

**State Board of Registration for Architects and Landscape Architects  
Indiana Government Center-South  
402 West Washington Street, Room W064  
Indianapolis, Indiana 46201**

**Minutes of January 12, 2011**

Kato Smith, Chairman, called the meeting to order at 9:34 a.m. and declared a quorum in accordance with IC 25-4.

Members Present: Jerome "Jed" Eide  
Richard Fetz, Liaison  
Debra Schmucker  
Kato Smith, Chairman  
Les Smith, Vice Chairman  
Dale Stickel

Staff Present: Elizabeth Kiefner Crawford, Board Director, Professional  
Licensing Agency  
Crystal Heard, Assistant Board Director,  
Professional Licensing Agency  
Donna Sembroski, Deputy Attorney General,  
Office of the Attorney General  
Kevin McDowell, Deputy Attorney General,  
Office of the Attorney General

The Board voted to adopt the agenda as amended.

Participating Board Members: Eide, Schmucker, K. Smith, L. Smith, Stickel  
Schmucker/Stickel 5-0-0  
Motion carries

The Board voted to adopt the minutes of the September 8, 2010 meeting and the September 30, 2010 meeting with changes.

Participating Board Members: Eide, Schmucker, K. Smith, L. Smith, Stickel  
L. Smith/Schmucker  
5-0-0  
Motion carries

## PERSONAL APPEARANCES

The following appeared before the full Board for their scheduled personal appearances:

**Carole Boleman, Landscape Architect-** Ms. Boleman appeared before the Board after she discovered she has practiced on an expired license since 2004. Further investigation revealed that Ms. Boleman was not sent a renewal form after 2004 as her landscape architect license was incorrectly coded with an erroneous renewal date. Ms. Boleman presented information to the Board that since 2004, she has continued to maintain her continuing education requirements. Ms. Boleman presented testimony that she has already notified her clients on projects after December 2004 that her license was expired and Ms. Boleman also presented reference letters from her clients. The Board informed Ms. Boleman that despite the agency error she has a corresponding responsibility to renew her license and that she represented herself as a landscape architect while her license was expired. Ms. Boleman testified that she has now configured her accounting software to remind her of her license renewal sixty days prior to license expiration.

Participating Board Members: Eide, Schmucker, K. Smith, L. Smith, Stickel  
Board Action: Motion made to reinstate license Ms. Boleman's license without penalty.  
L. Smith/Schmucker, 5-0-0  
Motion carries

## ADMINISTRATIVE HEARINGS

**J. Tim Skinner, Architect, License No. AR00034234, Cause No. BRALA 10-04**

Respondent appeared in person and waived his right to counsel regarding a Request to Withdraw the Order of Probation scheduled before the Board. No one appeared on behalf of the State of Indiana. The court reporter sworn in for this hearing was Sherri Rutledge. Respondent presented evidence that he had successfully completed the terms of probation laid out by the Board.

Participating Board Members: Eide, Fetz, Schmucker, K. Smith, L. Smith, Stickel  
After considering the evidence presented, the testimony of the witness, and taking official notice of its file in the matter the Board moved to WITHDRAW the Order of Probation.

Stickel/Eide, 6-0-0

Motion carries

**Robert E. Galbraith, Architect, License No. AR00034051, Cause No. BRALA 10-03**

Respondent appeared in person and by counsel, Andrew Gutwein regarding a Petition for Review of Order scheduled before the Board. No one appeared on behalf of the State of Indiana. The court reporter sworn in for this hearing was Sherri Rutledge. Respondent presented evidence that he did not knowingly fail to renew his license. Respondent indicated that once he discovered that his license was expired he took immediate steps to correct the situation. Respondent indicated he is concerned that the IDP of the interns he supervised during the time his license was expired may be affected.

Participating Board Members: Eide, Fetz, Schmucker, K. Smith, L. Smith, Stickel

After considering the evidence presented, the testimony of the witness, and taking official notice of its file in the matter the Board moved to MODIFY its original order of September 15, 2010 to include the following:

1. Under "Terms and Conditions" number 4, the Respondent may submit proof of mailing via sworn affidavit;
2. Under "Terms and Conditions" number 2, the Respondent may submit multiple versions of letters to clients so long as each letter contains notification that the Respondent did not hold an active registration at the time the work was performed. Any and all versions of letters must still be submitted to the Indiana Professional Licensing Agency for approval prior to sending out to clients.
3. A new "Term and Condition" is added that requires Respondent to complete all terms and conditions within sixty (60) days of the final order in this matter.
4. All other terms of the September 15, 2010 order remain unchanged.

Eide/L.Smith, 6-0-0  
Motion carries

### REVIEW OF INITIAL APPLICATIONS

The Board reviewed two (2) initial applications for licensure and both were approved.

### DISCUSSION

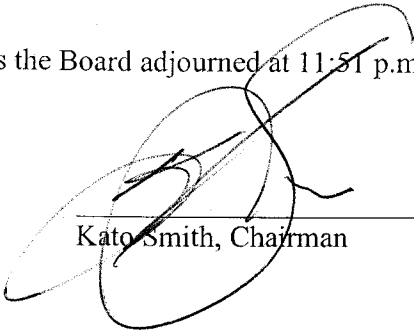
#### Continuing Education Audit-

The Board discussed the information received from Michael Mezo. After discussion, K. Smith recommended that Mr. Mezo receive credit for 3.5 hours of CEU for the certificates presented from the University of Wisconsin and 9 hours of CEU for the teaching information, with five (5) of the nine (9) teaching hours counting towards health, safety, and welfare. Mr. Mezo is still short 11.5 CEU hours, all of which need to be in health, safety, and welfare. K. Smith instructed the staff to administratively suspend Mr. Mezo's license until he provides proof of completion of the 11.5 CEU hours.

Election of Officers- The Board elected the following officers for the 2011 calendar year:

Chairman- Kato Smith  
Vice-Chairman- Les Smith  
Liaison- Richard Fetz

There being no further business the Board adjourned at 11:51 p.m.



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Kato Smith, Chairman