

**MINUTES FOR BOARD MEETING OF THE NEVADA STATE BOARD OF ARCHITECTURE,  
INTERIOR DESIGN AND RESIDENTIAL DESIGN**

**October 22, 2014**

**Board Conference Room, 2080 East Flamingo Road, Suite 120, Las Vegas, NV 89119**

**Wednesday, October 22, 2014**

Chairman Greg Erny called the meeting to order at 9:07 a.m.

Roll Call: Greg Erny, Chairman; John Klai, Secretary/Treasurer; Kimberly Ciesynski; George Garlock; Jim Mickey; William Snyder; Sean Tanner; Larry Tindall

Also in attendance: Gina Spaulding, Executive Director; Louis Ling, Legal Counsel; Betty Ruark, Chief Investigator; Monica Harrison, Laura Bach, and Ginger Hahn, staff.

**AGENDA ITEM 1      Public Comment**

There was no public comment.

**AGENDA ITEM 2      Approval of Consent Agenda**

Consent agenda included the following:

- A. Approval of Agenda
- B. Approval of Minutes: August 20, 2014 and September 18, 2014
- C. Secretary/Treasurer Report
  - 1. Nevada Architect, Registered Interior Designer and Residential Designer Licensing Statistics
  - 2. Wells Fargo Bank Statements
  - 3. September 2014 QR Statement
- D. Ratification of Reciprocal Licenses (see attached list)
- E. Firm Name Approval Requests
  - 1. P. James Klenk – Architect LLC
  - 2. ADEPT
  - 3. MVE & Partners, Inc.
  - 4. L+P Architecture LLC
  - 5. Todd Copenhaver, Architect PC
- F. Firm Registration Approval Requests
  - 1. LM2 Design Studio

**Architects: Registration by Reciprocity**

7142 Joseph M. Lear	7148 Donald A. Myers	7154 George R. Hlavenka
7143 Scott L. Lasky	7149 Beth A. Nelson	7155 Donn Logan
7144 John H. Milander II	7150 Joseph N. Winger	7156 Georgia Coundoussias
7145 Ryan R. Geiser	7151 Michael A. Marden	7157 Shawn M. Curran
7146 Aaron J. Brumer	7152 Charles A. Baros	7158 Robert B. Mease
7147 Jill B. Hamblen	7153 John S. Dodson	

## **Residential Designers: Registration by Reciprocity**

Peggy A. McDonough

332-RD

In regard to agenda item 2C-1 (Secretary/Treasurer Report: Nevada Architect, Registered Interior Designer, and Residential Designer Licensing Statistics), Klai requested that future reports display a comparison of the current month and year to the same period of the previous year. He said that one year's worth of data would be adequate.

**Motion:** Tindall moved to approve the consent agenda. Motion seconded by Garlock.

**Vote:** All in favor. Motion passes.

### **AGENDA ITEM 6      Review and approval of Board Resolution authorizing Executive Director to enter into a lease contract and execute any necessary legal documents related to it on behalf of the Nevada State Board of Architecture, Interior Design and Residential Design (NSBAIDRD)**

Spaulding led the discussion and explained that the State of Nevada, Department of Administration, Public Works Division gained the responsibility of managing lease agreements on the behalf of boards and commissions at the last legislative session. Public Works must enter into a lease as lessee and work with the landlord on behalf of the agency as tenant.

The NSBAIDRD's ten year lease at 2080 E. Flamingo Road, Suite 120 will be expiring in October 2015.

Spaulding said a board resolution must be created so that she may enter into a new lease contract and execute any necessary legal documents related to it on behalf of the NSBAIDRD as tenant, with the State of Nevada, Department of Administration, Public Works Division as lessee.

Spaulding suggested that NSBAIDRD continue to operate from its present location, renewing the lease for a five year period with an option to renew upon expiration. The current contract requires the rent to be paid annually in advance on the first day of each year. Spaulding said that she will request a month to month payment in the lease renewal.

Garlock asked what is currently being paid for rent. Spaulding replied that \$1.55 per square foot was paid for full service when the ten year lease began. Now in its final year, the lease has progressed to \$1.75 per square foot for full service. Spaulding said that it is probable that a better price can be negotiated with the new lease agreement.

Upon further discussion, board members agreed that a cash allowance for improvements which will remain permanently affixed to the building should be included in the new lease agreement. Suggested improvements included new paint, new carpet in common areas, and the cost of wiring and installation of monitors to the board room walls.

**Motion:** Klai moved to approve Board Resolution authorizing Gina Spaulding, Executive Director to enter into a lease contract and execute any necessary legal documents related to it

on behalf of NSBAIDRD as tenant, with the State of Nevada, Department of Administration, Public Works Division as lessee. Motion seconded by Tindall.

**Vote:** All in favor. Motion passes.

**Agenda Item 7**            **Review and discussion regarding continuing education hardship requests**

Erny asked that discussion of stipulations to waiving continuing education requirements due to personal hardship be placed on the agenda for the next board meeting.

The board reviewed the request for exemption from 2014 continuing education requirements for 2015 renewal received from Mary Kozlowski Vought, architect #2407.

**Motion:** Garlock made a motion to approve architect, Mary Kozlowski-Vought's request for exemption from the 2014 continuing education requirements for 2015 renewal. Mickey seconded the motion.

**Vote:** All in favor. Motion passes.

**Agenda Item 3A**            **Deliberations/Action on applications for registration: Architect**

Klai swore in the following individual as an architect:

1. Drew Gregory.....7159

**Motion:** Snyder moved to approve the registration of the above referenced individual as an architect. Motion seconded by Garlock.

**Vote:** All in favor. Motion passes.

**Agenda Item 3B**            **Deliberations/Action on applications for registration: Residential Designer**

Klai swore in the following individual as a residential designer:

1. Steven Anderson.....333-RD

**Motion:** Tindall moved to approve the registration of the above referenced individual as a residential designer. Motion seconded by Tanner.

**Vote:** All in favor. Motion passes.

**Agenda Item 3C**

**Deliberations/Action on applications for registration:  
Registered Interior Designer**

Klai swore in the following individual as a registered interior designer:

1. Lori Hass.....213-ID

**Motion:** Ciesynski moved to approve the registration of the above referenced individual as a registered interior designer. Motion seconded by Tanner.

**Vote:** All in favor. Motion passes.

After the board conducted the swearing-in and registration ceremony, Erny congratulated the three new registrants and asked for feedback concerning the exam and licensing process.

Gregory expressed that he would like to assist with the National Council of Architectural Registration Boards' (NCARB) Architect Registration Examination (ARE) process in the future due to his struggle with the rolling clock process. He said that more study programs should be available for interns while going through the licensing process.

Spaulding congratulated the new registrants. She told them the registration ceremony is an opportunity for new registrants to meet their board and the board's staff. She urged the new registrants to call the board office with any questions they may have. Spaulding said questions concerning scope of work and taking on new projects are common, and stressed the importance of finding out the licensing requirements and regulations of other jurisdictions before applying for licensure in them. She again reiterated the importance of calling the board office for clarification when needed.

Spaulding advised Gregory to get his NCARB certification in place now as doing so will facilitate with reciprocal licensing in other states.

**Agenda Item 4**

**Presentation of Audit Results for Fiscal Year End 2014 –  
Christy Andersen, CPA, Bradshaw, Smith & Co., LLP**

Christy Andersen, accountant for Bradshaw, Smith & Co., LLP, presented the Fiscal Year End 2014 audit results to the board.

Andersen said effective fiscal year 2015, Public Employees' Retirement System (PERS) liabilities will be included in financial statements.

**Motion:** Snyder moved to accept the audit results for Fiscal Year End 2014. Motion seconded by Ciesynski.

**Vote:** All in favor. Motion passes.

**Agenda Item 5**            **Review and approval of the 5-year budget projection from FY 2015-2019**

Spaulding presented the budget projection from FY 2015-2019.

**Motion:** Klai moved to approve the 5-year budget projection. Motion seconded by Garlock.

**Vote:** All in favor. Motion passes.

**Agenda Item 8**            **Discussion and possible decision regarding NCARB's request for the Board to participate in their data sharing initiative**

Erny introduced NCARB's data sharing initiative. He said that sharing the requested registrant information would assist in driving NCARB's decision making. Erny said that NCARB will not share this data or sell it to any third party.

There were various discussions among board members regarding data sharing and how NCARB would use NSBAIDRD's data. It was decided, upon approval of participation in the data sharing program, NSBAIDRD would not share registrant's email addresses, birthdates, or full social security numbers.

**Motion:** Garlock motioned to approve the NSBAIDRD's participation in NCARB's data sharing initiative. Motion seconded by Mickey.

**Vote:** All in favor. Motion passes.

**Agenda Item 9**            **Discussion and possible decision regarding NCARB's Board of Director's decision on the proposed changes to the Intern Development Program (IDP), Broadly Experienced Architect (BEA), and Broadly Experienced Foreign Architect Programs (BEFA)**

Erny said NSBAIDRD was in a minority position compared with the other jurisdictions in all three areas of proposed changes.

Spaulding told the board that she asked NCARB's CEO, Mike Armstrong, if the proposed changes could be slowed down a bit for further consideration as almost half of the jurisdictions raised serious concerns about the changes. Also, NSBAIDRD will need time to decide what it will do if the changes occur because NSBAIDRD's law states that it accepts the IDP in its regulations.

Spaulding explained that at one point NCARB approached the jurisdictions and asked for the authority to make small changes to the IDP without having to go through the annual resolution process, promising that they would always present the big changes to the jurisdictions and ensure vetting. At this point the jurisdictions voted away their authority to make changes on the floor at the NCARB Annual meetings.

Spaulding said the vetting that was promised by NCARB did not happen before the decision was made to continue with the proposed changes to the IDP, BEA, and BEFA. There was not ample time for consideration between the submittal of the jurisdiction's comments and NCARB's decision to proceed with the proposed changes.

Erny said that while there are tentative implementation dates set for the streamlining and overhaul of the IDP, there would be a chance for the jurisdictions to further express their views next week at NCARB's Member Board Chairs/Member Board Executives Meeting. He said the proposed changes to the IDP are in the hands of the NCARB's Board of Directors as opposed to the body itself.

Erny went on to say that more rounds of discussion concerning the proposed changes to the BEA and BEFA programs will occur. Proposed Resolutions on both programs may possibly occur in June 2015.

Board members voiced concerns about the decision of NCARB's Board of Directors on the proposed changes to the IDP, BEA, and BEFA as outlined in the material provided for their review. The board decided to further discuss this matter for decision after more information is obtained at NCARB's Member Board Chairs/Member Board Executives Meeting next week.

**AGENDA ITEM 10**      **Discussion and possible decision regarding administrative penalty amounts for non-compliant continuing education audit results**

Erny explained, beginning with renewals for 2015, registrants will be randomly audited for continuing education units (CEUs) after the renewal process has been completed. In previous years registrants selected for audit of CEUs were notified in advance with their renewal reminders.

Spaulding addressed the board members. She said the board needs to decide what the consequences will be for registrants that are not in compliance with continuing education requirements upon audit. Audits will begin in February 2015.

Snyder suggested that audited registrants not in compliance be required to make up all deficient CEUs in a structured setting, as well as completing all CEUs in a structured setting the following year.

Ruark voiced that there should be a cautionary statement on the online renewal page of the website. The statement should inform registrants that by checking that they are in compliance with continuing education requirements that they are attesting to completion of the required health, safety, and welfare CEUs. Board members further discussed this and directed staff to place such a statement on the continuing education section of the online renewal process on the NSBAIDRD website.

The board discussed and agreed to what the consequences will be for registrants that are not in compliance with the NSBAIDRD continuing education requirements upon audit. It was decided that the registrant will have 30 calendar days from the date of notification to complete and

submit new hours. In addition, the registrant may be assessed a \$250 administrative fee for the first violation and \$500 for the second violation. Third violation will result in automatic disciplinary proceedings and will automatically be audited the following year. Registrants who do not correct the continuing education deficiency within the given time frame may be subject to disciplinary action. The board directed staff to publish an article concerning the continuing education audit process in the next newsletter.

**Motion:** Garlock moved to adopt the policy discussed and directed staff to create a document to bring back to the January 15, 2015 board meeting. Motion seconded by Tindall.

**Vote:** All in favor. Motion passes.

### **AGENDA ITEM 11A-1 Case No. 14-033 N – In the matter of Charles L. Ward III**

The respondent's attorney, Mr. Williams, was present for this presentation. Williams said he was attending per Ward's request. Ward wanted the board to know that he takes this matter very seriously. Williams offered to answer any questions the board may have.

The respondent is alleged to have violated NRS 623.360.1 (a), NRS 623.360.1 (b), and NRS 623.360.1 (c) by holding himself out as being qualified to practice architecture and by engaging in the practice of architecture, for a project located in Nevada without having a certificate of registration issued by this board.

During a reciprocity interview the respondent admitted to preparing an AIA contract for a project located in Nevada. Further investigation revealed that the respondent had also prepared preliminary drawings for a residential remodel prior to his obtaining his Nevada registration.

The respondent was sent a Notice of Charges concerning this project and a letter of response was received. The respondent's case was discussed with Chief Investigator Ruark and the decision was made to offer the respondent an opportunity to settle this issue informally rather than face a disciplinary hearing before the board. A settlement agreement was negotiated incorporating a Non-Admission of Guilt Clause and an Effect on Licensure Clause with an Administrative Penalty of \$1,500 plus Investigative Costs in the amount of \$1,750.

Staff recommended approval of the settlement agreement.

**Motion:** Klai moved to approve the settlement agreement. Motion seconded by Garlock.

**Vote:** Tindall recused himself. All others in favor. Motion passes.

### **AGENDA ITEM 11A-2 Case No. 15-002N – In the matter of Eric R. Kough and Eric Kough Architects, Inc.**

The respondents are alleged to have violated NRS 623.360.1 (a), NRS 623.360.1 (b), and NRS 623.360.1 (c) by holding themselves out as being qualified to practice architecture and engaging in the practice of architecture for a project located in Nevada without having certificates of registration issued by this board.

Staff received documentation from the respondent who was trying to re-instate his registration which had lapsed in 2012. Included in the packet was a statement that he had not done any architectural work in Nevada for the "year" that he was not licensed. A phone interview was conducted at which time the respondent admitted to preparing architectural plans, stamping them, and submitting them to the Clark County Building Department which were approved earlier this year.

The respondents were sent a Notice of Investigation/Notice of Charges concerning this project. The respondents' case was discussed with Executive Director Spaulding and the decision was made to offer the respondents an opportunity to settle this issue informally rather than face a disciplinary hearing before the board. A settlement agreement was negotiated incorporating a Guilt Clause and an Administrative Penalty of \$7,500 plus Investigative Costs in the amount of \$1,500.

Staff recommended approval of the settlement agreement.

**Motion:** Snyder moved to approve the settlement agreement. Motion seconded by Klai.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 11A-3 Case No. 15-003N – In the matter of James L. McClaren; Russell H. McElroy; Bonnie J. Carver; and McClaren, Wilson Lawrie, Inc.**

The respondents are alleged to have violated NRS 623.360.1 (a) and NRS 632.360.1 (b) by holding themselves out as being qualified to practice architecture for a project located in Nevada without having certificates of registration issued by this board.

Staff received a reciprocity application for James McClaren in which he self-reported that his firm, McClaren, Wilson & Lawrie, Inc. (MWL) had submitted a proposal to Washoe County for a medical examiner facility because they believed that they still had a Nevada registrant. When MWL was notified that they had been selected, they discovered that their Nevada registrant had allowed his registration to lapse in 2013 as he was approaching retirement. Mr. McClaren was asked for a copy of the proposal. Staff received the request for qualifications from Washoe County, the statement of qualifications (SOQ) and the proposal from Mr. McClaren along with an explanation that he had incorrectly referred to the SOQ as the proposal but had since found out that MWL had submitted a proposal. Documents were requested from Washoe County which were identical to Mr. McClaren's submittal.

The respondents were sent a Notice of Investigation/Notice of Charges concerning this project. The respondents' case was discussed with Executive Director Spaulding and the decision was made to offer the respondents an opportunity to settle this issue informally rather than face a disciplinary hearing before the Board. A settlement agreement was negotiated incorporating a Non-Admission of Guilt Clause, an Effect on Licensure Clause, and an Administrative Penalty of \$3,500 plus Investigative Costs in the amount of \$1,500.

Staff recommended approval of the settlement agreement.



**Motion:** Klai moved to approve the settlement agreement. Motion seconded by Tanner.  
**Vote:** All in favor. Motion passes.

**AGENDA ITEM 11A-4 Case No. 14-018N – In the matter of Mark Zeff and MARKZEFF Design**

The respondents are alleged to have violated NRS 623.360.1 (a), NRS 623.360.1 (b), and NRS 623.360.1 (c) by holding themselves out as being qualified to practice architectural and registered interior design services and by engaging in the practice of architecture and registered interior design, for projects located in Nevada without having certificates of registration issued by this board.

Staff located an Interior Design magazine article naming Mark Zeff as the designer for the Shelter/Life Nightclub at SLS Hotel and Casino. Further investigation revealed that the respondents disseminated proposals directly to the client to provide services that fall under the practice of architecture and registered interior design and engaged in the practice of architecture and registered interior design by preparing conceptual drawings for a proposed Nevada project.

The respondents were sent a Notice of Charges concerning this project and a response was received. The respondents' case was discussed with Chief Investigator Ruark and the decision was made to offer the respondents an opportunity to settle this issue informally rather than face a disciplinary hearing before the board. A confession of judgment and settlement agreement were negotiated. The settlement agreement incorporates a Guilt Clause and an Administrative Penalty of \$6,000 plus Investigative Costs in the amount of \$1,850.

Staff recommended approval of the settlement agreement.

**Motion:** Garlock moved to approve the settlement agreement. Motion seconded by Tanner.  
**Vote:** All in favor. Motion passes.

**AGENDA ITEM 11B Discussion and possible decision regarding closure of enforcement cases**

Bach recommended the following cases, which were investigated, for closure without disciplinary action:

14-029N      15-004N

**Motion:** Tindall moved to close the above-referenced cases. Motion seconded by Klai.  
**Vote:** Garlock recused himself. All others in favor. Motion passes.

**AGENDA ITEM 11C    Enforcement Report**

Chief Investigator Ruark announced that she will be retiring effective December 2014.

Erny led the board in thanking Ruark for her many years of dedication and diligence.

**AGENDA ITEM 12A    FYI: NCARB CEO Update for September 2014**

Erny said this information was provided for board members' information.

**AGENDA ITEM 12B    FYI: NCARB Fast Facts October 2014**

Erny said this information was provided for board members' information.

**AGENDA ITEM 13    Residential Design Issues**

Tindall reported that Erny recently sat in on a residential design graphic grading session.

He said that the Erny, Mickey and Snyder will be joining him next month to review and rewrite the second half of the residential design written exam.

Erny announced that he received a phone call from Truckee Meadows Community College (TMCC). TMCC would like the board to help support their residential design program.

Spaulding and Tindall will meet with Kreg Mebust of TMCC on November 5, 2014. They will coordinate with College of Southern Nevada to try and align the residential design programs of the two schools.

Spaulding said the new residential design stamps were mailed to registrants who had returned the form that was mailed to them in August.

**AGENDA ITEM 14    Registered Interior Design Issues**

Ciesynski informed board members she will be making a presentation on CIDQ's alternative application review program at the January 2015 board meeting. The hope is this program will possibly take over the review process which is currently in place with NSBAIDRD.

After the presentation she would like the board to make a decision as to which path they will take. Ciesynski said the board may choose to either have CIDQ handle the process or adopt CIDQ's standards and handle the review process in house. Once a decision is reached a committee will need to be formed.

Tanner announced that he is the president of the California Central/Nevada Chapter of American Society of Interior Designers (ASID) as of October 1. He said ASID is working on

increasing outreach to students to make them more aware of the process of becoming a registered interior designer.

Ciesynski requested that the person in charge of ASID's student outreach complete CIDQ's ambassador program. Tanner said he will put Ciesynski in touch with that person.

Spaulding reminded the board that CIDQ's Annual Council of Delegates Meeting will be held in Albuquerque, New Mexico in November.

## **AGENDA ITEM 15      Executive Director Report**

Spaulding thanked board members for volunteering to test the online renewal process on the NSBAIDRD website. She said issues with the system are being corrected as they emerge.

Spaulding reminded the board that the next board meeting will be held on January 15, 2015.

Spaulding said the Western Council of Architectural Registration Boards (WCARB) is working on a video project for their new website. They want all twelve jurisdictions represented in the video with photos of significant architecture from each.

Spaulding thanked Snyder for the photos he had already submitted to her. She invited all board members to submit more photos to her by next week. Klai and Mickey said that they will assist.

Erny suggested reaching out to American Institute of Architects (AIA) for photos.

Spaulding said a date needs to be set for the CEU Planning Committee to meet. Garlock, Mickey, and Spaulding serve on the committee. Spaulding would like to reach out to potential speakers for the 2016 CEU Seminars as soon as possible. December 9, 2014 was set as the date.

Spaulding announced that she and Garlock will be attending NCARB's Member Board Chairs/Member Board Executives Meeting in Indiana from October 30 through November 2.

Spaulding asked Klai if he is willing to serve on a registered interior design binder committee along with Ciesynski. Klai agreed. Spaulding said there is not yet a date set for the committee to meet.

Spaulding informed the board of a possible NSBAIDRD public member, Jess Traver, to fill the current vacancy. Traver is a professional engineer now serving as Director of Government Affairs at Builders Association of Northern Nevada. He was formerly the director of Building & Safety for Washoe County. Spaulding said Traver has a wealth of knowledge pertinent to the building profession.

Spaulding said there is currently a prospective applicant of licensure for registered interior design who graduated from the interior design program at Drexel University in 1975.

Drexel's interior design program received the Council for Interior Design Accreditation (CIDA) accreditation in 1979. Spaulding explained that in the past when a prospective applicant for licensure of architecture or registered interior design received their education from a program that was accredited within a couple of years of the applicants graduation date, the applicant was usually an automatic approval. In this case, there is a five year time period between graduation and accreditation.

Spaulding said a letter was received from Drexel University, on behalf of the prospective student, stating the pedagogical content of the program in 1979 was the same as the content in 1975.

Spaulding asked for instruction from the board as to how this situation should be handled. She said the process for application of licensure varies greatly depending upon whether the applicant has a degree from a CIDA-accredited program or not. Spaulding wants to lead the applicant in the right direction.

Ciesysnski said it takes years for a program to build up to receive CIDA accreditation. She trusts Drexel's claim that the program in 1975 is equivalent to the program in 1979. Tanner agreed.

After discussion among board members it was decided that the board will request copies of the applicant's transcripts along with the requirements of Drexel's interior design programs in 1975 and 1979. A decision will be made as to whether a binder is needed or not after the board has reviewed the information.

Spaulding thanked the board for their guidance.

## **AGENDA ITEM 16      Board Counsel Report**

Ling followed up from the last board meeting in regard to the subpoena issued of NSBAIDRD and its records.

Ling said Dennis Rusk's attorney, Mr. Nersesian, was allowed to tag NSBAIDRD documents that he wanted copies of. This occurred after the documents that Nersesian was not entitled to look at were removed. Bach made copies of the tagged items for Nersesian and put the original documents aside for Ling to review.

Ling said as best he could tell, the documents Nersesian had tagged were related to the litigation between Rusk and The Verge Project. Ling said he has heard nothing more from Nersesian.

## **AGENDA ITEM 17      Public Information Report**

Hahn told the board that the final 2014 issue of the *Focus* newsletter was provided to them in their e-books. The next issue will be published in late January.

Hahn informed the board that an email blast was sent to registrants October 10 announcing the joint NSBAIDRD/Northern NV AIA CEU Seminar to be held in Reno on December 4. She said sixty people had registered for the seminar at that time. Two more email blasts will be sent out before the event occurs.

Hahn said she and Spaulding attended the UNLV School of Architecture's All School Meeting at the beginning of the 2014 fall semester. Spaulding spoke to the students encouraging them to contact the board office for assistance along the path to licensure.

Garlock suggested appointing an NSBAIDRD board member to serve as an Intern Development Program (IDP) liaison. He said that the liaison should connect with UNLV's IDP coordinator as it will be a valuable relationship to have if changes occur in NCARB's IDP.

Spaulding said she would place discussion and possible appointment of an IDP liaison on the next board meeting agenda.

**AGENDA ITEM 18**      **Review and possible decision regarding board staff compensation for executive director, deputy director, chief investigator, investigator, financial services specialist and administrative secretary**

**Motion:** Erny moved that the board go into closed session, per NRS 241.030(1), to consider board staff compensation for Monica Harrison, deputy director; Betty Ruark, chief investigator; Laura Bach, investigator; Borka Samardzija, financial services specialist and Ana Moreno, administrative secretary. Gina Spaulding, executive director will be discussed in open session pursuant to the open meeting law. Motion seconded by Garlock.

**Vote:** All in favor. Motion passes.

*The board went into closed session.*

**Motion:** Garlock moved that the board go back into open session. Motion seconded by Tindall.

**Vote:** All in favor. Motion passes.

**Motion:** Garlock stated that the executive director has done a great job over the past year with many accomplishments and moved to approve a one-time net bonus of \$7,500 for Spaulding. Motion seconded by Snyder.

**Vote:** All in favor. Motion passes.

**Motion:** Tindall moved to accept the executive director's recommendation for increasing compensation of Harrison, Ruark, Bach, Samardzija, and Moreno. Motion seconded by Mickey.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 19**

**Election of Officers**

**Motion:** Snyder moved to elect George Garlock to be NSBAIDRD Chairman and Jim Mickey to be NSBAIDRD Secretary/Treasurer Motion seconded by Ciesynski.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 20**

**Items for future agenda**

- Discussion of stipulations of waiving continuing education requirements due to personal hardship
- Review and possible decision regarding the CIDQ/AARP Program
- Presentation of language of policy regarding continuing education audits

**AGENDA ITEM 21**

**Public Comment**

There was no public comment.

Chairman Erny adjourned the meeting at 03:55 p.m.

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Gina Spaulding, Executive Director

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John Klai, Secretary/Treasurer