



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

DATE: July 25, 2024
TIME: 10:00 a.m.
LOCATION: Video Conference via Microsoft Teams

BOARD MEMBERS: **Sian Roberts**, Chair
Erica Loynd, Vice Chair
Paul Wu, Secretary
Scott Harm, Board Member

STAFF MEMBERS: **Bill Dutra**, Policy Advisor
Evelyn Manley-Rodriguez, Program Manager
Tany Hessler, Program Manager
Debra Allen-Bâ, Assistant Administrator
Sydney Muhle, Program Specialist

1. Call to Order

Board Chair Sian Roberts called the meeting to order at 10:02 a.m.

2. Roll Call

Program Specialist Sydney Muhle conducted roll call. All Board members were present.

3. Approval of Agenda

Vice Chair Erica Loynd made a **MOTION** to approve the order of the agenda as presented. Secretary Paul Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes from April 25, 2024

Chair Roberts requested staff to change “junket” to “meeting” on item 7.3. *Outreach to Schools.*

Secretary Wu made a **MOTION** to approve the minutes, with requested amendment. Board Member Scott Harm **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

5. Awards/Recognition

None.

6. Old Business

6.1. Outreach Update

Board members and staff will provide an update on outreach activities.

Ms. Muhle provided an update on school outreach. She said staff were waiting to hear from NCARB on their outreach plans for the year.

Chair Roberts said many schools were manufacturing focused, but that there were schools that were NCARB focused. She said she would provide more information on her findings at the next Board meeting.

Board Member Harm asked about outreach opportunities through the American Institute of Architects (AIA). Ms. Muhle said staff did not have plans in place. She and Chair Roberts will reach out to AIA to coordinate opportunities.

6.2. National Council of Architectural Registration Board (NCARB) Annual Business Meeting (ABM) Report

Board members that attended the ABM will provide a report.

All members of the Board attended the NCARB ABM in person. They each reported on their experiences and shared information from the different breakout sessions and meetings.

Ms. Muhle shared information she received during a virtual session that took place prior to the ABM.

7. New Business

7.1. Program Fund Classification Discussion

Department of Licensing staff will discuss a potential change to the architect program fund designation to receive feedback from the Board.

Policy Advisor Bill Dutra said the agency was drafting legislation to move smaller professions under the umbrella of the 06L internal accounting designation. He said this would give these programs a kind of overdraft protection, provide an option to stagger any upcoming fee increases, and allow for the statutorily required three-month cushion in the budget.

Mr. Dutra said he and the Business and the Professions Division Assistant Director, Jennifer Clawson, had talked with Chair Roberts and Vice Chair Loynd prior to the meeting to give them a better understanding of the changes.

Chair Roberts said this was an opt-in option that did not require a motion. She opened the floor for public comment related to this topic.

Member of the public, Tammie Sueirro, addressed the Board and said, after reviewing the data that DOL leadership provided, the AIA Washington Council believed this was a good move for the program.

Member of the Public, Elizabet Braun, addressed the Board and said the industry was facing competition with the gaming industry. They said the difficulty of the ease of education and higher salary in the gaming industry was drawing people who might otherwise pursue a career in architecture.

The Board and staff discussed the details of the change, the potential challenges of an ageing population in the industry, and how the change would impact the program.

Staff will contact NCARB for additional statistical information about the age trends in other states to see if there is a larger issue of aging industry population, and whether there are any efforts to find solutions.

7.2. Rulemaking discussion regarding Mutual Recognition Agreements (MRA)

The Board requested an item to discuss rulemaking concerning MRAs.

Ms. Muhle provided background of this topic and said that this item was requested by the Board to discuss greater controls for acceptance of future MRAs.

Assistant Attorney General (AAG) Elizabeth Lagerberg said only one small part of the rule needed to be updated in order to allow the changes the Board was seeking.

The Board discussed the matter and determined that they would defer to NCARB's decision on future MRAs and not make any changes at that time.

7.3. Discussion and consideration of the updated MRA with Australia and New Zealand

The Board may take action to adopt the updated MRA with Australia and New Zealand.

Board Member Harm made a **MOTION** to adopt the updated MRA with Australia and New Zealand. Vice Chair Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

7.4. Discussion and consideration of the amended MRA with Canada and Mexico

The Board may take action to adopt the amended MRA with Canada and Mexico.

Vice Chair Loynd made a **MOTION** to adopt the amended MRA with Canada and New Mexico. Secretary Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

8. Complaint Cases for Review

8.1. 2023-11-2533-00ARC (Wu)

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

Board Member Harm made a **MOTION** to close the case with no further action. Vice Chair Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

8.2. 2024-04-0961-00ARC (Loynd)

Vice Chair Loynd read the Case Manager Report to the Board as the Case Manager.

Secretary Wu made a **MOTION** to close the case with no further action. Board Member Harm **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

8.3. 2023-01-0097-00ARC (Harm)

Board Member Harm read the Case Manager Report to the Board as the Case Manager.

Board Member Harm will send one of the case materials, an AAG email, to Ms. Muhle. Ms. Muhle will redact identifying information and share with the rest of the Board as a reference for future cases. He said he looked thoroughly through all items submitted as evidence and the relevant statutes and rules for any wrongdoing but could not find any.

Secretary Wu made a **MOTION** to close the case with no further action. Vice Chair Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

8.4. 2023-11-2534-00ARC (Harm)

Board Member Harm read the Case Manager Report to the Board as the Case Manager.

Secretary Wu made a **MOTION** to accept case manager recommendation. Chair Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

9. Reports

9.1. Committee/Task Force Reports

None.

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

Program Manager Tanya Hessler reviewed the licensee count reports with the Board.

9.2.3. Boards, Commissions and Outreach Reports

9.2.3.1. SHB 1880 Implementation Update

Ms. Muhle said all changes had been implemented and the legislation became effective on July 1, 2024. She said communications had been sent out to all relevant parties in a timely manner.

9.2.3.2. Review of Master Action Item List

Ms. Muhle provided status updates on the action items to date. She said she would update the Model Law Committee report from 2025 to 2024.

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 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 public comments.

Tammie Sueirro addressed the Board and said that the AIA was open to collaborating on outreach to NCARB members, licensees, and anyone entering the profession.

11. Conclusion

11.1. Announcements

Board Member Harm asked whether the updates to the computer system stayed within budget. Assistant Administrator Debra Allen-Bâ confirmed that it had.

11.2. Requests for future agenda items

None.

11.3. Review of action items and items for next meeting

Ms. Muhle reviewed the action items captured during the meeting for the Board:

- Chair Roberts and staff will reach out to Tammie with AIA to coordinate additional outreach opportunities.
- Staff will contact NCARB for statistical information about age trends in other states to see if there is a larger issue of aging industry population, and whether there are any efforts to find solutions.

12. Adjournment

Chair Roberts adjourned the meeting at 11:50 AM.

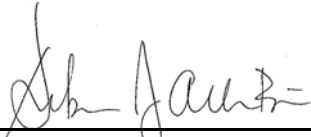
Next Board Meeting:

October 24, 2024

10:00 a.m.

Hybrid: Virtual and in-person in Olympia, WA

(Meeting modality is subject to change.)

Submitted by: 
Debra Allen-Ba, Assistant Administrator

October 24, 2024
Date

Approved by: 
Sian Roberts, Board Chair

October 24, 2024
Date