

04/2020 JW



CANNON BUILDING  
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**STATE OF DELAWARE  
BOARD OF ARCHITECTS**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, April 1, 2020 at 1:30 p.m.</b>
<b>PLACE:</b>	<b>Division of Professional Regulation 861 Silver Lake Blvd., Conference Room B Cannon Bldg., Dover, Delaware 19904</b>
<b>MINUTES FOR APPROVAL:</b>	<b>May 6, 2020</b>

Pursuant to the Governor's State of Emergency, this meeting was conducted solely by teleconference.

**MEMBERS PRESENT**

Robert Maffia, Professional Member, President  
Daniel Ridgely, Professional Member, Secretary  
Bryan Hutchison, Professional Member  
Paul Guggenberger, Professional Member  
Todd Breck, Professional Member  
John Lynch, Public Member  
Herbert Russell, Public Member

**MEMBERS ABSENT**

Laura Willey, Public Member (arrived at 1:55 p.m.)

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Jennifer Witte, Administrative Specialist II

**OTHERS PRESENT**

Nancy Payne

**CALL TO ORDER**

Mr. Maffia called the meeting to order at 1:33 p.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Breck, seconded by Mr. Russell, to approve the minutes from the March 4, 2020 meeting as presented. The motion was unanimously carried.

### **UNFINISHED BUSINESS**

#### Discussion on the JAC Handbook

After a brief discussion, a motion was made by Mr. Breck, seconded by Mr. Ridgley, to accept the latest revisions to the JAC Handbook dated March 10, 2020, in addition to including the revisions discussed today and added to pages 2 and 4.

The motion was carried by Mr. Hutchison, Mr. Russell and Mr. Lynch. Mr. Guggenberger opposed. Mr. Maffia abstained.

### **NEW BUSINESS**

#### Ratify Reciprocity Applications – NCARB Certificates

A motion was made by Mr. Breck, seconded by Mr. Hutchison, to ratify the architect applications of Teresa O'Leary, Joseph Martin, Anil Verma, Steven Kahle, Thomas Rowland, Michael Wijdoogen and Christopher Linkey. The motion was unanimously carried.

#### Complaint Status

#07-02-18 Referred to the Attorney General's Office

#### Ratify Certificate of Authorization Applications

A motion was made by Mr. Breck, seconded by Mr. Russell, to ratify the certificate of authorization applications of USA Architects, Planners and Interior Designers, Ltd. And RLPS, LLP. The motion was unanimously carried.

#### Ratify Reciprocity Applications

A motion was made by Mr. Breck, seconded by Mr. Hutchison, to ratify the architect application of Virginia Richardson. The motion was unanimously carried.

#### Review of Examination Applications

After review, a motion was made by Mr. Guggenberger, seconded by Mr. Ridgley, to approve Joseph DeGrace to sit for the examination. The motion was unanimously carried.

### **CORRESPONDENCE**

There was no correspondence for the Board.

### **OTHER BUSINESS BEFORE THE BOARD**

Mr. Ridgley gave an update from his attendance of the NCARB Annual Meeting.

Mr. Guggenberger drafted a guide on the fines for non-compliance with the requirements for continuing education that have been applied during the last two licensure renewal periods.

**PUBLIC COMMENT**

There was no public comment. .

**NEXT MEETING**

The next meeting will be May 6, 2020 at 1:30 p.m. in Conference Room B.

**ADJOURNMENT**

There being no further business, a motion was made by Mr. Breck, seconded by Mr. Ridgley, to adjourn the meeting at 2:20 p.m. The motion unanimously carried.

Respectfully submitted,

*Jennifer L. Witte*

Administrative Specialist II