

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

220 N. E. 28th Street, Board Room

Oklahoma City, OK 73105

June 6, 2018

9:30 a.m.

AGENDA ITEM # 3C

OCT 17 2018

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 April 4, 2018 meeting.
 2. Policy against sexual harassment, same as last year.
 3. Financial reports of expenditures and revenues for March and April 2018.
3. ENFORCEMENT/FORMAL ADMINISTRATIVE HEARING
 - a. Investigations Committee report.
 1. Gabe Palacios, Case #2015-431, \$2500 formal order served.
 2. Randy Curtis, Case #2016-456, \$500 fine being sent to the Attorney General for collections.
 3. Ward Design Group, Case #2016-470, formal order being issued.
 - b. Board action as necessary concerning Ralph G. Martinez response, Case #2016-454, to Assistant Attorney General, Erin M. Moore's demand letter for payment of fine from the Order issued by the board per April 20, 2018 email.
 - c. Board action as necessary concerning email from Douglas H. Willim asking if it is legal to use the name "Architekton DZYN Studios" without a certificate of authority, as posted in the Tulsa World website's Building Permits section on April 4, 2018.
 - d. Board action as necessary concerning letter of disclosure of disciplinary action by managing principal, James S. Little, Jr., SBL Architecture, Inc. regarding Final Order of the Wisconsin Board of Architects dated April 25, 2018.
4. ADMINISTRATIVE/INTERNAL BOARD ISSUES
 - a. Board action as necessary concerning legislative report from Tammie Kilpatrick/Ryan Kilpatrick.
 - b. Board action as necessary to determine education credit, under alternative standards, for testing and licensing as an architect for David Nathaniel Amstutz with an Interior Architecture and Product Design Undergraduate and Master's degree from Kansas State University. (OAC 55:10-5-4.1)
 - c. Report regarding new hire Janie Hollars as Communication/Information Manager.
 - d. Board action as necessary concerning the amended resolutions to be voted on at the NCARB annual meeting in Detroit.

- e. Report from the Finance Committee. Board action as necessary regarding the approval of FY 19 Budget Work Program/Operating Budget.
 1. Approve staff salaries as directed by the Succession Planning Committee beginning July 1, 2018: Executive Director, Leslie Hanska \$80,000; Licensing Program Director, Ellen White, \$55,000; Communications/Information Manager, Janie Hollars, \$60,000.
 2. Approve \$125 annual membership in FARB (Federation of Association of Registration Boards). Membership includes discounted meeting registration fees, access to materials, regulatory cases and disciplinary database.
 3. Approve travel and educational expenses for FY 19 meetings, courses and seminars for staff and board.
 - i. Appoint each board member and staff as a travel coordinator as required.
 - f. Board action as necessary concerning reports from board committee.
 1. Act/Rules
 2. Scholarship/University
 3. Arch/Engineering
 4. Building Officials Joint Conference
 5. Superintendent Manual
 6. Continuing Education – Fall 2018 CE Event is scheduled for November 2, 2018.
 7. Succession Planning Committee
 - g. Election of officers for the coming year beginning July 1, 2018 through June 30, 2019.
5. 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 OIADC/ASID Interior Designer activities

6. New Business

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

7. Closing Remarks

The Board and staff would like to formally thank Executive Director, Jean Williams for her over 34 years of service to the State of Oklahoma.

Adjourn

It is noted the Board and guests will break the meeting for lunch in the conference room and may or may not resume the meeting when finished.

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

220 N. E. 28th

Board Room

Oklahoma City, OK 73105

June 6th, 2018

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 6, 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

Michael McClintock, Counsel

Jean Williams, Executive Director

Leslie Hanska, Executive Assistant

Ellen White, Executive Secretary

Tammie Kilpatrick, Consultant

Ryan Kilpatrick, Consultant

James Hasenbeck, Randy Weatherly and Jim Bruza were absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a-1. Mr. Dougherty motioned to approve the minutes from the April 4, 2018 Board meeting. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

2. a-2. Mr. Dougherty motioned to approve the sexual harassment policy. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

2. a-3. Mr. Hornbeek motioned to approve the financial reports of expenditures and revenues for March and April 2018. Motion seconded by Mr. Baker. Voting aye: Messrs. Hornbeek, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved. See attachment A.

ENFORCEMENT/FORMAL ADMINISTRATIVE HEARING

3. a-1. Gabe Palacios, Case #2015-431 – \$2500 fine and formal order has been served. No action.
3. a-2. Randy Curtis, Case #2016-456 – \$500 fine is being sent to the Attorney General for collections. No action.
3. a-3. Ward Design Group Case #2016-470 – Formal order is being issued. No action.
3. b. Ralph G. Martinez Case #2016-454 – Board response in regards to Assistant Attorney General Erin Moore’s demand letter for payment of fine from the Order issued by the Board per April 20, 2018 email. Mr. Gaskins motioned to keep fine at \$10,000 and allow payments to be determined by the Attorney General. Motion seconded by Mr. Baker. Voting aye: Messrs. Hornbeek, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.
3. c. Mr. Gaskins motioned to send the request regarding the legal use of the name “Architeckton DZYN Studios” to the investigation committee and to notify Mr. Willim of Board action in writing. Motion seconded Mr. Dougherty. Voting aye: Messrs. Hornbeek, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.
3. d. The Board acknowledged Mr. Little’s disclosure of disciplinary action taken by the Wisconsin Board of Architects. No action.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

4. a. Legislative report was given to the Board by Ryan Kilpatrick. David Blackburn arrived.
4. b. Mr. Hornbeek motioned to send David Amstuz’s Kansas State University transcript to either the University of Oklahoma or Oklahoma State and have them evaluate his courses from his Masters of Interior Architecture and Product Design Degree and find out how much of his degree would go toward an accredited Bachelor of Architecture. Once determined, the Board will reevaluate his education to identify how many education credits he should receive under our equivalent standards. Kansas State University is to be contacted to request a breakdown of the courses for this degree. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Hornbeek, Gaskins, Blackburn, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.
4. c. Ms. Hanska reported Janie Hollars will be the agency’s new Communication/Information Manager. She is a transfer from OMES. Ms. Hollars starts July 1, 2018.
4. d. Ms. Hanska reported that the changes are very minute on the amended resolutions that will be voted on at the NCARB annual meeting. No Action.
4. e-1. Mr. Hornbeek motioned to change Ms. White’s title to Licensing Program Manager and to approve staff salaries. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

4. e-2. Mr. Hornbeek motioned to approve FARB's (Federation of Association of Registration Boards) \$125 annual membership and to add it as a line item to the annual budget. 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-3. Mr. Dougherty motioned to approve the FY 19 budget, including travel and educational expenses for staff and Board and appoint each board member and staff as a travel coordinator. Motion seconded by Mr. Baker. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.
4. f-1 Act and Rules Committee: No report.
4. f-2. University/Scholarship Committee: Mr. Dougherty motioned to accept as Board policy the following: Continued visits to the universities promoting The Path to Licensure Scholarship; keep a running list of all recipients in order to track when they graduate and to identify where they are on their path to licensure; all scholarship committee members must agree to complete the application evaluations on time with the understanding that if they don't they cannot participate in the final selection process; and create a plan for rotation of scholarship committee members in order to maintain consistency into the future. Motion seconded by Hornbeek. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved. See attachment B.
4. f-3 Arch/Engineering Committee: No report.
4. f-4. Building Officials Joint Committee: No report.
4. f-5. Superintendent Manual Committee: Mr. Dougherty reported that the landscape architecture portion of the Superintendent Manual has been submitted.
4. f-6. Continuing Education Committee: Ms. Hanska reported that our next Continuing Education Seminar will be Friday, November 2, 2018 in Oklahoma City at Metro Tech Springlake Campus.
4. f-7. Succession Planning Committee: See agenda item 4. e-1.
4. g. Mr. Dougherty moved to elect M. Bradley Gaskins as Chairman (1 year term), James Hasenbeck as Vice-Chairman (1 year term) and Nathan Baker as Secretary Treasurer (2 year term) for FY 19 beginning July 1, 2018 through June 30, 2019. Motion seconded by Mr. Armbruster. Voting aye: Messrs. Hornbeek, Blackburn, Gaskins, Armbruster, Dougherty, Baker, Taylor, Blackburn and Ms. Windel. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

5. a. NCARB – Mr. Hornbeek has been elected as Region V Chair, he has also been selected as a member of the Procedures and Documents Committee. As Region V Chair he will be involved in an Advisory Committee to the NCARB Board of Directors. He has also been selected to evaluate the Philadelphia School of Architecture for NAAB accreditation.
5. b. CLARB – Ms. White and Mr. Weatherly will be attending the Licensure Summit in Columbus, OH June 23-24, 2018.
5. c. CIDQ – No report

Board of Architects

Minutes

June 6, 2018

Page 4

- 5. d. AIA – Mr. Armbruster will be a speaker at AIA’s Annual Conference in New York City to present his project regarding a school for homeless children.
- 5. e. ASLA – See Clarb report.
- 5. f. OIAC/ASID – No report.

New Business

- 6. The Board discussed continued debate regarding AIA’s position to call interns, Design Professional or Architectural Associate. No Action.
- 7. The Board congratulated Ms. Williams on her retirement, June 30, 2018 following 34 years of service to the State. The Board also thanks Mr. Dougherty for his four terms of service on the Board as his term is up June 30, 2018.

Adjourn

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



M. Bradley Gaskins, Chair



Nathan Baker, Secretary-Treasurer