Louisiana State Board of Architectural Examiners
Meeting Minutes
Baton Rouge, LA
April 13, 2018

Present: Robert W. McKinney, President
Ronald B. Blitch
J. David Brinson
Allen J. Bacque
John Cardone, Jr.
Richard LeBlanc
Robert W. McKinney
Knox H. Tumlin
Paul H. Spaht, Board Attorney
Katherine E. Hillegas, Executive Director
Tyson Ducote, Deputy Director

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

Blue Sky Follow Up
McKinney led the Board through a review of the Strategic Plan objectives. It was agreed that the Board would support the activity of awarding a customized benchmark for all new in-state licensees. Hillegas noted that AIA had indicated that as had been done in the past, they will distribute to attendees during their 75th Anniversary Celebration this fall.

It was agreed that in order to reach those individuals who do not attend the AIA meeting, board members and staff would attend AIA chapter meetings in an effort to present the benchmarks.

In reviewing the objectives, the Board offered direction to Hillegas in filling the Licensing Advisor position. Several items were discussed that would enable the Board to achieve the goals of the plan which included:

- Repackaging Licensing Laws – Create separate interpretations for legislators, licensees, and building officials
- Once a licensing advisor is identified, work with them to enhance outreach to schools, and non-accredited programs in feeder schools throughout the state
- Work with AIA both at the state and local level to get time on their program to talk about licensure, what the board is doing and the architect's role as a supervisor
- Study the concept of developing an open book jurisprudence exam for renewal or initial licensure

Discussion then shifted to review of the Mission Statement and a desire to enhance it.

Minutes
The Board reviewed the minutes of the January 12, 2018 meeting.

Motion: Tumlin/Brinson: To approve the minutes of the January 12, 2018 meeting. **Passed. 7-0**

Motion: Tumlin/Bacque: To approve the minutes of the March 9, 2018 meeting. **Passed. 7-0.**

Complaint Review Committee Report
Tumlin presented the report of the Complaint Review Committee and asked for Board consideration on a Consent Order with Rees Masilionis Turley Architecture, L.L.C. for unlicensed firm practice.

> **Motion: Cardone/Blitch:** To approve the Consent Order for Case No. 2017-08, Rees Masilionis Turley Architecture, LLC. **Passed. 4-0**

The Board then reviewed the circumstances surrounding a registrant whose NCARB Certificate had been revoked. After considerable discussion, it was agreed that there had been no violation of the Louisiana Architects Licensing Law and that no action was required.

Ducote reported that enforcement activity was beginning to pick up and provided an update on the number of open and pending cases.

Research Fund Committee Report
McKinney reported on the new rule outlining the process for distribution of funds for the Architecture & Education Research Fund. The Board considered next steps in informing representatives from each of the NAAB accredited schools about the program and agreed that the Dean or Department Head from each school should be invited to a future meeting to talk about the program.

Incidental Practice Task Force
McKinney & Hillegas reported that the joint Task Force established to develop a definition of Incidental Practice was well underway of reaching the desired goal of finalizing a definition by July. They noted that the Board will review a final draft of the proposed language at the June 2018 meeting.

NCARB Resolutions
McKinney reviewed the draft NCARB resolutions that were distributed at the Regional Summit. Discussion ensued regarding certain provisions in the Bylaws. Cardone indicated that he would share this feedback with the NCARB Board of Directors. Members were reminded that final resolutions incorporating feedback gleaned from the Regional Summit would be distributed in May and voted on in June at the Annual Business Meeting.

Legal Counsel Report
Spaht presented a copy of HB255 which establishes an exemption for the Board from releasing certain information in an architect's record in response to a public records request. There was discussion regarding whether a fee was charged for public records. Staff was directed to review the fee schedule adopted by the Commissioner of Administration to determine an appropriate fee schedule for these requests.

Executive Director's Report
Hillegas provided an update on office activities noting that following the retirement of Mary Porche, an accounting firm had been hired to process payroll, complete the monthly bank reconciliations and provide audit support. She reported that staff is adjusting to this new relationship and learning their way through the many functions that Ms. Porche was responsible for.

She reported that since the last Board meeting, 4 architects had converted to emeritus status, 33 initial and 58 reciprocal licenses had been issued. She indicated that NCARB had been experiencing a backlog of customer evaluations through the summer and fall with activity dropping significantly in the last quarter of 2017, but that major effort had been put forth to eliminate the backlog since the first of year, thus the increase in number of licenses issued.

> **Motion: Blitch/Brinson:** To ratify the initial and reciprocal licenses issued as listed in the attached document. **Passed. 7-0.**

Hillegas then reported that a new Compliance Investigator would be starting the following week and introduced Holly Lavigne to the Board.

She then reviewed a proposed budget for office renovations that would allow for a larger conference room and better utilization of the space by staff. She indicated that total estimated costs to the Board for these enhancements would run approximately $25K. She further reported that the landlord had agreed to pay for painting the entire suite as part of the renovation package.

> **Motion: Blitch/Tumlin:** To approve expenditures up to $25K to modify the office space to allow for a larger conference room and address security concerns. **Passed. 7-0.**

NCARB Tri-National Agreement with Canada & Mexico
Hillegas reported that NCARB had requested that the Board sign a Letter of Undertaking which outlines conditions on which the NCARB Certificate would be granted under the Tri-National Agreement with Canada & Mexico. She reminded the Board that to date, the Letter of Undertaking had not been signed because of a requirement for a Social Security number that appears in La. R.S. 37:23. She indicated that a draft legal opinion prepared by NCARB attorneys had been received and was being reviewed by herself and Spaht. The Board recommended that a request be submitted for an opinion from the Attorney General's office, should she and Spaht find the NCARB legal opinion acceptable.

Website/Database
Hillegas reported that she was in the final stages of contract negotiations with NCARB for the new database system and that outside legal counsel has been obtained to assist with the final negotiations. She further reported that she is waiting on a proposal from the website developer as the plan is to launch the new website and database simultaneously.

Operating Guidelines
Hillegas asked for board consideration in changing the operating guideline as it relates to check signatures. She noted that currently, she signs all checks and a facsimile signature of Brinson's is affixed to every check. She is requesting that the Board consider removing the need for the facsimile signature and that all checks over a certain amount require a live signature from a second authorized signer.

> **Motion: Tumlin/Brinson:** That any checks in the amount of $2,500 or more drawn on the Board's operating accounts require the signature of both the Executive Director and an authorized Board member. **Passed. 6-0.**

Roster on Website
Hillegas requested Board guidance with respect to the publication of a roster of architects which is statutorily required in La. R.S. 37:151. She noted that the practice of printing a roster stopped in 2008 when a new database was implemented that granted individuals the ability to search and obtain contact information of licensees through our website. She further noted that currently, the information on the website includes all contact information (address, phone, fax and email) and asked if it was necessary or required to include telephone and email information. The Board determined that the roster should only include name and address as cited in the law.

Legislative Update
Hillegas provided an update on legislative activity noting that there were several bills working their way through the legislation that would have an impact on the Board. Of particular interest were:

- SB62: Re-enacting the Board
- SB133: Public Records Exemption for the Fire Marshall
- SB260: Disciplinary Hearings by Boards & Commissions
- HB255: Public Records Exemption for LSBAE
- HB372: Establishes Occupational Board Compliance Act
- HB748: Establishes Occupational Licensing Review Act
- HB621: Corporate Filing Resolutions
- HB189: Updating Administrative Procedures Act re: Review of Agency Rules
- HB825: Right to Earn a Living Act
- SB504: Right to Earn a Living Act
- SB286: Physician's Bill of Rights

She noted that she is tracking these bills closely and will provide periodic updates to the Board throughout the legislative session.

There being no other or new business,

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

Respectfully submitted,

Robert W. McKinney, Chair

John Cardone, Secretary

Licenses Issued by Staff
January 9 - April 5, 2018
for Board Ratification

EMERITUS APPLICATIONS/CONVERSIONS					
FNAME	LNAME	LIC_ID	STATE	CATEGORY	EXP_DATE
Daniel S.	Chang	4585	GA	LICENSEE	31-Dec-18
Kenneth E.	Latham	2928	LA	LICENSEE	31-Dec-18
Michael	Carboni	2057	LA	LICENSEE	31-Dec-18
Robert P.	Dean	1342	GA	LICENSEE	31-Dec-18

INITIAL APPLICATIONS					
FNAME	LNAME	LIC_ID	STATE	CATEGORY	EXP_DATE
Joseph	Lantz	8831	LA	LICENSEE	31-Dec-18
Matthew	Rabalais	8836	LA	LICENSEE	31-Dec-18
Sarah Elizabeth	Daigle	8812	LA	LICENSEE	31-Dec-18
Monica Lynn	Perez	8813	LA	LICENSEE	31-Dec-18
Brad	Deal	8815	LA	LICENSEE	31-Dec-18
Graydon	Zanyk	8824	LA	LICENSEE	31-Dec-18
Christin M.	Meeker	8826	LA	LICENSEE	31-Dec-18
Ashley Doucet	Congemi	8827	LA	LICENSEE	31-Dec-18
Sarah	Satterlee	8837	LA	LICENSEE	31-Dec-18
Ward Elmo	Bryant, III	8841	LA	LICENSEE	31-Dec-18
Kristen Adele	Caulk	8840	LA	LICENSEE	31-Dec-18
Brant Luke	Patout	8845	LA	LICENSEE	31-Dec-18
William Bradley	Evans	8846	LA	LICENSEE	31-Dec-18
Kevin R.	Barns	8847	LA	LICENSEE	31-Dec-18
Alexandra Michelle	Tengco	8849	LA	LICENSEE	31-Dec-18
Robert Lee	Mosby	8850	LA	LICENSEE	31-Dec-18
Ramon Luis	Urdaz, III	8852	La	LICENSEE	31-Dec-18
Cody Christopher	Snellenberger	8848	LA	LICENSEE	31-Dec-18
Shawn C.	Mitchel	8855	LA	LICENSEE	31-Dec-18
Brendan J.	Boudreau	8856	LA	LICENSEE	31-Dec-18
Laina Michelle	Andermann	8857	LA	LICENSEE	31-Dec-18
Jeremy C.	Durham	8858	LA	LICENSEE	31-Dec-18
Lance C.	Mathews	8859	LA	LICENSEE	31-Dec-18
Tracie L.	Ashe	8854	LA	LICENSEE	31-Dec-18
Logan Taylor	Leggett	8863	LA	LICENSEE	31-Dec-18
Alyce Chantal	Deshotels	8866	LA	LICENSEE	31-Dec-18
Susan M.	Naquin	8870	LA	LICENSEE	31-Dec-18
Jennifer	Rowe	8876	LA	LICENSEE	31-Dec-18
Robert J.	Garcia	8878	LA	LICENSEE	31-Dec-18
Sarah Mitcham	Garvin	8885	LA	LICENSEE	31-Dec-18
Amy	Garrett	8884	LA	LICENSEE	31-Dec-18
Kelley Lance	Courville	8893	LA	LICENSEE	31-Dec-18
Christopher M.	Stelly	8895	LA	LICENSEE	31-Dec-18

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January 9 - April 5, 2018
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RECIPROCAL APPLICATIONS					
FNAME	LNAME	LIC_ID	STATE	CATEGORY	EXP_DATE
Annette Fortman	Vise	8823	MS	LICENSEE	31-Dec-18
Rebecca	Ensogna	8829	VA	LICENSEE	31-Dec-18
David Scott	Miller	8830	PA	LICENSEE	31-Dec-18
Kyle K.	Creeden	8832	MO	LICENSEE	31-Dec-18
Geoffrey F. P.	Reiner	8833	TX	LICENSEE	31-Dec-18
Christopher	Migneron	8834	MO	LICENSEE	31-Dec-18
David E.	Sandoval	8835	TX	LICENSEE	31-Dec-18
Stephen	Oliver	8818	TX	LICENSEE	31-Dec-18
John	Davidson	8814	KS	LICENSEE	31-Dec-18
Michael	DeCarlo	8816	GA	LICENSEE	31-Dec-18
Duc-Huy	Huynh	8817	CA	LICENSEE	31-Dec-18
Bruce T.	Runyon	8819	OH	LICENSEE	31-Dec-18
Craig P.	Vaughn	8821	TX	LICENSEE	31-Dec-18
Jeffrey Arthur	Williams	8822	WA	LICENSEE	31-Dec-18
Harold Neil	Terry	8820	AZ	LICENSEE	31-Dec-18
Nicholas	Sneed	8825	FL	LICENSEE	31-Dec-18
Joseph	Kondovski	8828	NC	LICENSEE	31-Dec-18
Ricardo J.	Muniz-Guillet	8839	FL	LICENSEE	31-Dec-18
Deborah	Berke	8838	NY	LICENSEE	31-Dec-18
David H.	Robertson	8844	GA	LICENSEE	31-Dec-18
Russell	Hatfield	8842	CA	LICENSEE	31-Dec-18
Kafil U	Jamil	8843	TX	LICENSEE	31-Dec-18
Steven D.	Pratt	8851	TX	LICENSEE	31-Dec-18
David E.	Winfrey	8853	TX	LICENSEE	31-Dec-18
Jeff B.	Hudson III	8860	AL	LICENSEE	31-Dec-18
Matt E.	Schindler	8861	KS	LICENSEE	31-Dec-18
Darren C.	Moore Morley	8864	IN	LICENSEE	31-Dec-18
Jose C.	Santiago Jr.	8862	CA	LICENSEE	31-Dec-18
Charles T.	Wallace	8867	TN	LICENSEE	31-Dec-18
Samuel	Turner, III	8868	AR	LICENSEE	31-Dec-18
Amelia L.	Steelman	8869	NY	LICENSEE	31-Dec-18
Debra	Chitwood	8871	SC	LICENSEE	31-Dec-18
Jennifer	Dotson	8872	OH	LICENSEE	31-Dec-18
Jennifer	Dotson	8872	OH	LICENSEE	31-Dec-18
Kevin	Clauson	8873	AR	LICENSEE	31-Dec-18
DJ	Heinle	8874	MN	LICENSEE	31-Dec-18
James Dwight Van	Eman	8875	MO	LICENSEE	31-Dec-18
Colleen Shannon	Brown	8877	LA	LICENSEE	31-Dec-18
Edward J.	Clark	8879	VT	LICENSEE	31-Dec-18

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RECIPROCAL APPLICATIONS					
FNAME	LNAME	LIC_ID	STATE	CATEGORY	EXP_DATE
David	Seibert	8880	MA	LICENSEE	31-Dec-18
Timothy M.	Brennan	8881	TX	LICENSEE	31-Dec-18
Craig Randal	Hacker	8882	AR	LICENSEE	31-Dec-18
Kevin W.	Harney	8886	TN	LICENSEE	31-Dec-18
Kenneth SC	Wong	8887	TX	LICENSEE	31-Dec-18
Michael J.	Ritus	8883	FL	LICENSEE	31-Dec-18
Robert Gibson	Hooper II	8890	TX	LICENSEE	31-Dec-18
Michael P.	Vascellaro	8892	FL	LICENSEE	31-Dec-18
Rolf K.	Biggers	8894	NH	LICENSEE	31-Dec-18
Scott	Griffith	8888	TX	LICENSEE	31-Dec-18
Michael Paul	Ehrlich	8889	WI	LICENSEE	31-Dec-18
Charles J.	Todd	8891	VA	LICENSEE	31-Dec-18
Robert Marvin	Doornbos	8897	MI	LICENSEE	31-Dec-18
Gaspare	Accordo	8896	NY	LICENSEE	31-Dec-18
Mario Antonio	Martinez	8898	TX	LICENSEE	31-Dec-18
John Ivan	Bereznicki	8899	MA	LICENSEE	31-Dec-18
Dan	Henrickson	8900	MI	LICENSEE	31-Dec-18
Greg L.	Durrell	8901	MS	LICENSEE	31-Dec-18
Andrew	Akerhielm	8902	TX	LICENSEE	31-Dec-18