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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**

TIME: 9:01 A.M.

PENNSYLVANIA DEPARTMENT OF STATE  
Board Room B  
One Penn Center  
2601 North Third Street  
Harrisburg, Pennsylvania 17110

January 11, 2018



1 \*\*\*

2 State Architects Licensure Board

3 January 11, 2018

4 \*\*\*

5 The regularly scheduled meeting of the State  
6 Architects Licensure Board was held on Thursday,  
7 January 11, 2018. John R. Hill, RA, President, called  
8 the meeting to order at 9:01 a.m.

9 \*\*\*

10 Roll Call

11 [Roll call was taken. A quorum was noted to be  
12 present.]

13 \*\*\*

14 Introduction of Audience Members

15 [President Hill requested the introduction of audience  
16 members.]

17 \*\*\*

18 Pledge of Allegiance

19 [The Pledge of Allegiance was recited.]

20 \*\*\*

21 Approval of Minutes of the November 16, 2017 meeting

22 PRESIDENT HILL:

23 To start off, approval of the minutes.  
24 They are in your agenda for today. Has  
25 everybody had a chance to review them?

1           Are there any comments, corrections,  
2           additions, or deletions to the minutes?

3 [The Board discussed corrections to the minutes.]

4 PRESIDENT HILL:

5           Any other comments? If not, can I hear  
6           a motion to approve the minutes?

7 MR. CARNEY:

8           So moved.

9 MR. LEINBACH:

10           Second.

11 PRESIDENT HILL:

12           All in favor? All right. The minutes  
13           are approved.

14 [The motion carried unanimously.]

15   \*\*\*

16 Report of Prosecutorial Division - Case Status Report  
17 [Robert B. Armour, Esquire, Board Prosecution Liaison,  
18 referred to the Case Status Report. Mr. Armour  
19 explained that the cases are coded in more than one  
20 complaint category and may not be the actual number of  
21 complaints. Mr. Armour noted 62 open files with 114  
22 categories and clarified that the 62 files are  
23 pliable.

24           Mr. Armour defined the functions of the Bureau of  
25 Enforcement and Investigation, Board Counsel,

1 Professional Compliance Office, and the Prosecution  
2 Division.]

3 \*\*\*

4 Report of Board Counsel

5 [Ariel O'Malley, Esquire, Board Counsel, provided a  
6 brief summary of her professional background.

7 President Hill welcomed Ms. O'Malley.  
8 He informed Ms. O'Malley of draft regulation revisions  
9 from 2017 requiring additional Board discussion. Ms.  
10 O'Malley noted that the Board has one pending disciplinary  
11 matter, for which she will provide a draft adjudication for  
12 the Board's review at its next meeting.]

13 \*\*\*

14 Applications

15 [President Hill noted applications for the Board's  
16 review in Executive Session.]

17 \*\*\*

18 Report of Commissioner - No Report

19 \*\*\*

20 Report of Board Administrator

21 [Amanda Li, Board Administrator, referred to the  
22 Statement of Financial Interests forms due May 1,  
23 2018.

24 Ms. Li noted the National Council of  
25 Architectural Registration Boards (NCARB) Outreach

1 events on Tuesday, January 23, 2018, from 5:30 p.m. to  
2 6:30 p.m. at Drexel University; Wednesday, January 24,  
3 2018, from 11:15 a.m. to 12:15 p.m. at the Community  
4 College of Philadelphia; and Wednesday, January 24,  
5 2018, from 5:30 p.m. to 6:30 p.m. at the University of  
6 Pennsylvania. Ms. Li mentioned a proposed visit to  
7 the Carnegie Mellon and American Institute of  
8 Architects (AIA) in Pittsburgh on February 12th or  
9 13th, 2018.

10 President Hill noted the importance of attending  
11 the event to explain the function of the Architects  
12 Licensure Board to the students at these universities,  
13 with the goal of keeping the students in Pennsylvania.

14 Ms. Li discussed a letter from a licensee  
15 regarding city inspectors. President Hill requested  
16 the Board to review the letter in order to draft a  
17 response.]

18

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19 Appointment - Bureau of Finance and Operations  
20 [Kimberly A. Mattis, Finance and Operations Manager,  
21 Bureau of Finance and Operations, Division of Fiscal  
22 Management, introduced Julie Snader, Chief, Finance  
23 and Operations Manager, Bureau of Finance and  
24 Operations, Division of Procurement, and Kimberly  
25 Adams, Esquire, Board of Finance and Revenue.

1 Ms. Mattis provided information regarding the  
2 population and classes over the last three years. Ms.  
3 Mattis noted 9,891 licensees in December 2017 and  
4 currently 9,906. Ms. Mattis compared the last renewal  
5 cycle Fiscal Year 2015-2016 and noted 94 more than  
6 this time two years ago.

7 Ms. Mattis reviewed revenue in different  
8 categories over a biennial period. She noted revenues  
9 for 2015-2016 and 2016-2017, totaling over \$984,000.  
10 Ms. Mattis noted the Board's last change in renewal  
11 fees was in 2003.

12 Ms. Mattis discussed Board expenses as a direct  
13 expense, timesheet-based expense, and licensee-based  
14 charges. Ms. Mattis reviewed biennial renewal  
15 periods. She noted cost categories, as well as  
16 administrative and legal costs. She noted expenses  
17 for the last two fiscal years, 2017-2018 budget at  
18 \$485,000 and expenses as of December 26, 2017, at  
19 \$197,000. Ms. Mattis noted the Board's remaining  
20 balance is continuing to grow.

21 Ms. Mattis discussed Board member expenses over  
22 the last two fiscal years 2015-2016 and 2016-2017.  
23 The Board's budget for the current fiscal year is  
24 \$22,000 and expenses as of December 26, 2017 were just  
25 over \$13,000.]

1 \*\*\*

2 Report of Board President

3 [President Hill discussed the NCARB Direct  
4 Registration Agreement to work with the PA Board as  
5 far as approving exam candidates.

6 Ms. O'Malley stated the Board does not have the  
7 legal capabilities to grant that authority to another  
8 entity.

9 President Hill noted the NCARB Regional Summit  
10 from March 9th to the 10th, 2018, in Wichita, KS, and  
11 listed himself as President and Doug Carney to  
12 attend.]

13 PRESIDENT HILL:

14 We have currently listed myself as  
15 President and Doug Carney to attend.  
16 All in favor? Any opposed?

17 [The motion carried unanimously.]

18 \*\*\*

19 [President Hill noted the NCARB Region 2 Call for  
20 Nominations and the proposed slate of Officers.

21 Mr. Leinbach stated all current seated members  
22 are going to self-nominate, although others may apply  
23 if interested. Mr. Leinbach noted the elections will  
24 be held at the regional meeting Wichita, Kansas.

25 President Hill referred to NCARB Bylaws regarding



1 the Draft Resolution Preview that will be discussed in  
2 further detail at the Regional Conference, Centennial  
3 celebration for 2019, Rules of Conduct for review and  
4 discussion, and NCARB Correspondence.

5 President Hill noted the "intern" title change  
6 and Board Initiatives regarding outreach to PA Code  
7 Officials and publication of new licensees for  
8 recognition.

9 Ms. Mahrouki updated the Board on legislative  
10 issues, noting that AIA was starting the second year  
11 of the legislative session. Ms. Mahrouki stated the  
12 mandatory continuing education and legal reform issues  
13 will be revisited.

14 Ms. Mahrouki informed the Board that AIA sent a  
15 letter to Governor Wolf, Commissioner Harlow, and both  
16 Chairmen of the House and Senate for Consumer  
17 Protection & Professional Licensure Committees  
18 regarding the Executive Order. Ms. Mahrouki commended  
19 the Governor's efforts to study the licensure Boards  
20 as a whole. She added that mandatory continuing  
21 education was a good idea for architects in  
22 Pennsylvania and will assist with the reciprocity of  
23 other states. Ms. Mahrouki also noted discussion  
24 regarding the prosecution of the unlicensed practice  
25 of architecture.

1 Mr. Potter mentioned the exposure draft of the  
2 electronic seal regulation with all three licensing  
3 Boards, noting concerns specific with respect to  
4 technology and the ability of the regulation to  
5 address the electronic seals.]

6

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7 [The Board recessed from 9:46 a.m. until 10:00 a.m.]

8

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9 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
10 10:00 a.m. the Board entered into Executive Session  
11 with Ariel O'Malley, Esquire, Board Counsel, for the  
12 purpose of conducting quasi-judicial deliberations.  
13 The Board returned to Open Session at 10:51 a.m.]

14

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15 [The Board held a formal hearing in the matter of a  
16 Provisional Denial of the Architect Registration  
17 Examination Application of Peter J. Gilles Jr.; File  
18 No. 17-41-12895, Docket No. 2278-41-17, from 10:58  
19 a.m. until 11:55 a.m.]

20

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21 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
22 11:56 a.m. the Board entered into Executive Session  
23 with Ariel O'Malley, Esquire, Board Counsel, for the  
24 purpose of conducting quasi-judicial deliberations.  
25 The Board returned to Open Session at 12:14 p.m.]

1 \*\*\*

2 MOTIONS

3 MS. O'MALLEY:

4 Beginning with Item No. 3, which relates  
5 to the Hearing before the Board today, I  
6 believe the Board would entertain a  
7 motion for Board Counsel to issue an  
8 order granting the application of Mr.  
9 Peter J. Gilles, Jr.

10 PRESIDENT HILL:

11 Do I hear a motion?

12 MR. CARNEY:

13 So moved.

14 MR. HAMM:

15 Second.

16 PRESIDENT HILL:

17 We have a motion and a second. Any  
18 further discussion on the item? Hearing  
19 none. All those in favor, say aye.  
20 Opposed? Note Mary's vote.

21 [The motion carried. Ms. McClenaghan opposed the  
22 motion.]

23 \*\*\*

24 MS. O'MALLEY:

25 Moving on to applications, I would note

1 for the record that Item No. 4 and No. 5  
2 will be receiving communication from the  
3 Board Administrator.

4 Moving on to Item No. 6, I believe  
5 the Board would entertain a motion to  
6 provisionally deny the application of  
7 Michael A. DiCicco.

8 MR. HILL:

9 Do I hear a motion?

10 MR. CARNEY:

11 So moved.

12 MR. ROLLER:

13 Second.

14 PRESIDENT HILL:

15 We have a motion and a second. Any  
16 further discussion on the item? Hearing  
17 none. All those in favor, say aye.  
18 Opposed?

19 [The motion carried unanimously.]

20 \*\*\*

21 MS. O'MALLEY:

22 Finally, relating to the informal  
23 conference held by the committee this  
24 morning, I believe the Board would  
25 entertain a motion to approve the

1 application of Jack Conviser.

2 MR. CARNEY:

3 So moved.

4 PRESIDENT HILL:

5 Do I hear a second?

6 MS. MCCLENAGHAN:

7 I second.

8 PRESIDENT HILL:

9 We hear a motion and a second. Any  
10 further discussion on this item?

11 Hearing none. All those in favor, say  
12 aye. Opposed?

13 [The motion carried unanimously.]

14 \*\*\*

15 Adjournment

16 PRESIDENT HILL:

17 I believe that completes the matters  
18 before the Board today. I open it up  
19 for any items that Board members have  
20 that we have not discussed. Hearing  
21 none. Is there a motion to adjourn?

22 MR. ROLLER:

23 So moved.

24 MR. LEINBACH:

25 Second.

1 PRESIDENT HILL:

2 Thank you very much everybody.

3 [The motion carried unanimously.]

4 \*\*\*

5 [There being no further business, the State Architects  
6 Licensure Board meeting adjourned at 12:15 p.m.]

7 \*\*\*

8

9

10 CERTIFICATE

11

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

18

19



20

21

Amy L. Warehime,

22

Minute Clerk

23

Sargent's Court Reporting

24

Service, Inc.

25

STATE ARCHITECTS LICENSURE BOARD  
REFERENCE INDEX  
January 11, 2018

	TIME	AGENDA
1		
2		
3		
4		
5		
6		
7	9:01	Official Call to Order
8		
9	9:02	Roll Call
10		
11	9:02	Introduction of Audience Members
12		
13	9:03	Pledge of Allegiance
14		
15	9:04	Approval of Minutes
16		
17	9:05	Report of Prosecutorial Division
18		
19	9:07	Report of Board Counsel
20		
21	9:10	Report of Board Administrator
22		
23	9:18	Appointment - Bureau of Finance and
24	9:26	Operations
25		
26	9:26	Report of Board President
27		
28	9:46	Recess
29	10:00	Return to Open Session
30		
31	10:00	Executive Session
32	10:51	Return to Open Session
33		
34	10:58	Formal Hearing
35	11:55	
36		
37	11:56	Executive Session
38	12:14	Return to Open Session
39		
40	12:15	Motions
41		
42	12:16	Adjournment
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