

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

220 N. E. 28<sup>th</sup>, Board Room

Oklahoma City, OK 74105

June 3, 2015

9:30 a.m.

**Minutes**

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, June 3, 2015 with the following members and guests present:

David Hornbeek, Architect, Chairman

Mark Taylor, Registered Interior Designer, Vice-Chairman

Nate Baker, Architect

Jim Bruza, Architect

Brian Dougherty, Landscape Architect

Brad Gaskins, Architect

Randy Weatherly, Landscape Architect

Elisabeth Windel, Architect

Brad Klepper, Counsel

Jean Williams, Executive Director

Leslie Hanska, Executive Assistant

Tammie Kilpatrick, Consultant

Ryan Kilpatrick, Consultant

Absent: Gary Armbruster, Jeff Click, Jim Hasenbeck

1. a. There were no public comments.

AGENDA ITEM # 2A-1

SEP 02 2015

STATE BOARD OF ARCHITECTS

CONSENT AGENDA

2. a - c. Mr. Gaskins moved to approve the minutes from the April 2, 2015 board meeting including revenue and expenditure reports. Motion seconded by Mr. Bruza. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved. Mr. Weatherly moved to approve the policy against sexual harassment. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. a. Presentation was given by Tammie Kilpatrick.

3. b. The Chairman reminded the Board that he had previously written NCARB informing them that Oklahoma would not support the implementation of new IDP hours reducing from 5600 to 3740 in core categories. The Board agreed that their position had not changed. Not action taken.

3. c. Mr. Baker moved to appoint David Hornbeek as the voting member at the NCARB Annual meeting. Motion seconded by Mr. Gaskin. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved. No action taken on the NCARB Resolutions.

3. d. No action.

Board of Architects, Landscape Architects & Registered Interior Designers

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Minutes

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3. e. Mr. Weatherly moved to rescind policy dated September 1, 2010 defining prototypical building and sealing requirements. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. f. Mr. Weatherly moved to authorize the staff to development and submit the FY 16 Budget Work Program and the FY 17-18 Operational Budget Request. Motion seconded by Mr. Taylor. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. g. Mr. Taylor approve travel and educational expenses for FY 15-16 meetings, courses and seminars for staff and Board and appoint each board member and staff as a travel coordinator. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. h. Mr. Dougherty moved to approve allowing staff to set times and dates for continuing education programs (fall and spring) and establish topics. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. i. Mr. Bruza moved to re-elect David Hornbeek, Chair; Mark Taylor, Vice-Chair; Jim Hasenbeck, Secretary-Treasurer for the coming year beginning July 1, 2015 through June 30, 2016. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. j. Mr. Gaskins moved to rescind policy defining a prototypical building dated June 3, 2009. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. k. The Board discussed the Supreme Court decision that Boards licensing and regulating their own professions could be open for antitrust actions unless all decisions are reviewed by an independent state entity for anti-competitive effect. The Board intends to keep an eye on this issue.

3. l. No action.

3. m. No action.

3. n. Mr. Bruza moved to approve the committee's recommendation with final draft to be presented to Board at the September meeting. Motion seconded by Mr. Baker. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. o. Mr. Weatherly moved to approve the following emeritus applications for the FY15-17 licensing period:

1. David Nienhaus
2. Leslie Van Every
3. Robert Brown
4. Larry Taylor
5. Roy Malernee
6. Thomas Flesher Jr.
7. Williams Fearnow
8. Tom Short II

Board of Architects, Landscape Architects & Registered Interior Designers

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9. Mike Garey
10. Alan Bowman
11. Harry Francis Jr.
12. Sam Puttkamer
13. Betty Jackson
14. Joel Walker
15. Richard Smith
16. Clyde Pope Jr.
17. Donald Edwards
18. Alan Brunken
19. Jack Graves
20. Ray Binnicker
21. Charles Fields
22. Dean Perry
23. Victor Mathis
24. Rodney Seawright
25. Bill Ytsma
26. Joseph Wilkinson II
27. John Cravens
28. Donald Gunning
29. Adel Ibrahim
30. Robert Thomas
31. Larry Davis
32. Larry Mayes
33. Ralph Kirkhuff
34. Ernest Woodward
35. Warren Edwards
36. David Broach
37. Charles Bell
38. JoAnne Vervinck
39. Robert Wright
40. Norman Foster
41. Tuttle Gamble III
42. Williams Haney
43. Herbert Woodward
44. Wilton Berry
45. Gary VanFossen
46. Jim Luther
47. Ronald Brandon
48. Quinn Callaway III
49. Charles Knott
50. Dow McCarty Jr.
51. Wayland Bowser
52. Thomas Verdel III
53. Dale Arnold Sr.
54. James Butcher

3. p. Mr. Weatherly moved to approve policy (Attachment A) establishing criteria for the Registered Interior Designers original CEU hours required. Motion seconded by Mr. Taylor. Voting aye: Messrs.

Board of Architects, Landscape Architects & Registered Interior Designers

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Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. q. Mr. Taylor moved to approve policy (Attachment B) establishing penalties and fines for non-compliances/no responses to requests for audit documents. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

4. a. NCARB – No report. 4. b. CLARB – CLARB's annual meeting will be held in September in New Orleans. Randy Weatherly will begin his term as president of CLARB.

4. c. CIDQ - No report.

4. d. AIA – No report.

4. e. ASLA – Regional meeting was held in Oklahoma City and was well attended.

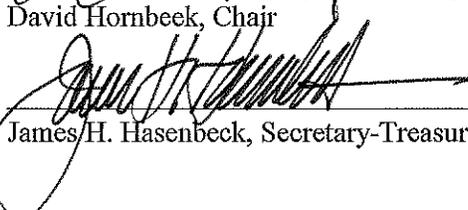
4. f. OIAC/ASID – No report.

NEW BUSINESS

5. a. Mr. Weatherly moved to approve Dennis Woody's request for exemption from the CEU requirements for the 2015-2017 licensing period due to his wife's medical condition and his need to provide her daily care. Motion seconded by Mr. Bruza. Voting aye: Messrs. Taylor, Baker, Bruza, Dougherty, Gaskins, Weatherly, Hornbeek and Ms. Windel. Voting nay: None. Motion unanimously approved.

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

  
\_\_\_\_\_  
David Hornbeek, Chair

  
\_\_\_\_\_  
James H. Hasenbeck, Secretary-Treasurer

<b>Subject:</b> Registered Interior Designer Continuing Education Policy		
<b>Effective Date:</b> 06/3/2015		<b>Page</b> 1 of 1
<b>Revised Date:</b>		

**PURPOSE:** Establishing criteria for Registered Interior Designer original CEU hours required

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**POLICY:**

Rules changes were proposed and submitted during the 2014-2015 legislative session that required 24 health, safety or welfare continuing education units per biennial licensing period. These Rules did not receive their final approval from the state during this legislative session and the Rules are carried over for approval next session. With approval of these Rules next session, all Registered Interior Designers shall be required to provide 12 health, safety, welfare continuing education units prior to the next renewal date of July 1, 2017. Each renewal period after July 1, 2017, all Registered Interior Designers will be required to submit 24 health, safety welfare continuing education units with the renewal forms.

If, these proposed Rules are not approved during the 2015-2016 legislative session, the current Rules will remain in place and no CEU's will be required for the Registered Interior Designers.

Architects and Landscape Architects shall continue to report their required CEU's (24 health, safety, welfare continuing education units per the two year renewal period) as currently stated in the Act and Rules, and are not affected by these proposed Rules changes for Registered Interior Designers.

This policy becomes null and void on July 1, 2017.

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**PROCEDURES:**

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AGENDA ITEM # 3-p.

JUN 03 2015

STATE BOARD OF ARCHITECTS

<b>Subject:</b> CEU Audits Non-compliances/No responses to requests		
<b>Effective Date:</b> 6/3/2015		<b>Page</b> 1 of 1
<b>Revised Date:</b>		

**PURPOSE:** Establishing penalties and fines

**POLICY:** If the licensee and/or registrant fails to respond to a CEU audit request by providing documentation to substantiate CEU credits claimed in the licensee's and/or registrant's application for renewal of license and/or registration by the date specified in the certified notification letter, such licensee and/or registrant shall be subject to the following fines and penalties:

- (i) suspension of the license/registration effective upon the response date specified in the letter;
- (ii) a \$1,000.00 fine for non-compliance with the continuing education requirements; and
- (iii) payment of late payment/reinstatement fees in the amount of \$225.00. If the license/registrant submits the continuing education documentation sufficient to support the CEUs claimed in the renewal application and pays the penalties and fines, the license/registration shall be automatically reinstated. If the licensee and/or registrant fails to complete the continuing education requirements by June 30<sup>th</sup> of the renewal year, and does not provide additional documentation by the date of the audit, an additional penalty of \$2,000.00 shall be assessed and paid before the license or registration is reinstated.

**PROCEDURES:**

BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS,  
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS  
220 N. E. 28<sup>th</sup> Street, Board Room  
Oklahoma City, OK 73105

June 3, 2015

9:30 a.m.

**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 April 2, 2015 meeting.
    2. Policy against sexual harassment, same as last year.
    3. Financial reports of expenditures and revenues for March, April and May 2015.
3. ADMINISTRATIVE/INTERNAL BOARD ISSUES
  - a. Board action as necessary concerning report from Tammie Kilpatrick on the legislative session and bills sent and/or signed by the Governor.
  - b. Board discussion and action as necessary concerning letter from AIA Central States Region for National Associates Committee requesting Oklahoma to support two years of core IDP hours at annual meeting.
  - c. Board discussion and action as necessary concerning NCARB resolutions to be acted on at Annual Meeting and designate voting member.
  - d. Board update on Registered Interior Designer CEU Rules submitted this session.
  - e. Board discussion and action to rescind policy dated September 1, 2010 defining prototypical building and sealing requirements.
  - f. Authorize the staff to development and submit the FY 16 Budget Work Program and the FY 17-18 Operational Budget Request.
  - g. Approve travel and educational expenses for FY 15-16 meetings, courses and seminars for staff and Board and appoint each board member and staff as a travel coordinator.
  - h. Board action as necessary concerning allowing staff to set times and dates for continuing education programs (fall and spring) and establish topics.
  - i. Election of officers for the coming year beginning July 1, 2015 through June 30, 2016.
  - j. Board action as necessary to rescind policy defining a prototypical building dated June 3, 2009.
  - k. Board discussion and action as necessary concerning the Supreme Court decision that Boards licensing and regulating their own professions could be open for antitrust actions unless all decisions are reviewed by an independent state entity for anti-competitive effect.
  - l. Board discussions as necessary concerning the use of "Intern" and derivatives are to be eliminated; with the exception of "emeritus architect".
  - m. Board discussions concerning modifications to the State Architectural and Registered Interior Designers Act by HB 2168 and SB 394, effective November 1, 2015.

Board of Architects  
Agenda  
June 3, 2015

n. Board discussions and actions as necessary concerning the Scholarship Committee's report to the Board from April 13, 2015.

o. Board action as necessary on emeritus applications for the FY15-17 licensing period:

1. David Nienhaus
2. Leslie Van Every
3. Robert Brown
4. Larry Taylor
5. Roy Malernee
6. Thomas Flesher Jr.
7. Williams Fearnow
8. Tom Short II
9. Mike Garey
10. Alan Bowman
11. Harry Francis Jr.
12. Sam Puttkamer
13. Betty Jackson
14. Joel Walker
15. Richard Smith
16. Clyde Pope Jr.
17. Donald Edwards
18. Alan Brunken
19. Jack Graves
20. Ray Binnicker
21. Charles Fields
22. Dean Perry
23. Victor Mathis
24. Rodney Seawright
25. Bill Ytsma
26. Joseph Wilkinson II
27. John Cravens
28. Donald Gunning
29. Adel Ibrahim
30. Robert Thomas
31. Larry Davis
32. Larry Mayes
33. Ralph Kirkhuff
34. Ernest Woodward
35. Warren Edwards
36. David Broach
37. Charles Bell
38. JoAnne Vervinck

Board of Architects  
Agenda  
June 3, 2015

39. Robert Wright
40. Norman Foster
41. Tuttle Gamble III
42. Williams Haney
43. Herbert Woodward
44. Wilton Berry
45. Gary VanFossen
46. Jim Luther
47. Ronald Brandon
48. Quinn Callaway III
49. Charles Knott
50. Dow McCarty Jr.
51. Wayland Bowser
52. Thomas Verdel III
53. Dale Arnold Sr.
54. James Butcher

p. Board discussions and actions as necessary concerning establishing criteria for the Registered Interior Designers original CEU hours required.

q. Board discussions and actions as necessary concerning establishing penalties and fines for non-compliances/no responses to requests for audit documents.

4. CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

- a. Report from NCARB
- 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

In accordance with 25 O.S. § 311(9), new business will now be heard, if any.

- a. Board discussions and actions as necessary concerning Dennis Woody's request for exemption from the CEU requirements for the 2015-2017 licensing period due to his wife's medical condition and his need to provide her daily care.

Adjourn

AGENDA ITEM # 2a  
 JUN 03 2015  
 STATE BOARD OF ARCHITECTS



State of Oklahoma  
 Office of State Finance  
 Allotment Budget and Available Cash  
 As Of May 31, 2015

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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
04500										1,455,979.98
	200									
	20000	10	13	724,894.00	.00	182.97	.00	433,669.54	291,041.49	
	20000	10	14	814,894.00	.00	1,031.06	14,514.83	435,237.96	364,110.15	
	20000	10	15	763,311.00	100,000.00	165,183.72	400,795.76	.00	97,331.52	
	20000	88	13	163,720.00	.00	.00	.00	.00	163,720.00	
	20000	88	14	87,920.00	.00	.00	3,526.22	12,459.05	71,934.73	
	20000	88	15	189,620.00	.00	26,511.91	18,165.51	.00	144,942.58	
	20000	90	13	50,000.00	.00	.00	.00	.00	50,000.00	
	20000	90	14	57,000.00	.00	.00	.00	57,000.00	.00	
				<u>2,851,359.00</u>	<u>100,000.00</u>	<u>192,909.66</u>	<u>437,002.32</u>	<u>938,366.55</u>	<u>1,183,080.47</u>	
Business Unit Totals				2,851,359.00	100,000.00	192,909.66	437,002.32	938,366.55	1,183,080.47	1,455,979.98



State of Oklahoma  
Office of State Finance  
Allotment Budget and Available Cash  
As Of May 31, 2015

6/1/2015  
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<u>Business</u> <u>Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pro Incumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
Grand Totals				<u>2,851,359.00</u>	<u>100,000.00</u>	<u>192,909.66</u>	<u>437,002.32</u>	<u>938,366.55</u>	<u>1,183,080.47</u>	<u>1,455,979.98</u>



State of Oklahoma  
Office of State Finance  
Summary of Receipts and Disbursements  
From Business Unit 04500 To Business Unit 04500  
For the Month of May, 2015

6/1/2015  
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BUSINESS UNIT 04500  
CLASS 200

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Debit 2xxxxx	Change in Receivables (Incr) Debit 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			0.00	0.00				0.00	1,782,453.58
1-Jul	(7,805.00)	41,898.35	0.00	0.00	0.00	0.00	0.00	0.00	1,748,360.23
2-Aug	(9,957.50)	51,956.18	0.00	0.00	0.00	0.00	0.00	0.00	1,706,361.55
3-Sep	(9,812.50)	33,340.93	0.00	0.00	0.00	0.00	0.00	0.00	1,682,833.12
4-Oct	(7,628.72)	43,004.02	0.00	0.00	0.00	0.00	0.00	0.00	1,647,457.82
5-Nov	(18,137.50)	36,967.75	0.00	0.00	0.00	0.00	0.00	0.00	1,628,627.57
6-Dec	0.00	33,789.87	0.00	0.00	0.00	0.00	0.00	0.00	1,594,837.70
7-Jan	(12,817.50)	30,350.97	0.00	0.00	0.00	0.00	0.00	0.00	1,577,304.23
8-Feb	(13,965.00)	38,893.88	0.00	0.00	0.00	0.00	0.00	0.00	1,552,375.35
9-Mar	(11,590.00)	45,523.32	0.00	0.00	0.00	0.00	0.00	0.00	1,518,442.03
10-Apr	(9,130.00)	41,185.71	0.00	0.00	0.00	0.00	0.00	0.00	1,486,386.32
11-May	(9,685.00)	40,091.34	(2,299.94)	0.00	0.00	0.00	0.00	0.00	1,458,279.92
Column Totals:	(110,528.72)	437,002.32	(2,299.94)	0.00	0.00	0.00	0.00		
Current Ledger Balance:			(2,299.94)	0.00					

Class/Fund Balances:

0.00	1,458,279.92
Current Ledger Balance-Liabilities:	(2,299.94)
Current Ledger Balance-Receipts:	0.00
*Budgeted Cash Balance:	1,455,979.98

\*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.

Report Name: OCGL0059

Query Title: OCP\_GL0059



State of Oklahoma  
Office of State Finance  
Summary of Receipts and Disbursements  
From Business Unit 04500 To Business Unit 04500  
For the Month of May, 2015

6/1/2015  
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BUSINESS UNIT 04500  
CLASS

Accounting Period	Revenue (Credit) Debit 4XXXXX	Expenditures (Credit) Debit 5XXXXX	Change in Liabilities (Incr) Decr 2XXXXX	Change in Receivables (Incr) Decr 1XXXXX	Net Payroll Withholdings (Credit) Debit 633XXX	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
Column Totals:	(407,973.72)	438,802.32	(2,299.94)	0.00	0.00	0.00	0.00		
Prior Year AP BU Balance:			0.00	0.00					
Current AP Business Unit Balance:			(2,299.94)	0.00					
<b>Business Unit Balances:</b>							0.00	1,762,529.92	

Report Name: OCGLO059

Query Title: OCP\_GL0059



State of Oklahoma  
Office of State Finance  
Summary of Receipts and Disbursements  
From Business Unit 04500 To Business Unit 04500  
For the Month of May, 2015

6/1/2015  
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BUSINESS UNIT 04500

CLASS

Accounting Period	Revenue (Credit) Debit 4XXXXX	Expenditures (Credit) Debit 5XXXXX	Change in Liabilities (Incr) Decr 2XXXXX	Change in Receivables (Incr) Decr 1XXXXX	Net Payroll Withholdings (Credit) Debit 633XXX	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
Column Totals:	(407,973.72)	438,802.32	(2,299.94)	0.00	0.00	0.00	0.00		
Prior Year AP BU Balance:			0.00	0.00					
Current AP Business Unit Balance:			(2,299.94)	0.00					
<b>Business Unit Balances:</b>								0.00	1,762,529.92

Report Name: OCGI.0059

Query Title: OCP\_GL.0059