

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
July 16, 2019**

MEMBERS PRESENT:

Terrence DeWan, Chair (Late)
R. Michael Pullen
William Bisson
Lori LaRochelle

STAFF PRESENT:

Karen Bivins, Administrator
Catherine Pendergast, Licensing Supervisor
Debbie Fales, Licensing Clerk
Kim Baker, Licensing Clerk
Samantha Morgan, AAG

MEMBERS ABSENT:

Cinderella Norris

CALL TO ORDER

The meeting was called to order by Vice-Chair Lori LaRochelle at 9:04 a.m. Dewan was not present but was expected to be 20 minutes late.

OLD BUSINESS

Action on Minutes of November 20, 2018 Meeting

A motion was made by Bisson and seconded by Pullen to approve the minutes of the November 20, 2018 meeting. LaRochelle and Bisson abstained; Pullen voted in the affirmative. Motion carried.

NEW BUSINESS

Application Report

The Board discussed application activity since November 20, 2018.

Out of State Travel Requests

A motion was made by Bisson and seconded by Pullen to approve out-of-state travel as follows:

1. CLARB 2019 Annual Meeting – St. Louis, September 25-28, 2019 (Terry Dewan)
2. NCIDQ 2019 Annual Meeting – San Antonio, November 8-9, 2019 (Lori LaRochelle)

Unanimous.

Administrator's Report

1. Legislative Update – The administrator updated the Board on LD 506 “An Act To Provide Architect, Engineers and Certain Other Professionals Immunity from Civil Liability When Volunteering for Evaluating Damage from Disasters”.

Dewan arrived at 9:27 a.m.

2. Draft Policy – Limited Delegation of Authority – A motion was made by Bisson and seconded by LaRochelle to approve the Draft Policy on Limited Delegation of Authority. Unanimous.
3. Brady Memo June 28, 2019 – A motion was made by LaRochelle and seconded by Bisson to send the licensee a letter of guidance regarding the timeliness of disclosing discipline. Unanimous.

4. Hadaegh Memo July 1, 2019 – A motion was made by LaRochelle and seconded by Bisson to send the licensee a letter of guidance regarding the timeliness of disclosing discipline. The letter of guidance to remain in the file for five years. Unanimous.

Complaint Officer's Report

Complaint Presentation 2019-ARC-15574

A motion was made by LaRochelle and seconded by Bisson to dismiss the complaint in case number 2019-ARC-15574. Bisson and LaRochelle and Dewan voted in the affirmative; Pullen abstained. Motion carried.

PUBLIC COMMENT

None.

OTHER BUSINESS

Next Meeting Scheduled for September 17, 2019.

ADJOURN

Being no further business, the meeting adjourned at 10:15 a.m.