

**Louisiana State Board of Architectural Examiners**  
**March 3, 2017**  
**Meeting Minutes**

**Present:** Ronald B. Blitch, President  
Robert McKinney, Secretary  
J. David Brinson  
Allen Bacque  
John Cardone  
Richard LeBlanc  
Knox Tumlin  
Paul Spaht, Board Attorney  
Katherine E. Hillegas, Executive Director

The meeting was called to order by Blitch who reviewed the agenda.

**December 9, 2016 Minutes**

**Motion: LeBlanc, McKinney: To approve the minutes from the December 9, 2016 meeting as written. Passed 7-0.**

**AXP Report** – The Board reviewed the AXP Report prepared by Jenny Chandela, State Licensing Advisor.

**Architecture Education and Research Fund** McKinney reported that he, Chandela and Hillegas had met with representatives from each of the NAAB accredited schools to discuss the proposed Architecture Education and Research Fund and received valuable feedback regarding the program. He presented an updated version of the *Proposed Rule §1323: Louisiana Architectural Education and Research Fund*. Blitch indicated that he would like to see some sort of deliverable as an outcome that could be shared with registrants to highlight the program. There was further discussion regarding operational issues related to the program.

It was agreed that a subcommittee of Blitch, Bacque and Cardone would be established to review and approve proposals at the time when they are received.

**Motion: Tumlin/Bacque: To adopt the proposed Rule 1323: Louisiana Architectural Education and Research Fund and post a Notice of Intent over the summer. Passed. 7-0.**

**Firm Practice Rule**

Spaht reported that there were no comments received on the updated version of LAC 46:I, Chapter 17 relating to the regulation of professional architectural corporations, architectural-engineering corporations and limited liability companies, as well as other architectural firms. He noted that the rule had been through all appropriate reviews and was ready for adoption.

**Motion: Tumlin/LeBlanc: To adopt firm practice rule LAC 46:1, Chapter 17 as published in the November 2016 Louisiana Register. Passed. 7-0.**

### **Supervisors Non-Approval of AXP Hours**

Following discussions at the December 2016 meeting, Spaht reported that he and Hillegas had further researched the issues related to development of a rule for Supervisor's Non-Approval of AXP Hours and had learned that NCARB did not recommend or endorse board's doing this as it was considered to be outside of the "direct, responsible control" of a supervisor for any other entity to approve experience hours. Hillegas indicated that she had recommended that NCARB consider establishing a process to mediate issues related to disputes between supervisors and interns regarding experience hours since they were the developer and administrator of the Architectural Experience Program.

It was agreed that Chandela should address this issue in presentations to licensure candidates and stress the importance of interns having an open line of communications with their supervisor.

### **Enforcement**

Spaht reviewed the work of the Complaint Review Committee and led the board in a discussion regarding the investigatory process. It was agreed that in all cases when a complaint is received, the investigator should communicate with both the complainant and the respondent and maintain dialogue with both parties until the case is closed. This led to further discussion regarding the investigatory process. It was agreed that Holt and Hillegas will work on development of clear processes and procedures for managing complaints received by the board as well as licensees who indicate disciplinary or investigatory action by another board against them in their application process.

### **Conditional Renewals**

Spaht presented five applications for renewal of individual licenses in which the applicant indicated disciplinary or investigatory action brought against the applicant by another board. He noted that the CRC had reviewed each of these and fully supported granting of the license.

**Motion: Cardone/McKinney: To approve license renewal applications for Daniel Roach, Thomas Smith, Richard Ladrick, Christopher Kidd, and Calvin Coatsworth. Passed. 7-0.**

Spaht then presented two applications for reciprocal licenses in which the applicant indicated disciplinary or investigatory action brought against the applicant by another board. He noted that the CRC had reviewed each of these and fully supported granting of the license..

**Motion: Cardone/McKinney: To approve reciprocal license applications for Brent Stevens and Scott Laskey. Passed. 7-0.**

### **CE Exemption Request – Efferson**

Blitch reviewed a request for exemption from the Continuing Education requirement due to medical illness. The board discussed the request and agreed that future requests of this nature should include a timeline to better understand the illness and projects that the licensee may be managing.

**Motion: McKinney/Bacque:** To approve the continuing education exemption request from Mr. William Efferson. **Passed. 7-0.**

#### **Audit**

Blitch led a discussion regarding the process of auditing. It was agreed that the staff should develop a timeline and process that would incorporate participation by the full board as a regular part of each board meeting.

#### **Military Licensing Application**

Hillegas reported that the office had received its first application under the military licensure provision of the rules. After considerable discussion, it was agreed that the Board would invite the applicant to provide further information and documentation regarding the program of training in architecture conducted by a branch of the U.S. military as well as official military documents describing the military service requirements that must be met to be awarded a MOS in architecture.

#### **CE Program Approvals**

The Board review three continuing education applications for walking tours in New Orleans submitted by a licensee.

**Motion: Tumlin/McKinney:** To approve the French Quarter Architecture Tour and the Garden District Architecture Tour for continuing education hours. **Passed. 7-0.**

#### **LAPELS**

Blitch reported that he, Brinson, Bacque, McKinney, Holt and Hillegas had attended a meeting with representatives from the Louisiana Professional Engineering and Land Surveying Board (LAPELS) and the Office of the State Fire Marshall (SFM) related to the issue of incidental engineering practice by architects. The LAPELS Board has seen examples of plans submitted to the SFM for permits with, in their opinion, engineering exceeding the "definition" of incidental practice. We are working to identify a way to grant both LAPELS and LSBAE access to plans submitted electronically to the SFM on a random basis to monitor this issue. This collaborative effort has raised the awareness of the need to educate plan reviewers at the SFM's office on this matter. Similar discussions are being held with respect to civil engineers practicing architecture under the architectural law exemption.

#### **Registration Report**

Hillegas presented a listing of licenses issued between December 9, 2016 and February 22, 2017.

**Motion: McKinney/Tumlin:** To ratify all licenses issued between December 9, 2016 and February 22, 2017. **Passed. 7-0.**

#### **Office Space –**

Hillegas reported that the lease for the office space was expiring in July and that an option to renew had been presented to her. The board agreed to exercise the option, but to work

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with the landlord to determine if they will provide a tenant improvement allowance for minor modifications to the space.

**Motion: Blich/Tumlin:** To accept the option to renew the lease for office space at 9625 Fenway Avenue, Suite B, Baton Rouge, LA for a period of five years beginning on August 1, 2017 and ending on July 31, 2022. **Passed. 7-0.**

There being no further business,

**Motion: Bacque/Tumlin:** To adjourn. **Passed. 7-0.**

Respectfully submitted



Ronald B. Blich, FAIA, NCARB, FACHA  
President



Robert McKinney, AIA, NCARB  
Secretary