

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 6, 2019

9:30 a.m.

Agenda

Call meeting to order - declare quorum present.

"The Board of Architects, Landscape Architects and Registered Interior Designers are meeting pursuant to notice filed with the Secretary of State. The agenda was posted outside the Board Offices and on the Board's website twenty four hours prior to the meeting setting forth thereon the date, time, place and business for the meeting. *Pursuant to the applicable statutes, rules and code, the Board is reminded to refrain from utilizing their personal tablet, portable computers or phone for any purpose other than reviewing offered materials or agenda matters. It is requested that during enforcement hearings you do not look at or utilize the Internet for any information pertaining to the hearing.*"

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. FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES
 - A. Progress report regarding Case #2018-547 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Fergon Architects, LLC. AG issued opinion 2018-435A "Fergon is unlicensed by the Board and falsely stated its qualifications and the kind of services it is authorized to provide. The Board proposes to fine Fergon \$1,000. The Board has adequate support for the conclusion that this action advances the State's policy to ensure that architects are properly licensed when providing services." Final orders issued.
 - B. Case # 2017-520, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Michael D. Smith. AG issued opinion 2018-436A "The Board found that Smith practiced architecture without a license when he provided drawings of a building to a customer. The Board proposes to fine Smith \$5,000. The Board has adequate support for the conclusion that this action advances the State's policy to ensure that architects are properly licensed when providing services." Final orders issued.
 - C. Board discussions and actions as necessary concerning David Evans reporting Settlement Agreement/Letter of Reprimand from MO & WY state boards.
3. ADMINISTRATIVE
 - A. Acknowledgment of the passing of sitting board member Randy Weatherly and his service the state and these professions.
 - B. Appointments: Brian Dougherty, Landscape Architect appointed by Governor Mary Fallin to fill the remainder of Randy Weatherly's term; David Blackburn has been appointed by Governor Stitt as Public Member.
 - C. Board discussion and action as necessary Legislative report from Tammie Kilpatrick and Ryan Kilpatrick.
 1. Report from Executive Director
 - D. Board action as necessary to approve minutes from the November 7, 2018 meeting.

- E. Board action as necessary to receive financial documents from October, November, and December 2018.
 - F. Board action for review and approval of Leslie Hanska, Executive Director's use of state p-card for authorized state expenses. \$500.58 hotel expense for the CIDQ annual meeting per OMES Central Accounting and Reporting policy and procedure. Miscellaneous travel related expenses were paid for by Ms. Hanska and reimbursed per State of Oklahoma travel reimbursement policy and procedure.
 - G. Board action as necessary regarding NCARB Continuing Education Guidelines.
 - H. Board action as necessary regarding the authorization of certificate of authority for Integrated Architecture LLC, ca03022 Stillwater office location.
 - I. Report from Licensing Manager.
 - 1. Licenses issued.
 - 2. Certificates of Authority issued.
 - 3. Candidates eligible to test.
 - 4. Inaugural licensing ceremony January 19, 2019
 - J. Committee appointments by Chairman.
 - 1. Board discussions and possible actions on the following committee reports:
 - (a) University/Scholarship Committee; Beth Windel, Chair
 - (b) Investigations Committee; Nate Baker, Secretary-Treasurer
 - i. Enforcement for calendar year 2018: 7 cases prosecuted (5 found guilty of unlicensed practice; 1 warning issued; 1 dismissed); 46 cases reviewed and resolved with informal resolution, warning or no evidence of violation found; 22 complaints pending.
 - (c) Act/Rules Committee
 - K. Board action as necessary regarding OMES Enterprise Licensing System (proposed new online system).
 - L. Report from Janie Hollars, Communication & Information regarding update to Board's website.
4. CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS
- A. Report from NCARB/AIA activities
 - 1. NCARB Regional Summit, Nashville, March 2019
 - 2. Call for NCARB Committee volunteers
 - B. Report from CLARB/ASLA activities
 - C. Report from CIDQ/OIDC/ASID activities
 - D. Report from FARB

NEW BUSINESS
Adjourn

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LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

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AGENDA ITEM # 3D

APR 17 2019

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 6, 2019 with the following members and guests present:

M. Bradley Gaskins, Architect, Chairman
Nathan Baker, Architect, Secretary Treasurer
Gary Armbruster, Architect
David Blackburn, Public Member
Jim Bruza, Architect
David Hornbeek, Architect
Scott Howard, Landscape Architect
Brian Dougherty, Landscape Architect
J. Mark Taylor, Registered Interior Designer
Elizabeth Windel, Architect
Brad Klepper, Board Counsel
Leslie Hanska, Executive Director
Ellen White, Licensing Manager
Janie Hollars, Communications & Information Manager
Ryan Kilpatrick, Consultant

James Hasenbeck, Vice Chair was absent.

1. There were no public comments.

FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES

2. A. Progress report regarding Case #2018-547 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Fergon Architects, LLC. AG issued opinion 2018-435A "Fergon is unlicensed by the Board and falsely stated its qualifications and the kind of services it is authorized to provide. The Board proposes to fine Fergon \$1,000. The Board has adequate support for the conclusion that this action advances the State's policy to ensure that architects are properly licensed when providing services." Final orders have been issued.

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2. B. Case # 2017-520, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Michael D. Smith. AG issued opinion 2018-436A "The Board found that Smith practiced architecture without a license when he provided drawings of a building to a customer. The Board proposes to fine Smith \$5,000. The Board has adequate support for the conclusion that this action advances the State's policy to ensure that architects are properly licensed when providing services." Final orders have been issued.
2. C. Board staff is to notify David Evans that he needs to report his Settlement Agreement/Letter of Reprimand from MO & WY state boards along with his Oklahoma license renewal. No action taken.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. A. The Chairman acknowledged the passing of sitting board member Randy Weatherly.
3. B. The Chairman acknowledged the appointments of Brian Dougherty, Landscape Architect, as he was appointed by Governor Mary Fallin to complete Randy Weatherly's remaining term; and David Blackburn was reappointed by Governor Kevin Stitt as the Public Member.
3. C. Legislative report was given to the Board by Ryan Kilpatrick.
3. C-1. The Executive Director informed the Board we have been assigned to a new Cabinet. The new Cabinet Secretary is Sean Kouplen, Secretary of Commerce and Workforce Development.
3. D. Mr. Baker motioned to approve the minutes from the November 7, 2018 Board meeting. Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Blackburn, Bruza, Gaskins, Hornbeek, Howard, and Ms. Windel. Voting abstain: Messrs. Armbruster, Taylor and Dougherty. Voting nay: None. Motion approved.
3. E. Mr. Hornbeek motioned to approve the financial reports of expenditures and revenues for October, November and December 2018. Motion seconded by Mr. Taylor. Voting aye: Messrs. Armbruster, Baker, Blackburn, Bruza, Dougherty, Gaskins, Hornbeek, Howard, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved. (See attachment A.)
3. F. Mr. Hornbeek motioned to approve the Executive Director's state p-card purchases of \$500.58 for hotel expense for the CIDQ annual meeting. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Armbruster, Baker, Blackburn, Bruza, Dougherty, Gaskins, Hornbeek, Howard, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.
3. G. Board members are requested to review NCARB's Continuing Education Guidelines and comment back to the Executive Director by April 2, 2019.

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3. H. Mr. Hornbeek motioned to approve the Certificate of Authority for Integrated Architecture LLC, ca03022 Stillwater office location. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Armbruster, Blackburn, Bruza, Dougherty, Gaskins, Hornbeek, Howard, Taylor and Ms. Windel. Voting abstain: Baker. Voting nay: None. Motion approved.

3. I. Ms. White presented a report of all licenses/registrations and firms that have been issued between 11/07/2018 to present, along with a list of newly approved candidates. (See attachment B.)

3. I-4. Ms. White reported that on January 19, 2019 the Board hosted their first annual Newly Licensed/Registered Pinning Ceremony at the Oklahoma History Center. There were 26 newly licensed Architects, 2 newly licensed Landscape Architects and 4 newly Registered Interior Designers in attendance along with friends and family.

3. J. Chairman announced committee appointment Scott Howard to the Act and Rules committee.

3. J-1(a). University/Scholarship Committee – Ms. Windel reported that all universities have been visited except for Oklahoma Christian. The deadline to submit applications is February 15th. To date, we have had 10 completed applications submitted and 4 are in draft.

3. J-1(b). Investigations Committee – Mr. Baker reported the committee is still trying to improve the investigation process. There is a new complaint form on our website that asks for more information. We are currently still in the process of looking for an investigator.

3. J-1(c). Act and Rules Committee – Mr. Gaskins will serve as the Chair of the committee, taking the place of Randy Weatherly. The committee plans to continue forward with Act and Rules changes and will report back in the fall with an update.

3. K. Mr. Hornbeek motioned to give the Executive Director the authority to pay the Board's portion of the new State Enterprise Licensing System per the OMES proposal. Motion seconded by Mr. Baker. Voting aye: Messrs. Armbruster, Baker, Blackburn, Bruza, Dougherty, Gaskins, Hornbeek, Howard, Taylor and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. L. Ms. Hollars presented to the Board an overview of our website including newly added information.

Mr. Dougherty left the meeting.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

4. A. NCARB - Mr. Baker reminded the Board that the NCARB Regional Summit is March 7-9 and is being held in Nashville, TN. The same city where the first meeting took place 100 years ago. NCARB committee call is due February 28th.

4. B. CLARB - Ms. White reminded the Board that the CLARB Region IV webinar is scheduled for February 26th at 11:00 am.

4. C. CIDQ - Mr. Taylor reported that CIDQ is looking into a full definition of an interior designer.

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4. D. FARB – Mr. Gaskins and Ms. White attended the FARB annual meeting that took place in January in New Orleans. Mr. Gaskins reported that the meeting was very informative. The Comprehensive Regulatory Training for Board Members is something that everyone should attend. Ms. White reported that it was great being able to attend a meeting where so many different regulatory professions participated under one roof.

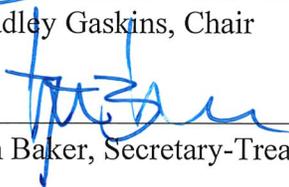
NEW BUSINESS

Mr. Taylor motioned to move the June Board meeting from June 5, 2019 to June 12, 2019. Motion seconded by Mr. Blackburn. Voting aye: Messrs. Armbruster, Baker, Blackburn, Bruza, Gaskins, Hornbeek, Howard, Taylor 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



M. Bradley Gaskins, Chair



Nathan Baker, Secretary-Treasurer