

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND
REGISTERED COMMERCIAL INTERIOR DESIGNERS
220 N.E. 28th Street, Board Room
Oklahoma City, OK 73105
February 7, 2024
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 November 1, 2023, meeting.
 - B. Financial documents from October, November, and December 2023.
3. FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES
 - A. Formal hearing and board action as necessary regarding case #2022-633 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Jerney Bowers.
 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.
 - B. Formal board action as necessary regarding the consent order for case #2023-670 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. RamTech Building Systems, 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.
 - C. Formal board action as necessary regarding the consent order for case #2023-664 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Lisa Bradford.
 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.
- D. Update on case #2022-625 against Phillip B. Townsend.

4. ADMINISTRATIVE—Board discussion and action, as necessary, regarding:

A. Report from Executive Director

1. 2024 Legislative Update.

B. Governor's Executive Order 2023-31

C. 2024 NCARB Draft Resolutions, including Mutual Recognition Agreements (MRA) to be voted on at the Annual Business Meeting in June 2024.

1. 2024-C: retiring existing and implementing new MRA with Accreditation Council of Australia (ACA) & New Zealand Registered Architects (NZRA)
2. 2024-D: membership ratify new MRA with the National Association of Architects (NAA), Republic of China, Taiwan
3. 2024-E: amending the Tri-National Mutual Recognition Agreement for Canada & Mexico/Council for Tri-National Practice of Architecture (CTPA)
4. 2024-F: Updates to NCARB's Model Law and Regulations related to exam eligibility
5. 2024-G: Updates to the NCARB Certificate requirement for NCARB Board positions
6. 2024-H: A proposed realignment of NCARB's regional structure
7. 2024-A: Omnibus resolution to sunset outdated policies from 1960-79 on membership, related organizations, studies, and miscellaneous topics
8. 2024-B: Omnibus resolution to sunset outdated policy resolutions that are not reflected in NCARB's current official documents

D. Office lease with PELS cost increase beginning FY25.

E. Report from Licensing Manager:

1. Licenses issued.
2. Certificates of Authority issued.
3. Licensure approval for Ghassan Jahchan.

F. Committee Reports:

1. University/Scholarship Committee: Chair, Windel
2. Investigations Committee: Chair, VanStavern, Secretary-Treasurer
 - a. Complaints Received.
 - b. Investigations closed.
 - c. Actions taken.
3. Act & Rules/Legislative: Chair, Taylor
 - a. Reconsideration of the reference to "conceptual design" as not being a technical submission within the definition of technical submission until further review.
4. Arch/Engineers Joint Committee: Chair, Brunsteter
 - a. Update on A/E Joint Task Force Meeting with representatives from OSFM.
5. Finance Committee: Chair, VanStavern, Secretary-Treasurer
6. Youth Outreach: Chair, Baker

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

A. NCARB/AIA

1. NCARB Regional Summit—February 29-March 2, 2024, Savannah, GA.
2. Analysis of Practice Report

B. CLARB/ASLA

C. CIDQ/OIDC/ASID

D. FARB

1. FARB Annual Meeting—January 25-27, 2024, Fort Worth, TX.

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

Engineering and Design Professionals Center

220 N. E. 28th Street, Board Room

Oklahoma City, OK 73105

February 7, 2024

9:30 a.m.

Minutes

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Commercial Interior Designers of Oklahoma met on Wednesday, February 7, 2024, with the following members and guests present:

Nate Baker, Architect, Chair
Candace Dillingham, Landscape Architect, Vice Chair
Vicki VanStavern, Registered Commercial Interior Designer, Secretary Treasurer
M. Bradley Gaskins, Architect
Betsy Brunsteter, Architect
Beth Glasgow, Architect
Jim Hasenbeck, Architect
Scott Howard, Landscape Architect
J. Mark Taylor, 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
Niki Batt, Deputy Attorney General, Board Counsel
Beth McGinley, Court Reporter
Doug Rice, Guest
Jeremy Bowers, Guest
Anthony Blatt, Guest

Wade Scaramucci, Architect was absent.

WELCOME/PUBLIC COMMENTS

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, Gaskins, Howard, Hasenbeck, Taylor, Blackburn, and Meses. Dillingham, Brunsteter, Glasgow, and VanStavern. Voting nay: None. Motion unanimously approved. See attachment A.

Chairman Baker moved agenda items 3. (A-D) Formal hearings, pending final actions and/or enforcement issues to 10:30 a.m.

ADMINISTRATIVE

4. A. Executive Director presented a legislative update

4. B. Board Counsel presented the Governor's Executive Order 2023-31. The order requires state agencies and institutes for higher education to initiate a review of DEI positions, departments, activities, procedures, and programs to eliminate and dismiss non-critical personnel. Counsel stated The Path to Licensure Scholarship would not be impacted by the order. The Executive Director will submit a certificate of compliance and a report no later than May 31, 2024, to the Governor, the Speaker of the House and the President Pro Tempore.

4. C. Executive Director presented the 2024 NCARB Draft Resolutions.

4. D. Executive Director presented the new purposed office lease rate increase and terms. Mr. Taylor motioned to approve the new rate giving authority to the Executive Director to negotiate the lock in rate from three (3) years to five (5) years. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Baker, Gaskins, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Brunsteter, Glasgow, and VanStavern. Voting nay: None. Motion unanimously approved.

Ms. Dillingham motioned for a break. Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Hasenbeck, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Glasgow, VanStavern and Brunsteter. Voting nay: None. Voting abstains: Mr. Gaskins. Motion approved.

Chairman Baker resumed original agenda item order.

FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES

3. A. Formal hearing regarding case #2022-633 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Jeremy Bowers. Mr. Hasenbeck motioned to enter executive session. Motion seconded by Mr. Taylor. Voting aye: Messrs. Baker, Hasenbeck, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Glasgow and Brunsteter. Voting nay: None. Voting abstains: Mr. Gaskins and Ms. VanStavern. Motion approved. Mr. Hasenbeck motioned to come out of executive session. Motion seconded by Ms. Brunsteter. Voting aye: Messrs. Baker, Hasenbeck, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Glasgow and Brunsteter. Voting nay: None. Voting abstains: Mr. Gaskins and Ms. VanStavern. Motion approved. Mr. Hasenbeck motioned to dismiss with prejudice the case against Mr. Bowers practicing architecture in the State of Oklahoma without a license. Motion seconded by Ms. Brunsteter. Voting aye: Messrs. Baker, Hasenbeck, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Glasgow and Brunsteter. Voting nay: None. Voting abstains: Mr. Gaskins and Ms. VanStavern. Motion approved.

3. B. Formal board action regarding consent order for case #2023-670 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. RAMTECH Building Systems, Inc. Mr. Hasenbeck motioned to approve the consent order reprimanding RAMTECH Building Systems, Inc. for providing architectural services in connection with the Project despite RAMTECH not possessing a Certificate of Authority by the Board to practice architecture in the State of Oklahoma. RAMTECH is assessed a civil penalty in the amount of seven-thousand, five-hundred dollars (\$7500.00). Motion seconded by Mr. Howard. Voting aye: Messrs. Baker, Hasenbeck, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Glasgow and Brunsteter. Voting nay: None. Voting abstains: Mr. Gaskins and Ms. VanStavern. Motion approved.

3. C. Formal board action regarding consent order for case #2023-664 in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Commercial Interior Designers vs. Lisa Bradford. Mr. Hasenbeck motioned to approve the consent order reprimanding Ms. Bradford for failing to obtain the necessary CEU's prior to renewing her Commercial Interior Design Registration. Ms. Bradford is assessed a civil penalty in the amount of one thousand, five-hundred dollars (\$1500.00). Motion seconded by Ms. Dillingham. Voting aye: Messrs. Baker, Hasenbeck, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham and Glasgow. Voting nay: None. Voting abstains: Mr. Gaskins and Ms. VanStavern. Voting recused: Ms. Brunsteter. Motion approved.

3. D. Follow up to case #2022-625, the Board vs. Phillip B. Townsend: A motion will be filed in District Court seeking a judgement for unpaid civil penalties. Additionally, a complaint will be sent to the Texas Board.

ADMINISTRATIVE

E. (1-2). Ms. White presented the report of all licenses/registrations and certificates of authority/certificates of title that were issued between November 1, 2023, to present. See attachment B.

4. E-3. The Board discussed Mr. Ghassan Jahchan reciprocal license application. Mr. Jahchan holds an active NCARB certificate that was approved based on the Broadly Experienced Foreign Architect Program and did not complete all sections of the 3.1 A.R.E. examinations. The Board requested a follow-up at the April board meeting regarding the A.R.E. exam sections Mr. Jahchan would now need to take to complete the A.R.E. exam.

4. F-1. University/Scholarship Committee: Ms. Glasgow reported Oklahoma Christian University's scholarship presentation took place via Zoom on Monday, February 5th. The University of Oklahoma's scholarship presentation will take place in-person on Monday, February 12th. Oklahoma State University, for all three (3) professions responded stating they would send out the OCCF scholarship flyer and promote the scholarship to their students. We are currently waiting to hear back from the University of Central Oklahoma for a presentation date. The scholarship deadline to submit application's is March 1st and the committee will begin to review applicants shortly after.

4. F-2. (a-c). Investigations Committee: Ms. Vaughan reported the following: six (6) complaints have been received; twelve (12) investigations have been closed; ten (10) investigations have been acted upon and sixteen (16) investigations are currently pending.

4. F-3a. Act & Rules/Legislative Committee: Mr. Taylor asked the Board to reconsider the reference to “Conceptual Design” as not being a technical submission within the definition of technical submission until further review. The term “Conceptual Design” is not currently defined in the Act or Rules. Mr. Gaskins motioned to table the term “Conceptual Design” until further review and to not add it in the current revision of the Statutes. Motion seconded by Ms. Brunsteter. Voting aye: Messrs. Baker, Gaskins, Howard, Hasenbeck, Taylor, Blackburn, and Mses. Dillingham, Brunsteter, Glasgow, and VanStavern. Voting nay: None. Motion unanimously approved.

4. F-4a. Arch/Engineers Joint Committee: Mr. Hasenbeck reported the A/E Joint Task Force met with representatives from the Oklahoma State Fire Marshal’s Office. This group was able to discuss frustrations with permitting delays including ways the two boards can help. The backlog is related to the influx of applications related to the medical marijuana industry due to new requirements by the Oklahoma Medical Marijuana Authority (OMMA) and the Oklahoma Bureau of Narcotics and Dangerous Drugs. The OMMA related applications are now in one queue and all other applications are in another. They also have a new online system currently under development for submitting permit applications. The new system should help alleviate some of the issues and greatly shorten the time for reviewing and approving applications.

4. F-5. Finance Committee: Ms. VanStavern reported the Committee will be meeting with the Executive Director to review the budget.

4. F-6. Youth Outreach Committee: No report.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

5. A. (1-2). NCARB/AIA – Mr. Baker reported NCARB’s Regional Summit is scheduled for February 29 – March 2, 2024, in Savannah, GA. The 2024 Resolutions will be discussed and voted on at the June annual meeting. The Executive Director reported that she and Ms. Vaughan have been asked by AIA to return to the Day at the Capitol Event and give another enforcement presentation.

5. B-1. CLARB/ASLA – Ms. Dillingham reported the LAC and CLARB Board of Directors had a joint meeting in December. From September to April the LAC is charged with identifying and vetting new CLARB leadership. ASLA National and CLARB have been jointly working on a Job Task Analysis to understand globally how landscape architects are practicing. ASLA Oklahoma has begun an outreach program with K-12 and under privileged students in different communities.

5. C. (1-2). CIDQ/OIDC/ASID/ IIDA – Ms. VanStavern reported she attended an OIDC event, and an update was given regarding what happened to the legislation (HB1793) from last year and confirmed that it is moving forward again this year. Mr. Taylor reported CIDQ’s new governance changes was voted down at the annual meeting. A task force is being created to help with new governance changes and Ms. Hanska has been asked to serve on the task force.

5. D-1. FARB – Ms. White reported she attended the FARB Forum in January. FARB is looking into offering a professional credential for MBE’s and board staff. They believe a credential would set MBE’s and board staff apart as dedicated skilled professionals committed to regulatory service. A feasibility study still needs to be conducted to see if there is a demand.

Board of Architects

Minutes

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NEW BUSINESS


None

Adjourned at 2:55 p.m.

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



Nate Baker, Chair



Vicki VanStavern, Secretary-Treasurer