

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND
REGISTERED COMMERCIAL INTERIOR DESIGNERS
Oklahoma History Center, Chesapeake Event Room
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105
September 7, 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.
 - A. Welcome to new board member, Wade Scaramucci, Architect.
2. CONSENT AGENDA—Board discussion and action, as necessary, regarding:
 - A. Minutes from the June 8, 2022 meeting.
 - B. Financial documents from May, June, and July 2022.
3. FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES
 - A. Formal hearing and board action as necessary regarding the proposed consent order for case #2021-604 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Arcturis, Inc.
 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.
 4. Vote on matters discussed in executive session.
4. ADMINISTRATIVE—Board discussion and action, as necessary, regarding:
 - A. Changes to OAC 55:10 (the Rules), which go into effect on September 15, 2022.
 - B. David Wilkes Alexander's application for licensing as an Architect after his initial license in Texas was cancelled on March 31, 2020.
 - C. Brooke Ryan's request for examination accommodations.
 - D. Douglas Heinrichs' application for Emeritus status.
 - E. Executive Director Update
 1. 2nd Annual State Supplier Expo—October 11, 2022
 2. Budget Request
 3. Governor Stitt's Annual Comprehensive Rules Review
 - F. Fall 2022 Continuing Education Event—November 4, 2022

G. Request for a name exemption from Innovative Architects.

H. Report from Licensing Manager:

1. Licenses issued.
2. Certificates of Authority issued.
3. Candidates eligible to test.
4. Pinning Ceremony report.

I. Committee Reports:

1. University/Scholarship Committee: Chair, Taylor
2. Investigations Committee: Chair, Gaskins, Secretary-Treasurer
 - a. Complaints Received.
 - b. Investigations closed.
 - c. Actions taken.
3. Arch/Engineers Joint Committee: Chair, Brunsteter
 - a. August 3rd meeting with representatives from the State Fire Marshal's office.
4. Finance Committee: Chair, Gaskins, Secretary-Treasurer
5. Act & Rules/Legislative: Chair, Baker
 - a. RCID Joint Task Force Update.

J. Committee appointments by Chair.

1. New Outreach Committee

5. ORGANIZATIONS REPORTS—Board discussion and action, as necessary, regarding:

A. NCARB/AIA

1. NCARB Booth at AIA Oklahoma 2022 Convention—September 29-30, 2022, Tulsa, OK.
2. NCARB Chairs and MBE Meeting—October 14-15, 2022.
3. NCARB Statement on Cleveland Ruling.
4. NCARB Free Practice ARE Exams
5. NCARB Exam Eligibility Services Agreement—effective September 15, 2022
6. NCARB Special Testing Accommodations

B. CLARB/ASLA

1. Letter of Delegate Credentials for Elections
2. CLARB Annual Meeting—September 21-23, 2022, Omaha, NE.

C. CIDQ/OIDC/ASID

1. CIDQ Annual Meeting—November 11-13, 2022, Los Angeles, CA.

D. FARB

6. Annual review of the Executive Director per board policy.

- A. Proposed executive session if necessary to deliberate the above proceedings. Authority: 25 O.S., Section 307 (B)(1).
- B. Vote on whether to convene into executive session.
- C. Vote to return to open session.
- D. Vote on matters discussed in executive session

NEW BUSINESS

Adjourn

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

Oklahoma History Center, Chesapeake Event Center

800 Nazih Zuhdi Drive,

Oklahoma City, OK 73105

September 7, 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, September 7, 2022, with the following members and guests present:

Nate Baker, Architect, Chair
Betsy Brunsteter, Architect, Vice Chair
M. Bradley Gaskins, Architect, Secretary Treasurer
Jim Hasenbeck, Architect
Wade Scaramucci, Architect
Beth Glasgow, Architect
Scott Howard, Landscape Architect, Chair
Candace 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
Mark Gandy, Guest
Melissa Hunt, Guest
David Hornbeek, Guest

AGENDA ITEM #

2A

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STATE BOARD OF ARCHITECTS

1. There were no public comments.

CONSENT AGENDA

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

FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES

3. A. Formal hearing to consider case #2021-604 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Arcturis, Inc. – Consent Order. Mr. Hasenbeck motioned to approve the consent order as agreed to by Arcturis for its actions in holding itself out as having the ability to practice architecture in the State of Oklahoma despite the fact they did not possess a certificate of authority; along with the civil penalty of \$5,000.

Motion seconded by Ms. Glasgow. Voting aye: Messrs. Baker, Blackburn, Hasenbeck, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Voting Abstain: Messrs. Gaskins and Howard. Motion approved.

ADMINISTRATIVE

4. A. The board reviewed changes to OAC 55:10 (Rules) that are effective September 15, 2022.
4. B. The board discussed David Wilkes Alexander's application for licensing as an architect after his initial license in Texas was cancelled and had no active license in any other state. Mr. Gaskins motioned to deny Mr. Alexander's license application due to not having completed the 3740 AXP hour requirement that is required for an initial license. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
4. C. Mr. Gaskins motioned to approve Brooke Ryan's special testing accommodations request. Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
4. D. Mr. Hasenbeck motioned to approved Douglas Heinrich's Emeritus Application. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
4. E. Executive Director provided update including a copy of the agency's submission for compliance with Governor Stitt's annual comprehensive rules review.
4. F. Fall 2022 Continuing Education Event is scheduled for November 4, 2022.
4. G. Mr. Taylor motioned to deny the request for a name exemption from Innovative Architects. Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Blackburn, Hasenbeck, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Voting Abstain: Messrs. Gaskins and Howard. Motion approved.
4. H. Licensing Program Officer's report was presented. See attachment B.
4. I-1. University/Scholarship Committee: Mr. Taylor reported that he and Ms. White visited UCO on August 31, 2022 and presented four (4) scholarship awards. The committee will begin reaching out and scheduling scholarship presentations to each of the universities.
4. I-2 (a-c). Investigations Committee: Mr. Gaskins reported the following: four (4) complaints have been received; twelve (12) investigations have been closed; eight (8) investigations have been acted upon and eight (8) investigations are currently pending.
4. I-3 (a). Arch/Engineers Joint Committee: Ms. Brunsteter reported the committee met with representatives from the Office of the State Fire Marshal (OSFM) on August 3, 2022. The committee was able to discuss and provide input to the OSFM's official Medical Marijuana Facility Guidebook. Additionally, the committee provided a suggested Code Compliance Statements template for the OSFM

to consider using in their plan review process. This includes respective disciplines identifying and certifying their portion.

- 4. I-4. Finance Committee: See financial reports submitted in the consent agenda.
- 4. I-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 September 14, 2022. No action.
- 4. J. Chairman Baker announced FY23 Committee appointments. See attachment C.
- 4. J-1. Chairman Baker presented a new outreach committee being created that will focus on visiting high schools and speaking to students about what an architect does and a road map for how to become a licensed architect.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

- 5. A. NCARB/AIA – NCARB’s March 2023 Regional Summit will take place in Honolulu, HI. Mr. Taylor motioned to support attending the regional meeting in-person and to submit to Cabinet Secretary for approval as we would for any other state. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
- 5. A-1. Mr. Baker will be attending the AIA Oklahoma 2022 Convention (Tulsa, OK) and will be cohosting a booth with the NCARB the Board’s representative.
- 5. A-2. Ms. Hanska and Mr. Baker will be attending the NCARB Chairs and MBE Meeting scheduled for October 14-15, 2022 (Salt Lake City, UT).
- 5. A-5. Mr. Gaskins motioned to approve the Exam Eligibility Services Agreement with NCARB. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
- 5. A-6. Mr. Hasenbeck motioned to approve the Special Testing Accommodations Agreement with NCARB. Motion seconded by Mr. Taylor. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
- 5. B. CLARB/ASLA – Mr. Howard motioned to elect Ms. Candace Dillingham as the board’s voting delegate for CLARB’s FY23 annual meeting (Omaha, NE). Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
- 5. C. CIDQ/OIDC/ASID – Ms. VanStavern motioned to elect Mr. Taylor as the board’s voting delegate for CIDQ’s FY23 annual meeting (Los Angeles, CA). Motion seconded by Ms. Dillingham. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Mses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved.
- 5. D. FARB – No report.

ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR PER BOARD POLICY

6. Mr. Baker motioned to enter executive session. Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Meses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved. Mr. Taylor motioned to come out of executive session. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Blackburn, Gaskins, Hasenbeck, Howard, Scaramucci, Taylor, and Meses. Brunsteter, Dillingham, Glasgow and VanStavern. Voting nay: None. Motion unanimously approved. Mr. Hasenbeck motioned for the Board Chair to have a discussion with the Executive Director on creating the process for documenting the job performance of the Executive Director position.

NEW BUSINESS


None

Adjourned at 12:30 p.m.

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



Nate Baker, Chair



M. Bradley Gaskins, Secretary-Treasurer