

**MINUTES**  
**South Carolina Board of Architectural Examiners**  
**Board Meeting/Hearings**  
**9:30 a.m., September 12, 2011**  
**Synergy Business Park**  
**Kingtree Building**  
**110 Centerview Drive, Conference Room 204**  
**Columbia, South Carolina**

**Meeting Called to Order**

Brad Smith, chairman, called the meeting to order at 9:44 a.m. Other members present were Tyson Nettles, Stephen Russell, W. Barry Jenkins, Anthony Lawrence and Kate Schwennsen.

Staff members participating in this meeting included Jan Simpson, Administrator, and Alice DeBorde, Administrative Assistant. LLR employees attending the meeting included: Christa Bell, Office of General Counsel, and James Saxon, Advice Counsel.

**Statement of Public Notice**

Mr. Smith announced that public notice of this meeting was properly posted at the S. C. Board of Architectural Examiners office, Synergy Business Park, Kingtree 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 11, 2011, Meeting Minutes**

**Motion** To approve the minutes of the May 11, 2011, meeting with the following revisions: On page 2, paragraph 4, change 40-3-270 to 40-3-280. The sentence should read: "Company name must be changed in accordance with 40-3-270(D)". Russell/Jenkins/Approved

**Office of General Counsel – Hearings**

**2008-15 and 2009-3 – Daniel L. Lemberg and Daniel Lemberg Architect and Associates**  
**2010-27 – Thomas & Denzinger, PA – Hermann J. Denzinger**  
**2010-21 – Mark S. Eggl**  
**2010-22 – Ralph W. Ramsey, Jr.**  
**2010-25 – Daniel R. Mace**

**Board Agenda Items**

**LLR's Position Regarding Board Policies** - The Board discussed LLR's position on Board policies.

**Free Services Policy Update** - The Board reviewed changes to the Free Services Policy as submitted by Mr. Russell. The Board went into Executive Session for legal advice.

**Motion** to go into Executive Session. Russell/Smith/Approved

**Motion** to come out of Executive Session. Russell/Schwennsen/Approved.

**Motion** to table indefinitely. Jenkins/Russell/Approved.

**Contract Administration** - Mr. Russell suggested that a stakeholders group of individuals and groups who support a revision to Regulations be convened as a follow-up to the issue of requiring that contract administration be offered only by licensed architects. Discussion ensued. Administrator Simpson will explore the possibilities.

**Broadly Experienced Architect Process** - NCARB recently eliminated interviews as part of the Broadly Experienced Architect (BEA) review process. South Carolina and a few other states objected to the elimination of the interviews. As part of revamped BEA procedures, NCARB will check references of all applicants and will interview 25% of all applicants effective July 1, 2011.

**Motion** To accept the BEA process as revised. Russell/Lawrence/Approved.

**Round Table for Construction Administration Services** – This item was removed from the agenda since it was discussed earlier (see Contract Administration)

**Motion** To adjourn the meeting. Russell/Schwennsen/Approved.

The board meeting adjourned at 5:15 p.m. and reconvened on September 13, 2011 at 9:00 a.m.

**MINUTES**  
**South Carolina Board of Architectural Examiners**  
**Board Meeting/Hearings**  
**9:00 a.m., September 13, 2011**  
**Synergy Business Park**  
**Kingstree Building**  
**110 Centerview Drive, Conference Room 204**  
**Columbia, South Carolina**

**Meeting Called to Order**

Brad Smith, chairman, called the meeting to order at 9:00 a.m. Other members present were Tyson Nettles, Stephen Russell, W. Barry Jenkins, Anthony Lawrence and Kate Schwennsen.

Staff members participating in this meeting included Jan Simpson, Administrator, and Alice DeBorde, Administrative Assistant. LLR employees attending the meeting included: Christa Bell, General Counsel, and Jamie Saxon, General Counsel.

**NOTE: These minutes are a record of the motions and official actions taken by the Board and brief summary of the meeting. A transcript of this meeting providing more detail will be available on the Board's website: [www.llr.state.sc.us/pol/architects](http://www.llr.state.sc.us/pol/architects)**

**Statement of Public Notice**

Mr. Smith 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.

**Evaluation of Ethics Workshop** - The Board reviewed evaluations of the Ethics workshops held in Greenville, Columbia and Charleston during the spring 2011.

**Motion** To contact Dr. Dan Wueste regarding offering additional Workshops in 2012. Ms. Simpson will report back to the Board in November regarding specific dates and locations. Russell/Schwennsen/Approved.

**Travel Approval for Administrator** - Catherine Templeton, Director, LLR, asked that the Board approve travel for Administrators as it relates to Board duties.

**Motion** To approve travel by Administrator Simpson to attend all meetings related to board duties, to include, but not be limited to, NCARB Annual and Regional Meetings, MBE Meetings, etc. Russell/Schwennsen/Approved.

**Incidental Practice – Proposed Definition** - Member Russell submitted a proposed definition for Incidental Practice for Board review. Discussion ensued.

**Application Hearing - Frank Mileto**

Mr. Mileto renewed his architectural license on June 13, 2011. On his renewal he answered "Yes" to the question, "Since January 1, 2009, have you been the subject of disciplinary action by a professional or occupational registration Board?"

**Motion** to go into Executive Session. Jenkins/Schwennsen/Approved

**Motion** to come out of Executive Session. Russell/Schwennsen/Approved.

**Motion** To reinstate and renew Mr. Mileto's license at our earliest convenience. Jenkins/Schwennsen/Approved.

#### **Application Hearing - Thomas Croft Jr.**

Mr. Croft applied to the Board to begin taking the ARE in April 2008. Upon completion of the ARE, he applied for licensure on June 27, 2011. On both applications, he answered "No" to the question, "Have you ever been convicted of a crime other than a minor traffic offense?" However, on June 30, 2011, Mr. Croft sent a letter of explanation regarding his conviction of DWI in Wyoming in 1998 and an explanation regarding non-disclosure of the conviction on his applications.

**Motion** to go into Executive Session. Jenkins/Russell/Approved

**Motion** to come out of Executive Session. Russell/Lawrence/Approved.

**Motion** To accept the application and issue the license. Nettles/Russell/Approved.

#### **Office of General Counsel – Hearings, Continued**

##### **2010-24 – Steven W. Goggans**

##### **Board Agenda Items**

**Meadors Construction Company** - In October 2005 Meadors Construction Corporation was issued a license to practice architecture. Due to oversight, the name was allowed even though Mr. Meadors is not an architect or other professional as required by law. This issue was discussed by the Board on May 18, 2010; the decision of the Board was that the name of the company must be changed prior to renewal on August 31, 2011. Mr. Meadors appeared before the Board to discuss options for changing the company name.

The Board recessed for lunch.

**Request for Waiver of late Fee for Individual Renewal – Rebecca Miller.** - Ms. Miller requested a waiver of the late fee due to medical issues.

**Motion** To approve the waiver of the late fee for renewal. Schwennsen/Russell/Approved.

**Review of Parameters (initial/reinstatement)** - The Board reviewed parameters for processing initial and reinstatement applications that were originally adopted November 2007. No changes were made.

**Procedures for Reporting Unlicensed Individuals** - Bill Huey, SC registered architect and Vice President of CRAN (Custom Residential Architect's Network) – AIA Chapter, asked by email if a group or organization could file complaints. The Board discussed the issue and agreed that groups may file complaints against unlicensed individuals or licensed architects.

**Funding for Gunnin Architecture Library, Clemson University** - The Board considered a funding request from Clemson University for \$25,000 for the purchase of materials for the Architecture Library. The funding will come from the Board's Education and Research Fund.

**Motion** To authorize \$25,000 in funding to Clemson for purchase of architecture-related materials for the Gunnin Architecture Library. Russell/Jenkins/Approved.

**Investigative Review Committee (IRC) Report** - Chief Investigator, Steve Freshley, presented the IRC report to the Board.

**Motion** To accept the recommendations of the IRC. Russell/Schwennsen/Approved.

**Investigations – Steve Freshley, Chief Investigator, OIE** - Freshley reported no active cases currently under investigation.

**Office of General Counsel – Christa Bell** - No report

**2012 Board Meeting Dates** - The Board set the following meeting dates for 2012: January 17<sup>th</sup>, May 22<sup>nd</sup>, September 18<sup>th</sup> and November 13<sup>th</sup>

**Administrator’s Report** - The Administrator reported to the Board on the following:

- Licensure Statistics
- New CEO for NCARB
- ARE Vendors
- Clemson Architecture ProPractice Students
- Continuing Education
- New Travel Procedures

Anthony Lawrence will serve as the “reviewer” for continuing education audits to assist staff if there is a questionable submittal and/or questions.

The Board requested licensure statistics for the last five years to be presented at the November meeting.

**Board Member Reports** - No reports made

**Financial Report** - The Board accepted this as information

The next meeting of the SC Board of Architectural Examiners will be held November 8, 2011.

**Motion** To adjourn the meeting. Jenkins/Schwennsen/Approved.

The meeting adjourned at 2:53 p.m.

Respectfully submitted,

  
Alice M. DeBorde, Administrative Assistant