

MINUTES

INTERIOR DESIGNER EVALUATION AND EXAMINATION COMMITTEE

July 13, 2015

Public Session

I CALL TO ORDER

The regularly scheduled meeting of the Committee was called to order at 9:30 a.m. in the Union Conference Room on the third (3rd) floor at 124 Halsey Street, Newark, New Jersey.

PARTICIPANTS		PRESENT	ABSENT	EXCUSED
Chair	Suzan Santiago	(X)	()	()
Committee Member	Diane Goté	(X)	()	()
Committee Member	Susan Mauro	(X)	()	()
Committee Member	Interior Designer			
Committee Member	Interior Designer			

OTHERS PRESENT: Charles Kirk, Acting Executive Director, NJ Board of Architects; Michelle Albertson, Deputy Attorney General; Margaret Hinkley, Secretary to the Executive Director of the Board of Architects.

II OPEN PUBLIC MEETINGS ACT

The statement required by Chapter 231, public laws of 1975, the "Open Public Meetings Act," was read and it was announced that notice of this meeting was prepared in the office of the Board of Architects and mailed to the Secretary of State, the Newark *Star-Ledger*, the Trenton *Times*, the Camden *Courier-Post*, the *Record* and the Atlantic City *Press*.

III APPROVAL OF MINUTES

March 23, 2015

ACTION: Ms. Goté motioned to approve the minutes as presented. Ms. Mauro seconded the motion. It passed unanimously.

IV ANNOUNCEMENTS

Robert Campanelli, Ethics Officer, Division of Consumer Affairs met with the Committee member to have them complete the survey and acknowledgment page for the ethics guidelines information.

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V OLD BUSINESS

A Initial application review

The following individuals have applied for certification, and are submitted for review:

Patricia Malick - On March 23, 2015, the Committee unanimously requested additional information from Ms. Malick concerning her degree from Art Institute of Philadelphia.

7/13/2015 Copy of a letter from the Art Institute of Philadelphia, dated April 17, 2015, from Adriane Medford, Registrar, is attached for Committee review.

ACTION: Subsequent to reviewing the submitted information, Ms. Goté motioned to accept the letter from the Art Institute of Philadelphia and certify Ms. Malick. Ms. Mauro seconded the motion. It passed unanimously.

B Responses to questions from the 2014/2016 renewal.

1 Lynn C Ronan - ID000455

Summary: Ms. Ronan responded “no” to the continuing education question on the 2014/16 renewal form. On November 3, 2014, the Committee reviewed a September 22, 2014, response letter requesting an extension for obtaining continuing education credits. On March 23, 2015, subsequent to reviewing the submitted information, the Committee unanimously voted to grant her a six-month extension to obtain the remaining continuing education credits.

7/13/2015 Response letter dated, April 20, 2015, from Lynn Ronan is attached for Committee review.

ACTION: Subsequent to reviewing the submitted information, Ms. Goté motioned to approve the continuing education credits submitted and advised that she has satisfied the continuing education requirement. Ms. Mauro seconded the motion. It passed unanimously.

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2 Kenneth Fox - ID000402

Summary: Mr. Fox responded “no” to the continuing education question on the 2014/16 renewal form. On March 23, 2015, the Committee reviewed a response letter dated December 22, 2014 concerning his continuing education. Subsequent to reviewing the submitted information, the Committee determined to inform him that the committee accepted six (6) hour in general interior design services and three (3) hours in health, safety and welfare issues. Request he provide course descriptions for the other courses he indicated were interior design for the Committee’s review within ninety (90) days.

7/13/2015 Response from Kenneth Fox who submitted descriptions of courses noted for Committee review.

ACTION: Subsequent to reviewing the submitted information, Ms. Mauro motioned to advise Mr. Fox that the Committee has accepted only 3 continuing education hours for “The Future of Design” course noted on the AIA transcript, all other courses were denied. Inform him of the total number of hours with the number of hours required to be in health, safety and welfare issues and give him 90 days to respond with the outstanding CE credits. Ms. Goté seconded the motion. It passed unanimously.

C Regulation adoption

Adoption of New Rule to N.J.A.C. 13:27-4.4; 13:27-8.5A and 13:27-9.6, which requires professional boards to provide credits toward requirements for licensure for veterans with substantially equivalent training was published in the April 20, 2015 *New Jersey Register* is attached for Board information.

ACTION: Duly noted.

D Audit of Continuing Education credits for the 2012/14 renewal period

Melissa Candela - ID000447

Summary: On June 10, 2013, a letter was sent requesting the audit form be completed. On October 8, 2014, a second letter was sent requesting the audit form be completed. On March 23, 2015, the Committee reviewed copies of the Committee’s letters to Ms. Candela and her response letter dated October 30, 2014, and proof of the completion for the Committee’s review. Subsequent to reviewing the submitted information, the Committee determined that Ms. Candela is eleven (11) credits short and she has three weeks to provide the information needed. Any continuing education credits used to satisfy this request cannot be used for the subsequent renewal. NOTE: Letter was sent March 31, 2015 with a due date of April 20, 2015. A second letter was sent via certified and regular mail on May 7, 2015 with a due date of May 25, 2015.

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7/13/2015 Response dated May 20, 2015 from Ms. Candela concerning her continuing education credits.

ACTION: Subsequent to reviewing the submitted information, Ms. Mauro motioned to request Ms. Candela submit the curriculum for the LEED course she took for the Committee’s review to determine if the course would be substantially equivalent for continuing education credits. Ms. Goté seconded the motion. It passed unanimously.

E Discussion Issues

NCIDQ Delegate discussion - November 3, 2014, the Committee tabled this matter until the next meeting for further discussion. On March 23, the Committee tabled this matter until the next meeting for further discussion.

ACTION: After some discussion, Ms. Mauro motioned to establish a policy that the interior design committee member who serves as liaison to the Board of Architects will also be the delegate to participate in NCIDQ meetings. Ms. Goté seconded the motion. It passed unanimously.

VI **NEW BUSINESS**

A Re-Organization of Officers

Ms. Santiago opened the floor for nominations for Chair

ACTION: Ms. Mauro motioned to nominate Suzan Santiago for another year as Committee Chair. Ms. Goté seconded the motion. Hearing no other nominations for Chair, the Committee unanimously elected Suzan Santiago as Chair of the Interior Design Examination and Evaluation Committee for another year.

B Information

Copy of an e-mail from Lori Baker, CIDQ, regarding Alternative Education Review Program (AERP). Her e-mail states “Some of you have been asking CIDQ about the AERP option for candidates who don't meet your local requirements. The AERP is a process offered exclusively to candidates within the jurisdictions of our Member Boards in order to prove CIDA equivalency in a designer education. Attached you will find a brief introduction to this program. If you or a member of your regulatory board have any questions regarding this unique member benefit, please don't hesitate to ask.”

ACTION: Duly noted.

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B Meeting dates for 2016 Calendar year

January 11, 2016*

March 7, 2016

May 2, 2016

July 11, 2016*

September 12, 2016*

November 7, 2016

* - second Monday of the month

ACTION: Ms. Mauro motioned to approve the above meeting dates for 2016. Ms. Goté seconded the motion. It passed unanimously.

VII APPLICATION REVIEW

None to review

VIII PUBLIC COMMENTS

Seeing no one from the public present, Ms. Santiago proceeded to the next item on the agenda.

IX NEXT MEETINGS

No August Meeting

September 14, 2015*

* - Second Monday of the month

Regular Meeting

Union Room - 3rd Flr.

November 2, 2015

Regular Meeting

Union Room - 3rd Flr.

X ADJOURNMENT

Ms. Goté motioned to adjourn the meeting at 12:30pm. Ms. Mauro seconded the motion. It passed unanimously.