

**Louisiana State Board of Architectural Examiners  
Complaint Review Committee  
September 12, 2019  
Meeting Minutes**

**Present:** Richard J. LeBlanc, Chair  
Knox H. Tumlin  
Kevin J. Singh  
Katherine E. Hillegas, Executive Director  
Tyson J. Ducote, Deputy Director  
Paul H. Spaht, Board Attorney

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

**Minutes**

The minutes of the previous meeting were reviewed.

**Motion #1: Tumlin/Singh:** To approve the May 10, 2019, CRC minutes.  
**Passed. 3-0.**

**Motion #2: Tumlin/Singh:** To enter into executive session to discuss investigative proceedings regarding allegations of misconduct, **La. R.S. 42:17(A)(4)**.  
**Passed. 3-0,** votes for going into Executive Session: Richard J. LeBlanc, yes; Knox H. Tumlin, yes; Kevin J. Singh, yes

Discussion of the following cases:

- 2019-8
- 2019-9
- 2018-7
- 2019-13
- 2019-14
- 2019-15
- 2019-19

The committee also discussed an NCARB action against a licensee.

**Motion #3: Singh/Tumlin: To leave Executive Session. Passed. 3-0.**

**Returned Consent Orders:**

2019-8 – C.M. Oliver Architects, LLC

Ducote presented an executed Consent Order to the committee for acceptance.

**Motion #4: Tumlin/LeBlanc:** To accept the completed Consent Order regarding case 2019-8, C.M. Oliver Architects, LLC, and forward it to the full Board for ratification.  
**Passed. 3-0.**

Louisiana State Board of Architectural Examiners  
Complaint Review Committee  
September 12, 2019  
Meeting Minutes  
Page 2

2019-9 – Charles M. Oliver, Architect

Ducote presented an executed Consent Order to the committee for acceptance.

**Motion #5: Tumlin/Singh:** To accept the completed Consent Order regarding case 2019-9, Charles M. Oliver, Architect, and forward it to the full Board for ratification. **Passed. 3-0.**

**Existing Complaint:**

2019-15 – Jeremiah Bell Sr. d/b/a 3JMS Drafting Services

Ducote presented a consent order to the committee for review of sanctions and approval to send to the Respondent. The consent order included the following sanctions: Fine of \$3,500, Costs of \$753.61, cease and desist from practicing and/or offering to practice architecture and using the terms “architect,” “architectural,” “architecture” or anything similar, publication on the Board’s website and newsletter by name and reporting to the NCARB Disciplinary Database by name. Ducote also asked the committee how they wished to proceed if Bell did not respond to the Consent Order documents.

**Motion #6: Tumlin/Singh:** To send the consent order to Respondent in Case 2019-15, with the referenced sanctions and to prefer charges against the Respondent and schedule a formal hearing if he doesn’t respond to the consent order by agreeing to it, or requesting an informal conference. **Passed. 3-0.**


**New Business:**

Ducote presented an updated procedure for handling case/complaint reviews between Complaint Review Committee meetings. Going forward all communication between staff and committee members will be informational only. Case documents will be sent to the members for review, but all actions will take place at committee meetings.

There being no further business to address,

**Motion #7: Tumlin/Singh:** To adjourn the meeting. **Passed 3-0.**

Respectfully submitted,



Richard J. LeBlanc, Chair