builders PMB 892 111 Chalan Balako Machanao Dededo GU 96929 (\$87,038.74)	Construction of new Porte-Cochere at the main entrance of DMHSA Bldg Tamuning (Govt.)	No Arch dwg	R. Tugade 1/26/13	No SE dwg	No ME dwg	R. Cahinhinan 1/28/13
B13000089 345	2/6/13	Michael A Siegel 180Cruz Hts Talofofo GU 96913	Automated Energy Systems Corporation 256 Chalan San Antonio Tamuning GU 96913 (\$19,000)	Solar panel installation 20 panels for residential home 5KW Talofofo	No Arch dwg	No CE dwg	T. Camacho 1/30/13	No ME dwg	J Cacapit Jr. 1/29/13
B12001113 347	2/7/13	Yeong-Sae Kim P O Box 6836 Tamuning GU 96931	Yury Construction Co O Box 6836 Tamuning GU 96931 (\$116,000)	P Proposed 3 bedroom 2 bath with carport SFD Mangilao (R3)	F. Diamzon 11/10/12	F. Diamzon 11/10/12	F. Diamzon 1/19/2013	F. Diamzon 11/10/12	F. Diamzon 11/10/12
B13000097 349	2/7/13	IT & E 122 W Harmon Ind Park Road S/103 Tamuning GU 96913	Asian Construction Dev Corp P O Box 26562 GMF GU 96921 (\$7,000)	New KWH Meter (Additional) Mangilao (Misc.)	No Arch dwg	No CE dwg	No SE dwg	No ME dwg	J. Casallo 2/5/13
B13000064 355	2/11/13	Frank SN Cepeda P O Box 9291 Dededo GU 96921	Konstrak Builders P O Box 4416 Hagatna GU 96932 (\$150,000)	Proposed 3 bedroom, 2 bath SFD Yigo	J Aquino 2/11/13	J Aquino 1/24/13	J Aquino 1/24/13	J Aquino 1/24/13	J Aquino 1/24/13

**[ENFORCEMENT (Individual/Business firms w/monetary fine, registration suspended and/or revoked)]**

<b>F YEAR</b>	<b>RESPONDENT</b>	<b>CITATION OR VIOLATION</b>	<b>BOARD DECISION / STATUS</b>
2007 11/30/06	Liberty Perez	Ethics; Incompetency	Fined \$5,000, pmt. plan; License suspended for 5 years; Ethics course. Case Open.
12/05/06	John K. Sherman, P.E	Expired COA; Misrepresentation	Settled \$7,500. Case closed.
12/05/06	Blas C. Atalig	Unauthorized Practice; surveying	Settled \$3,000. Case closed.
03/13/07	Bernardo Ortega, Jr.	Failure to meet contractual services	License revoked.
04/11/07	Efren B. Santos, P.L.S.	Unregistered business name	Public apology. Case closed.
05/18/07	Robert Pangelinan	Unauthorized surveying work; Expired Outside Employ. Authorization	Settled \$1,000. Final payment 09/2008. Case closed.
<b>2008</b>			
01/10/08	Nemencio C. Macario, P.E.	Unauthorized use of applicable seal; Unauthorized practice - Arch	Settled \$4,600. Case closed.
03/10/08 PB2008-134	Juan C. Tenorio, P.E.	Fraud	Fined \$10,000; conduct 5 yrs community service including engineering review. Paid \$1,250. Open
04/02/08	Molecular Const. Dev.	Unauthorized Ad	Fined \$250. Telephone company error. Case closed.
<b>2009:</b>			
10/13/08	Leslie Landt - Parsons Transportation Group, Inc.	Use of unregistered "P.E."	Settled \$3,300. Case closed.
10/19/08	Hector Quioc	Unauthorized use of "Engineering"	Settled \$1,500. Case closed.
12/23/08	Cheng T. Chien, P.E.	Code Issue; Fire Sprinkler System issue	Settled \$3,500. Provide review materials to engineering candidates. Case closed.
12/29/08	Cesar L. Somera, P.E.	Unauthorized use of	Settled \$3,500. Case closed.



## Welcome to the Idaho Gold Nugget Grill!

In Idaho, requests for official license certification are processed and issued within 2 to 5 business days!

How do we do it!!!????

1. We set a policy that official license certifications **MUST** be issued within 5 business days.
  2. We have systems in place to accomplish the 5 day goal.
  3. We measure performance!
- We share resources with The Bureau of Occupational Licenses, including:
    - Office Staff
    - Rent
    - Legal
    - Investigation
    - Computer resources
  - These shared resources allow us to work more efficiently with less money. We pay only for the staff/ investigation/ computer that we use.
  - We've invested in a comprehensive computer system that allows us to rapidly process the official license certification of licensure requests. All records, including old microfiche, have been scanned into the system, so there is much less manual checking needed.
  - When the Bureau receives a request for an official license certification, staff processes the fee and issues the certification with just a few clicks in the system. The certification is then printed and embossed with the Idaho seal and sent to the address listed on the form. The Bureau's system automatically updates the date that the certification was created within the licensees file, so if they call to check on the status, staff can tell them the exact date that it was printed and mailed.
  - Scores for the ARE are entered into the system as they are received, so the official license certification can include the information with one click.
  - The 5 day review is tied to employee reviews. It's one of the factors in employees' regular performance reviews.
1. Set the Policy.
  2. Systems in place to accomplish it.
  3. Measure Performance, with consequence. (reward or penalty)

# NEVADA'S "GOLDEN NUGGET"

## *The Blue Book*

A Reference Guide for the Nevada Construction Industry

### For:

Building officials, design professionals, contractors and the public

### Developed by:

- Nevada State Board of Architecture, Interior Design and Residential Design
- Nevada State Board of Professional Engineers and Land Surveyors
- Nevada State Board of Landscape Architecture
- Nevada State Contractors Board
- Nevada State Fire Marshal
- Nevada State Public Works Board
- Nevada Organization of Building Officials

### History:

In 1988, Nevada made history when it formed the Nevada Construction Industry Relations Committee (NCIRC) and was able to get all the above agencies and organizations to sit at the same table and develop the manual that has become the so-called "bible" for the design and construction industry in Nevada.

The NCIRC's primary purpose is to publish *The Blue Book*. However, the committee also meets when needed prior and during the legislative sessions to discuss issues of mutual concern in the design and construction industry as well as to offer support on legislative issues during the session.

The Nevada Board of Architecture, Interior Design and Residential Design are proud to have always been the leader in the publication of *The Blue Book*. In 2013, following the conclusion of the 77<sup>th</sup> Session of the Nevada Legislature, the seventh edition of *The Blue Book* is scheduled for publication.

ARCHITECT-ENGINEER-LANDSCAPE ARCHITECT  
JOINT PRACTICE COMMITTEE  
RULES AND REGULATIONS

Approved April 22, 1994

PREFACE

This is a procedural guideline and is to be treated as such. The time periods are not exclusive and failure to comply strictly with them shall have no effect on substantive issues involved.

I. NAME AND PURPOSE

The name of this Committee shall be the Architect-Engineer-Landscape Architect Joint Practice Committee, hereinafter referred to as the "Committee". The primary purpose of the Committee will be the resolution of disputes between the three professions.

The primary area of jurisdiction for the Committee will be to receive and respond to complaints or inquiries as outlined in the identical joint resolutions adopted by the Board for Examiners for Architects (BEA), the Board of Registration for Professional Engineers and Surveyors (PEPS), and the Board of Landscape Architects (BLA).

It will be the function of the Committee to interpret practice activity and make recommendations to the Boards based on those interpretations.

II. MEMBERSHIP

A. Members of the Committee shall be:

1. two Architects, at least one from the Board of Examiners for Architects;
2. two Members of the Board of Registration for Professional Engineers and Surveyors, at least one from the PE Committee of the Board;
3. two Landscape Architects, at least one from the Board of Landscape Architects; and

4. one Public Member to be appointed by the other six Committee members.
- B. A Member whose term on the respective board expires prior to the completion of the term on the Committee may have that term fulfilled by a new member of the respective board, at that board's discretion.
- C. Members shall be removed from service on the Committee on the basis of negligence or malfeasance or failure to attend three consecutive meetings. Members shall be removed by action of the Appointing Body,

### III. ORGANIZATION

- A. Annually, at the first meeting after July 1, the Committee shall elect a Chairman, Vice-Chairman and Treasurer. The Secretary, at the Committee's discretion, may be the administrator for the Committee Chairman's Board and shall be the Chief Administrator and have primarily responsibility for staff services.
- B. The Chairmanship shall be rotated annually with the architect, engineer, and landscape architect members alternating terms of service. This practice is not to preclude the public member from holding office (with the exception of the Chair) at any point during the rotation.
- C. New professional members will be appointed as necessary by their respective Boards for three year terms, by June 30. The public member will be elected as necessary by the Committee for a three year term, at the first meeting after July 1. The members of the Committee shall be appointed for staggered terms and the terms of not more than three members and not less than two members shall expire in each year.
- D. Service on Architect-Engineer-Landscape Architect-Land Surveyor Selection Committee for state projects shall be accomplished by normal Joint Practice Committee procedure per Section IX of these Rules.
- E. At the discretion of the Committee, the Public Member may be authorized to serve on the Architect-Engineer-Landscape Architect- Land Surveyor Selection Committee.

### IV. MEETINGS

- A. The Committee will meet at least two times a year with the first meeting of the year being held within ninety days of the beginning of the fiscal year (July 1).
- B. The Committee will meet within thirty days after receipt of a major complaint and within ninety days of receipt of all other complaints. The urgency of the meeting will be determined by the Chairman and the meeting scheduled accordingly.
- C. A quorum is defined as four members, at least one of whom is from each discipline.
- D. Travel expenses are to be paid to the Committee members under the provisions of the Per Diem and Mileage Act by each respective Board, with the travel expense of the public member being rotated among the Boards for each meeting.
- E. The Open Meetings Act shall apply to the activity of the Committee.

V. DUTIES OF THE OFFICERS

- A. The Chairman shall preside at meetings and shall:
  - 1. Call meetings as required and appropriate.
  - 2. Decide with the concurrence of the BEA, PEPS and BLA Chairmen which inquiries and complaints are to come to the Committee.
  - 3. Make arrangements for meetings and prepare agendas.
  - 4. Perform all other duties ordinarily pertaining to the office of Chairman or as otherwise prescribed.
- B. The Vice-Chairman shall preside at all meetings in the absence of the Chairman and execute all duties of the Chairman should the Chairman be unable to perform those duties. The Vice-Chairman shall work in close association with the Chairman on all Committee matters.
- C. The Secretary (Chief Administrator) shall:
  - 1. Keep a record of all meetings and maintain a proper account of the business of the Committee. A rough draft of the minutes of the meeting shall be mailed to each member for review within two weeks following each meeting with a final copy to be

furnished to each member at the next meeting for final approval and recording.

2. Provide travel vouchers for Committee members at each meeting, to be processed by the appropriate Board.
  3. Submit complete minutes and a report of action to the BEA, PEPS and BLA after each Committee meeting as soon as the final copy is prepared.
  4. Distribute one week in advance of a meeting copies of meeting materials and agenda to each Committee member.
- D. The Treasurer shall insure that all duties of the Chief Administrator are properly performed.
- E. The Committee may use such staff services as the respective Boards may provide.

## VI. PROCEDURES OF THE COMMITTEE

- A. Receipt of Communications, Inquiries and Complaints
1. All communications, inquiries and complaints, regardless of source or recipient, shall be forwarded to the Chief Administrator to be filed with each respective Board.
  2. Complainant shall be notified by the staff of receipt of the complaint or inquiry.
  3. On all inquiries and complaints, staff shall consult the Committee Chairman, who shall decide on the urgency of the matter and schedule a committee meeting in accordance with paragraph IV(B) of these Rules.
- B. Order of Business for Meetings
1. Approval of the Agenda
  2. Approval of Minutes
  3. Board and Committee Reports

4. Communications
5. Inquiries
6. Complaints
7. Unfinished Business
8. New Business
9. Adjournment

C. Disposition of Inquiries/Complaints

1. In the matter of inquiries, the Committee shall respond directly to the inquirer, forwarding a copy to each Board Chairman.
2. Complaints
  - a. Discussion Format
    - i. Facts of the Case
    - ii. Areas of Alleged Violations
    - iii. Interpretations/Recommendations
  - b. The Committee shall send its interpretations, recommendations and the supporting evidence to the Board having jurisdiction in the case. The other Boards will receive a copy of the Committee report.
  - c. Report Format
    - i. Statement of Case
    - ii. Interpretation and Recommendation
    - iii. Motion and Vote (roll call vote)

- D. The Board to which a complaint has been referred will notify the other Boards, the Committee, and the complainant of the action taken.

VII. FORM OF COMPLAINTS

Complaints submitted to the Committee must be in writing, signed, and sworn before being reviewed for action, including

complaints received from other Boards, local or state government units or legislative committees.

#### VIII. RELATIONSHIP WITH BOARDS

The Committee and all Boards may meet in joint session once a year, if requested by one of the Boards or the Committee.

#### IX. PROCEDURES FOR APPOINTING SELECTION COMMITTEE REPRESENTATIVES

The Secretary of the General Services Department, through the Property Control Division Director, shall advise the Chairman of the Joint Practice Committee of the timetable for all State Projects, short listing, and meetings of the Selection Committee.

Normal procedure for selection of design professionals to serve on Architect-Engineer-Landscape Architect-Land Surveyor Selection Committee shall be:

- A. Joint Practice Committee Chairman contacts the appropriate professional liaison from JPC.
- B. Professional liaison, as necessary:
  1. attends Selection Committee; or
  2. contacts second appropriate professional member of JPC who attends; or
  3. contacts another professional member of the appropriate board; or
  4. the appropriate professional liaison, in his absence the second appropriate professional liaison member of JPC, shall appoint a registrant of the appropriate board from the respective pool of registrants, or the JPC public member if approved to serve on the committee. Each board shall furnish JPC with a list of registrants which comprise the pool.

#### X. AMENDMENTS

The Architect-Engineer-Landscape Architect Joint Practice Committee will be governed by the Uniform Licensing Act in the adoption of Rules and Regulations.

### III. Roles of the Architect, Engineer, Surveyor and Landscape Architect

Presented in this section are descriptions of the general areas of responsibility of architects, engineers, surveyors and landscape architects. The descriptions are general rather than all-inclusive and are intended as a guide.

#### A. Role of the Architect

An architect must be concerned with the basic concepts of the full spectrum of design considerations. Listed below are examples of matters architects typically address:

1. Site layout (e.g., parking, zoning requirements, grading, building layout).
2. Aesthetics and overall design.
3. Building classification (e.g., occupancy, type of construction).
4. Building circulation and exiting (e.g., stairway, exit width, travel distances, corridors).
5. Life safety considerations (e.g., requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control).
6. Interior space planning.
7. Interior and exterior finish materials (e.g., durability, function, aesthetics, and fire ratings).
8. Environmental impacts (e.g., sound attenuation, quality of living, impact on natural surroundings).
9. Barrier free design and accessibility requirements.
10. Overall project coordination.

#### B. Role of the Engineer

An engineer must be concerned with the planning and analysis of a wide variety of building systems. Listed below are examples of matters engineers typically address:

1. Structural systems (e.g., framing, structural connections, foundations).
2. Electrical systems (e.g., power distribution, lighting, security, fire alarm and smoke detection).
3. Mechanical systems (e.g., plumbing, water distribution systems, HVAC, fire protection systems).
4. Life safety considerations (e.g. design of sprinklers, fire alarm systems, and smoke control systems)
5. Soils analysis (e.g., soils reports, soil stabilization, geotechnical investigations).
6. Civil works design (e.g., site work, site drainage, grading, utilities, circulation).
7. Coordination of engineering works (e.g., power stations, dams, bridges, water treatment facilities).
8. Barrier free design and accessibility requirements.
9. Environmental Systems, Impact Studies, Improvements and Assessments.
10. Overall Project Coordination.

#### C. Role of the Surveyor

A surveyor provides plats and maps used by design professionals, contractors, insurers, lenders and property owners to properly assess site conditions during the design and building phases of the project. Listed below are some examples of matters surveyors typically address:

1. Determine the boundaries of the property (boundary survey).
2. Prepare a survey of the existing conditions of the property for use by an architect, engineer and/or landscape architect to develop a site plan for the project (topographic or design survey).
3. Perform a survey for title insurance companies and/or lenders (ALTA survey).
4. Layout proposed improvements (utilities and structures) for the contractor (construction staking).
5. Site survey for completed project to ensure governing authorities that improvements were constructed as per plans (as-built survey).
6. Improvement survey to secure permanent financing for the project (ALTA survey).

#### D. Role of the Landscape Architect

A landscape architect must be concerned with the planning and analysis of a wide variety of site conditions, land forms, structures, and systems concerned with the full spectrum of landscape architectural conditions. Listed below are examples of matters landscape architects typically address:

1. Site layout design (e.g., parking, zoning requirements, grading, landscaping, structure locations, site drainage).
2. Aesthetics and overall project design. Site structures classification (e.g., shade structures, provided such structures are not fully enclosed except for prefabricated and kit facilities such as restrooms; open landscape retaining walls; fences; playground structures).
3. Site circulation and exiting (e.g., walkways, travel distances, and other access requirements).
4. Life safety considerations (e.g., requirements for recreational facilities, playground structures, shade structures, water distribution for potable and landscape uses, fencing).
5. Plant material analysis. (e.g., plant material for condition hardy species, form, color, water usage, health, anti-allergy selection species, accessibility.)
6. Finish materials (e.g., durability, function, aesthetics).
7. Environmental impacts (e.g., water conservation, land use consideration, natural resource analysis, aesthetic analysis, revegetation and reclamation, plant selection, sound attenuation, quality of life, impact on natural and built surroundings).
8. Barrier free design and accessibility requirements. (e.g., play structures; site structures, site access, facility access)
9. Overall project coordination.
10. Interior and Exterior Landscape Design (e.g. planting design, irrigation design, circulation, fountains and pedestrian assembly areas)
11. Outdoor Assembly (e.g. sports fields, parks, trails, shelters, spectator spaces, playgrounds)



# Oregon

John A. Kitzhaber, MD, Governor

## Board of Architect Examiners

205 Liberty St. NE, Suite A

Salem, OR 97301

503-763-0662

FAX 503-364-0510

www.orbae.com

## An Overview of Semi-Independence

### Introduction

Looking for new and efficient ways to do business is not a new concept. These days, businesses and governments alike struggle to do more with less, integrating and streamlining processes and sharing resources, while continuing to improve customer service. It is an exercise in finding the right balance between minimizing the cost of doing business and providing a valuable service that meets the needs of the public.

In state government, these ideals are usually broadly administered over state agencies of different sizes, with different missions and different constituents. The common model is for a centralized agency to determine rules for how all other state agencies must operate, regardless of size or function, and impose controls to hold agencies accountable. This one-size-fits-all approach often leads to inefficient bureaucracy and added costs of doing business for many agencies.

“Semi-independence” is a model for how small state government agencies can be administered without excessive bureaucratic constraints. The concept is that small agencies be exempted from some of the rules that govern larger state agencies, and for rules to be established through the direct involvement of the stakeholders. This allows those smaller agencies to operate more efficiently, focus their energy on their core mission of promoting consumer protection and providing high quality services, while being held directly accountable by their stakeholders.

### History of Semi-Independent Agencies

The Oregon Legislature first looked at the semi-independence model in 1991 and granted semi-independent status to 4 small agencies. In 1997, several more agencies were added, including the Board of Architect Examiners.

The semi-independent model proved successful and subsequent legislative sessions added more agencies until there are today 14 semi-independent state government agencies in Oregon.

### How Semi-Independent (SI) agencies are different

SI agencies are completely self-funded. They are fully supported by fees from licenses, applications, testing, grants, and other program revenue. SI agencies are not eligible to receive State General Funds.

SI agencies are governed by the “Semi-Independent State Agencies” statutes. These statutes provide a framework for more efficient operation, by exempting SI agencies from some of the rules governing other state agencies and establishing alternative requirements for such things as:

budgeting, personnel regulations, use of state facilities, contracting and purchasing, printing, and financial Administration.

### Accountability

SI Agencies are subject to the following requirements:

- Must maintain tort liability coverage, adhere to public records and meeting laws, use the services of the Department of Justice for legal counsel, and provide the same benefits to employees as other state agencies.
- Must establish financial accounts in FDIC insured banks, and must follow generally accepted accounting principles.
- Must adopt operating budgets through the public hearing and administrative rule processes. Budgets are not subject to review, approval or modification by the legislature.
- Must have regular external independent audits which are reviewed and published by the Secretary of State.
- Must adopt personnel, contracting and purchasing policies.
- Must submit annual financial reports to the governor and legislature.
- Must submit a biennial performance report to the Governor and legislature containing:
  - Financial information.
  - Material changes between current and previous budgets.
  - Current fees and proposed fee changes along with supporting documentation.
  - Rules adopted by the board.
  - Actions of board promoting consumer protection.
  - Licensing and compliance data.

### Advantages of Semi-independence for the Board of Architect Examiners

- The streamlining of administrative and operational requirements of SI agencies allows the architect board to respond quickly to financial and personnel issues in an efficient and effective manner.
- Exemption from some of the statutory requirements of larger state agencies allows the board to focus on its mission promoting consumer protection, and to deal with licensing and compliance issues exclusively relating to the architecture profession.
- The budget cycle for most state agencies is a lengthy and tedious process. Adopting the board's budget by administrative rule shortens the budget cycle by more than half. This reduces time and expense of developing and adopting budgets for the board.
- Utilizing its own adopted contracting and purchasing policies shortens the time involved in contracting for goods and services and allows the board more flexibility to comparison shop for the best service providers, considering costs, convenience, and performance. This allows the agency to respond to opportunities to improve services to the public in a timely manner.



## 2013 Utah Golden Nuggets

### 1. Close cooperation with local AIA chapter.

- AIA representative typically attends each board meeting.
- The board helps fund AIA continuing education programs and events from the Education and Enforcement Fund.
- AIA Utah community provides input and drive Board topics.

### 2. Close collaboration with Engineers Board.

- Board collaboration on shared interested topics. Such as Incidental Practice.
- Rule change language is often reciprocal.

### 3. Close relationship with local NAAB accredited program.

- University of Utah. Go Utes!
- The Board funds student's initial licensure in IDP program from Education and Enforcement fund. Students are made aware of the ongoing commitment and expenses in IDP.
- The Board helps fund annual lecture series and other educational events from the Education and Enforcement Fund.

### 4. Relatively few infractions.

- Unprofessional conduct and Practice Act violations are rarely brought before the board. Disciplinary action is minimal.
- Business friendly State.

### 5. Architects in Legislature

- In the previous legislative cycle Utah had three architects serving in the legislature.
- Continuing Education legislation was quickly passed and signed to conform to NCARB model law.

NCARB Joint Spring Regional Meeting  
Providence, RI  
March 15, 2013

“Golden Nugget” from the Washington State Board for Architects

When a complaint is filed with the Washington State Board for Architects, the Board’s case manager can direct an “undercover” or “sting” investigation.

A typical situation:

The Board receives a complaint alleging unlicensed practice based the use of the protected terms “architect,” “architecture,” or “architectural” by the respondent.

Depending on the Board’s history with the respondent, the seriousness of the term use (e.g. on a webpage vs. on a signed contract) and/or the implication the respondent is also practicing architecture, the case manager can

- request staff send the respondent a standard complaint letter, informing the respondent of the laws and requesting an explanation for their actions
- request staff send the case directly to an investigator to see how intentional the violation is

The investigator can call the respondent and pose as a potential client. The “client” asks for help with non-residential building over 4000 square feet (often a strip mall), and asks directed questions (e.g. “I’m looking for an architect, and I noticed you are listed in XXX advertising. Are you an architect? Are you licensed as an architect?”)

If the respondent claims to be an architect, the investigator asks to see samples of other work, reference lists of past clients, contracts, etc., building enough evidence for a case of unlicensed practice.