

**MINUTES**  
**SC Board of Architectural Examiners**  
**Board Meeting**  
**9:28 a.m., September 17, 2013**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Room 202-02**  
**Columbia, SC**

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**Meeting Called to Order**

Stephen Russell, Chairman, called the meeting to order at 9:28 a.m. Other members present were Brad Smith, Anthony Lawrence, Tyson Nettles, and Charles Muldrow. Member Kate Schwennsen attended by conference phone.

Staff members participating in this meeting included Lenora Addison-Miles, Administrator; Alice DeBorde, Administrative Assistant; and Sara McCartha, Advice Counsel.

**Statement of Public Notice**

Mr. Russell announced that public notice of this meeting was properly posted at the S. C. Board of Architectural Examiners office, Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Approval of the May 16, 2013, Meeting Minutes**

**Motion** To approve the minutes as submitted. Muldrow/Lawrence/Approved.

**Approval of Agenda**

The agenda was accepted as submitted.

**Office of General Counsel - Hearings.**

No hearings were scheduled for this meeting

**Application Hearings**

No application hearings were scheduled for this meeting.

**Holly Pisarik, Director, LLR**

Holly Pisarik, Director, LLR, attended the meeting to give the Board a brief update on LLR. The following was discussed:

**Investigations**

- Three new investigator positions have been added to the Office of Investigations and Enforcement (OIE) to help assist in processing investigations.
- All Investigators will attend training and must obtain and maintain CLEAR Certification.
- Investigators will also attend industry specific training, if necessary.
- IRC Members will be asked to become more involved in the investigation process by going on interviews with investigators, if necessary.
- Office of General Counsel will be adding three attorney positions.
- IT department will be adding social media as well as working with Boards on additional ways to communicate with licenses.
- Board websites will be revised in an effort to be more user-friendly. Board members will be asked to test the system prior to going live.
- Online applications and complaint forms will be added in the near future.

The Board will discuss at the November meeting adding an additional former board member to serve on the Investigative Review Committee (IRC). Members who sever on the IRC are reimbursed for their services.

### **Fee Adjustments**

Director Pisarik also informed the Board that LLR had conducted a financial analysis of all boards and commissions to determine whether fees charged are sufficient, but not excessive, to cover expenses; including the total of the direct and indirect costs to the State for the operation of each respective board or commission. LLR's review of the Architectural Board's fees currently charged as set forth in Regulation 11-5 revealed these fees are excessive to cover the Board's expenses. Director Pisarik suggested revising the fee schedule set forth in Regulation to reduce fees; she suggested the Board authorize LLR to promulgate a revised regulation to reduce renewal fees for individuals from \$130 to \$115 and for firms from \$200 to \$185.

The Board was concerned that if the fees were reduced too low that the Board would not have a buffer during a downturn. The Board did not want the reduction in fees to affect the future allocation of funding for the Education and Research Fund for Clemson's Library and the Intern Development Program enrollment as well as funding requests for continuing education seminars. Director Pisarik assured the Board this reduction would provide sufficient revenue for the Board to operate and still have room for growth in the future.

**Motion** To accept the restructuring of fees as presented by Director Pisarik. Lawrence/Muldrow/Approved.

### **Office of General Counsel Report**

No report available at this meeting

### **Office of Investigations and Enforcement Report**

Investigator Sharon Cook reported that OIE received eight cases since the last report. Five cases are active, two were closed and one was a "do not open." The Board accepted this as information.

### **IRC Recommendation Report**

No IRC Recommendations at this meeting.

## Administrator's Report

### LICENSE STATISTICS – Active licenses as of September 3, 2013

<b>Number of Active Credentials by Prefix and Subcategory Board: Board of Architectural Examiners as of 9/3/2013 Query Report: 517</b>		
<b>Credential</b>	<b>Description</b>	<b>Count</b>
AR	Architect	3857
ARA	Partnership Firm	12
ARB	Business Corporation Firm	174
ARC	Professional Association Firm	85
ARD	Sole Proprietor Firm	24
ARF	Firms	1029
<b>subtotal</b>		<b>5181</b>

AR = Architects

ARA, ARB, ARC, ARD and ARF = Architectural Firms

*{end of Administrator's Report}*

## Board Reports

No Board reports were presented.

## Mutual Recognition Agreement between NCARB and CALA

The Board was presented with an updated Mutual Recognition Agreement (MRA) between Canadian Architectural Licensing Authorities (CALA) and NCARB. The current inter-recognition agreement has been in effect since 1994 and is based on similarities between the two country's education standards, the parallels of the Intern Development Program (IDP) and the Canadian Internship in Architecture Program (IAP), and completion of NCARB's Architect Registration Examination (ARE). Growth in the path to licensure within the Canadian provinces necessitated an update to the 1994 agreement in order to continue the facilitation of the cross-border practice of architecture.

Motion: To accept the Mutual Recognition Agreement (MRA) as submitted.  
Smith/Lawrence/Approved.

## Larry Timbes – Request for Extension for obtaining Continuing Education for 2013-2015 Individual Architect Renewal

Larry Timbes, Architect, appeared before the Board to request additional time to meet the continuing education requirements for the 2013-2015 Individual Architect renewal period due to

medical issues. Administrator Miles gave a brief overview of his request and informed the Board that Mr. Timbes has not renewed his individual architect license or his corporate architect licenses to date. Mr. Timbes gave a brief statement regarding his circumstances as well as presented documentation from his doctor.

**Motion:** To go into Executive Session for legal advice. Smith/Lawrence/Approved.

**Motion:** To come out of Executive Session. Smith/Muldrow/Approved.

**Motion:** To allow a late renewal provided that Mr. Timbes complete all continuing education requirements for 2013-2015 within 180 calendar days. Mr. Timbes will not be in violation provided all continuing education credits are met within this timeframe. Lawrence/Nettles/Approved

Member Lawrence stated that the 180 calendar days began on June 30, 2013.

**Motion:** That this proceeding will be a Private Order. Muldrow/Nettles/Approved.

### **Financial Report**

This Board accepted the Financial Report as information.

### **2014 Meeting Dates**

The Board set the following 2014 Meeting dates.

January 14, 2014  
May 13, 2014  
September 16, 2014  
November 18, 2014

### **Review of Board Policies**

As initiated at the May meeting, the Board collectively reviewed and reformatted each policy and submitted suggestions to Russell for review. After reviewing these interpretations, members were again asked to revise as indicated below. These revised interpretations will again be presented to the Board at the November meeting. After review and approval, the Board would like to repost these interpretations on the Board website.

**Successor Architect** – No changes made.

**Bidding for Services** – Need to clarify feasibility study.

**Gifts Policy** – Under commentary in first paragraph, first sentence change “of” to “or.”

**Exemptions Interpretation Section 40-3-290** – Member Muldrow will discuss proposed interpretations with Daniel Skinner, Office of State Fire Marshal, in regards to references made as they relate to Building Codes.

**Free Services** – Under commentary third paragraph, remove “since the intent of the Regulation was directed at the governmental bodies.”

**Representation of Past Experience** – Create frequently asked questions which would relate to specific examples.

**Specialty Systems** – Rename interpretation from “Specialty Systems” to “Direct Supervision and Sealing.” Under commentary reword first sentence to read “architects shall not seal any drawings and/or specifications that are not prepared under their direct supervision and review, including ‘specialty systems.’ ” A copy of the seal requirements which is currently posted on the Board website will be sent to Member Schwennsen for review and possible incorporation into this interpretation.

**Statement of Guidance** – This interpretation was removed since it is not supported by Statute.

The next meeting of the SC Board of Architectural Examiners will be held November 19, 2013.

**Motion** - To adjourn the meeting. Smith/Lawrence/Approved.

The meeting adjourned at 2:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Alice DeBorde". The signature is written in black ink on a white background.

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Alice M. DeBorde, Administrative Assistant