

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

Virtual Meeting via Zoom

(This virtual meeting is being held consistent with the amendments to the Open Meeting Act, 25 O.S.2011, § 301 et seq, signed into law by Governor Stitt on Wednesday, March 18, 2020. See SB661, 2020 O.S.L. 3, § 3.)

June 3, 2020

9:30 a.m.

<https://us02web.zoom.us/j/87823258453?pwd=T2hYTmJOaGxrTWtlWEhnRUFiQWg4UTo9>

Meeting ID: 878 2325 8453

Password: 081170

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AGENDA ITEM # 3A-1

SEP 02 2020

STATE BOARD OF ARCHITECTS

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. WELCOME/PUBLIC COMMENTS ON CURRENT AGENDA ITEMS 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 February 19, 2020 meeting.
 2. Financial documents from January, February, March, and April 2020.
 3. Executive Director's purchase card statement per OMES Central Accounting and Reporting policy and procedure.
 4. Policy against Sexual Harassment
 5. Appointing each board member and staff as a travel coordinator as required.
3. FORMAL HEARINGS, PENDING FINAL ACTIONS, AND/OR ENFORCEMENT ISSUES
 - A. Board action as necessary to consider Case #2016-451, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Alan McMillan and PMA Design Group - Consent Order.
 1. Proposed executive session if necessary to deliberate the above proceedings. Authority: 25 O.S., Section 307 (B)(8).
 2. Vote on whether to convene into executive session.
 3. Vote to return to open session.

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4. Vote on matters discussed in executive session.

4. ADMINISTRATIVE

- A. Board action as necessary to approve the 2021 Budget Work Program/Operating Budget. (Finance Committee)
 - 1. Board action as necessary to approve travel and educational expenses for FY21 meetings, courses and seminars for staff and board.
- B. Nominations Committee—Chair, Daugherty
 - 1. Election of Board Officers for FY21 (July 1, 2020-June 30, 2021).
- C. Report from Licensing Manager
 - 1. Licenses issued.
 - 2. Certificates of Authority issued.
 - 3. Candidates eligible to test.
 - 4. Board discussions and action as necessary regarding personal appearance from Donald Michael Daniels concerning his application for testing and licensing as an architect after letting his initial license lapse for seven years. OAC 55:5-4.1
- D. Discussion and possible action as necessary regarding the State Fire Marshal's request for a definition of the "design process" from the Board.
- E. Update regarding the 2020 Legislative session and the bills that were introduced that could affect the professions—HB3098, HB2831, and SB1891.
- F. Discussion and possible actions on the following committee reports:
 - 1. University/Scholarship Committee: Chair, Windel
 - 2. Investigations Committee: Chair, Gaskins, Secretary-Treasurer
 - a. Complaints Received.
 - b. Investigations closed.
 - c. Actions taken.
 - d. Discussion and possible action regarding Consent Orders and admission of guilt.
 - e. Discussion and possible action regarding the addition of Board members to the Investigations Committee.
 - 3. Arch/Engineers Joint Committee: Chair, Howard
- G. Discussion and possible action as necessary regarding the future of the Board's Continuing Education events.
 - 1. Discussion regarding the Board publicizing Continuing Education courses for private companies or professional organizations.

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

- A. Report from NCARB/AIA activities
 - 1. NCARB MBE Workshop and Regional Summit—March 5-7, 2020, Boston
 - 2. Board action as necessary regarding NCARB Annual Virtual Business Meeting June 19, 2020 voting delegates credentials.
- B. Report from CLARB/ASLA activities

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C. Report from CIDQ/OIDC/ASID activities

NEW BUSINESS

Adjourn

It is noted the Board and guests may break the meeting for lunch individually 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 3, 2020
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, 2020 with the following members and guests present:

Elizabeth Windel, Architect, Vice Chair
M. Bradley Gaskins, Architect, Secretary Treasurer
Jim Bruza, Architect
Nate Baker, Architect
Betsy Guthrie-Brunsteter, Architect
David Hornbeek, Architect
Scott Howard, Landscape Architect
Brian Dougherty, Landscape Architect
J. Mark Taylor, Registered Interior Designer
David Blackburn, Public Member
Brad Klepper, Board Counsel
Russell Lissuzzo, Counsel
Leslie Hanska, Executive Director
Ellen White, Licensing Manager
Janie Hollars, Communications & Information Manager
Lauren Vaughan, Enforcement and Compliance Officer
Donald Daniels, Guest

James Hasenbeck was absent.

1. There were no public comments.

CONSENT AGENDA

2. Mr. Gaskins motioned to approve all consent agenda items. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. No response: Bruza. Motion approved. See attachment A.

FORMAL HEARINGS, PENDING FINAL ACTIONS, AND/OR ENFORCEMENT ISSUES

3. Mr. Hornbeek motioned to accept the consent order for case #2016-451, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Alan McMillan and PMA Design Group. The respondent violated 59 Okla. Stat. 46.8a by holding himself out as being able to practice architecture within the state of Oklahoma without possessing a valid license to do so. The respondent is assessed a civil penalty in the amount of one thousand, five hundred dollars (\$1500.00), which shall be paid within thirty (30) days from the date of the entry of the consent order.

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Motion seconded by Ms. Guthrie-Brunsteter. Voting aye: Messrs. Taylor, Howard, Dougherty, Bruza, Hornbeek, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Voting Abstain: Messrs. Baker and Gaskins. Motion approved.

ADMINISTRATIVE

4. A. Mr. Hornbeek motioned to approve the FY 21 Budget Work Program/Operating Budget. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Bruza, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Motion unanimously approved.
4. B. Mr. Dougherty motioned to elect Elizabeth Windel as Chair, Scott Howard as Vice Chair and M. Bradley Gaskins as Secretary Treasurer as Board Officers for FY 21. Motion seconded by Mr. Hornbeek. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Bruza, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Motion unanimously approved.
4. C. Licensing Manager's report was presented. See attachment B.
4. C-4. Board discussed Donald Michael Daniels application for testing and licensing as an architect after letting his initial Texas license lapse for seven (7) years. Mr. Dougherty motioned for Board staff and Counsel to review the Act and Rules regarding granting Mr. Daniels an Oklahoma license and accepting his previously passed A.R.E. exam grades and report back to the Board at the September 2, 2020 Board Meeting. Motion seconded by Mr. Taylor. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Bruza, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Motion unanimously approved.
4. D. Board discussed plan review processes and the role of the State Fire Marshal. It was noted that the Act defines "Applicable building official" meaning the official responsible for the application of the adopted building code as implemented by the local, municipal or county jurisdiction in which a building is located. Where no building code has been adopted by the local, municipal or county jurisdiction, the applicable building official shall be defined as the State Fire Marshal. No Action taken.
4. E. The Executive Director presented an update to the Board regarding the 2020 Legislative session.
4. F-1. University/Scholarship Committee: Ms. Windel reported the following. The committee met via online by Zoom on March 23, 2020 and reviewed fifty (50) scholarship applications. A total of twenty-one (21) scholarships were awarded: thirteen (13) architecture, five (5) landscape architecture and three (3) interior design. The total amount awarded was sixty-seven thousand four hundred dollars (\$67,400.00).
4. F-2 (a-c). Investigations Committee: Mr. Gaskins reported the following: Four (4) complaints have been received; four (4) investigations have been closed; eleven (11) investigations are currently pending; and one (1) consent order has been issued.
4. F-2 (d). Board discussed consent orders and that they should include an admission of guilt statement for applicants, and include a question asking if the applicant has ever entered a consent order.
4. F-2 (e). Ms. Windel Acting Chair appointed Mr. Nate Baker to the Investigations Committee.
4. F-3. Arch/Engineers Joint Committee: No report.
4. G. The Executive Director reported there will be no in person Fall 2020 CEU Seminar. Staff is looking into online CE courses to share with licensees.

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NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

5. A. NCARB – Mr. Hornbeek nominated Ms. Windel as the Oklahoma voting delegate for NCARB’s annual meeting. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Bruza, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Motion unanimously approved. Mr. Taylor motioned to put forward a vote for Kenneth Van Tine for Secretary and Mark Glenn for Public Member. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Bruza, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Motion unanimously approved.

5. B. CLARB – Mr. Dougherty reported due to COVID-19 CLARB’s Board of Director’s will meet next week and decide if the September 2020 annual meeting will take place in person or virtually.

5. C. CIDQ – Mr. Taylor reported that we as a Board should continue working with OIIC and ASID regarding HB3098.

NEW BUSINESS

None

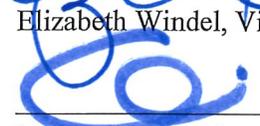
Mr. Dougherty motioned to adjourn the meeting. Motion seconded by Mr. Howard. Voting aye: Messrs. Taylor, Howard, Gaskins, Dougherty, Bruza, Hornbeek, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Motion unanimously approved.

Adjourned at 1:00pm.

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



Elizabeth Windel, Vice Chair



M. Bradley Gaskins, Secretary-Treasurer