

# STATE BOARD OF ARCHITECTURAL EXAMINERS

## BOARD MEETING MINUTES

November 16, 2004

Suite 111, 110 Centerview Drive

Columbia, SC

The State Board of Architectural Examiners convened November 16, 2004, in Columbia, South Carolina. Chairman Ward called the meeting to order at 9:35 a.m. The following attended the meeting:

Dennis S. Ward	Chairman
J. Eugene Matthews	Vice-Chairman
Jose Caban	Secretary
Stokes Browning	Member
Jane Frederick	Member
Jan B. Simpson	Administrator
Charlie Ido	Deputy Chief of Investigator
Alice D. Richardson	Administrative Assistant
Sharon Dantzler, Esq.	LLR Advice Counsel

Member Tom Johnson notified the Administrator in advance that he would be unable to attend the meeting.

Administrator Simpson stated the **public notice** of the meeting was properly posted at the Board office and provided to organizations and news media in compliance with Section 30-4-80 of the S.C. Freedom of Information Act. A quorum was present at all times.

**Sealing Consultants Plans:** Alex James, Director, Office of School Facilities, and Tom Salmons of OSF attended the meeting to discuss architects sealing consultants' plans. These plans, often from food service consultants, are included with sealed sets of plans but the sealing architect has not originated them or supervised their preparation. Mr. James asked the Board's guidance as to whether these drawings are allowed as long as the index sheet identifies them as reference documents for information only and clearly indicates they are not part of the construction documents.

Member Frederick suggested that the Board include in the next Newsletter a memo regarding how consultant plans should be incorporated into the original set of plans. The Board will write a policy regarding sealing consultants' plans and forward it to Mr. James and Mr. Salmons and to other relevant agencies. Mr. Salmons noted that they have already received a clarification from the Engineering Board regarding roofing consultants, a copy of which he will send to the Architecture Board.

**Exam Candidates** – Motion by Frederick, Second by Matthews: To approve the following persons to begin taking the Architect Registration Examination. Motion carried. The application submitted by Marcus Brown will be carried over to the January Meeting pending receipt of his IDP Council Record.

Reshma Johnson  
Michael Johnson  
Scott Meade  
Joshua Allison  
Kimberly Allison  
Luke Jarrett  
Heather Stallworth  
Jeffrey Johnston

Motion by Matthews, Second by Frederick: To accept the **Minutes** of the September 16, 2004, meeting. Motion carried.

**Code Footprint:** Robert McClam, AIA/SC Board of Directors, attended the meeting to discuss the Code Footprint. Mr. McClam praised the Board for giving SC/AIA members and other licensed architects the opportunity to provide input on the use of a Code Footprint. He indicated the AIA supports initiatives that improve life safety in buildings across the state. He pointed out, however, that providing all information required in the current version of the Code Footprint could be costly and time consuming and may cause unnecessary duplication of information. There is also the possibility that last-minute changes to design documents might not be reflected in the Code Footprint section of the plans. There is also concern that Code Officials will use the Footprint for an abbreviated review. Mr. McClam reiterated that AIA is supportive of procedures that could improve the design, construction, and permitting process, but they believe less information should be required. Chairman Ward asked Mr. McClam to communicate to AIA that the Code Footprint was not designed to benefit Building Officials; it is perceived as a tool for architects and for building owners, fire officials, and future users/owners. The Board does not intend to mandate use of the Code Footprint and he asked Mr. McClam to help disseminate that information to AIA members.

Motion by Frederick, Second by Caban: To accept the IRC Recommendations on the following cases. Motion Carried.

Case No. 03/04 –54 Dismiss  
Case No. 2004-4 Letter of Caution

The following cases were reviewed by the IRC and will go forward with issuance of a Formal Complaint.

Case No. 03/04-48  
Case No. 03/04-60  
Case No. 03/04-65

**Building Official Manual:** The Board reviewed the proposed draft of the Building Official's Manual prepared by Member Browning and suggested minor revisions. The Board will approve the final draft at the January 2005 meeting. The Manual will then be forwarded to the Engineering Board in February for their review/revision of the engineering-related sections with a request that they submit their feedback by March. The Board would like to have the Manual completed by the May meeting. Administrator Simpson noted there might be restrictions on printing publications such as the building official manual in the future because LLR wants these types of publications to be available for download from the Internet. The Board strongly opposed the possibility of not printing the Manual or the Law/Regulations for distribution to the Architects and Building Officials. The Board suggested that the Manual could be used as free training material for the Building Officials for continuing education purposes.

**Review of Recent Hearings:** Lynn Rogers, General Counsel, met with the Board to discuss their concerns regarding a recent Hearing. Following the Hearing, Mrs. Rogers met with the legal and investigative staff. Mrs. Rogers indicated that future training of the investigative staff will include court preparation, investigation and testifying. The Board asked for guidance in Hearing procedures. Sharon Dantzler, Esq., LLR Advice Counsel, will discuss with the Board the process for holding a Hearing at the January Meeting. The Board thanked Mrs. Rogers for taking the time to discuss their concerns.

**Electronic Transmission Act:** To follow up on a topic discussed during the Advisory Committee's meeting in August and September, Administrator Simpson surveyed Member Boards to determine which Boards allow electronic seals/signatures and how their Laws/Regulations address electronic transmissions of plans. A spreadsheet was prepared that seems to indicate states are more willing to allow electronic seals than electronic signatures.

**Budget Report:** The Board accepted as information the Budget Report prepared by LLR's Finance division for the period ending October 31, 2004.

#### **NCARB Committee Updates:**

##### **IDP Coordinating Committee (IDPCC) (Simpson)**

- ?? Worked on process of evaluating IDP
- ?? Developed performance criteria and evaluation methods
- ?? Set the Agenda for the Internship Conference

The Board recessed for a brief catered lunch.

**Final Order Hearings:** The Board held Final Order Hearings for Marek Krukowski, The East Group and Michael Sheriff. A court reporter was present during these Hearings. The evidentiary Hearings were held in September and October 2004 before a Hearing Officer who issued a Report and Recommendation on each case. The Board considered the Recommendation in each case and made the following motions:

Motion by Caban, Second by Matthews: To approve the Final Order issued to Michael Sheriff as written. Motion Carried.

Motion by Caban, Second by Frederick: To modify the Final Order issued to The East Group to dismiss the charges and issue a letter of caution. Motion Carried.

Motion by Caban, Second by Matthews: To approve the Final Order issued to Marek Krukowski as written. Motion Carried.

The Board agreed to carry over the Final Order Hearing for Greg Pickett to the January 2005 Meeting as requested by his attorney.

#### **Committee Updates, Continued:**

##### **Regional Chairs Committee (Frederick)**

- ?? 2005 Regional Meeting will be in Memphis with Regions 3 & 6
- ?? 2006 Regional Meeting will be in Charleston with Regions 2 & 3
- ?? 2007 Regional Meeting will meet with Regions 3 & 4
- ?? Develop job description for Regional Executive
- ?? New Board Member Orientation at Regional Meeting starting this Spring
- ?? Recommendations on strategies for identifying and developing future Council Leaders
- ?? Discussed establishing a program for new Board Members to be mentored by a Board Member from another state within their Region

##### **ARE Committee (Caban/Ward)**

- ?? The Committee continues to revise and update the ARE, working toward a new exam in coming years.

**LLR Policy on Publication of Final Orders:** Administrator Simpson informed the Board that all Final Orders will be published on the Board's Website in accordance with a new LLR Policy. The Board accepted this as information.

**FOIA Policy:** The Board accepted as information LLR's Freedom of Information Act (FOIA) Policy.

**IDP Funding:** Member Caban announced that more Clemson architecture students were enrolled in IDP during Fall 2004 than in any previous period. Member Caban attributed this success to having a licensed practitioner speak to the student assembly. His encouragement about licensure,

as well as practical information about IDP offered during the assembly, was credited with the increase in IDP enrollment.

**Newsletter:** Administrator Simpson noted that the Board will print the May 2004 newsletter as in the past. After that publication, the Newsletter will either be sent to registrants by e-mail or will be posted to the website and registrants will be notified electronically that it is available for viewing or downloading. Administrator Simpson asked Bob Selman to work with LLR's Office of Information Systems to set up a list-serve or other electronic group notification system for this purpose. The Board was reminded that as they think of items or topics that should be included in the newsletter, please send them to her. The Board strongly opposed the possibility of not printing Newsletters for distribution to the Architects and Building Officials.

**Change in Administrative Procedures for Exam Applications** will be carried over to the January Meeting.

**Tennessee CE Reciprocity Issues:** Member Frederick informed the Board that Karen Owen, Region 3 Executive Administrator, is compiling a document on how each state in the Region handles continuing education for out-of-state registrants which will be discussed at the Educator's Conference in February. The Board accepted this as information.

### **Administrator's Report**

#### License Statistics

Architects	3381
Firms	1067

Continuing education audit parameters will change for the 2005 audit. The only change to the procedures, which the Board approved at the September meeting, is to mail a second notice to non-respondents. Several people in the 2004 audit claimed they did not receive the first notice, and upon receipt of the second notice, promptly submitted documentation.

*{end of Administrator's Report}*

There being no further business, the Board Meeting adjourned at 3:00 p.m.

Respectfully Submitted,

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Jose R. Caban, Secretary