

At 2:40 p.m. on May 25, 2023, David K. Brossett called the meeting to order, with the following members present:

David K. Brossett, Chair  
Kristine A. Kobilá  
Kevin J. Singh

Also present:

Tyson J. Ducote, Executive Director  
Justin G. Owens, Deputy Director  
Paul H. Spaht, Board Legal Counsel

After the meeting was called to order, the agenda was reviewed.

**Informal Conference:**

2022-15

Respondent entered the meeting, discussed the case with the Committee, and exited the meeting.

The committee unanimously approved the motion, made by **Ms. Kobilá**, seconded by **Mr. Singh**, to enter Executive Session to discuss investigative proceedings regarding allegations of misconduct [La. R.S. 42:17(A)(4)].

Discussion of the following matters:

- Case 2022-15
- Case 2021-07 (Status Update)
- Case 2022-04 (Status Update)
- Case 2022-13 (Status Update)
- Case 2022-20 (Status Update)
- Case 2022-25 (Status Update)

The Complaint Review Committee (CRC) unanimously approved the motion by **Ms. Kobilá**, seconded by **Mr. Singh**, to exit Executive Session.

2022-15

The Complaint Review Committee unanimously approved a motion by **Mr. Singh**, seconded by **Ms. Kobilá**, that Owens advise Respondent that the CRC is unwilling to modify the terms of the proposed Consent Order which was previously sent to the Respondent. Accordingly, the CRC, as before, continues to offer the following to resolve the matter: a fine of \$1,500, payment of actual administrative costs, publication of any adopted Consent Order on the Board's website, publishing a summary of the matter in the Board's newsletter, and reporting the matter to NCARB, all identifying Respondent by name.

2021-07

The Complaint Review Committee unanimously approved a motion by **Ms. Kobilá**, seconded by **Mr. Singh**, that Owens notify Respondent that the CRC is willing to recommend to the board that the complaint be dismissed pending receipt of a signed copy of the settlement agreement relative to the civil litigation between Respondent and Complainant which confirms that Respondent has admitted no fault or liability, and that Complainant's rights to any further claims have been settled and terminated.

2022-04

The Complaint Review Committee unanimously approved a motion by **Mr. Singh** seconded by **Ms. Kobila**, to schedule the matter for a formal hearing before the Board and personally serve Respondent with a *Notice to Show Cause Why License Should Not Be Suspended or Revoked and/or Other Discipline Imposed and the Administrative Complaint*.

2022-13

The Complaint Review Committee unanimously approved a motion by **Mr. Singh**, seconded by **Ms. Kobila**, to present the signed Consent Order to the Board for ratification.

2022-20

The Complaint Review Committee unanimously approved a motion by **Ms. Kobila**, seconded by **Mr. Singh**, to present the signed Consent Order to the Board for ratification.

2022-25

The Complaint Review Committee unanimously approved the motion by **Mr. Singh**, seconded by **Ms. Kobila**, to propose a Consent Order to Respondent with the following sanctions: a fine of \$1,500, payment of actual administrative costs, publication of any adopted Consent Order on the Board's website, publishing a summary of the matter in the Board's newsletter, and reporting the matter to NCARB, all identifying Respondent by name.

Incoming Complaint Review Committee member Michael F. Holly entered the meeting.

**Discussion of Disciplinary Measures for Expired Firm Practice:**

The Complaint Review Committee voted unanimously to recommend to the Board that the dollar amount of fines contained in Rule §1907(E) General Disciplinary Guidelines pertaining to the violation of firm practice with an expired license be changed as follows:

Current Guidelines (for firm practice with an expired license):

- \$500 for three to six months
- \$1,000 for six to twelve months or fraction thereof
- \$1,000 per year or fraction thereof thereafter

Recommended Guidelines (for firm practice with an expired license):

- \$250 for three to six months
- \$500 for six to twelve months or fraction thereof
- \$500 per year or fraction thereof thereafter

Outgoing Complaint Review Committee member Kevin J. Singh exited the meeting.

The committee unanimously approved the motion, made by **Mr. Holly**, seconded by **Ms. Kobila**, to enter Executive Session to discuss investigative proceedings regarding allegations of misconduct [La. R.S. 42:17(A)(4)].

Discussion of the following matters:

- Case 2022-27
- Case 2021-30

The Complaint Review Committee unanimously approved the motion by **Ms. Kobila**, seconded by **Mr. Holly**, to exit Executive Session.

MINUTES OF THE COMPLAINT REVIEW COMMITTEE  
MEETING OF THE LOUISIANA STATE  
BOARD OF ARCHITECTURAL EXAMINERS  
MAY 25, 2023  
PAGE 3

2022-27

The Complaint Review Committee unanimously approved a motion by **Mr. Holly**, seconded by **Ms. Kobilá**, to file a formal Administrative Complaint against the Respondent, schedule the matter for a formal hearing before the Board, and personally serve Respondent with a *Notice to Show Cause Why License Should Not Be Suspended or Revoked and/or Other Discipline Imposed* and the *Administrative Complaint*.

2022-30

The Complaint Review Committee unanimously approved a motion by **Ms. Kobilá**, seconded by **Mr. Holly**, to dismiss this matter due to insufficient evidence of a violation of the laws or rules of the Board.

**Minutes:**

The minutes of the previous meeting were reviewed.

The Complaint Review Committee unanimously approved the motion by **Mr. Holly**, seconded by **Ms. Kobilá**, to approve the December 16, 2022 CRC minutes.

The Complaint Review Committee unanimously approved the motion by **Mr. Holly**, seconded by **Ms. Kobilá**, to adjourn the meeting.

Respectfully submitted,

  
\_\_\_\_\_  
David K. Brossett, Chair