

IOWA ARCHITECTURAL EXAMINING BOARD  
MINUTES  
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room  
Thursday, September 16, 2021 at 10:30 a.m.

**Board Members present for all or part of the meeting:**

Tandi Brannaman, via Zoom	Anna Harmon
Bobbi Jo Duneman, via Zoom	Scott Hatfield
Dan Dutcher	

**Board Members not present:**

Ted Nahas	Jerry Purdy
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**Staff present for all or part of the meeting:**

Lori SchraderBachar, Board Executive	Renee Paulsen, PLB Investigator
Danielle Bartkiw, Licensing Specialist	Caroline Barrett, AAG, via Zoom

**Public:**

Linda Alfson Schemmel

**Call to Order**

Call to Order by 10:30 a.m.  
Quorum was established.  
Introductions were made.

Agenda Changes – Item #6 will not be discussed as the application was not received. The board will take a photo at a later date when more members are present in person.

**Motion by Harmon to approve the open and closed session minutes of July 29, 2021.**

Seconded by Dutcher

Vote: Aye: All                      Nay: None                      Abstaining: None

Motion passed.

**Administrative Reports**

**Assistant Attorney General:** Barrett had nothing to report.

**Board Executive/Site Manager:** SchraderBachar asked members to have their per diems signed and returned to her. SchraderBachar posted to the board drive a report to AIA-Iowa and an email from Bill Dikis about architectural history. SchraderBachar summarized the fiscal year 2021 year-end report, sharing the average time to process an application is two business days and that she completed 150 CE audits – all of which were compliant. The Board reviewed 27 complaints with only 1 consent agreement. SchraderBachar reports she attended the virtual NCARB Licensing Advisors Summit. SchraderBachar asked for volunteers to participate in the current outreach program between NCARB and AIA Iowa. Hatfield volunteered to attend. SchraderBachar reports the Education Symposium will continue for 2022 and thanked Duneman and Purdy for volunteering to help plan the event. SchraderBachar informed members they're not required to take the WorkSmart classes. However, SchraderBachar explained that members do have to sign up for Okta, which allows members to access their state email and the board's Google drive.

**Licensing Specialist:** Bartkiw reports that from July 1, 2021 to August 31, 2021 there were 39 new licensees and 6 reinstatements.

**Board Member Reports**

None.

**Public Comment**

None.

**Recognition of Former Board Member Alfson Schemmel**

Hatfield presented a laudatory proclamation for Alfson Schemmel's service, which was originally given at the NCARB Regional 4 meeting during NCARB's annual business meeting in June. He also presented her with a plaque. Board members and staff thanked Alfson Schemmel for her work.

The board recessed at 10:54 a.m. and reconvened at 11:00 a.m.

**Licensure by Verification Application Determination [tentative]**

Item was not discussed as the application was not received.

**Set 2022 Meeting Dates**

Board Members set dates for future meetings: January 20, March 17, May 19, July 21, September 15, and November 17, 2022.

**Complaints & Discipline**

**Closed Session:**

**Motion by Dutcher to enter into closed session pursuant to Iowa Code section 21.5(1)(d) and 272C.6(4) at 11:04 a.m. to review pending licensee discipline cases and investigations, including any cases ready for final resolution through closure or consent order.**

Seconded by Brannaman.

VOTE: Roll call: Hatfield, aye; Brannaman, aye; Duneman, aye; Harmon, aye; and Dutcher, aye.

Motion passed.

**Open Session:**

**Motion by Dutcher for the Board to return to open session at 11:29 a.m.**

Seconded by Harmon.

Vote: Aye: All                      Nay: None                      Abstaining: None

Motion passed.

**Motion by Harmon to close the cases 21-03 and 21-20, as discussed in closed session.**

Seconded by Brannaman.

Vote: Aye: All                      Nay: None                      Abstaining: None

Motion passed.

**Upcoming Meetings & Last-Minute Comments**

November 18, 2021

**Adjournment**

Hatfield adjourned the meeting at 11:41 a.m.

Respectfully submitted,

11.18.21  
DATE

SCOTT HATFIELD  
By: Scott Hatfield, Chairperson