

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

November 1, 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 September 6, 2023 meeting.
 - B. Financial documents from August and September 2023.
 - C. Executive Director's purchase card statement from September 2023 per OMES Central Accounting and Reporting policy and procedure: \$787.64, Westin Hotel/CLARB Annual Meeting travel expense.
3. FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES
 - A. Formal hearing and board action as necessary regarding case#2023-659 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Jeffrey Fry.
 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. Proposed revisions to the Oklahoma State Architectural and Registered Commercial Interior Designers Act.
 1. Report from A/E Committee regarding meeting with AIA & A/E Joint Task Force.
 2. Review of definitions of "technical submissions" and "responsible control."
 3. Adoption of all current proposed changes and authorization for Act & Rules Committee to make any necessary last-minute changes.
 4. Authorization for Executive Director to pursue bill author.
 - B. Continuing Education Audit Hardship Requests:
 1. Jeanie Kvach

2. Gerald Inglett
 - C. Proposed CIDQ Board Structure Bylaw Amendment
 1. Floor Amendment to be proposed at CIDQ Annual Meeting
 - D. Report from Executive Director
 1. Thentia Licensing System Upgrade to 2.0 progress
 2. Building Security/RAVE Panic App
 - E. Report from Licensing Manager:
 1. Licenses issued.
 2. Certificates of Authority issued.
 3. Emeritus Request from Richard Johnson, a2300.
 - F. Committee Reports:
 1. University/Scholarship Committee: Chair, Windel
 2. Investigations Committee: Chair, VanStavern, Secretary-Treasurer
 - a. Complaints Received.
 - b. Investigations closed.
 - c. Actions taken.
 3. Act & Rules/Legislative: Chair, Taylor
 - a. Establish subcommittee to focus on the practice of landscape architecture, including research regarding cross-over with civil engineering to work in conjunction with the A/E committee.
 4. Arch/Engineers Joint Committee: Chair, Brunsteter
 5. Finance Committee: Chair, VanStavern, Secretary-Treasurer
 - a. Budget Request workbooks as submitted October 1, 2023.
 - b. Strategic Plan as submitted October 1, 2023.
 6. Youth Outreach: Chair, Baker
 - G. Set regular meeting dates for calendar year 2024: February 7, April 3, June 5, September 4, and November 6.
5. ORGANIZATIONS REPORTS—Board discussion and action, as necessary, regarding:
- A. NCARB/AIA
 1. NCARB Pathways to Practice
 2. Updated Education Standard
 3. Regional Realignment
 - B. CLARB/ASLA
 1. CLARB Annual Meeting—September 20-22, 2023, Henderson, NV.
 - C. CIDQ/OIDC/ASID
 1. CIDQ Annual Meeting—November 10-11, 2023, Louisville, KY.
 - D. FARB
 1. Regulatory Law Seminar—September 22-23, 2023, Chicago, IL.

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

November 1, 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, November 1, 2023, with the following members and guests present:

Nate Baker, Architect, Chair (arrived at 10:05 a.m.)

Candace Dillingham, Landscape Architect, Vice Chair

Vicki VanStavern, Registered Commercial Interior Designer, Secretary Treasurer

M. Bradley Gaskins, Architect

Betsy Brunsteter, Architect

Wade Scaramucci, Architect

Scott Howard, Landscape Architect

J. Mark Taylor, Registered Commercial Interior Designer

David Blackburn, Public Member

Russell Lissuzzo, Prosecuting Attorney

Leslie Hanska, Executive Director

Ellen White, Licensing Program Officer

Janie Hollars, Business Manager

Lauren Vaughan, Enforcement and Compliance Officer

Niki Batt, Deputy Attorney General

Kasey Egelston, Court Reporter

Beth Glasgow, Architect and James Hasenbeck, Architect were absent.

WELCOME/PUBLIC COMMENTS

1. There were no public comments.

CONSENT AGENDA

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

FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES

3. A. Formal hearing regarding case#2023-659 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Jeffrey Fry. Mr. Taylor motioned to find the defendant guilty on Count I, violating the Board's Consent Order in failing to remit payment for the civil penalties Respondents agreed to under the Consent Order in Case No. 2020-60 and a

fine of ten thousand dollars (\$10,000) and to authorize Mr. Lissuzzo to proceed collection into district court and to notify AIA. Motion seconded by Mr. Scaramucci. Voting aye: Messrs. Baker, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting abstains: Gaskins. Voting nay: None. Motion approved.

ADMINISTRATIVE

4. A. (1-2). Ms. Brunsteter reported the Board's A/E Committee met with members of the AIA Government Affair Committee and discussed proposed changes in the Act with focus on the work of the A/E Joint Task Force with the Engineering Board. AIA had no issues however proposed the simplified/condensed language added to "technical submission". Mr. Gaskins motioned to move proposed additions of section 8. (a) 1-4 under Technical Submissions to the Rules. Motion seconded by Ms. VanStavern. Voting aye: Messrs. Baker, Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved. Discussion included whether conceptual designs are technical submissions. The Executive Director noted that "conceptual" is not currently in the Act or Rules. Deputy Attorney General Blatt suggested considering further defining these in the Rules so that there is more time to line out what would not be a technical submission or what conceptual means or doesn't mean. Also discussed whether "formal and final" needs its own definition. Mr. Scaramucci motioned to revise the last sentence in the definition of Technical Submissions to say, "Prototypical or conceptual designs and record drawings are not technical submissions". Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

4. A. (3-4). Mr. Gaskins motioned to adopt all current proposed changes to the Act; giving authorization to the Executive Director to pursue an author for the bill and the Committee to make any necessary last-minute changes if needed. Motion seconded by Ms. Dillingham. Voting aye: Messrs. Baker, Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

4. B-1. Mr. Gaskins motioned to approve Jeanie Kvach's continuing education medical hardship request. Motion seconded by Mr. Taylor. Voting aye: Messrs. Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

4. B-2. Mr. Blackburn motioned to approve Gerald Inglett's continuing education medical hardship request. Motion seconded by Mr. Scaramucci. Voting aye: Messrs. Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

4. C-1. Mr. Gaskins motioned to grant authority to Mr. Taylor and Ms. VanStavern to negotiate the proposed CIDQ floor amendment at the annual meeting. Motion seconded by Ms. Brunsteter. Voting aye: Messrs. Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

4. D. (1-2). The Executive Director reported the Thentia licensing system upgrade to 2.0 is proposed to be completed by the end of the year. The office staff now has access to a panic button that notifies the Capitol Police in case of an emergency.

4. E. (1-2). Ms. White presented the report of all licenses/registrations and certificates of authority/certificates of title that were issued between September 6, 2023, to present. See Attachment B.

4. E-3. Mr. Scaramucci motioned to approve Richard Johnson's Emeritus Application. Motioned seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

4. F-1. University/Scholarship Committee: Ms. White reported scholarship applications will open on December 1, 2023, and she will begin contacting the universities to set up a date and time to meet with students.

4. F-2. (a-c). Investigations Committee: Ms. VanStavern reported the following: nineteen (19) complaints have been received; twelve (12) investigations have been closed; nine (9) investigations have been acted upon and twenty-one (21) investigations are currently pending.

4. F-3a. Act & Rules/Legislative Committee: Chairman Baker appointed Mr. Howard as the Chair for the new landscape architecture subcommittee. The committee will focus on changes to the practice of landscape architecture and cross-over with civil engineering. The committee will work in conjunction with the A/E Committee.

4. F-4. Arch/Engineers Joint Committee: See agenda item 4. A. (1-4).

4. F-5. Finance Committee: Ms. VanStavern reported she met with the Executive Director and was provided information about the agency's budget and strategic plan and how everything is reported to OMES.

4. F-6. Youth Outreach Committee: No report.

4. G. Mr. Taylor motioned to approve the following regular scheduled board meeting dates for calendar year 2024: February 7, April 3, June 5, September 4, and November 6. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Gaskins, Howard, Scaramucci, Taylor, Blackburn, and Mses. Dillingham, Brunsteter and VanStavern. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

5. A. (1-3). NCARB – The Executive Director reported that NCARB is beginning to look at multiple paths to licensure including an experience only pathway and called for a feasibility study for a 4-year accredited degree option instead of 5 years, since NAAB core requirements could be feasibly delivered within a 4-year time frame. NCARB recently updated its Education Standard with the intent of creating more means for candidates to demonstrate and/or achieve the necessary education expected for licensure and certification in the United States. The updated Education Standard goes into effect on December 18, 2023 and will be available to view in NCARB's Education Guidelines. NCARB has recently begun discussions regarding regional realignment.

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5. B-1. CLARB/ASLA – Ms. Dillingham reported she was elected to CLARB’s Leadership Advisory Committee that took place in September at the annual meeting. She will remain on the committee until September 2026.

5. C. (1-2). CIDQ/OIDC/ASID/ IIDA – Ms. VanStavern reported that Ms. Hanska, Ms. White, Mr. Taylor, and herself will be attending CIDQ’s Annual Meeting. The meeting will take place in Louisville, KY November 10-11, 2023.

5. D-1. FARB – Mr. Lissuzzo and Ms. Vaughan attended FARB’s Regulatory Law Seminar. Mr. Lissuzzo reported he attended ethics training and learned valuable information on how to keep investigation processes more streamlined. Ms. Vaughan reported the new licensing trend is towards reducing barriers to licensure and less about deregulation.

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NEW BUSINESS

None

Adjourned at 12:37 p.m.

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



Nate Baker, Chair



Vicki VanStavern, Secretary-Treasurer