

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 7, 2018
9:30 a.m.

AGENDA ITEM # 29-1

APR 0 4 2018

STATE BOARD OF ARCHITECTS

Minutes

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, February 7, 2018 with the following members and guests present:

Mark Taylor, Registered Interior Designer, Chairman
Bradley Gaskins, Architect, Vice-Chairman
Gary Armbruster, Architect
Nate Baker, Architect
David Blackburn, Public Member
Brian Dougherty, Landscape Architect
David Hornbeek, Architect
Elizabeth Windel, Architect
Brad Klepper, Board Counsel
Jean Williams, Executive Director
Leslie Hanska, Executive Assistant
Ellen White, Executive Secretary
Tammie Kilpatrick, Consultant
Ryan Kilpatrick, Consultant
Brett Logan, Guest

Jim Hasenbeck, Architect, Secretary Treasurer, Jim Bruza, Architect and Randy Weatherly, Landscape Architect were absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a-1. Mr. Hornbeek motioned to approve the minutes from the November 1, 2017 Board meeting. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor, and Ms. Windel. Voting nay: None. Motion unanimously approved.

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2. a-2. Mr. Gaskins motioned to approve the financials from October, November and December 2017. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved. See Attachment A for financials.

FORMAL HEARINGS AND/OR CASES PENDING FINAL ACTIONS

3. a. Gabe Palacios, Case #2015-454 – Final order being served.

3. b. Randy Curtis, Case #2016-456 – Final order being served.

3. c. Ralph G. Martinez, Case #2016-454 – Pending Attorney General review.

3. d. Formal hearing and Board action as necessary on Case #2016-460, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Steve Olsen d/b/a Steve Olsen Architects Mr. Hornbeek motioned to enter into Executive Session. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Blackburn, Gaskins, Armbruster, Hornbeek, Dougherty, Baker, Taylor and Windel. Voting nay: None. Motion unanimously approved. Mr. Hornbeek motioned to come out of Executive Session. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Blackburn, Gaskins, Armbruster, Hornbeek, Dougherty, Baker, Taylor and Windel. Voting nay: None. Motion unanimously approved. Mr. Hornbeek motioned that we should take the advice of our legal prosecuting attorney and write a letter to Mr. Olsen's family stating that his license is no longer active and that he has been granted emeritus status, as he meets the qualifications. The Board office should write a letter to the City of Tulsa and let them know Mr. Olsen is no longer actively practicing architecture. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. e. Mr. Dougherty moved to approve hiring the Attorney General's office to prosecute two (2) cases as the current prosecuting attorney has a conflict of interest. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

4. a. Mr. Taylor announced that Executive Director, Jean Williams will be retiring June 30, 2018.

4. b-1. The Senate Select Agencies Committee has put each of its members in charge of multiple agencies to review this year. We have been assigned to Senator Nathan Dahm. We anticipate receiving a request for information as we do each year from this committee, however there may be an on-site visit to each agency as well as a request to appear at the Capitol.

4. b-2. The Occupational Licensing Task Force report dated January 9, 2018 stated implementing changes through a phased approach. Phase one (1) A One-Stop-Shop where applicants can determine licensing/permitting requirements for a specific business area. They also stated there

should be a shared database among the following key agencies for business and professional licensing accessible through OK.gov: Oklahoma Secretary of State, Oklahoma Tax Commission and Oklahoma Employment Security Commission. Phase two (2) Integrate the One-Stop-Shop with a licensing system. Applicants would not be burdened to submit the same information over and over to various participating agencies and cities where they will do business. Phase three (3) Implement the enterprise licensing solution (AMANDA). Office of State Finance will begin with agencies that do not have a current online system or who have been granted exemptions and then working with those agencies that need to retire legacy systems. Phase four (4) Roll-out the One-Stop-Shop and enterprise licensing product to local municipalities. Once implemented at the state level this will allow cities and counties to include its licensing requirements on the State portal and allow the applicant to see local licensing and permitting requirements.

4. b-3. Mr. Dougherty motioned to give the Executive Director authority to add firms to HB 3258, relating to immunity for voluntary architectural or engineering services. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

4. c. Mr. Dougherty motioned to accept Mr. Lawrance Lesser's June 1996 grade of section one (1) of the California PELA (Professional Exam of Landscape Architects) and grant reciprocal license. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

4. d. Mr. Baker motioned to approve Mr. Richard Gordon's reciprocal architect application. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

4. e. Board discussed proposed changes to NCARB Bylaws that will be voted on at the Regional Summit meeting in March.

4. f. Ms. Hanska gave a report from the FARB annual forum. All states with occupational licensing are under a microscope. We are encouraged to look at our licensing process and make changes if applicable. Oklahoma is ahead by implementing our equivalent licensing standards. More state Board's should start looking at alternative ways to grant licenses.

4. g. The new state licensing cloud based application system has been selected by OMES. It may take about twelve (12) to eighteen (18) months to implement.

4. h-1. University/Scholarship Committee: Mr. Dougherty reported that as of February 6, 2018 we have received eighteen (18) scholarship applications, eight (8) architect, four (4) interior design and six (6) landscape architect. Each accredited university has been visited and students have been

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informed on how to apply for a scholarship. The committee will receive all the completed scholarship applications in the next few weeks and review them electronically.

4. h-2. Investigations Committee: Mr. Baker reported that the committee is now meeting on a more regular basis. They are continuing to work on the back log of about sixty (60) different complaints. There is no statute of limitations, however we do need to act on all of these complaints in a timely manner. The committee is still working on a set process on how we evaluate investigations. An investigator will be determined based on each case and all founded violations should be added to the newsletter.

4. h-3. Act/Rules Committee: Mr. Baker reported that this spring we should begin pushing forward with changes.

4. h-4a Arch/Engineering Committee, Administrator's Manual: Ms. Williams reported that she emailed a copy of the manual to each committee member for comments, but did not receive a response. She stated that the Department of Education will be in charge of the manual and determine when the manual will be sent out to the Superintendent's.

4. h-4b Arch/Engineering Committee, pamphlet on manual: Ms. Windel reported that the smaller pamphlet is a summary of the Administrator's Manual and will be used by new Superintendents. Mr. Dougherty and Mr. Weatherly will get together and prepare additional information to address landscape architecture and send it to Ms. Windel upon completion.

4. h-5. Finance Committee: No report.

4. h-6. Building Officials Joint Committee: No report.

4. h-7. Continuing Education Committee: No report.

4. h-8. Nominations Committee: No report.

4. h-9. Succession Planning Committee: Ms. Hanska presented a planning overview FY 18-19 report to the Board.

4. i. Mr. Gaskins motioned to go in to executive session. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved. Mr. Baker motioned to come out of Executive Session. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Blackburn, Gaskins, Armbruster, Hornbeek, Dougherty, Baker, Taylor and Windel. Voting nay: None. Motion unanimously approved. Mr. Dougherty motioned, pending answers to some questions directed to the Board counsel, that the Board give the Succession Planning Committee the authority to make hiring decisions on behalf of the Board regarding staff. Motion seconded by Mr. Blackburn. Voting aye: Messrs. Blackburn, Gaskins, Armbruster, Hornbeek, Dougherty, Baker, Taylor and Windel. Voting nay: None. Motion unanimously approved.

4. j. Mr. Gaskins motioned to accept Mr. Russell Hatfield's July 1988 grades from sections 1-7 of the CALE (California Architects Licensing Exam) and section B Site Design (written and graphic) and section C Building Design of the A.R.E. and grant reciprocal license. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Blackburn, Gaskins, Armbruster, Hornbeek, Dougherty, Baker, Taylor and Windel. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

- 5. a. NCARB/AIA – The deadline to apply for NCARB's committee appointments is fast approaching.
- 5. b. CLARB/ASLA – Mr. Dougherty reported that he has decided not to run for office in CLARB.
- 5. c. CIDQ/OIDC/ASID – No report.

New Business

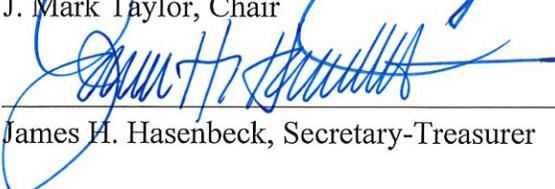
6. Executive Order 2018-02 was presented and discussed regarding The Occupational Licensing Database and request for information from State agencies.

Adjourn

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



J. Mark Taylor, Chair



James H. Hasenbeck, Secretary-Treasurer