

**BOARD OF EXAMINATION AND REGISTRATION OF ARCHITECTS
MINUTES OF MEETING OF THE BOARD**

DATE: July 19, 2006

**PLACE: Department of Administration
One Capitol Hill, Conference Room B
Providence, RI 02908**

MEMBERS PRESENT: Dana M. Newbrook, Wilbur E. Yoder, James R. Carlson, Joseph A. Cirillo and Barbara Feibelman

OTHERS PRESENT: Adam J. Sholes, Special Assistant Attorney General

Peter N. Dennehy, Deputy Chief Legal Counsel, Dept. of Admin.

Dawne Broadfield, Board Executive

**Ernie Smith, Chief of Operations, Division of Information Technology,
Dept. of Administration**

CALLED TO ORDER: Chair Newbrook called the meeting to order at 3:33 pm. to commence Board business. Attorney Dennehy left at 4:52 p.m.

MINUTES OF THE MEETING OF THE BOARD

(1) Ms. Feibelman moved to approve the open meeting minutes of June 28, 2006 as printed. Vice-Chair Yoder seconded. Motion

approved by all members present.

(2) Ms. Feibelman moved to approve and seal the executive session meeting minutes of the June 28, 2006 as printed. Vice-Chair Yoder seconded. Motion approved by all members present.

EXECUTIVE SESSION

(1) Secretary Carlson moved to convene into executive session at 4:00 p.m. pursuant to RI General Laws, § 42-46-5 (a)(2) for sessions or work sessions pertaining to collective bargaining or litigation and § 42-46-5 (a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Yoder seconded. Motion approved by all members present.

(2) Secretary Carlson moved to adjourn from executive session and to reconvene to an open meeting at 4:30 p.m. pursuant to R.I.G.L. §42-46-4. Vice-Chair Yoder seconded. Motion approved by all members present.

(3) Secretary Carlson moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Yoder seconded. Motion approved by all members present.

(4) Secretary Carlson moved to record the votes taken in executive

session in accordance with Rhode Island General Law §42-46-4 as follows. Vice-Chair Yoder seconded. Motion approved by all members present to close Earth Tech Architects & Engineers, Inc.; Amaral Revite; and Sweenor Builders, Inc.

(5) Secretary Carlson moved pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law §42-46-5(a). Vice-Chair Yoder seconded. Motion approved by all members present.

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OLD BUSINESS

(1) Discussion on Amendments to the “Rules of the Board”

Mrs. Broadfield told the Board that she started drafting the “Table of Contents” that will be added to the “Rules of the Board” as was suggested by Attorney Dennehy. The added “Table of Contents” will become uniform with the “Rules” of the other three Boards under the “Boards for Design Professionals. Mrs. Broadfield also gave the

Board members a copy of the “Rules and the Board” and the “By-Laws” with the changes that were discussed previously and those changes are either underlined or strikethrough and also highlighted.

Secretary Carlson told the Board that there are quite a few registration Boards now that hire outside consultants to do their investigations. Secretary Carlson questioned how those Boards deal with hearings and how those Boards make a decision as to the violations requiring a hearing or not. This Board’s law is written to require a hearing. Secretary Carlson was curious as to how those registration Boards do that and also how a third party does that for those Boards in other states.

The Board members will take the draft changes to the “Rules of the Board” and the “By-Laws” with them, review those documents, make their suggested changes and give those suggested changes to Mrs. Broadfield over the next month. If there are disparities between the suggested changes and no commonality, then the Board can discuss those suggested changes at the August meeting, have the final draft for the September meeting and go to hearing at the October meeting.

(2) “Tech Note” – Meeting to be scheduled with Daniel L. Beardsley, Jr., Executive Director, at the League of Cities and Towns, Daniel R. DeDentro, State Building Code Commissioner and the Board.

Mr. Cirillo stated that to date he could not contact Mr. Warren Ducharme, the Acting State Building Code Commissioner, to pursue the meeting between the league, the State Building Code Commission and this Board. Therefore, this matter has been continued.

(3) Discussion on the implementation of the Governor's Fiscal Fitness Program of On-line Renewals

Mrs. Broadfield forwarded the highlighted pertinent issues of the on-line renewals to Mr. Peter J. Petrone, Program Manager of the Fiscal Fitness Program E-License Pilot Project Plan. Mr. Petrone responded and asked to schedule a meeting to answer some of the issues raised by the Board. Mrs. Broadfield scheduled Mr. Petrone and Mr. Dan Majcher to appear before the Board on August 16, 2006 at 3:30 p.m.

(4) Discussion on "disaster" – what would happen to the Board's records, paper and computer, if the building burns?

Mr. Ernie Smith, Chief of Operations, Division of Information Technology, Department of Administration was present at 3:34 p.m. to answer questions that the Board had on how their computer records were backed up. Mr. Smith told the Board that their data is backed up on a Novell server in this building daily. The data is also backed up once a week on a server located out of this building at a

building located in Johnston, RI. A maximum of two weeks of data is backed up. The most data that the Board could lose at one time would be one week.

Mr. Smith also told the Board that a RFP (Request for Proposal) went out to draft a Continuity of Operations Plan for the Department of Administration. The final plan did not cover this Board or any of the other Boards and Commissions located in this building. The plan in October 2006 is to use the rest of the grant money to encompass the rest of the Boards and Commissions into this Continuity of Operations Plan. It will then be eighteen to twenty-four months before the plan is implemented.

The Board then asked Mr. Smith how long it would take to recover the data from the back up tapes in Johnston, RI. Mr. Smith stated that the data can be recovered and rebuilt in a day or two. Also if something happened to this building, there are other state facilities that can also read the back up tapes.

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Mr. Cirillo asked what would happen if this building had no power to operate. Mr. Smith told the Board that the Johnston, RI facility has a generator that will power for thirty days and that this building has plans of ordering a generator in the October time-frame.

Mr. Ernie Smith left at 3:47 p.m.

Secretary Carlson will draft a plan for review at the September 2006 Board meeting.

(5) Topics for the next Newsletter to be published.

Secretary Carlson put together an outline of topics to publish in the Board's next newsletter. The Board agreed to those topics. Vice-Chair Yoder added the National Council of Architectural Registration Boards (NCARB) implementation of the five-year rolling clock and the issue of the NCARB Architectural Registration Examination (ARE)/Intern Development Program (IDP) timing. Ms. Feibelman also suggested a topic be added "problems to avoid" such as the name problems in using the terms "architects" or "associates" in their name for the sole practitioners. Mrs. Broadfield will put together a draft newsletter for review at the next meeting.

BLUE BOOKS (RECIPROCITY)

(A) Secretary Carlson moved to approve the following Blue Books as submitted with an expiration date of December 31, 2007. Vice-Chair Yoder seconded. Motion approved by all members present.

(1) CHMURA, Jeffrey Alan (4) ROLLER, Jerry K.

(2) CUMING, Joyce A. (5) SMALL, Maia

(3) FEHER, Joseph Edward (6) SNODGRASS, Sara

REQUEST FOR EXTENSION OF ARCHITECTURAL REGISTRATION EXAMINATION (ARE) ELIGIBILITY DATE PERIOD.

(1) RYAN, John Paul – Secretary Carlson moved to extend the architectural registration examination eligibility period for two years to expire on August 31, 2008. Mr. Yoder seconded. Motion approved by all members present.

CERTIFICATES OF AUTHORIZATION APPLICATIONS (See Attached List)

(A) Vice-Chair Yoder moved to approve the applications for Certificates of Authorization for the Sole Proprietorships for Gerard D. Frank and Hector Ivan Rios as submitted. Mr. Cirillo seconded. Motion approved by all members present.

(B) Vice-Chair Yoder moved to approve the application for Certificate of Authorization for the Limited Liability Partnership for Local, LLP as submitted. Secretary Carlson seconded. Motion approved by all members present.

(C) Vice-Chair Yoder moved to approve the applications for Certificates of Authorization for the Corporations for DLR Group, Inc.;

Narragansett Engineering, Inc. and J.M. Booth & Associates, Inc. as submitted. Secretary Carlson seconded. Motion approved by all members present.

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NEW BUSINESS

(1) California Architects Board

Chair Newbrook told the Board that he received a booklet from the California Architects Board on their “Strategic Plan”. Chair Newbrook felt that this Board has already accomplished three quarters of what was noted in their Strategic Plan.

ADJOURNMENT

Chair Newbrook informed the Board that the next Board meeting is scheduled for August 16, 2006 at 3:30 p.m. at One Capitol Hill, Conference Room B, Providence, RI 02908. Secretary Carlson moved to adjourn the meeting at 5:05 p.m. Mr. Yoder seconded. Motion approved by all members present.

Respectfully submitted,

**James R. Carlson, NCARB, AIA
Secretary**

JRC/dmb

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C. O. A. APPLICATIONS

Board Meeting of 19 JULY 2006

SOLES

GERARD D. FRANK - 0 - APPROVED – 07/19/06

HECTOR IVAN RIOS - 0 - APPROVED – 07/19/06

LIMITED LIABILITY PARTNERSHIP

LOCAL, LLP \$100. APPROVED – 07/19/06

CORPORATIONS

DLR GROUP INC. \$100. APPROVED – 07/19/06

NARRAGANSETT ENGINEERING, INC. \$100. APPROVED – 07/19/06

J. M BOOTH & ASSOCIATES, INC. \$100. APPROVED – 07/19/06

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