

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

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

Oklahoma City, OK 73105

June 8, 2022

9:30am

Agenda

Call meeting to order - declare quorum present.

"The Board of Architects, Landscape Architects and Registered Commercial 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—Board discussion and action, as necessary, regarding:
  - A. Minutes from the February 9, 2022 meeting.
  - B. Financial documents from January, February, March, and April 2022.
  - C. Policy against Sexual Harassment.
3. ADMINISTRATIVE—Board discussion and action, as necessary, regarding:
  - A. Oklahoma Board of Professional Engineers and Land Surveyors/Joint A/E Committee:
    1. Update from joint meeting with the State Fire Marshal's office.
    2. Revised policy regarding medical marijuana buildings and the requirement for an Engineer's involvement.
    3. Definition of "Significant Structures."
  - B. Update from Executive Director.
    1. Legislative
      - a. SB1455—deference bill
      - b. SB1691—update to the criminal history law related to licensure.
        - I. Background checks as part of the application for licensure.
      - c. Proposed changes to OAC 55:10 (Rules).
    2. Agency—Thentia, QuickBooks, University Outreach, Licensing and Regulation Cabinet activities
  - C. In-person Continuing Education events.
  - D. Report from Licensing Manager:
    1. Licenses issued.
    2. Certificates of Authority issued.
    3. Candidates eligible to test.
    4. Pinning Ceremony—June 11, 2022.
  - E. Committee Reports:

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1. University/Scholarship Committee: Chair, Taylor
    - a. Feedback from 2021 recipients.
  2. Investigations Committee: Chair, Gaskins, Secretary-Treasurer
    - a. Complaints Received.
    - b. Investigations closed.
    - c. Actions taken.
  3. Arch/Engineers Joint Committee: Chair, Brunsteter
  4. Finance Committee: Chair, Gaskins, Secretary-Treasurer
    - a. FY23 Budget Work Program.
  5. Act & Rules/Legislative: Chair, Baker
    - a. RCID Joint Task Force Update.
  - F. Contract with Board's Prosecuting Attorney.
  - G. Nominations Committee—Chair, Hasenbeck
    1. Election of Board Officers for FY23 (July 1, 2022-June 30, 2023).
4. ORGANIZATIONS REPORTS—Board discussion and action, as necessary, regarding:
- A. NCARB/AIA
    1. 2022 NCARB Annual Business Meeting: June 1-4, 2022, Austin, TX
    2. International Mutual Recognition Agreements.
    3. NCARB Committees.
  - B. CLARB/ASLA
    1. April 20, 2022 Mid-Year Membership Update/Vote
    2. ASLA Annual Central States Conference, May 4-6, 2022, Tulsa, OK.
  - C. CIDQ/OIDC/ASID
  - D. FARB
5. Board Member service recognition.

NEW BUSINESS

Adjourn

*It is noted the Board will break the meeting for lunch and may or may not resume the meeting when finished.*

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

Oklahoma Engineering and Design Professionals Building

Board Room

220 N.E. 28th Street

Oklahoma City, OK 73105

June 8, 2022

9:30am

**Minutes**

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Commercial Interior Designers of Oklahoma met on Wednesday, June 8, 2022, with the following members and guests present:

Scott Howard, Landscape Architect, Chair  
Nate Baker, Architect, Vice Chair  
M. Bradley Gaskins, Architect, Secretary Treasurer  
Jim Hasenbeck, Architect  
Candance Dillingham, Landscape Architect  
J. Mark Taylor, Registered Commercial Interior Designer  
Vicki VanStavern, Registered Commercial Interior Designer  
David Blackburn, Public Member  
Russell Lissuzzo, Prosecuting Attorney  
Leslie Hanska, Executive Director  
Ellen White, Licensing Program Officer  
Janie Hollars, Business Manager  
Lauren Vaughan, Enforcement and Compliance Officer  
Alan Kirkpatrick, Guest  
Bruce Pitts, Guest  
Kathy Hart, Guest  
David Hornbeck, Guest

Wade Scaramucci, Betsy Brunsteter and Beth Glasgow were absent.

1. There were no public comments.

CONSENT AGENDA

2. A-C. Mr. Hasenbeck motioned to approve all consent agenda items. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Taylor, and Ms. Dillingham, and VanStavern. Voting nay: None. Motion unanimously approved. See attachment A.

ADMINISTRATIVE

3. A. 1-2. Board discussed the revised Engineering Board's position paper regarding medical marijuana buildings and the requirement for an engineer's involvement. See attachment B.

3. A-3. Board discussed the "Significant Structures" definition as defined in the Licensure and Practice of Professional Engineers and Land Surveyors Rules. See attachment C.

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3. B. Ms. Hanska presented the legislative report. SB1691 passed which amends current statute allowing certain individuals with criminal history to receive licensing. It will require new annual reporting to the legislature regarding license applicants considered with criminal history and is to be published on the board's website.

4. C. Board discussed in-person continuing education seminars and want them to continue in the future.

4. D. Licensing Program Officer's report was presented. See attachment D.

3. E-1. University/Scholarship Committee: Mr. Taylor reported the following: The committee met via Zoom on April 13, 2022 and reviewed twenty-seven (27) scholarship applications. A total of eighteen (18) scholarships were awarded: seven (7) architecture, four (4) landscape architecture and seven (7) interior design. The total amount awarded was eighty-five thousand five hundred dollars (\$85,500.00). See attachment E.

3. E-2. (a-c). Investigations Committee: Mr. Gaskins reported the following: Eight (8) complaints have been received; seven (7) investigations have been closed; seven (7) investigations have been acted upon and sixteen (16) investigations are currently pending.

3. E-3 (a). Arch/Engineers Joint Committee: See agenda item 3A.

3. E-4. Finance Committee: Ms. Hanska presented the proposed FY23 Budget Work Program on behalf of the Finance Committee. Mr. Hasenbeck motioned to accept the FY23 Budget Work Program. Motion seconded by Mr. Baker. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Taylor, and Mses. Dillingham, and VanStavern. Voting nay: None. Motion unanimously approved. See attachment F.

3. E-5. Act and Rules/Legislative Committee: Mr. Baker reported the RCID task force and AIA has met to help facilitate and answer questions. The next meeting is scheduled for August 17, 2022.

3. F. Mr. Baker motioned to give a thirty (30) day notice to terminate McAfee and Taft contract. Motioned seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Taylor, and Mses. Dillingham, and VanStavern. Voting nay: None. Motion unanimously approved. Mr. Baker motioned to enter a contract with Russell C. Lissuzzo III PLLC. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Taylor, and Mses. Dillingham, and VanStavern. Voting nay: None. Motion unanimously approved.

3. G-1. Mr. Hasenbeck presented the following FY23 Board Officer nominations to the board; Mr. Baker as Chair; Ms. Brunsteter as Vice Chair; and Mr. Gaskins as Secretary Treasurer for one more year. Vicki VanStavern will transition into the Secretary Treasurer's position at the start of FY24. Motion seconded by Ms. Dillingham. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Taylor, and Mses. Dillingham, and VanStavern. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

4. A. NCARB/AIA – Mr. Taylor, Ms. Hanska and Ms. White attended NCARB's Annual Meeting in Austin, TX. Mr. Taylor reported all seven (7) resolutions were voted on and passed.

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4. B. CLARB/ASLA – Ms. Dillingham reported that CLARB had their mid-year review by Zoom on April 20, 2022. Three (3) resolutions were voted on and passed. The ASLA Annual Central States Conference was held in Tulsa, OK with over two hundred (200) in attendance.

4. C. CIDQ/OIDC/ASID – No report.

4. D. FARB – No report.

BOARD MEMBER SERVICE RECOGNITION

5. Mr. Hasenbeck recognized David Hornbeek's fifteen (15) years of service on the board.


NEW BUSINESS

None

Adjourned at 12:21 p.m.

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

  
\_\_\_\_\_  
Scott Howard, Chair

  
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M. Bradley Gaskins, Secretary-Treasurer