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

AGENDA ITEM # 29-1

APR 05 2017
STATE BOARD OF ARCHITECTS

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 Subcommittee on Non-Appropriated Agencies.
   e. Leslie Hanska’s report on the FARF 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 OIDC/ASID Interior Designer activities

5. NEW BUSINESS

Adjourn
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.


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 back-up 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-A 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 FARc 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
Scholarship Fund Report for
Oklahoma State Board of Architecture Scholarship Fund

Fiscal Year Ending June 30, 2016
### 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**

<table>
<thead>
<tr>
<th>FYE</th>
<th>Curulative Gifts</th>
<th>Market Value</th>
<th>Scholarships &amp; Awards</th>
<th>Pooled Fund Investment Performance</th>
<th>Allocation Performance Benchmark (Note A)</th>
<th>Policy Performance Benchmark (Note B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2007</td>
<td></td>
<td></td>
<td></td>
<td>13.68 %</td>
<td>15.40 %</td>
<td>16.49 %</td>
</tr>
<tr>
<td>6/30/2008</td>
<td></td>
<td></td>
<td></td>
<td>-2.23 %</td>
<td>-5.34 %</td>
<td>-4.75 %</td>
</tr>
<tr>
<td>6/30/2009</td>
<td></td>
<td></td>
<td></td>
<td>-14.61 %</td>
<td>-15.20 %</td>
<td>-16.09 %</td>
</tr>
<tr>
<td>6/30/2010</td>
<td></td>
<td></td>
<td></td>
<td>12.99 %</td>
<td>12.28 %</td>
<td>12.32 %</td>
</tr>
<tr>
<td>6/30/2011</td>
<td></td>
<td></td>
<td></td>
<td>21.57 %</td>
<td>21.26 %</td>
<td>21.96 %</td>
</tr>
<tr>
<td>6/30/2012</td>
<td></td>
<td></td>
<td></td>
<td>2.31 %</td>
<td>5.44 %</td>
<td>1.63 %</td>
</tr>
<tr>
<td>6/30/2013</td>
<td></td>
<td></td>
<td></td>
<td>11.24 %</td>
<td>13.15 %</td>
<td>12.68 %</td>
</tr>
<tr>
<td>6/30/2014</td>
<td></td>
<td></td>
<td></td>
<td>14.50 %</td>
<td>18.66 %</td>
<td>15.56 %</td>
</tr>
<tr>
<td>6/30/2015</td>
<td></td>
<td></td>
<td></td>
<td>4.20 %</td>
<td>5.49 %</td>
<td>3.49 %</td>
</tr>
<tr>
<td>6/30/2016</td>
<td>850,050</td>
<td>838,497</td>
<td>19,500</td>
<td>1.34 %</td>
<td>4.35 %</td>
<td>1.20 %</td>
</tr>
</tbody>
</table>

10 Year Distributions: 19,500

10 Year Compounded Annual Rate of Return: 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 OCCF Investment Policy is composed of 65% of the S&P500 Index (equities) and 35% of the Barclays Intermediate Corporate Bond Index (fixed income).

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### Summary Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Gifts</td>
<td>$850,050</td>
</tr>
<tr>
<td>Fund Retained Investment Performance</td>
<td>-$10,653</td>
</tr>
<tr>
<td>Fund Market Value</td>
<td>$838,497</td>
</tr>
<tr>
<td>Fund Grants (FY 2007 - FY 2016)</td>
<td>$19,500</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Market Value of Fund at July 1, 2015</th>
<th>Available for Scholarships &amp; Awards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Fiscal Year Activity:

- Contributions: $750,050, Available: $100,000, Total: $850,050

<table>
<thead>
<tr>
<th>Investment Activity</th>
<th>Endowment</th>
<th>Available for Scholarships &amp; Awards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Income</td>
<td>6,460</td>
<td>-</td>
<td>6,460</td>
</tr>
<tr>
<td>Realized Investment Gains (Losses)</td>
<td>(2,074)</td>
<td>-</td>
<td>(2,074)</td>
</tr>
<tr>
<td>Unrealized Investment Gains (Losses)</td>
<td>11,285</td>
<td>-</td>
<td>11,285</td>
</tr>
<tr>
<td>Third Party Investment Fees</td>
<td>(1,358)</td>
<td>-</td>
<td>(1,358)</td>
</tr>
</tbody>
</table>

Net Investment Performance: 14,313

| 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 | - |


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

Oklahoma State Board of Architecture Scholarship Fund

<table>
<thead>
<tr>
<th>Donors</th>
<th>Total Gifts</th>
<th>Award Amount Allocated by Donor</th>
<th>Ending Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oklahoma State Board of Architecture</td>
<td>850,000</td>
<td>(19,499)</td>
<td>839,448</td>
</tr>
<tr>
<td>Individual Gifts less than $500</td>
<td>50</td>
<td>(1)</td>
<td>49</td>
</tr>
<tr>
<td>*** Total ***</td>
<td>850,050</td>
<td>(19,500)</td>
<td>839,497</td>
</tr>
</tbody>
</table>
**Gifts to Scholarship Fund**

A Fund of the  
Oklahoma City Community Foundation, Inc.  

July 1, 2015 - June 30, 2016  

**Oklahoma State Board of Architecture Scholarship Fund**

<table>
<thead>
<tr>
<th>Donor</th>
<th>Gift Amount</th>
<th>Gift Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OKC Northwest Lions Club</td>
<td>50</td>
<td>12/28/2015</td>
</tr>
<tr>
<td>Oklahoma State Board of Architecture</td>
<td>100,000</td>
<td>11/12/2015</td>
</tr>
<tr>
<td>Oklahoma State Board of Architecture</td>
<td>750,000</td>
<td>11/12/2015</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$850,050</strong></td>
<td></td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Student</th>
<th>University/School</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slezak, Garrett</td>
<td>Univ. of OK</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Slezak, Garrett</td>
<td>Univ. of OK</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Ware, Rachel A</td>
<td>Univ. of OK</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Ware, Rachel A</td>
<td>Univ. of OK</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Shaffer, Devin H</td>
<td>Oklahoma Christian University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Shaffer, Devin H</td>
<td>Oklahoma Christian University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Roesler, Cameron W</td>
<td>Oklahoma State University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Roesler, Cameron W</td>
<td>Oklahoma State University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Patterson, Cameron J</td>
<td>Oklahoma State University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Patterson, Cameron J</td>
<td>Oklahoma State University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Miley, Ian C</td>
<td>Oklahoma State University</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Edwards, Amanda L.</td>
<td>Univ. of OK</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
<tr>
<td>Edwards, Amanda L.</td>
<td>Univ. of OK</td>
<td>1,500</td>
<td>4/1/2016</td>
</tr>
</tbody>
</table>

**Total** $19,500

**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
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

AGENDA ITEM # 3e
FEB 01 2017
STATE BOARD OF ARCHITECTS
FARF 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