

Columbus

June 2, 2014

The meeting was called to order at 2:10 PM by President Sharp in the Board Room on the 31st Floor of the Riffe Center.

1. ATTENDANCE AND ANNOUNCEMENTS.

Present: Stephen Sharp, President; John Rademacher, Secretary; Richard Bowen; Amy Kobe, Executive Director; Chad B. Holland, Investigator; Cheryl L. Thaxton, Administrative Assistant; Barry McKew, Asst. Att. Gen.

Richard Fleischman was unable to attend.

2. CONSENT AGENDA ITEMS

On motion by Mr. Rademacher, second by Mr. Bowen and a vote of 3-0, the consent agenda was approved.

- A. MINUTES March 14, 2014
- B. FINANCE Financial Reports- March 31, 2014 and April 30, 2014
- C. CREDENTIAL REPORT May 1, 2014
- D. REGISTRATION.
 - 1. Emeritus Applications-None
 - 2. Reciprocal Registration

The following applicants for registration under the provisions of Section 4703.08 of the Revised Code, previously approved by the Executive Director, were ratified:

<u>Cert. No.</u>	<u>Name</u>	<u>Base State</u>
16084	MAXWELL, Thomas M.	TX
16085	SAWDON, John	NV
16086	CHESTER, Adam	IN
16087	KREBS, Edwin	KY
16088	CONKLIN, Crispin	TX
16089	VEMEULEN, Aaron	MI
16090	LARSON, Kevin	CO
16091	DOVER, Randall W.K.	TN

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Reciprocal Registration-Cont'd

<u>Cert. No.</u>	<u>Name</u>	<u>Base State</u>
16093	MURPHY, William	NY
16094	STYER, Eric	IL
16095	CARLOS, Don	FL
16096	HANLON, David	NY
16097	PYE, William	TX
16099	PUZZELLO, Paul	IN
16101	MOORE, Nathan	IN
16102	BROOKS-PILLING, Tom	MO
16103	GUM, Dawn	GA
16105	BLOCK, Alexander P.	IL
16106	STRICKLAND, Carrie	OR
16107	NGUYEN, Christina	NC
16108	DEAN, Mark A.	NY
16109	MECKLEY, Todd A.	NC
16110	MILLS, Michael J.	NJ
16111	BARNES, Jeffrey R.	MS
16112	VAN WINKLE, Brian	MO
16113	COLLINS, Charles E.	PA
16116	GRIGGS, Jimmy	TX
16117	FERGUSON, Bruce	VA
16118	KASPRAK, David	IL
16119	JOHNSON, Michael	IN
16120	HOLLICK, Kyle William	PA
16121	THOMAS, Damian	MN
16123	BEHLES, Kenneth	IL
16124	MECHAM, David	CO
16125	MORISSETTE, Robert	FL
16126	KALYAN, Shalesh	GA
16127	SCERBO, Thomas	NY
16128	RUSSEAU, Keith W.	MI
16129	VOECKER, Carsten	CA
16132	ANGULO, Luis A.	CA
16133	BERG, Katherine Shaloo	OR
16134	LEMANS, Kevin S.	CA
16135	MURPHY, Patrick	KY
16136	JOHNSON, Michael L.	MN
16137	PEELE, Katherine N.	NC

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3. Reinstatement of registration

The following applications for reinstatement of registration were approved and ratified:

<u>Cert No.</u>	<u>Name</u>
14429	QUAM, William
14782	SERTANTES, Joaquin
9078	RUST, William
13503	HILLS, David
12201	O'BRIEN, John

4. Ratification of Registration-Examination

The Board ratified the applications of the following persons who have met all requirements of the Board and passed the required examination.

<u>Cert. No.</u>	<u>Name</u>
16092	PIERCE, Daniel
16098	PURYEAR, Eric
16100	LOESER, Christopher
16104	PTEZNICK, James Greydon
16114	ZIOBRO, Regan
16115	CLAUS, Eric
16122	PINEDO, Roberto A.
16130	BANNISTER, Ryan S.

E. EXAMINATION.**1. New applications.**

The following applications for registration by examination were approved.

<u>App. No.</u>	<u>Name</u>
18380	VAN WIENIN, Matthew
18385	KNOPP, Andrew
18386	SCHNEIDER, Moira
18388	VU, Minh
18389	GRAFTON, Brian
18392	LUKETIC, Neil
18393	SASSANO, Vincent
18394	MAKAROVSKAYA, Inga
18396	ROGERS, Scott

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Exam Applications-Cont'd

<u>App. No.</u>	<u>Name</u>
18398	SCHOPFER, Deanne L.
18400	CHANDLER, Jacob
18404	ADAMS, Joseph Grant
18406	BILDERBACK, Matthew Glenn
18411	TERRELL, Sarah
18413	CONNOLLY, Timothy
18418	NEELY, Timothy
18426	WEHLER, Andrew
18428	SETA, John
18429	KUMMER, Timothy Q.
18435	YACUCCI, Brian
18436	BARTELL, Brian

F. CERTIFICATES OF AUTHORIZATION**1. Applications**

The following architectural firms have applied for registration to practice in the state of Ohio. They have met all of the ownership requirements, and have shown proof of registration with the Ohio Secretary of State. These have been reviewed by the investigator for the Board and approved by the Executive Director. Formal certificates have been issued. The board's approval ratifies those actions.

FEHER ARCHITECTURE, LLC
 KRAFT ARCHITECTS, INC.
 WILLIAMS BLACKSTOCK ARCHITECTS, PC
 KNIGHT DESIGN SOLUTIONS, LLC
 K. NORMAN BERRY ASSOCIATES
 SH ARCHITECTURE
 THE RIDGEWAYS CORPORATION
 STUDIO A, ARCHITECTURAL SERVICES, LLC
 ALLIANCE ARCHITECTS, INC.
 KNIGHT DESIGN SOLUTIONS, LLC
 CLARK NEXSEN, INC.
 TEN PENNY ARCHITECTURE
 LEMAY ERICKSON WILCOX ARCHITECTS
 GF ARCHITECTURE OF OHIO, LLC
 DAVID MEESON, ARCHITECT LLC
 CHASE MARSHALL

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Certificate of Authorization Applications-Cont'd

KITCHEN AND ASSOCIATES SERVICES, INC.
 BDTAID, INC.
 MILLS + SCHNOERING ARCHITECTS, LLC
 GPD GROUP, INC.
 GPD GROUP, PROFESSIONAL CORPORATION
 RATAJ KRUEGER ARCHITECTS, INC.
 COPICH ARCHITECTS
 DALE PARTNERS ARCHITECTS, P.A.
 DANIEL J. GARDINSKY ARCHITECT, LLC
 DBA ACOUSTICS, INC.
 CON + TECTS, INC.
 GUIDON DESIGN, INC.
 VESSEL ARCHITECTURE & DESIGN, INC.
 O'KELLY KASPRAK, LLC
 RUST ARCHITECTS, PA
 CARLSON AFFILIATES, INC.

Certificate of Authorization Application for Review

JOHN P. GOODWORTH ARCHITECT INC.

Action: Mr. Sharp moved the Board deny the Firm Renewal Application as the firm does not meet the requirements outlined in Revised Code section 4703.18 and Administrative Code section 4703-3-02. Mr. Rademacher seconded the motion which passed on a roll call vote as follows:

Mr. Sharp	Yes
Mr. Bowen	Yes
Mr. Rademacher	Yes

4. NEW BUSINESS**A. NCARB Annual Meeting**

The NCARB Annual Meeting will take place June 18-22nd in Philadelphia, PA. Director Kobe, Stephen Sharp and Richard Fleischman will be attending on behalf of the Board.

B. NCARB Proposed IDP Changes: Re: IDP Six Month Rule

On a motion by Mr. Rademacher, second by Mr. Bowen, the Board voted in support of the NCARB proposal. Motion passed by a 3-0 vote.

New business-Cont'd

C. Correction to policy on board member appointment dates

On a motion by Mr. Rademacher, second by Mr. Sharp, the Board voted to correct wording of the Board Member Appointment policy to reflect the correct board member term dates, as specified in Revised Code section 4703.01. Motion passed by a 3-0 vote.

5. OLD BUSINESS

A. 2014 Rule Review-

The Board discussed the comments received on the rules that are due for Five Year Rule Review this year and determined whether or not changes are necessary. Prior to filing, the rules and the Business Impact Analysis will be sent out to stakeholders for comment as follows:

4703-1-01	Definitions	No Change
4703-1-02	Applications	No Change
4703-1-03	Certificates	No Change
4703-1-04	Fees	

(A) Application fee the fee for making application for registration under section 4703.07 of the Revised Code is fifty dollars.

(B) Certificate fee the fee for a duplicate certificate of qualification to practice architecture is twenty dollars. The fee for a duplicate renewal card is ten dollars.

(C) Renewal fee the biennial renewal fee for a certificate of qualification is one hundred twenty-five dollars.

(D) Penalty fee - the penalty fee is twenty-five per cent per renewal period and shall be applied to late renewals and restorations, provided the maximum fee does not exceed one-thousand dollars.

~~(E) Fee to restore revoked certificate of qualification - the fee to restore a revoked certificate of qualification is five hundred dollars.~~

(F) Reciprocal registration fee the fee for reciprocal registration under section 4703.08 of the Revised Code shall be two hundred fifty dollars.

Rule review-Cont'd

(G) Certificate of authorization fees – the application fee for a certificate of authorization required under section 4703.18 of the Revised Code is one hundred twenty-five dollars. The annual renewal fee for the certificate of authorization is one hundred dollars.

(H) Returned check fee – the fee for checks or other instruments returned to the board by financial institutions due to insufficient funds shall be thirty-five dollars.

~~(I) — Emeritus architect fee — the fee for an emeritus architect is one hundred twenty-five dollars per biennium.~~

4703-2-01 Examination

(A) The "Architect Registration Examination"

(1) All applicants qualifying under section 4703.07 of the Revised Code in accordance with rules 4703-2-02, 4703-2-03 and 4703-2-04 of the Administrative Code and as required under section 4703.08 of the Revised Code shall pass the "Architect Registration Examination" as hereinafter required.

(2) The "Architect Registration Examination" shall be a single examination comprised of multiple sections as determined by the board which shall be taken and passed by all candidates for registration by examination.

(3) The scope of the "Architect Registration Examination" shall be such as to determine the qualifications of the candidate to practice architecture and shall be based on the knowledge and skills required to provide architectural services. The examination shall be of such duration to adequately test for such knowledge, skills and services in such technical, professional and practical subjects essential to the practice of architecture and in the basic arts and sciences, knowledge of which is material and necessary to the proper understanding, application and qualification for the practice of the profession of architecture.

(4) The "Architect Registration Examination" shall be conducted in accordance with instructions issued by the board or its designee.

(5) All divisions of the examination shall be graded as "pass" or "fail".

~~6. — Each division of the "Architect Registration Examination" stands alone and shall be passed singularly and independently of other divisions of the examination. If the candidate fails any division of the examination, the candidate will be required to retake only the divisions failed.~~

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Rule review-Cont'd

6. Each applicant for initial licensure by examination shall submit written proof satisfactory to the Board that he or she has successfully passed the A.R.E in accordance with the NCARB pass/fail standards current at the time the applicant took the A.R.E, all as accepted by the Board from time to time.

(B) Retaking the "Architect Registration Examination" each candidate may retake failed divisions of the examination an unlimited number of times. No failed division may be retaken within any six-month period. No failed division may be reviewed or appealed.

(C) ~~Five year rolling clock:~~

~~Applicants who have passed all divisions of the "Architect Registration Exam" by January 1, 2006, regardless of the time taken, will have passed the examination. Applicants who have passed one or more but not all divisions of the "Architect Registration Exam" by January 1, 2006, will have five years to pass all remaining divisions.~~

~~A passing grade for any remaining division shall be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed.~~

~~The five year period shall commence after January 1, 2006, on the date when the first remaining division is passed. Any division passed prior to January 1, 2006 shall no longer remain valid if all remaining divisions have not been passed by July 1, 2014.~~

~~Effective January 1, 2011 and thereafter, the authorization to test of any applicant shall terminate unless the applicant has passed or failed a division of the ARE within a period of five years. This includes the five year period prior to January 1, 2011.~~

~~Any applicant whose authorization is so terminated must establish a new eligibility under the current eligibility requirements of the board.~~

4703-2-02 Examination Admission Requirements

(A) Each applicant shall be at least eighteen years of age and be of good moral character.

(B) All applicants for the examination shall have completed all education requirements or be enrolled in a "National Architectural Accrediting Board" accredited professional degree program at the time the examination is administered and shall have an active NCARB Council Record.

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Rule review-Cont'd

(C) Other education and experience may be substituted only insofar as the board may require substantiation of the quality and character of the applicant's experience, notwithstanding the fact that the applicant has complied with the technical educational and experience requirements set forth herein.

4703-2-03 Educational requirements and credits No change

4703-2-04 Training requirements

Prior to registration, all candidates for registration by examination shall complete the intern development program ~~except as permitted under paragraph (D) of this rule~~ [as follows](#):

(A) The intern development program (IDP) required herein shall be in accordance with the IDP guidelines developed under the auspices of the "National Council of Architectural Registration Boards" and the "American Institute of Architects" and administered by the "National Council of Architectural Registration Boards."

(B) The board reserves the right at any time to require that an applicant produce substantiation for all or any part of the verified record of the experience which he asserts has been attained.

(C) The board may require substantiation of the quality and character of the training notwithstanding the fact that the applicant has complied with the technical training requirements set forth herein.

4703-2-05 Registration by reciprocity No Change

4703-2-06 Program Providing for Reimbursement of IDP Enrollment Fees

(A) The board shall reimburse eligible applicants for the initial cost of enrolling in the intern development program as required by section 4703.07 of the Revised Code and administered by the national council of architectural registration boards. The board shall not reimburse annual maintenance or reactivation fees, late fees or transmittal fees which are imposed by the national council of architectural registration boards.

(B) Applicants shall meet the following eligibility criteria in order to receive reimbursement of internship program enrollment fees:

(1) Applicants must be currently enrolled and in good standing in a "National Architectural Accrediting Board" accredited school of architecture in the state of Ohio and which is approved by the board.

Rule review-Cont'd

- (a) Board approved schools of architecture include:
- (i) University of Cincinnati
 - (ii) Kent State University
 - (iii) Miami University
 - (iv) Ohio State University
- (2) (b) The school of architecture must be accredited by the national architectural accrediting board;
- (3) (c) The applicant must establish a council record within the intern development program administered by the national council of architectural registration boards.
- (d) The applicant's council record must be in active status.
- (4) (2) Application procedures for reimbursement of the intern development program enrollment fee:
- (a) All applications for reimbursement must be on forms furnished by the board;
 - (b) Applicants must submit to the board official verification of their council record number and active status from the national council of architectural registration boards;
 - ~~(c) Applicants must submit official proof of payment of the internship development program enrollment fee from the national council of architectural registration boards;~~
 - (c) Applicants must submit proof of current enrollment in a school of architecture listed in this rule.
- (5) (3) The maximum amount of reimbursement of internship development program fees is one hundred dollars.
- (6) (4) The total amount of internship development program fees that may be disbursed by the board in any given fiscal year shall not exceed the total number of students eligible for participation at the eligible institutions within the state of Ohio.
- (7) (5) The reimbursement of the internship development program fees under this rule shall not affect a student's eligibility of any other assistance, or the amount of that assistance.

Rule review-Cont'd

4703-3-01 Seal Requirements

(A) Each architect shall be authorized to use a seal as hereinafter directed in paragraphs (B) and (C) of this rule on all documents prepared by the architect or under the architect's direct supervision for use in this state for the purpose of properly imprinting the drawings, specifications, and other contract documents as required by section 4703.12 of the Revised Code.

The seal shall be circular in shape and two inches in diameter. Concentric with the outside of the seal there shall be a circle one and three eighths inches in diameter. In the annular space between the circle and the outside of the seal shall be the words "state of Ohio" at the top and "registered architect" at the bottom. The name of the architect and the architect's registration number shall be placed horizontally within the inner circle.

The seal shall be either an individual embossing seal, rubber stamp seal, electronically generated seal or other reproducible facsimile.

(B) The application of the architect's seal over the architect's ink or electronic signature, to the title or first sheet of bound sets of drawings, to the title page of bound specifications and to other drawings and contract documents required for official filing with building permit agencies shall constitute the imprinting required by section 4703.12 of the Revised Code.

The term signature as used herein shall mean a handwritten identification containing the name of the person who applied it; or for electronic or digital documents shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and linked to a document in such a manner that the digital signature is invalidated if any data on the document is altered.

(C) The architect shall imprint documents only if the architect was the author of such drawings, specifications and other contract documents or was in responsible charge of their preparation.

(D) An electronic seal and signature are permitted to be used in lieu of an original seal and signature when the following criteria and all other requirements of this paragraph are met:

- (1) It is a unique identification of the professional;
- (2) It is verifiable;

Rule review-Cont'd

- (3) It is under the professional's direct and sole control;
- (4) It is linked to the document in such a manner that changes are readily determined and visually displayed if any data contained in the document file was changed subsequent to the electronic seal and signature having been affixed to the document, and
- ~~(5) Changes to the document after affixing the electronic seal and signature shall cause the electronic seal and signature to be removed or altered in such a way as to invalidate the electronic seal and signature;~~
- (5) In addition, once the electronic seal and signature is applied to the document, the document shall be available in a view only format if the document is to be electronically transmitted;
- (6) The graphic image of the electronic seal and signature shall be readily available and produced in a manner acceptable to the Board. It shall contain the same wording as and shall have substantially the same graphic appearance and size as required by paragraph (A) of this rule when the image of the electronically transmitted document is viewed at the same size as the document in the its original form.

4703-3-03	Firm names	No change
4703-3-04	Branch offices	No change
4703-3-05	Interstate practice	No change
4703-3-06	Injunctions	No change
4703-3-08	Professional responsibility	No change
4703-3-09	Written contract	No change
4703-3-10	Authorship & control	No change
4703-3-12	Design build	No change
4703-3-12	Communication	No change

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6. REPORTS

- A. **Executive Director**- No report. An NCARB press release was distributed, "NCARB Endorses New Path to Becoming an Architect: Architect License Upon Graduation."
- B. **AIA**- No report
- C. **NCARB/Region 4** -No report

7. ENFORCEMENT.

Mr. Bowen moved the Board go into executive session, pursuant to Ohio Revised Code section 121.22 (G) 3, for the purpose of discussing pending or imminent litigation and personnel matters. Mr. Rademacher seconded the motion that passed on a roll call vote as follows:

Mr. Sharp	Yes
Mr. Bowen	Yes
Mr. Rademacher	Yes

The Board returned to regular session at 2:45 PM.

A. Settlement Agreements-

- 1) **File #2014-10: Nancy L. Lacher, Cert. No. 14589-** On motion by Mr. Sharp, second by Mr. Rademacher, the Board voted to accept the Settlement Agreement and close the case. Motion passed by a 3-0 vote.
- 2) **File #2014-13: Steven T. Hampton, Cert. No. 13302-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to accept the Settlement Agreement and close the case. Motion passed by a 3-0 vote.
- 3) **File #2014-14: Leisa Anne Graham, Cert. No. 10551-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to accept the Settlement Agreement and close the case. Motion passed by a 3-0 vote.
- 4) **File #2014-15: Joseph D. Sekely III, Cert. No. 4798-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to accept the Settlement Agreement and close the case. Motion passed by a 3-0 vote.
- 5) **File #2014-19: Charles Paul Bohaboy, Cert. No. 11080-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to accept the Settlement Agreement and close the case. Motion passed by a 3-0 vote.

A. New Cases

- 1) **File No. 2014-23: Rory O. Turner, Cert. No. 13597-** This case was tabled.
- 2) **File No. 2014-25: Kevin M. Clarisey, Cert. No. 7930-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to issue a charge letter and offer a Settlement Agreement and \$500 fine, NCARB Ethics Course and completion of deficient CE hours. Motion passed by a 3-0 vote.
- 3) **File No. 2014-26: Nathan Graham, Hedge Landscape LLC-** On motion by Mr. Bowen, second by Mr. Rademacher, the Board voted to close the case due to compliance obtained. Motion passed by a 3-0 vote.
- 4) **File No. 2014-27: Anthony A. Stavole, Cert. No. 3172-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to close the case due to compliance obtained. Motion passed by a 3-0 vote.
- 5) **File No. 2014-28: Mark Thurnauer, Cert. No. 14650-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to issue a charge letter and offer a Settlement Agreement and \$750 fine, NCARB Ethics Course and completion of deficient CE hours. Motion passed by a 3-0 vote.
- 6) **File No. 2014-29: John K. Frederick, Cert. No. 4880-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to issue a charge letter and offer a Settlement Agreement and \$1500 fine, NCARB Ethics Course and completion of deficient CE hours. Motion passed by a 3-0 vote.
- 7) **File No. 2014-30: John P. Picard, Cert. No. 10621-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to disallow public service and teaching, and allow 60 days to complete valid continuing education hours. Motion passed by a 3-0 vote.
- 8) **File No. 2014-31: Michael McInturf, Cert. No. 11788-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to disallow teaching and allow 60 days to complete valid continuing education hours. Motion passed by a 3-0 vote.
- 9) **File No. 2014-32: Mark R. Ciraldo, Cert. No. 7928-** On motion by Mr. Bowen, second by Mr. Rademacher, the Board voted to issue a charge letter and offer a Settlement Agreement and \$1,500 fine, NCARB Ethics course, and complete deficient CE hours. Motion passed by a 3-0 vote.

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New cases-Cont'd

- 10) **File No. 2014-33: Andrew J. Delzoppo, Cert. No. 11100-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to refer this case to the Board of Professional Engineers and Surveyors. Motion passed by a 3-0 vote.
- 11) **File No. 2014-34: Amy Carpenter, Cert. 11904-** On motion by Mr. Bowen, second by Mr. Rademacher, the Board voted to issue a charge letter and offer a Settlement Agreement and \$3,000 fine and NCARB Ethics Course. Allow 90 days to pay. Motion passed by a 3-0 vote.
- 12) **File No. 2014-35: Rick Naber, Loth Inc.-** On motion by Mr. Bowen, second by Mr. Rademacher, the Board voted to close the case. Motion passed by a 3-0 vote.
- 13) **File #2014-36: Matt Tollis, Cross Creek Design Group, Inc-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted close the case due to compliance obtained. Motion passed by a 3-0 vote.
- 14) **File #2014-39: Theodore W. Huster, App. No. 14413-** On motion by Mr. Sharp, second by Mr. Rademacher, the Board voted to issue a Warning Letter and close the case. Motion passed by a 3-0 vote.

C. Second Review Cases

- 1) **File # 2014-08: Wahib Laham, Bella Architectural Models, LLC-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to close the case. Motion passed by a 3-0 vote.
- 2) **File # 2014-16: Jason S. Williams, Cert. No. 14588-** Tabled
- 3) **File # 2014-17: Michael Arrigo, Cert. No. 14794-** On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to issue a Warning Letter. Motion passed by a 3-0 vote.

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D. Deliberative Session

On motion by Mr. Bowen, second by Mr. Sharp, the Board voted to go into Deliberative Session for the purpose of discussing the report and recommendation of Larry A. Miller, Cert. No. 7389. Motion passed on a roll call vote as follows:

Mr. Sharp	Yes
Mr. Bowen	Yes
Mr. Rademacher	Yes

Returned to regular session at 2:53 PM.

On motion by Mr. Bowen, second by Mr. Rademacher, the Board voted to accept the Statement of Fact and Conclusions of Law as written. Motion passed by a 3-0 vote.

On motion by Mr. Rademacher, second by Mr. Bowen, the Board voted to modify the Recommendation of the hearing officer's report to issue a fine of \$1,000 and eliminate the requirement for completion of an Ethics course. The fine is to be paid within 60 days. Motion passed by a vote of 3-0.

6. ADJOURNMENT.

Mr. Bowen moved the meeting be adjourned at 4:10 PM. Mr. Sharp seconded the motion which passed by a 3-0 vote.

Stephen Sharp, President

John Rademacher, Secretary