

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND
REGISTERED COMMERCIAL INTERIOR DESIGNERS

220 N.E. 28th Street, Board Room

Oklahoma City, OK 73105

April 5, 2023

9:30am

Agenda

Call meeting to order - declare quorum present.

"The Board of Architects, Landscape Architects and Registered Commercial Interior Designers are meeting pursuant to notice filed with the Secretary of State. The agenda was posted outside the Board Offices and on the Board's website twenty-four hours prior to the meeting setting forth thereon the date, time, place, and business for the meeting. *Pursuant to the applicable statutes, rules and code, the Board is reminded to refrain from utilizing their personal tablet, portable computers, or phone for any purpose other than reviewing offered materials or agenda matters. It is requested that during enforcement hearings you do not look at or utilize the Internet for any information pertaining to the hearing.*"

1. WELCOME/PUBLIC COMMENTS ON CURRENT AGENDA ITEMS ONLY. Time limit to five (5) minutes per individual with sign-in required five (5) minutes prior to meeting beginning.
2. CONSENT AGENDA—Board discussion and action, as necessary, regarding:
 - A. Minutes from the January 24, 2023 meeting.
 - B. Financial documents from January and February 2023.
3. FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES
 - A. Formal hearing and board action as necessary regarding case #2022-625 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Phillip B. Townsend.
 1. Proposed executive session, if necessary, to deliberate the above proceedings. Authority: 25 O.S., Section 307 (B)(8).
 2. Vote on whether to convene into executive session.
 3. Vote to return to open session.
 4. Vote on matters discussed in executive session.
4. ADMINISTRATIVE—Board discussion and action, as necessary, regarding:
 - A. NCARB US/UK Mutual Recognition Agreement presentation with NCARB staff.
 1. Resolution 2022-01 (see pages 4-7 & Appendix A) regarding the US/UK MRA as approved by NCARB membership June 2022.
 - B. 2023 Legislative Session update.
 - C. Executive Director Evaluation timeline update.
 - D. Report from the Executive Director
 1. License Renewals
 2. Agency Operations Information & Procedures
 3. Staff Development
 - a. Tuition Assistance

E. Report from Licensing Manager:

1. Licenses issued.
2. Certificates of Authority issued.
3. Pinning Ceremony—March 25, 2023.

F. Attorney General's Office

1. Opinion Request – Responsible Control
2. AG response to Case 2022-630
3. AG Drummond press release March 17, 2023

G. A/E practice overlap draft language per Texas model.

1. Texas Architecture & Engineering Definitions & Joint Language
2. Oklahoma Architecture & Engineering Definitions & Proposed Joint Language

H. Committee Reports:

1. University/Scholarship Committee: Chair, Glasgow
 - a. 2023-2024 Recipients.
2. Investigations Committee: Chair, Gaskins, Secretary-Treasurer
 - a. Complaints Received.
 - b. Investigations closed.
 - c. Actions taken.
3. Arch/Engineers Joint Committee: Chair, Brunsteter
4. Finance Committee: Chair, Gaskins, Secretary-Treasurer
 - a. Budget Work Program due June 2023 (operational budget)
5. Act & Rules/Legislative: Chair, Taylor
6. Youth Outreach: Chair, Baker

5. ORGANIZATIONS REPORTS—Board discussion and action, as necessary, regarding:

A. NCARB/AIA

1. Retiring Rolling Clock Policy April 30, 2023
2. ARE Practice Exam Update
3. Regional Summit/MBE Meeting update
 - a. Governance Survey
4. NCARB Annual Business Meeting, Tampa, FL, June 15-17, 2023
 - a. Approve voting delegates to submit to Credentials Committee

B. CLARB/ASLA

1. The new LARE Blueprint effective December 2023

C. CIDQ/OIDC/ASID

D. ICOR—Interorganizational Council on Regulation

1. Joint New Member Orientation—February 6, 2023.

NEW BUSINESS

Adjourn

It is noted the Board will break the meeting for lunch and may or may not resume the meeting when finished.

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE
ARCHITECTS AND REGISTERED COMMERCIAL INTERIOR DESIGNERS

Engineering and Design Professionals Center

220 N. E. 28th Street, Board Room

Oklahoma City, OK 73105

April 5, 2023

9:30 a.m.

Minutes

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Commercial Interior Designers of Oklahoma met on Wednesday, April 5, 2023, with the following members and guests present:

Nate Baker, Architect, Chair
M. Bradley Gaskins, Architect, Secretary Treasurer
Jim Hasenbeck, Architect
Wade Scaramucci, Architect
Scott Howard, Landscape Architect, Chair
Candace Dillingham, Landscape Architect
J. Mark Taylor, Registered Commercial Interior Designer
Vicki VanStavern, Registered Commercial Interior Designer
David Blackburn, Public Member
Russell Lissuzzo, Prosecuting Attorney
Leslie Hanska, Executive Director
Ellen White, Licensing Program Officer
Lauren Vaughan, Enforcement and Compliance Officer
Niki Batt, Deputy Attorney General
Harry Falconer, NCARB Vice President, Experience and Education
Maurice Brown, NCARB Assistant Vice President, Advocacy and External Engagement
David Brown, Guest
Jim Loftis, Guest
Ashley Baldwin, Guest
Kathy Hart, Guest

Beth Glasgow, Architect and Betsy Brunsteter, Architect were absent.

WELCOME/PUBLIC COMMENTS

1. Mr. Loftis and Mr. Brown requested for the Board to consider any licensee over a certain age be exempt from completing continuing education hours as a requirement for license renewal. Chairman Baker assigned the task to the Act and Rules Committee for further review.

CONSENT AGENDA

2. A - B. Mr. Gaskins motioned to approve all consent agenda items. Motion seconded by Mr. Taylor. Voting aye: Messrs. Baker, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham and VanStavern. Voting nay: None. Motion unanimously approved. See attachment A.

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FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES

3. A. Formal hearing to consider case #2022-625 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Phillip Townsend. Mr. Hasenbeck motioned to enter executive session. Motion seconded by Mr. Taylor. Voting aye: Messrs. Baker, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham and VanStavern. Voting nay: None. Motion unanimously approved. Mr. Hasenbeck motioned to come out of executive session. Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham and VanStavern. Voting nay: None. Motion unanimously approved. Mr. Taylor motioned to find the defendant guilty on Count I, practicing architecture without having a license and a fine of ten thousand dollars (\$10,000). Motion seconded by Mr. Blackburn. Voting aye: Messrs. Baker, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Ms. Dillingham. Voting nay: None. Voting Abstain: Mr. Gaskins and Ms. VanStavern. Motion approved. Mr. Taylor motioned to find the defendant guilty on Count II, holding himself out as being able to practice architecture through his preparation, sealing, and submitting of plans for the Vivian Farm Project despite not being licensed and a fine of ten thousand dollars (\$10,000). Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Ms. Dillingham. Voting nay: None. Voting Abstain: Mr. Gaskins and Ms. VanStavern. Motion approved. Mr. Taylor motioned to find the defendant guilty on Count III, for holding himself out as being able to practice architecture through his preparation, sealing, and submitting of plans for the Viking Garden Project despite not being licensed and a fine of ten thousand dollars (\$10,000). Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Ms. Dillingham. Voting nay: None. Voting Abstain: Mr. Gaskins and Ms. VanStavern. Motion approved. Mr. Taylor motioned to find the defendant guilty on Count IV, for violating the Board's previous orders in failing to remit payment for the civil penalties levied against him in connection with previous complaints and a fine of ten thousand dollars (\$10,000). Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Ms. Dillingham. Voting nay: None. Voting Abstain: Mr. Gaskins and Ms. VanStavern. Motion approved. Mr. Taylor motioned to move all counts to the Texas board and file a formal complaint and to add an agenda item to each board meeting as follow up with the Texas board regarding this case. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Ms. Dillingham. Voting nay: None. Voting Abstain: Mr. Gaskins and Ms. VanStavern. Motion approved.

ADMINISTRATIVE

4. A. Mr. Falconer presented to the Board NCARB's US/UK Mutual Recognition Agreement. Mr. Hasenbeck motioned to accept NCARB's US/UK Mutual Recognition Agreement. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham and VanStavern. Voting nay: None. Motion unanimously approved.
4. B. Executive Director presented a legislative update.

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4. C. Chairman Baker informed the Board the Executive Director's annual evaluation will take place through Survey Monkey. A link from Chairman Baker will be emailed to each board member and staff. All responses must be completed prior to the June 7th board meeting.
4. D. (1-2). Executive Director informed the Board online renewals opened April 1, 2023. She also shared with the Board the newly organized Agency Procedures Manual. Individual staff responsibilities and combined agency functions are housed on the agency shared drive in folders that can be updated on a regular basis.
4. D-3. Executive Director asked the Board to consider the cost for tuition assistance for staff development programs. Chairman Baker assigned the task to the Finance Committee.
4. E. (1-2). Ms. White presented the report of all licenses/registrations and certificates of authority that have been issued between February 1, 2023, to present. See attachment B.
4. E-3. The Newly Licensed/Registered Pinning Ceremony took place at the History Center on Saturday, March 25, 2023. There was a total of twenty-one (21) individuals who were pinned and a total of eighty-five (85) people present.
4. F. (1-3). Executive Director informed the Board that confirmation has been received from the AG's office that the Opinion Request concerning responsible control is under review. Additionally, the AG Active Supervision Division's response to case 2022-630 came back with no review is necessary. Finally, Attorney General Drummond announced new personnel to work with state, county and municipal government agencies and commissions to ensure they strictly comply with the Open Meetings and Open Records Act.
4. G (1-2). The Board discussed the Texas language concerning the overlapping practice of architecture and engineering. Mr. Hasenbeck requested the Board Chair create a subcommittee of the Act and Rules Committee to review and discuss language concerning overlapping practice. Chairman Baker assigned Mr. Taylor and Mr. Hasenbeck the task to create the committee and to work with the existing A/E Committee Chair.
4. H-1. University/Scholarship Committee: Mr. Taylor reported the following: The committee met via Zoom on March 29, 2023 and reviewed thirty-six (36) scholarship applications. A total of twenty (20) scholarships were awarded: eleven (11) architecture, six (6) landscape architecture and three (3) interior design. The total amount awarded was seventy thousand dollars (\$70,000.00). See attachment C.
4. H-2. Investigations Committee: Mr. Gaskins reported the following: two (2) complaints have been received; zero (0) investigations have been closed; one (1) investigation has been acted upon and eleven (11) investigations are currently pending.
4. H-3. Arch/Engineers Joint Committee: See agenda item 4. G.
4. H-4. Finance Committee: Executive Director informed the Board the committee will be meeting soon to prepare the FY24 operating budget.
4. H-5. Act & Rules/Legislative: Mr. Taylor informed the Board the committee has tabled discussions regarding responsible control until we hear back from the Attorney General's office. Deputy AG Batt recommended to add the continuing education age limit to a future agenda for further discussion.

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4. H-6. Youth Outreach: Chairman Baker informed the Board about a non-profit K-12 stem program called the Steam Engine. The committee will reach out to the architect that heads up the program to find out more information and begin creating a youth outreach program.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

5. A. (1-4). NCARB/AIA – Executive Director informed the Board NCARB’s Rolling Clock Policy is expiring on April 30, 2023 and discussed future exam transitions. NCARB has created free A.R.E. practice exams that are accessible to all candidates with active exam eligibilities. NCARB’s purposed governance changed will be voted on at the June Annual Meeting. Mr. Gaskins motioned to elect Chairman Baker as the board’s voting delegate for NCARB’s annual meeting scheduled June 15 – 17, Tampa, FL. Motion seconded by Mr. Taylor. Voting aye: Messrs. Baker, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham and VanStavern. Voting nay: None. Motion unanimously approved. Mr. Gaskins motioned to elect Mr. Taylor as the board’s alternate voting delegate. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham and VanStavern. Voting nay: None. Motion unanimously approved.

5. B. CLARB/ASLA – Ms. Dillingham shared with the Board the 2023 L.A.R.E. transition chart. CLARB’s annual meeting is scheduled to take place in Henderson, NV, September 20 - 22. ASLA National Conference is scheduled to take place in Minneapolis, MN, October 27 – 30.

5. C. CIDQ/OIDC/ASID – Ms. VanStavern reported she attended the OIDC town hall meeting. She also requested to add IIDA to future board agendas.

5. D. ICOR – No report.

NEW BUSINESS


None

Adjourned at 1:40 p.m.

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS
AND REGISTERED COMMERCIAL INTERIOR DESIGNERS OF OKLAHOMA



Nate Baker, Chair



M. Bradley Gaskins, Secretary-Treasurer