

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

220 N. E. 28th
Board Room
Oklahoma City, OK 73105
February 1, 2017
9:30 a.m.

AGENDA ITEM # 2a-1

APR 05 2017

STATE BOARD OF ARCHITECTS

Agenda

1. PUBLIC COMMENTS ON CURRENT AGENDA ONLY. Time limit to five (5) minutes per individual with sign-in required five (5) minutes prior to meeting beginning.
2. CONSENT AGENDA
 - a. Board action as necessary on consent agenda items.
 1. Minutes from the November 2, 2016 meeting
 2. Financial documents from November 2016 and December 2016
3. ADMINISTRATIVE/INTERNAL BOARD ISSUES
 - a. Report to the Board from Tammie Kilpatrick on the Legislative issues.
 - b. Presentation by Brian Dougherty on the Scholarship Committee's progress report and set the next meeting.
 1. Scholarship Fund report to June 30, 2016 from OCCF.
 - c. Presentation by Board staff and Committee Chairs concerning work being undertaken and progress reports from committees.
 - d. Board report from Jim Hasenbeck concerning the meeting with the Legislative Sub-Committee on Non-Appropriated Agencies.
 - e. Leslie Hanska's report on the FARB meeting and issues/concerns being discussed and addressed along with issue resolutions.
 - f. NCARB request for interest in serving on a national committee. Applications due February 28, 2017.
 - g. Discussion and action as necessary concerning a possible joint convention with AIA Oklahoma.
4. CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS
 - a. Report from NCARB
 1. Travel memo for funded delegates
 - b. Report from CLARB
 - c. Report from CIDQ
 - d. Report on AIA Architect activities
 - e. Report on ASLA Landscape Architect activities
 - f. Report on OIADC/ASID Interior Designer activities
5. NEW BUSINESS

Adjourn

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

220 N. E. 28th, Board Room

Oklahoma City, OK 74105

February 1, 2017

9:30 a.m.

Minutes

The Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, February 1st, 2017 with the following members and guests present:

Mark Taylor, Registered Interior Designer, Chairman

Jim Hasenbeck, Architect, Secretary-Treasurer

David Hornbeek, Architect

Gary Armbruster, Architect

Nate Baker, Architect

Brian Dougherty, Landscape Architect

Elisabeth Windel, Architect

Jean Williams, Executive Director

Leslie Hanska, Executive Assistant

Ellen White, Executive Secretary

Brad Klepper, Counsel

Tammie Kilpatrick, Consultant

Ryan Kilpatrick, Consultant

Randy Weatherly, Jeff Click and Jim Bruza were absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a-1. Mr. Hornbeek moved to approve the minutes from November 2, 2016. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Dougherty, Armbruster, Baker, Hornbeek, Hasenbeck, Taylor, and Ms. Windel. Voting nay: None. Motion unanimously approved.

2. a-2. Mr. Hasenbeck moved to approve the financials from November and December 2016. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Dougherty, Armbruster, Baker, Hornbeek, Hasenbeck, Taylor, and Ms. Windel. Voting nay: None. Motion unanimously approved.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. a. Legislative report was given to the Board by Ryan Kilpatrick.

3. b. Mr. Dougherty provided an update on the scholarship program. He reported that as of February 1, 2017 there is a total of \$869,066 in the scholarship fund and six (6) scholarship applications have been received. Four (4) applications are from the University of Oklahoma; three (3) architect and (1) landscape architect. One (1) landscape architect application from Oklahoma State University has been received.

3. b-1. Scholarship Fund Report, see attachment A

3. c. Committee reports were presented. Mr. Hornbeek reported on behalf of the Succession Planning Committee. The committee continues to recommend that the agency have a backup plan regarding agency operations should an emergency arise. The committee would like to have a lunch meeting with Director Williams and then staff respectively. He also noted that the Board needs to be more diligent regarding our relationships with NCARB, CLARB, NCIDQ and state legislators. He also recommended that someone from the Board should try and accompany Director Williams to the Capitol when a legislative meeting is scheduled. Mr. Baker reported on behalf of the Act and Rules Committee stating that the AIA is still working on building types and hoping to try for next year's legislative session. They are working with the Engineer Board and Secretary of State concerning the Certificates of Authority in order to further define the manager of LLP's and LLC's and further define principal and member. Director Williams added that if the change was going to be made this session the Board would need to consider putting it in the Engineer Board's bill or wait until next year to make the change. Mr. Baker requested that the Act and Rules committee meet before a decision is made. Ms. Windel reported on behalf of the Architect/Engineer Committee noting they have not met. She suggested that the committee take a look at the Nevada Blue Book as a possible reference/guideline for the superintendent manual Director Williams has already started.

3. d. Mr. Hasenbeck reported on his meeting at the Capitol with Senate's Committee on Non-Appropriated Agencies. He stated that they asked questions about how our agency was structured, revenue sources and what exactly the agency does related to health, safety and welfare.

3. e. Ms. Hanska presented the Board with a report on the recent FARB forum and comprehensive training. See attachment B

3. f. Board discussed and encouraged members to serve on a NCARB national committee.

3. g. Board discussed possible joint convention with AIA Oklahoma. No action taken

CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

4. a. NCARB - 3 NCARB funded delegates are going to the NCARB regional meeting. Ms. Windel attended the 5.0 Project, Planning and Design Cut Score Committee meeting.

4. b. CLARB - Mr. Dougherty announced that he is running for Vice President of CLARB.

Minutes

February 1, 2017

Page 3

4. c. CIDQ – Mr. Taylor reported the Bylaw Committee is looking into who is allowed as a delegate and electronic voting. He also commented that he would like to see an architect or landscape architect attend an annual meeting.

4. d. AIA – No report

4. e. ASLA – No report

4. f. OIDC/ASID – No report

NEW BUSINESS

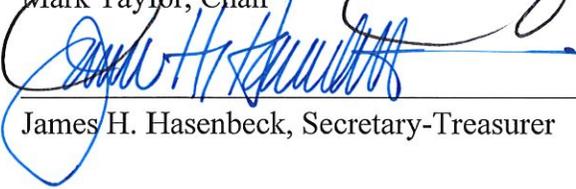
None

Adjourn

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



Mark Taylor, Chair



James H. Hasenbeck, Secretary-Treasurer

Attachment
A

AGENDA ITEM # 3b-1

FEB 01 2017

STATE BOARD OF ARCHITECTS

Scholarship Fund Report for
Oklahoma State Board of Architecture Scholarship Fund

Fiscal Year Ending June 30, 2016



OKLAHOMA CITY COMMUNITY FOUNDATION

405 235 5603 fax 405 235 5612 www.occf.org

P.O. BOX 1146 73101-1146

1000 N. BROADWAY AVE. OKLAHOMA CITY, OK 73102

Oklahoma State Board of Architecture Scholarship Fund Summary

A Fund of the
Oklahoma City Community Foundation, Inc.

10 Year Scholarship Fund History

FY 2007 - FY 2016

FYE	Cumulative Gifts	Market Value	Scholarships & Awards	Pooled Fund Investment Performance	Allocation Performance Benchmark (Note A)	Policy Performance Benchmark (Note B)
6/30/2007				13.68 %	15.40 %	16.49 %
6/30/2008				-3.23 %	-5.94 %	-4.76 %
6/30/2009				-14.61 %	-15.20 %	-16.09 %
6/30/2010				12.99 %	12.28 %	12.32 %
6/30/2011				21.57 %	21.26 %	21.96 %
6/30/2012				2.31 %	5.44 %	1.63 %
6/30/2013				11.24 %	13.15 %	12.58 %
6/30/2014				14.56 %	16.66 %	16.56 %
6/30/2015				4.20 %	5.49 %	3.49 %
6/30/2016	850,050	839,497	19,500	1.34 %	4.35 %	1.20 %
		10 Year Distributions				
						19,500
						5.87 %
						5.90 %
						6.68 %

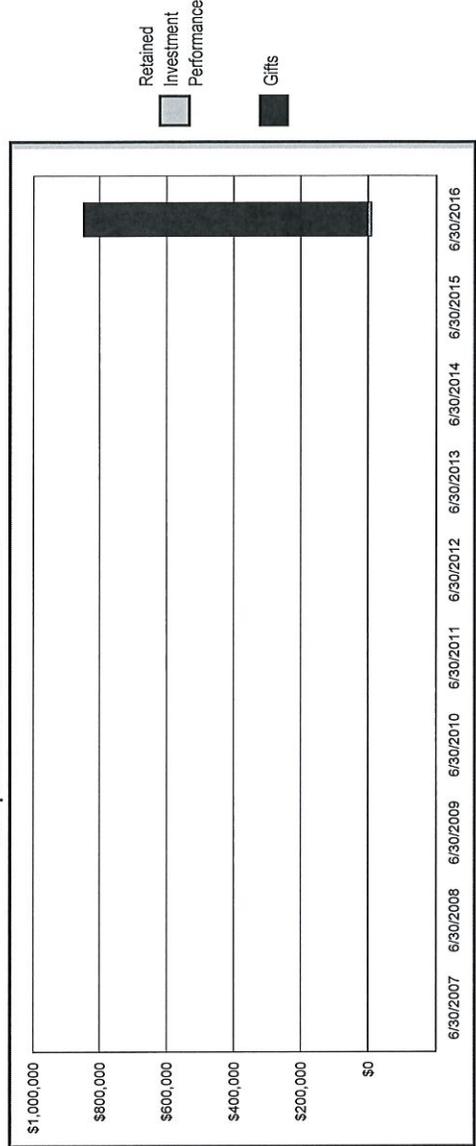
Note A: This performance benchmark is based on the asset allocations used by the Investment Committee and is based on 50% of the Russell 3000 Index (equities), 15% of the MSCI World exUS Index (international equities) and 35% of the Barclays Intermediate Corporate Bond Index (fixed income).

Note B: This performance benchmark defined in the OCF Investment Policy is composed of 65% of the S&P500 Index (equities) and 35% of the Barclays Intermediate Corporate Bond Index (fixed income.)

Summary Information

Fund Gifts	\$ 850,050
Fund Retained Investment Performance	-10,553
Fund Market Value	\$ 839,497
Fund Grants (FY 2007 - FY 2016)	\$ 19,500

Components of Total Fund Value



Note C: Depending on the timing of performance in the equity markets, gifts and distributions, the ending market value may fall below cumulative gifts to the fund.

Oklahoma State Board of Architecture Scholarship Fund

A Fund of the
Oklahoma City Community Foundation, Inc.

Statement of Activities

For the Period July 1, 2015 through June 30, 2016

	<u>Endowment</u>	<u>Available for Scholarships & Awards</u>	<u>Total</u>
Market Value of Fund at July 1, 2015	\$ -	\$ -	\$ -
Fiscal Year Activity:			
Contributions	750,050	100,000	850,050
Investment Activity			
Investment Income	6,460	-	6,460
Realized Investment Gains (Losses)	(2,074)	-	(2,074)
Unrealized Investment Gains (Losses)	11,285	-	11,285
Third Party Investment Fees	(1,358)	-	(1,358)
Net Investment Performance	<u>14,313</u>	<u>-</u>	<u>14,313</u>
Administrative Fees	(5,365)	-	(5,365)
Other Expense (Note A)	-	-	-
Scholarships, Awards & Program Services	-	(19,500)	(19,500)
Transfer to Available for Distributions	(28,070)	28,070	-
Market Value of Fund at June 30, 2016	<u><u>\$ 730,927</u></u>	<u><u>\$ 108,570</u></u>	<u><u>\$ 839,497</u></u>

Note A - Amount may include fees associated with credit card gifts.

Cumulative Activity by Donor

A Fund of the
 Oklahoma City Community Foundation, Inc.
 Scholarship Fund Report
 FYE 6/30/2016

fg_oksbas/OKSBAS

Oklahoma State Board of Architecture Scholarship Fund

<u>Donors</u>	<u>Total Gifts</u>	<u>Award Amount Allocated by Donor</u>	<u>Ending Market Value</u>
Oklahoma State Board of Architecture	850,000	(19,499)	839,448
Individual Gifts less than \$ 500	50	(1)	49
*** Total ***	<u>850,050</u>	<u>(19,500)</u>	<u>839,497</u>

Gifts to Scholarship Fund

A Fund of the
Oklahoma City Community Foundation, Inc.

July 1, 2015 - June 30, 2016

OKSBAS

Oklahoma State Board of Architecture Scholarship Fund

<u>Donor</u>	<u>Gift Amount</u>	<u>Gift Date</u>
OKC Northwest Lions Club	50	12/28/2015
Oklahoma State Board of Architecture	100,000	11/12/2015
Oklahoma State Board of Architecture	750,000	11/12/2015
Total	<u><u>\$ 850,050</u></u>	

Scholarship Fund Recipients **

A Fund of the
Oklahoma City Community Foundation, Inc.

July 1, 2011 - September 30, 2016

Oklahoma State Board of Architecture Scholarship Fund

fg_oksbas

Student	University/School	Amount	
<u>2016</u>			
Slezak, Garrett	Univ. of OK	1,500	4/1/2016
Slezak, Garrett	Univ. of OK	1,500	4/1/2016
Ware, Rachel A	Univ. of OK	1,500	4/1/2016
Ware, Rachel A	Univ. of OK	1,500	4/1/2016
Shaffer, Devin H	Oklahoma Christian University	1,500	4/1/2016
Shaffer, Devin H	Oklahoma Christian University	1,500	4/1/2016
Roesler, Cameron W	Oklahoma State University	1,500	4/1/2016
Roesler, Cameron W	Oklahoma State University	1,500	4/1/2016
Patterson, Cameron J	Oklahoma State University	1,500	4/1/2016
Patterson, Cameron J	Oklahoma State University	1,500	4/1/2016
Miley, Ian C	Oklahoma State University	1,500	4/1/2016
Edwards, Amanda L	Univ. of OK	1,500	4/1/2016
Edwards, Amanda L	Univ. of OK	1,500	4/1/2016
Total	\$	<u>19,500</u>	

**This report includes scholarships accrued for the last five fiscal years, from July 1, 2011 to September 30, 2016.

Colleges are asked to return scholarship award funds if they are not used by the student. Negative amounts that may appear in this report represent awards that have been adjusted for one of the following reasons:

- * Student withdrew enrollment for the academic period, or
- * Student resources exceeded allowable financial aid budget, or
- * Student changed schools

FEB 01 2017

STATE BOARD OF ARCHITECTS

FARB Comprehensive Regulatory Training

Basis for Regulation Self-Regulation

Accreditation, Certification, Registration, & Licensing Statutes

Rules & Regulations (Basis for Sound Rulemaking)

Board Operations Delegation of Authority

Delegation of Authority (Agency (board staff) vs. Board)

How is authority delegated? How much?

Accountability and Audit?

Role of Board members, Board staff, Board counsel

Appointments & Attorneys

Immunity Sovereign, Absolute & Qualified

Outreach Board meetings, Open meeting law, & Executive Session

Board member attendance and quorum;

Data classifications and the delivery of Board materials;

Open meeting law, requirements, notice, publication location;

Executive session (what does the law require?) –to record or not to record?

Deliberative process and data requests (FOIA) –how do you respond?

Internal and External Communication E-mail & Quorum

Stakeholder Outreach & Public Education

Applications & Renewals

Criteria and Eligibility for Licensure

Immigration Status, Citizenship, Residency

Identifying information (i.e., birth certificate, photo ID, etc.)

Education, Examination, Equivalency

Record of licensure information

Record of licensure examination

Transcripts

Educational Review

Primary Source Verification

Good Moral Character/Moral Turpitude

Data utilized in proof of Moral Character/Turpitude

Criminal Background Check

Criminal Convictions –related to practice?

Non-payment of Child Support, Alimony, Student Loans, Taxes

Application Information

What Information Do You Collect versus Use (how do you ask?)

Process (paper vs. online; cycle; payments)

Procedures (office vs. board approval)

Attestations/Certifying Statements/Notary

Continuing Education/Competence

Renewal Applications

Special Considerations

Attachment
B

FARB FORUM 2017 SAN ANTONION, TX

THURSDAY, January 26, 2017

3:00 pm – 7:30 pm Comprehensive Regulatory Training (CRT)

FRIDAY, JANUARY 27, 2017

FARB: An Overview & Regulatory Perspective Dale Atkinson (FARB)

Data for Decision Making Guillermo Ortiz de Zárate (DC)

What information should be gathered and how is it put to use?

Understand the challenge, design solution

Data can help

Be careful of "vanity" metrics

What would you measure to understand the problem is real and worth solving?

Prove the existence of a problem, then we will evidence of a solution

Lacking info/ evidence is worse than having data to defend

FARB Survey Results Mai Lin Noffke (IL)

A discussion about best practices

Board Retreats Susan Meyerle (NE)

Missions, visions, values, strategic plan maps

Sunset Review and Annual Legislative Reports Ken Levine (TX)

How efficiently and effectively does the agency operate?

How successful has the agency been in achieving its mission, goals, and objectives?

Does the agency perform any duties that are not statutorily authorized?

Does the agency have sufficient authority related to fees, inspections, enforcement, and penalties?

In what ways could the agency's functions/operations be less burdensome or restrictive and still adequately protecting the public?

How much do the agency's programs and jurisdiction duplicate those of other agencies?

Does the agency promptly and effectively address complaints?

To what extent does the agency encourage and use public participation when making rules and decisions?

Would abolishing the agency cause federal government intervention or loss of federal funds?

Award Winning Boards Panel - Accomplishments worth sharing

Accessibility Isn't Optional Jeremy Abbott (TX)

Be on the lookout for new laws...etc. regarding technology accessibility requirements

Need to pay attention to what info/data is being looked at

**Even Institute of Justice may be jumping into this arena*

Online websites, renewals, applications, social media=make sure you are asking and gathering the right questions.

Technology- what can we do to maximize it; How easily and effective you can archive & retrieve information

Counsel Focus

Top Regulatory Cases (Dale Atkinson (IL)

SUNDAY, JANUARY 29, 2017

Technology in Investigations Dirk Hanson (KS)

Stronger enforcement of your Practice Act

Increased ability to adjudicate violations

Resulting from enhanced quality of investigations

Using today's technologies

Build redundancy into your standard procedure

The Discipline Experience Julian Rivera (TX)

Non discipline vs discipline reinstatement; inactive, retired...etc.

Reinstatement Petitions Mark Brengelman (KY)

Relevant Evidence & Burden

Administrative Expungement Dale Atkinson (IL)

Key Take Away:

It's not the end of the world

You are public members offering professional expertise

Perception is the new reality

Anti-trust is in the forefront

Keep Educating yourself

Deregulation: How can we stop the deregulation movement?

Protecting the public – Are we protecting the public's health and safety practicing with or w/out a license?

Stay focused on health/ safety over professional conduct (they are separate issues)

Be ready and proactive in the process

Going to be relying on our association of boards (info/resources) to help defend why regulation is relevant to public protection