

Approved:

North Dakota State Board of Architecture and Landscape Architecture

February 4th, 2022

Zoom Call

Attendance:

Board Members: James Devine, Bobbi Hepper Olson, and Chris Hawley

Executive Office: Stacy Krumwiede and Mike Krumwiede

Board Attorney: Stacy Moldenhauer

Guests: Mike Armstrong, Josh Batkin, Catlin Stromberg with NCARB

- Call to Order 9:05 am by President James Devine – Introductions were made.
- **Enforcement Matters –**
 - Mike Kuntz** – The board discussed this and directed staff to send a letter to Mike Kuntz requesting clarification on the ICON website which states in which he is licensed to ensure he is not putting himself out to the public as licensed in the state of North Dakota. Stacy K will draft letter and Stacy M will review and approve.
 - NCARB Alternative Paths** – The board discussed multiple paths to licensure and is supportive of alternatives. The ND administrative rules are established to flush out the century code. Currently ND has a rule that contradicts century code. Under advice of legal counsel, the board agreed that the two current candidates are not able to be licensed under current state statute. Intent of the board is to fix this in future legislation. The board directed Stacy K to draft a letter to two current applicants who do not have a professional degree noting that we cannot license you at this time however the board's intent is to fix this at a future legislative session. Stacy M will review and approve letter. The board will continue to discuss other legislative fixes at future meetings.
 - Wendy VanDuyne** – The board discussed the email from Wendy, which indicates that she inadvertently let her license lapse in June of 2019. The board noted that she was honest and upfront in disclosing all the projects in which she worked. James Devine abstained from participating in the conversation and the vote as one of his projects was included in the list.
 - Bobbi moved to send a letter to Wendy requesting she send a letter to all the clients of the projects in which she worked notifying them of her being unlicensed in the time she was working on projects for them. The board needs confirmation of receipt of the client's disclosure letters. Once the board receives proof of acknowledgement, Wendy can complete the reinstatement application for her license and the board will evaluate her application at that time. Chris Hawley seconded the motion. (Recorded roll call – all members voting, voted yea.)**
- NCARB representatives provided an update on current NCARB initiatives including, incidental practice, DEI, and measuring competency. Financial position of NCARB, outreach, alternative paths, annual report, enhanced services, new test services through PSI, resolutions, upcoming meetings/events, and committees. He also discussed NCARB Operations, Governance, Resolutions, and the think (and re-think) tank.
- **Minutes previous meetings**
 - **M/S/C to approve minutes from 10.12.21** (recorded roll call – all members voted yea)
- **Financial Matters**
 - Financial report included complete financials of previous biennium and financials to date.
M/S/C to Approve the Statement of Financial Positions as presented
(recorded roll call – all members voted yea)

- **Executive Director Updates**
 - **M/S/C to allow Stacy, Mike, and Bobbi to be signors on the bank account and move funds to another bank as appropriate to keep all funds covered under FDIC Limits. (Recorded roll call – all members voted yea)**
 - Stacy K provided an updated on the Lindberg Brothers letter – Stacy sent a letter and will follow up with Stacy M to ensure they have complied with the request.
 - Anonymous Complaints - Stacy K and Mike K spoke with Stacy M about the ability of people to submit anonymous complaints. Complaints may be submitted anonymously through a paper mail and simply by not completing the complainant information. However, if the board needs further communication with the complainant to review and proceed with an investigation, the information will need to be provided. However, if the board has enough information to proceed no additional information needs to be provided and the board can proceed. Also note that any information received through electronic communications is considered subject to open records.
 - Audit – The board audit is in process. The accounting firm will present its final findings prior to the April board meeting.
 - Licensing Software – LA’s are now successfully integrated into the licensing software. ND is the first state to offer services for another profession in the NCARB system.
 - RLE Thank you – The board is no longer allowed to give a gift to outgoing board members with board funds. However, if anyone would like to participate in “passing the hat” with personal funds as a thank you to Rick for his service. Stacy and Mike are planning to send a card and a gift of appreciation for his 18 years of service to the board and the state of North Dakota. Let Stacy know by the end of next week if you would like to participate.

- **NCARB/CLARB Update**
 - Stacy provided a Region 5 update on elections, bylaws, and meetings.
 - If you are planning to attend either the regional meeting or the annual meeting, please let Stacy know, so she can apply for funded delegates.
 - CLARB is also proposing changes to their uniform application and offering alternative paths to licensure, which we’ll want to consider adopting in legislation. Bobbi will be our voting delegate to CLARB.

- **Future Meeting Dates – Locations TBD**
 - April 14, 2022
 - July 19, 2022
 - October 12, 2022
 - January 11, 2023

- **Adjournment – M/S/C to adjourn the meeting (recorded roll call – all members voted yea)**
Meeting adjourned at 12:00 pm