

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 73105  
November 1, 2017  
9:30 a.m.

AGENDA ITEM # 2a-1

FEB 07 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 September 6, 2017 meeting
    2. Financial documents from August and September 2017
3. ADMINISTRATIVE/INTERNAL BOARD ISSUES
  - a. Board presentation from Tammie Kilpatrick on legislative interim studies and other issues and expectations.
  - b. Board discussions and possible actions as to whether or not John Royce Allen qualifies as an initial license application from Texas. The license was and is cancelled by Texas for failure to comply with CEU requirements in 7/31/2005. He has been practicing as a designer through now. Does he have to retest?
  - c. Board discussions and actions as necessary concerning application of Mariana Sarur from Mexico for a reciprocal architect license.
  - d. Report to the Board from Elizabeth Windel, Chair Architect and Engineering Committee and Executive Director concerning updating the manual for Administrators of public education on how to put a construction project together, developing a simplified checklist pamphlet and developing a CEU program for first year Superintendents and additional programs every three years on updating codes and requirements.
  - e. Board discussion and actions as necessary concerning the proposed revisions to the FY 17 Budget.
  - g. Board discussions and actions as necessary concerning whether or not to sign the MRA agreement leading to international practice with all foreign entities.
  - h. Board discussions and actions as necessary regarding NCARB Certificate and Registration processes, NCARB issuing a Pre-Certification eligibility, creating direct exam eligibilities without a member board affiliation, NCARB issuing initial licensure certificate. These are currently all statutory Board functions.
  - i. Brian Dougherty, Chair to report on the scholarship program and presentations this year, with discussions and possible actions as necessary.
  - j. Board action as necessary to set Board meeting dates for calendar year 2018 as February 7, 2018, April 4, 2018, June 6, 2018, September 5, 2018 and November 7, 2018.

k. Board discussion and action as necessary concerning revising the Board's policy on the allowable amount of CEU's a Board Member can obtain for attending meetings and Conferences.

l. Board discussion and action as necessary concerning whether or not to revise the CEU Credits for CEU Audit Committee Members.

m. Board discussion and action as necessary concerning making changes to the Investigation Committee makeup and duties such as hiring an investigator, developing charges, role of the Attorney General including collections and whether or not the Investigation Committee should recommend punishments if found guilty.

1. Proposed executive session to discuss personnel decisions needed for supporting the Investigation Committee functions, those decisions and salaries. Authority: 25 O.S., Section 307 (B)(8).

2. Vote on whether to convene into executive session.

3. Vote to return to open session.

4. Vote on matters discussed in executive session

n. Board discussions and possible actions on the following committee reports:

1. Finance Committee

2. Succession Planning Committee

3. Investigations Committee

4. Act/Rules Committee

5. Arch/Engineering Committee

a. Administrator's Manual

b. Pamphlet on manual

6. Building Officials Joint Committee

7. Continuing Education Committee

8. University/Scholarship Committee

9. Nominations Committee

o. Proposed executive session to discuss personnel successions and/or hiring for all agency staff positions including Executive Director, Assistant to the Director, Executive Secretary and establishing new positions and salaries. Authority: 25 O.S., Section 307 (B)(8).

2. Vote on whether to convene into executive session.

3. Vote to return to open session.

4. Vote on matters discussed in executive session

p. Board discussions and actions as necessary concerning Board Member participation in any and all meetings with our Cabinet Secretary and others at the Capitol.

#### 4. FORMAL HEARINGS AND/OR CASES PENDING FINAL ACTIONS

a. Gabe Palacios

b. Randy Curtis

c. Steve Olsen

d. Ralph G. Martinez

5. CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS
  - a. Report from NCARB/AIA activities
  - b. Report from CLARB/ASLA activities
  - c. Report from CIDQ/OIDC/ASID activities

6. NEW BUSINESS

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.

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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, November 1, 2017 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

Jim Bruza, Architect

David Hornbeek, Architect

Elizabeth Windel, Architect

Randy Weatherly, Landscape Architect

Brad Klepper, Board Counsel

Jean Williams, Executive Director

Leslie Hanska, Executive Assistant

Ellen White, Executive Secretary

Tammie Kilpatrick, Consultant

Ryan Kilpatrick, Consultant

Mariana Sarur, Guest

Victor Pozadas, Guest

Jim Hasenbeck, Architect, Secretary Treasurer was absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a. Mr. Gaskins moved to approve the consent agenda. Motion seconded by Mr. Bruza. Voting aye: Messrs. Hornbeek, Gaskins, Armbruster, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. See Attachment A for financials.

David Blackburn arrived.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. a. Legislative report was given to the Board by Ryan Kilpatrick.
3. b. Mr. Hornbeek moved to have John Royce Allen retake and pass the A.R.E. prior to granting him an Oklahoma architectural license. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: Mr. Gaskins. Motion approved.
3. c. Mr. Hornbeek moved to approve Mariana Sarur's reciprocal license application from Mexico. Motion seconded by Mr. Baker. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.
3. d. Ms. Windel reported on behalf of the Superintendent Manual Committee. In September the committee met with: Matt Holder, Department of Education; Pam Deering, CCOSA; Bret Towne, Edmond Public Schools and Kevin Ducnan, Tishomingo Public Schools. They decided a mini manual of about 10-12 pages on the sequence of events for a typical school project would be a good idea. They are also creating an easy to follow check-list as to whether or not an architect is needed for a school project. The original manual is being looked at by a legal team and also cleaned up.
3. e. Mr. Hornbeek moved to approve revisions to the FY-17 budget. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. See attachment B
3. f. This agenda item was skipped on the agenda.
3. g. Mr. Hornbeek moved to have Counsel write a letter to NCARB and also to the Member Board jurisdictions stating that we cannot sign the MRA agreement because it goes against our law. We are required to verify all license applications regarding experience, exam scores, and transcripts prior to licensure. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.
3. h. Board discussed NCARB Certificate and Registration processes, NCARB issuing a Pre-Certification eligibility, creating direct exam eligibilities without a member board affiliation which goes against all statutory Board functions. No action.

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3. i. Mr. Dougherty reported on behalf of the scholarship committee. Thirteen (13) scholarships in the amount of \$3000.00 each were given this year. Starting next year scholarships will be given in varying amounts with \$3,000.00 being the least amount. Other states are now looking into starting a scholarship program.

3. j. Mr. Hornbeek moved to approve the following board meeting dates for the calendar year 2018: February 7<sup>th</sup>, April 4<sup>th</sup>, June 6<sup>th</sup>, September 5<sup>th</sup>, and November 7<sup>th</sup>. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. k. Mr. Baker moved to give one half (1/2) credit for each hour in a Board meeting, up to twelve (12) CE hours per year. Motion seconded by Mr. Bruza. Voting aye: Messrs. Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Abstained: Hornbeek. Motion approved.

3. l. Mr. Dougherty moved to revise the current policy and give one (1) CE hour up to eight (8) per renewal period for CEU audit committee members and to revisit the policy if we change to annual renewals. Motion seconded by Mr. Bruza. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. m. Mr. Weatherly moved to enter into executive session. Motion seconded by Mr. Baker. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. Mr. Weatherly moved to come out of executive session. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

Chairman Taylor will ask the investigation committee to come up with a proposal of an adjustment to the policy and how the investigations process will work and will be considered at our next Board meeting. Chairman Taylor also added Mr. Baker to the investigation committee and Mr. Hornbeek will be added once Mr. Hasenbeck has rolled off as secretary treasurer.

3. n-1. Finance - No report.

3. n-2. Succession Planning – Mr. Hornbeek reported that both Chairman Taylor and Mr. Dougherty have reviewed the template and he is planning on meeting with Ms. Williams in the next few weeks to go over the template and get her input as well and present it at the next Board meeting.

3. n-3. Investigations – Ms. Williams reported Mr. McClintock is still in the process of getting ahold of Mr. Olsen and all other investigations are still currently holding for a variety of reasons. Mr. Klepper added that they have reached out to four (4) other attorney's related to Mr. Olsen and three (3) of them have responded back stating they have not heard from him. We are still waiting to hear back from the fourth attorney. Also see agenda items 4. a-d

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3. n-4. Act and Rules - Mr. Baker reported they are moving forward with the purposed rule changes and will decide in December or January if the time is right to continue. AIA has decided to hold out for another year for their building type changes.

3. n-5. Architect/Engineer – See agenda item 3. d.

3. n-6. Building Officials Joint Conference - No report.

3. n-7. Continuing Education Committee – Our continuing education seminar is Friday Nov. 3<sup>rd</sup>.

3. n-8. University/Scholarship – See agenda item 3. i.

3. n-9. Nominations Committee - No report.

3. o. Mr. Weatherly moved to enter into executive session. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. Mr. Gaskins moved to come out of executive session. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Hornbeek, Blackburn, Armbruster, Gaskins, Dougherty, Bruza, Baker, Taylor, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. Session planning committee will be meeting in the near future.

FORMAL ADMINISTRATIVE HEARINGS

4. a. Gabe Palacios - Pending Attorney General review.

4. b. Randy Curtis – Pending Attorney General review.

4. c. Steve Olsen - Pending.

4. d. Ralph G. Martinez - Pending Attorney General review.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

5. a. NCARB/AIA – Senate Bill 562, all metal buildings to be removed from architectural services.

5. b. CLARB/ASLA – Mr. Weatherly reported CLARB is moving toward a hybrid Board, elected and non-elected members. CLARB has taken note that state governments are looking into reducing friction and procedures. Oklahoma looks good with alternative standards.

5. c. CIDQ/OIDC/ASID – Mr. Taylor reported CIDQ sent out a purposed bylaw change that prohibits Member Board Member's as serving as an officer unless they remove themselves from their state board. Mr. Taylor will be attending the annual meeting and plans to vote no unless language is changed.

New Business

6. Counsel suggested that we take a look at our Rules and check CEU's earned for board meetings regarding the policy.

Adjourn

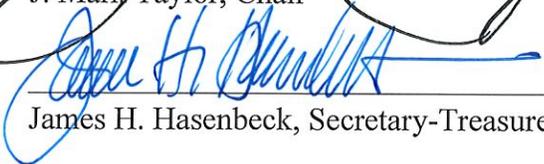
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THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE  
ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA



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J. Mark Taylor, Chair



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James H. Hasenbeck, Secretary-Treasurer