

IOWA ARCHITECTURAL EXAMINING BOARD
MINUTES
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room
Tuesday, May 12, 2015 at 10:00 a.m.

Board Members present for all or part of the meeting:

Linda Alfson Schemmel	Emily Forquer, President
Bruce Bassler, Vice President (via phone)	Tyler Kamerman
Tandi Dausener	Jerry Purdy
Kolby DeWitt, Secretary	

Staff:

Lori SchraderBachar, Board Administrator	Sandy Malek, PLB Investigator
Renee Paulsen, Licensing Specialist	Pam Griebel, Assistant Attorney General

Public:

None

Call to Order

Call to Order by Forquer at 10:02 a.m.
Quorum was established.

Motion by Purdy to approve the May 12, 2015 agenda.

Seconded by Alfson Schemmel

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Motion by Bassler to elect Forquer as President.

Seconded by Alfson Schemmel

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Motion by Alfson Schemmel to elect Bassler as Vice President.

Seconded by DeWitt

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Motion by Kamerman to elect DeWitt as Secretary.

Seconded by Purdy

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Motion by Dewitt to approve the March 10, 2015 open and closed session minutes.

Seconded by Kamerman.

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Board Member Reports

None

Administrative Reports

Griebel informed the board about the importance of keeping board e-mails separate from other business/personal e-mails. It is best practice to keep board e-mails in a separate email account. If that is not possible, keep board e-mails in a separate folder.

SchraderBachar reminded the board members to properly fill out per diem and travel vouchers including signing and dating them. SchraderBachar provided a list of names of new licensees administratively approved by staff review. SchraderBachar announced that the emergency rules have been filed and to be approved for biannual renewals. SchraderBachar announced Paulsen will be transitioning to a new position as the Background Coordinator for the Real Estate Commission. The clerk position is now vacant.

Paulsen reported a total of five reinstatement licenses have been issued during the time period of March 1st – May 1st. All of the reinstatements had a NCARB certificate.

Rules Task Force

Alfson Schemmel reported on the task force committee progress. It has met twice so far. Committee members are reviewing the exceptions matrix. Alfson Schemmel advised the committee will be making rule language changes and may also bring code changes for board to consider.

CEU Audits

SchraderBachar reported a total of 81 audits have been completed during the time period of September 2014-April 2015.

Motion by Kamerman to allow the board administrator to approve continuing education hours up to five hours.

Seconded by Dausener.

VOTE: Aye: all Nay: None Abstaining: None

Motion passed.

NCARB

Forquer, Dausener, Purdy, and SchraderBachar attended the 2015 Regional Summit Meeting March 12-14th in Long Beach, CA. Purdy presented a report to the Board highlighting the meeting, while Dausener spoke about what she has learned about the NCARB process. Forquer spoke about the NCARB candidates.

Motion by Purdy to approve sending Forquer, Alfson Schemmel, Kamerman, Dausener and SchraderBachar to the Annual Meeting and naming Forquer as the voting delegate.

Seconded by DeWitt.

VOTE: Aye: all Nay: None Abstaining: none

Motion passed.

Griebel reminded the board members they may not talk about Iowa board business at the NCARB meeting with a quorum present and should avoid situations that could appear to be a "walking quorum" where smaller groups of board members rotate to deliberate and reach decisions. Having a quorum of the board in the same place is not itself a violation as long as members do not deliberate or decide matters within the board's jurisdiction. Social events are not a violation and the members may all listen to presenters as long as they do not deliberate about presentations. The board identified the single person authorized to vote at the meeting and should let that person make decisions if new issues emerge.

There are three resolutions with NCARB to be voted upon. The resolutions packet was handed out to review. There was consensus that all three should be approved and asked Forquer to vote accordingly.

Public Comment

None

Complaints

Motion by Purdy to go into closed session pursuant to Iowa Code section 21.5(1)(d) and 272C.6(4) at 11:12 a.m. to review discipline cases and investigations.

VOTE: Roll call: Forquer, aye; Alfson Schemmel, aye; Bassler, aye; Dausener, aye; DeWitt, aye; Kamerman, aye; and Purdy, aye.

Motion passed unanimously.

Motion by Purdy for the Board to return to open session at 11:25 a.m.

Second by Kamerman.

VOTE: Aye: all Nay: none Abstaining: none

Motion passed unanimously.

Motion by Alfson Schemmel to close cases 15-01 and 15-03.

Seconded by Purdy.

VOTE: Aye: all Nay: none Abstaining: none

Motion passed unanimously.

There was a discussion on case 15-06, about a possible unlicensed architect. The complainant asked that the board allow for confidentiality at this point, which the board agreed. The board directed Malek to investigate.

Adjournment

Forquer adjourned the meeting at 11:33 a.m.

These minutes accurately reflect the minutes approved by the Board at the meeting on:

05/14/2015
DATE


By: Emily Forquer, President