

IOWA ARCHITECTURAL EXAMINING BOARD
MINUTES
200 East Grand Avenue, Suite 350, Des Moines | Electronic Means
Thursday, March 17, 2022 at 10:30 a.m.

Board Members present for all or part of the meeting:

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

Board Members not present:

Ted Nahas
Jerry Purdy

Staff present for all or part of the meeting:

Lori SchraderBachar, Bureau Chief
Kimberly Gleason, Licensing Specialist
Renee Paulsen, PLB Investigator
Caroline Barrett, AAG, via Zoom
Zak Hingst, IDOB, via Zoom

Public:

Monte Stock

Call to Order

Hatfield called the meeting to order at 10:31 a.m.
Quorum was established.
Introductions were made.

Approval of Minutes

Motion by Harmon to approve the open and closed session minutes of January 20, 2022.

Seconded by Brannaman.

Vote: Aye: All Nay: None Abstaining: None

Motion passed.

Administrative Reports

Assistant Attorney General: Barrett had nothing to report.

Board Executive/Bureau Chief: SchraderBachar asked members to have their per diems signed and returned within 30 days. SchraderBachar noted the following reports were in the board drive: report to AIA-Iowa for its spring meeting; report to NCARB for Region 4 meeting; and report from NCARB on Iowa data. She congratulated Dutcher on his reappointment.

Licensing Specialist: Gleason reported that from January 1, 2022 through February 28, 2021 there were 30 new licensees and 4 reinstatements.

Board Member Reports

Duneman shared she has a changed firms; she is now with INVISION Architecture.

Public Comment

None.

Waiver W22-01

SchraderBachar shared the petition to waive Iowa Administrative Code 193B—2.6(4) to allow continuing education taken more than four years ago to satisfy the continuing education requirement for a reinstatement of a lapsed license to active status.

After discussion, **Motion by Brannaman to deny waiver W22-01.**

Seconded by Harmon.

Vote: Aye: All Nay: None Abstaining: None

Motion passed.

License by Verification Application Determination

SchraderBachar reviewed the application and Licensure by Verification – Board Review Checklist with board members. Applicant Stock spoke briefly.

After discussion, **Motion by Duneman to approve Stock’s application for licensure via verification.**

Seconded by Brannaman.

Vote: Aye: All Nay: None Abstaining: None

Motion passed.

Stock left the meeting at 10:54 a.m.

Late Fee Waiver

SchraderBachar provided an overview regarding the late fee waiver request.

Motion by Harmon to approve the waiver to remove the late fee for the 2022 renewal cycle pending the ability to make the change in the system database.

Seconded by Dutcher.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Enforcement Task Force

SchraderBachar stated the enforcement task force meet on February 24, 2022, to review a draft letter to owners who did not use an architect when one was required and a presentation to building code officials. Harmon reported she attended the engineering board meeting and they have not experienced the issues that the architecture board is experiencing.

Civil Penalty Determination

The board reviewed the draft letter to owners. Brannaman will be drafting a letter of education to local building officials as a companion piece. The board reached consensus that a notice of intent to impose a civil penalty will be sent 61 days after the letter directing the owner to hire an architect is sent.

Presentation Discussion

After a letter of education to building code officials is drafted, the task force will begin work on a presentation. The presentation will cover why it matters that an architect is needed for the health, safety, and welfare of the public and show the genuine harm that can happen if an architect is not used. The task force needs another member to assist with creating the presentation.

Hingst joined the meeting during the above agenda item.

Legislative Report

Barrett, Hingst, and SchraderBachar reported on current legislation that could impact the board, including HF781, SF457, SF2307, SF2361 & HF2527.

Hingst left the meeting at 11:54 p.m.

NCARB

Report from Regional Summit

Hatfield congratulated Brannaman on her election as vice chair of Region 4. Reports from the Regional Summit are on the board's drive.

Formal Resolution Feedback

The Board did not have any concerns regarding the proposed resolutions. SchraderBachar will provide the feedback to NCARB.

Regional Financial Report Discussion

Brannaman provided an overview of the draft policy. The Board did not have any concerns with the draft policy. SchraderBachar will provide feedback to Region 4.

Annual Business Meeting

SchraderBachar confirmed the voting delegate for the annual business meeting will be Brannaman and the alternate will be Duneman. Additionally, Dutcher, Barrett, and SchraderBachar will attend virtually. Hatfield is an alternate attendee.

Recognition of Outgoing Board Member Anna Harmon

Hatfield thanked Anna Harmon for her service to the board.

Hatfield called for a break from 12:13 p.m. until 12:21 p.m.

Complaints & Discipline

Closed Session:

Motion by Harmon to enter into closed session pursuant to Iowa Code section 21.5(1)(d) and 272C.6(4) at 12:22 p.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: Brannaman, aye; Duneman, aye; Dutcher, aye; Harmon, aye; and Hatfield, aye.

Motion passed.

Open Session:

Motion by Duneman for the Board to return to open session at 12:55 p.m.

Seconded by Dutcher.

Vote: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Brannaman to find probable cause in case 22-05.

Seconded by Dutcher.

Vote: Aye: All Nay: None Abstaining: None

Motion passed.

DAS

SchraderBachar shared a response from the State of Iowa regarding the state's "Architectural Technician" job classification Brannaman requested a letter regarding the use of architecture in a job title from SchraderBachar.

Upcoming Meetings & Last-Minute Comments

The next meeting will be May 19th. SchraderBachar noted a hearing has been set for the meeting and asked that board members plan to attend in person. Also during the meeting, elections for chair and vice chair will occur, there may be a new board member, and a board picture will be taken.

Adjournment

Hatfield adjourned the meeting at 1:07 p.m.

Respectfully submitted,

5.19.22

DATE



By: Scott Hatfield, Chairperson