

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
DIVISION OF PROFESSIONAL REGULATION
ILLINOIS ARCHITECTURE LICENSING BOARD

Open Minutes

Illinois Architecture Licensing Board

Date: July 21, 2023
Convened: 10:17 am
Adjourned: 12:21 pm
Location: WEBEX

Members Present: E. William Reichert III, Chair
Michelle Gillette-Murphy, Vice-Chair
Dina Griffin, Member
Norman Lach, Member
Thomas Lawler, Public Member

Member(s) Absent: Kimberly Kurtenbach, Member
Steven H. Pate, Member

Staff Present: Kyle Lazell, Design Licensing Manager
Ron Almiron, IDFPR General Counsel
Roy Cepero, IDFPR Design Investigator

Guests Present: Nick Williams, IL Architect Licensee
Erik Klinner, AIA-IL

Open Session: The Meeting was called to order at 10:17 am.
Roll Call: The Board Members present constituted a quorum of the Board.

I. Board Member Announcements/Comments Mr. Reichert welcomed everyone and asked if anyone had announcements or comments.

Mr. Lach reminded the members that the 2024 Educator Symposium will be hosted by IIT in Illinois and hopes the members will get involved.

II. Guest Announcements/Comments Mr. Klinner shared that AIA-IL is interviewing candidates for the Executive Director position and hopes to have a replacement selected by October.
He also said that their lobbying team is working toward introducing a bill during the fall veto session to address the NCARB 5-year rolling clock.

III. Licensing Manager Report

A. SB 2368

Mr. Lazell shared that a bill was recently passed and is awaiting the signature of the Governor. The bill will set a minimum requirement for structural design in local building codes. Counties and municipalities are still able to adopt more stringent amendments at the local level. Statewide minimum standards for structural design are not novel, unique, or onerous.

B. NCARB MBE Committee

Mr. Lazell shared that he was asked to participate on the NCARB Member Board Executive Committee for the next year. He accepted the invitation to serve and looks forward to the work the committee will be tasked with.

IV. Review of Open Minutes

The Board reviewed the open minutes of the May 5, 2023, meeting. Motion was made, seconded (Lawler/Griffin) to accept the open minutes as presented. Motion passed with a quorum of members.

V. Ongoing Business

A. Maintaining responsible control while working remotely

Mr. Lazell shared an email from the North Carolina professional engineer board which provides their definitions of “remote supervision” and “working time in that office”. The Board discussed the topic and continues to wait for NCARB to develop updated language to address this. Ms. Gillette-Murphy posed a question if the Board should submit a resolution to NCARB about the topic. Mr. Lazell said he would contact NCARB on behalf of the Board to determine the status, otherwise he would notify the Board so they could draft a resolution.

VI. Report from Subcommittees

A. Complaint Review Subcommittee

Mr. Reichert reported on the July 20, 2023, meeting. He reviewed 10 complaints and indicated that most were closed as they were contractual issues and IDFP is not the authority having jurisdiction for that complaint.

Complaint Statistics based on recommendations from the March 2023 meetings for each profession:

Architect: Opened 12, Closed 17, Referred to prosecutions 4
SE: Opened 4, Closed 7, Referred to prosecutions 1

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PE: Opened 11 Closed 21, Referred to prosecutions 1
LS: Opened 5, Closed 4, Referred to prosecutions 0

Complaints currently under investigation:

Architect – 34

SE – 12

PE – 17

LS – 9

Cases currently being prosecuted:

Architect - 27

Land Surveyor - 4

Professional Engineer -14

Structural Engineer - 5

B. NCARB information review
committee

Ms. Gillette-Murphy provided a report of items received by
NCARB since the previous meeting.

VII. New Business

A. NCARB Annual Meeting

Mr. Reichert provided a report for the annual meeting.
He indicated the main points were that NCARB is looking to
include junior colleges into their programming, there is discussion
of adding an alternate pathway for a high school diploma and
several years of experience. He also said the keynote speaker
was great and enjoyed it.

Ms. Gillette-Murphy shared that she attended the welcome
luncheon for first-time attendees, said she learned a lot during
the conference and felt that overall, it was a nice event.

B. Discussion on Design Firm
“two-thirds” requirement

Mr. Lazell presented the board with a topic for discussion.
He shared that DPR receives several applications each year for
registration as a Professional Design Firm where there are only
two directors/members/partners for the company and only one
of those two are licensed in Illinois. This violates the
requirement that two-thirds of the members of the board be
licensed design professionals with one being a licensed Illinois
architect. As such, DPR sends a deficiency notice to the
applicant sharing that the company must either add another

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member who is a licensed design professional (architect, surveyor, professional engineer, or structural engineer), or remove the non-licensed member from the Board.

This requirement may have been important 20+ years ago when most companies were well established and had multiple licensees on the board; however, when we have a significant number of small companies applying to do business, it creates an unnecessary burden.

Mr. Lawler stated he feels that DPR has no need of knowing who is on the board of a company. If the company has a licensed architect who is the managing agent, and they are registered with the IL Sec. of State, what more would we need.

Mr. Reichert shared that the intent was to ensure that the voice of the architect was not over-ruled by non-licensed members.

Ms. Gillette-Murphy said as long as one member of the Board is a licensed architect, that should satisfy the intent.

Ms. Griffin agreed and said the non-licensed member/partner could and many times is, the business or financial officer for the company.

The Board also discussed whether having a resident architect in each Illinois office is still necessary, given the culture of remote working.

Mr. Lazell thanked the members for the discussion and said he would add it to the agenda for continued discussion at the next meeting.

Motion to move into Closed Session:

Motion was made, seconded (Lach/Gillette-Murphy) to go into Closed Session pursuant to Section 2c (4) & (15) of the Open Meetings Act at 12:08 pm. Motion passed with a quorum of members.

VIII. Closed Session:

A. Review of Closed Minutes

The Board reviewed the closed minutes of the May 5, 2023, meeting.

B. Review of applications

The Board reviewed two applications pursuant to Sections 1150.30, 1150.60 and 1150.105 of the Rules for the

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Administration of the Illinois Architectural Practice Act of 1989.

Moved back into Open Session: The Board Chair adjourned the Closed Session and moved the meeting back into Open Session at 12:16 pm.

IX. Motions & Reminders

Approve Recommendations: Motion was made, seconded (Lawler/Lach) to approve the recommendations made in closed session. Motion passed with a quorum of members.

Direct Board Chair: Motion was made, seconded (Gillette-Murphy /Lach) to direct the board chair to sign action sheets 23-0467 and 23-0468 on behalf of the board. Motion passed with a quorum of members.

Review of closed minutes: Motion was made, seconded (Griffin/Lach) to approve the closed minutes of the May 5, 2023, meeting as presented. Motion passed with a quorum of members.

Keep closed minutes closed: Motion was made, seconded (Lach/Lawler) to keep the closed minutes closed. Motion passed with a quorum of members.

Reminders: Mr. Lazell reminded the Board that the next scheduled meeting is September 22, 2023.

X. Reminders The Board Chair adjourned the meeting at 12:21 pm.