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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

**STATE ARCHITECTS LICENSURE BOARD
VIA VIDEOCONFERENCE**

TIME: 10:31 A.M.

PENNSYLVANIA DEPARTMENT OF STATE

January 13, 2022

1 State Architects Licensure Board
2 January 13, 2022
3
4

5 BOARD MEMBERS:
6

7 Jerry K. Roller, RA, President
8 Arion Claggett, Deputy Commissioner, Bureau of
9 Professional and Occupational Affairs, on behalf of
10 K. Kalonji Johnson, Commissioner
11 Matthew Eaton, Division Chief for Business Licensing,
12 Bureau of Professional and Occupational Affairs, on
13 behalf of Arion Claggett
14 Darryl R. Hamm, Vice President, Public Member
15 William J. Bates, RA, Secretary
16 Jonathan Burns, Deputy Attorney General, Office of
17 Attorney General
18 Aram Piligian Jr., RA
19
20

21 BUREAU PERSONNEL:
22

23 C. William Fritz II, Esquire, Board Counsel
24 Dean F. Picarella, Esquire, Senior Board Counsel
25 Carolyn A. DeLaurentis, Deputy Chief Counsel,
26 Prosecution Division
27 Ray Michalowski, Esquire, Senior Board Prosecutor
28 Angela L. Solomon, Esquire, Board Prosecution
29 Liaison
30 Amanda Li, Board Administrator
31 Amanda Richards, Chief of Fiscal Management, Bureau of
32 Finance and Operations, Department of State
33 Marc Farrell, Deputy Director, Office of Policy,
34 Department of State
35 Michelle Witmer, Bureau of Finance and Operations,
36 Department of State
37
38

39 ALSO PRESENT:
40

41 Amal Mahrouki, Director of Legislative Affairs,
42 American Institute of Architects of Pennsylvania
43 Jen Smeltz, Republican Executive Director, Senate
44 Consumer Protection & Professional Licensure
45 Committee
46 Lori A. Behe
47
48
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1 State Architects Licensure Board

2 January 13, 2022

3 ***

4 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
5 9:00 a.m. the Board entered into Executive Session
6 with C. William Fritz II, Esquire, Board Counsel, for
7 the purpose of conducting quasi-judicial
8 deliberations. The Board returned to open session at
9 10:30 a.m.]

10 ***

11 Meeting Instructions

12 [Amanda Li, Board Administrator, provided instructions
13 to be followed during the virtual meeting.

14 Ms. Li noted the meeting was being recorded, and
15 those who continued to participate were giving their
16 consent to be recorded.]

17 ***

18 The regularly scheduled meeting of the State
19 Architects Licensure Board was held on Thursday,
20 January 13, 2022. Jerry K. Roller, RA, President,
21 called the meeting to order at 10:31 a.m.

22 William J. Bates, RA, was not present during
23 commencement of the meeting.

24 ***

25 Roll Call

1 [President Roller requested Mr. Hamm call the roll for
2 attendance.]

3 ***

4 [C. William Fritz II, Esquire, Board Counsel, noted
5 the Board met in Executive Session and conducted
6 quasi-judicial deliberations.]

7 ***

8 Approval of minutes of the October 28, 2021 meeting

9 PRESIDENT ROLLER:

10 Next on the agenda is the approval of
11 the minutes from our October 28 meeting.

12 Do I have a motion on the minutes?

13 MR. HAMM:

14 So moved.

15 PRESIDENT ROLLER:

16 We have a motion to approve the minutes.

17 Do I have a second?

18 MR. PILIGIAN:

19 Second.

20 PRESIDENT ROLLER:

21 I have a motion and a second. Mr. Hamm,
22 would you call the roll on the minutes?

23

24 Mr. Roller, yes; Mr. Claggett, yes; Mr.
25 Hamm, yes; Mr. Bates, yes; Mr. Burns,

1 yes; Mr. Piligian, yes.

2 [The motion carried unanimously.]

3 ***

4 Introduction of Attendees

5 [Amanda Li, Board Administrator, provided an
6 introduction of those in attendance.]

7 ***

8 Report of Prosecutorial Division

9 [Angela L. Solomon, Esquire, Board Prosecution
10 Liaison, had no report to offer from the prosecutorial
11 division.]

12 ***

13 Appointment - Prosecution Division Annual Report
14 Presentation

15 [Carolyn A. DeLaurentis, Esquire, Deputy Chief
16 Counsel, Prosecution Division, provided a summary of
17 the prosecution division's caseload during 2021.

18 Ms. DeLaurentis informed the Board that 193 cases
19 were opened in 2021 for the State Architects Licensure
20 Board, which is up from 109 cases in 2020. She noted
21 closing 95 cases in 2021 and 119 in 2020. She
22 reported 146 open cases for the Board as of January 1,
23 2022.

24 Ms. DeLaurentis addressed enforcement actions,
25 noting 3 cases that resulted in discipline and 24

1 warning letters in 2021, which is a decrease from 37
2 in 2020.

3 Ms. DeLaurentis noted the prosecution division
4 opened 1,223 COVID-related cases in 2020 with zero of
5 those cases for the Board. She reported 543 COVID
6 cases were opened in 2021 with zero of those cases for
7 the Board.

8 Ms. DeLaurentis reported 18,363 cases were opened
9 in 2021, which is up from 2020 at 13,394. She also
10 reported closing 15,994 files for 2021 and 13,274 in
11 2020. She stated there was an increase in the cases
12 but also an increase in the cases closed and credited
13 staff for managing those cases.

14 Ms. DeLaurentis noted the total number of current
15 cases for the office as of January 1, 2022, is 15,141.
16 She thanked the Board and counsel for working with
17 prosecution division.]

18

19 Appointment - Bureau of Finance and Operations Annual
20 Budget Presentation

21 [Michelle Witmer, Bureau of Finance and Operations,
22 Department of State, informed the Board that the
23 Bureau of Finance and Operations (BFO) looks at the
24 licensee population on a biennial basis from a revenue
25 standpoint. She noted 9,891 licensees in FY17-18 with

1 an increased in FY19-20 to 10,119 and a decreased to
2 9,964 as of the date of the report in FY21-22. She
3 reported the Board renews in June of odd years and
4 just had a renewal this past June. She reported an
5 increase of 16 licenses, bringing the total to 9,980
6 licensees.

7 Ms. Witmer addressed revenue by category for the
8 biennial total, noting 98% of revenue is coming from
9 renewals and applications. She noted the other 2%
10 cannot be counted on as a consistent revenue source.

11 Ms. Witmer provided a categorical breakdown of
12 expenses. She noted expenses incur through direct
13 cost, timesheet-based cost, and licensee-based fees.
14 She reported on the expenses in FY19-20, FY202-21
15 decreased, and the current year as of January 3, 2022
16 when the report was created. She mentioned a recent
17 increase in expenses, noting the projected budget of
18 expenses.

19 Ms. Witmer reviewed revenues and expenses for
20 FY21-22, noting the anticipated ending balance. She
21 mentioned projected expenses through FY24-25 continue
22 to be lower than revenue and fiscally balanced.

23 Ms. Witmer reviewed Board member expenses, noting
24 a breakdown of expenses by expense type. She provided
25 an overview of actual expenses for FY19-20, FY20-21,

1 and as of the date of the report. She mentioned the
2 National Council of Architectural Registration Boards
3 (NCARB) membership dues decreased to \$1,000 and will
4 keep membership dues at \$5,500. She noted adjusting
5 the budget this year by bringing it down to \$22,000,
6 which will be sufficient to cover expenses for this
7 year and the following year.]

8

9 Report of Board Counsel - Motion to Deem Facts

10 Admitted

11 MR. FRITZ:

12 The Board would entertain a motion to
13 grant the Motion to Deem Facts Admitted
14 and direct Board counsel to draft an
15 Adjudication and Order in the following
16 matter: Commonwealth v. Roderick John
17 Etzel, Case No. 20-41-004180.

18 PRESIDENT ROLLER:

19 Do I have a motion? Can I get a motion?

20 MR. BATES:

21 So moved.

22 PRESIDENT ROLLER:

23 Can I get a second?

24 MR. PILIGIAN:

25 Second.

1 PRESIDENT ROLLER:

2 Mr. Hamm, would you take a record of the
3 votes?

4

5 Mr. Roller, yes; Mr. Claggett, yes; Mr.
6 Hamm, yes; Mr. Bates, yes; Mr. Burns,
7 yes; Mr. Piligian, yes.

8 [The motion carried unanimously.]

9

10 Report of Board Counsel - Matters for Deliberation

11 MR. FRITZ:

12 The Board would entertain a motion to
13 direct Board counsel to draft an
14 Adjudication and Order in the following
15 matter: Commonwealth v. Owen Carr, Case
16 No. 21-41-011316.

17 PRESIDENT ROLLER:

18 Do I have a motion?

19 MR. PILIGIAN:

20 Motion.

21 PRESIDENT ROLLER:

22 Do I have a second?

23 MR. BATES:

24 Second.

25 PRESIDENT ROLLER:

1 I have a motion and a second. Mr. Hamm,
2 would you call the roll, please?

3
4 Mr. Roller, yes; Mr. Claggett, yes; Mr.
5 Hamm, yes; Mr. Bates, yes; Mr. Burns,
6 yes; Mr. Piligian, yes.

7 [The motion carried unanimously.]

8 ***

9 Applications - Informal Conferences

10 MR. FRITZ:

11 The Board would entertain a motion to
12 approve the Application for Licensure by
13 Reciprocity of Jessica Gracie-Griffin.

14 PRESIDENT ROLLER:

15 Do I have a motion?

16 MR. PILIGIAN:

17 Motion.

18 PRESIDENT ROLLER:

19 Do I have a second?

20 MR. BATES:

21 Second.

22 PRESIDENT ROLLER:

23 Mr. Hamm, would you please call the
24 roll?

25

1 Mr. Roller, yes; Mr. Claggett, yes; Mr.
2 Hamm, yes; Mr. Bates, yes; Mr. Burns,
3 yes; Mr. Piligian, yes.

4 [The motion carried unanimously.]

5 ***

6 Applications - Architect Registration Examination
7 (ARE) Testing Accommodation Requests

8 MR. FRITZ:

9 The Board would entertain granting the
10 following Testing Accommodation Requests
11 by Alexandra Gabel and Kelly
12 Cartwright.

13 PRESIDENT ROLLER:

14 Do I have a motion?

15 MR. BATES:

16 So moved.

17 PRESIDENT ROLLER:

18 Do I have a second?

19 MR. PILIGIAN:

20 Second.

21 PRESIDENT ROLLER:

22 Mr. Hamm?

23

24 Mr. Roller, recuse; Mr. Claggett, yes;

25 Mr. Hamm, yes; Mr. Bates, yes; Mr.

1 Burns, yes; Mr. Piligian, yes.
2 [The motion carried. Mr. Roller recused himself from
3 deliberations and voting on the motion in the
4 Application of Alexandra Grabel.]
5 ***
6 Report of Board Counsel - Other
7 [C. William Fritz II, Esquire, Board Counsel, stated
8 the Board agreed to have Jerry Roller, Darryl Hamm,
9 and Aram Piligian volunteer to be members of the
10 Probable Cause Screening Committee.]
11 ***
12 [A Formal Hearing was held from 10:57 a.m. until
13 1:04 p.m. in the matter of the Appeal of the
14 Provisional Denial of the Application for Licensure of
15 Chad V. Peterson, Case No. 21-41-014496.]
16 ***
17 Report of Commissioner
18 [C. William Fritz II, Esquire, Board Counsel, on
19 behalf of Arion Claggett, Deputy Commissioner, Bureau
20 of Professional and Occupational Affairs, noted one
21 new and one reappointment to the Board.]
22 ***
23 Report of Board President
24 [Jerry K. Roller, RA, President, informed the Board of
25 the need to designate attendees for the in-person

1 NCARB Regional Summit Meeting March 4-5, 2022, in
2 Charlotte, NC. He mentioned available funding through
3 the state and through Region 2 and asked whether Mr.
4 Hamm or Mr. Piligian were interested in attending but
5 they declined.

6 PRESIDENT ROLLER:

7 Let's do it this way, that we designate
8 Jerry Roller as a representative of the
9 Board and authorize Mr. Bates to attend
10 if he so chooses.

11 MR. HAMM:

12 Motion.

13 PRESIDENT ROLLER:

14 Can I have a second?

15 MR. BATES:

16 Second.

17 PRESIDENT ROLLER:

18 Let's do a vote, Mr. Hamm.

19

20 Mr. Roller, yes; Mr. Hamm, yes; Mr.

21 Bates, yes; Mr. Burns, yes; Mr.

22 Piligian, yes.

23 [The motion carried unanimously. Ms. Li informed
24 Board members that Mr. Claggett left the meeting.]

25

1 [Jerry K. Roller, RA, President, referred to NCARB
2 Regional Summit Meeting information and correspondence
3 for the Board's review.

4 President Roller noted the remaining 2022 Board
5 meeting dates.

6 Mr. Fritz recommended Board members contact Ms.
7 Li as soon as possible with any conflicts in case of
8 quorum issues.]

9

10 Miscellaneous

11 [Amal Mahrouki, Director of Legislative Affairs,
12 American Institute of Architects Pennsylvania (AIA
13 PA), stated AIA PA is getting ready for their first
14 Board meeting of the year. She announced bringing on
15 a new membership and marketing coordinator, Susan
16 Frear. She reported presently having a full staff at
17 AIA PA.

18 Ms. Mahrouki addressed legislative initiatives,
19 noting AIA is continuing to carry out their mission as
20 laid out in their legislative survey and carryover a
21 lot of the legislative priorities from last year since
22 they are still in the same legislative session,
23 including liability reform and professional licensure
24 issues.

25 Ms. Mahrouki stated AIA has been recently looking

1 at housing. She noted the new Housing and Community
2 Development Subcommittee presented to the House Urban
3 Affairs Committee to meet their committee in December.

4 She mentioned AIA is looking forward to engaging in a
5 lot more affordable housing and equitable housing
6 issues within the remainder of the session.]

7

8 [Jerry K. Roller, RA, President, exited the meeting at
9 1:13 p.m. for recusal purposes.]

10

11 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
12 1:13 p.m. the Board entered into Executive Session
13 with C. William Fritz II, Esquire, Board Counsel, for
14 the purpose of conducting quasi-judicial
15 deliberations. The Board returned to open session at
16 1:27 p.m.]

17

18 MR. FRITZ:

19 The Board met in Executive Session and
20 conducted quasi-judicial deliberations.

21 The Board would entertain a motion
22 directing Board counsel to draft the
23 Final Order in the Matter of Chad
24 Peterson, Appeal of the Provisional
25 Denial of the Application for Licensure

1 filed by Chad Peterson, Case No. 21-41-
2 014496.

3 MR. HAMM:

4 So moved.

5 PRESIDENT ROLLER:

6 Do we have a second?

7 MR. PILIGIAN:

8 Second.

9 PRESIDENT ROLLER:

10 Mr. Hamm, would you call the roll,
11 please?

12

13 Mr. Roller, recuse; Mr. Eaton on behalf
14 of Mr. Claggett, aye; Mr. Hamm, yes; Mr.
15 Bates, yes; Mr. Burns, yes; Mr.
16 Piligian, yes.

17 [The motion carried unanimously.]

18 ***

19 Adjournment

20 PRESIDENT ROLLER:

21 Unless there is some other business to
22 bring up, we stand adjourned.

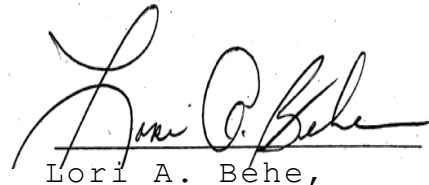
23 ***

24 [There being no further business, the State Architects
25 Licensure Board Meeting adjourned at 1:28 p.m.]

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CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Architects Licensure Board meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Architects Licensure Board meeting.



Lori A. Behe,

Minute Clerk

Sargent's Court Reporting
Service, Inc.

STATE ARCHITECTS LICENSURE BOARD
REFERENCE INDEX

January 13, 2022

	TIME	AGENDA
1		
2		
3		
4		
5		
6		
7		
8		
9	9:00	Executive Session
10	10:30	Return to Open Session
11		
12	10:31	Official Call to Order
13		
14	10:32	Roll Call
15		
16	10:33	Approval of Minutes
17		
18	10:34	Introduction of Attendees
19		
20	10:37	Appointment - Carolyn A. DeLaurentis,
21		Esquire, Deputy Chief Counsel,
22		Prosecution Division Annual Report
23		Presentation
24		
25	10:44	Appointment - Bureau of Finance and
26		Operations Annual Budget Presentation
27		
28	10:51	Report of Board Counsel
29		
30	10:53	Applications
31		
32	10:55	Report of Board Counsel - Other
33		
34	10:47	Formal Hearing - Chad V. Peterson
35	1:04	
36		
37	1:04	Report of Commissioner
38		
39	1:05	Report of Board President
40		
41	1:11	Miscellaneous
42		
43	1:13	Executive Session
44	1:27	Return to Open Session
45		
46	1:28	Adjournment
47		
48		
49		
50		