



CANNON BUILDING  
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STATE OF DELAWARE  
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, October 3, 2012 at 1:30 p.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
<b>MINUTES APPROVED:</b>	<b>November 7, 2012</b>

#### **MEMBERS PRESENT**

Joseph Schorah, Public Member, Secretary  
Peter H. Jennings, RA, Professional Member  
Richard Wertz, RA, Professional Member  
Kevin Wilson, RA, Professional Member  
John Mateyko, RA, Professional Member  
Prameela Kaza, Public Member

#### **DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Andrew Kerber, Deputy Attorney General  
Nicole M. Williams, Administrative Specialist II  
Meaghan Jerman, Administrative Specialist II

#### **ABSENT**

Kenneth Freemark, RA, Professional Member, President  
Brian Lewis, Public Member  
Elizabeth Happoldt, Public Member

#### **OTHERS PRESENT**

None

#### **Call to Order**

The Board appointed Mr. Jennings to serve temporarily as the acting chairperson in Mr. Freemark's absence until further notice. Mr. Jennings called the meeting to order at 1:40 p.m.

#### **Review and Approval of Minutes**

The Board reviewed the minutes of the September 5, 2012 meeting and noted amendments to correct the minutes for further accuracy. Mr. Jennings made a motion to accept the minutes with the amendments, seconded by Ms. Kaza. Motion carried unanimously.

**Unfinished Business**

Review of Correspondence from James Robert Clark, RA

The Board moved this agenda item into Executive Session at the conclusion of the meeting per Mr. Kerber's request.

**New Business**

Discussion of the Legislative Memo sent out by James Collins in reference to the upcoming legislative session

Ms. Williams advised that the legislative memo was a reminder to all Boards/Commissions/Councils to submit their legislative changes to Mr. Collins by the deadline of November 16, 2012. Mr. Jennings advised the Board that he had previously drafted a list of legislative changes. Mr. Jennings recommended the Board consider forming a subcommittee in advance of the November meeting to review the previous legislative suggestions so they are prepared to submit their final changes to Mr. Collins in November for this upcoming legislative session in January 2013. Mr. Kerber stated if the Board could provide him with the suggestions that he would see that it is put into bill format in advance of November 16, 2012.

New Complaints Assigned to a Contact Person

None

Review of Direct Application by Reciprocity

None

Ratification of Certificate of Authorization Applications

None

Ratification of Reciprocity Applications – NCARB Certificate

Mr. Wilson made a motion, seconded by Ms. Kaza, to ratify the listing of issued licenses to NCARB Certified architects by reciprocity. Motion carried unanimously.

Cameron Smith  
David Gross

Ronald Johnston  
Nicholas Safina

Timothy Geitz

Review of Reciprocity Application by NCARB for Geoffrey Chevlin – Discipline in KY

Mr. Wertz reviewed the application and stated that Mr. Chevlin received a minor infraction in KY as he incorrectly completed the application. Mr. Chevlin is currently licensed in KY. Mr. Wertz advised that he was fined \$1,000. Mr. Schorah suggested that the Board request additional clarification about Mr. Chevlin's discipline and table the application at this time. The Board tabled the application for further clarification. Ms. Jerman will contact the KY Board of Architects for further information.

**Other Business Before the Board (for discussion only)**

Mr. Mateyko made a motion, seconded by Ms. Kaza, to amend the agenda to go into Executive Session to discuss pending litigation per Mr. Kerber. The motion carried unanimously.

Ms. Williams updated the Board regarding Mr. Freemark and asked that Mr. Jennings remain the acting Chairperson until further notice. Mr. Jennings agreed and will remain the acting Chairperson until further notice.

There was no other business before the Board.

**Public Comment**

There was no public present.

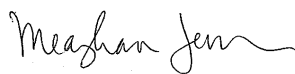
**Next Scheduled Meeting**

The next meeting will be held on November 7, 2012 at 1:30 p.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

With no further business before the board, Ms. Kaza made a motion to adjourn the public meeting, seconded by Mr. Jennings. The motion carried unanimously. The meeting adjourned at 1:55 p.m. The Board entered into Executive Session at 2:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Meaghan Jerman".

Meaghan Jerman  
Administrative Specialist II