Minutes of the Meeting of
Louisiana State Board of Architectural Examiners
Special Emergency Meeting
April 22, 2016

Attending

Richard J. LeBlanc, President
Allen Bacqué
J. David Brinson
John Cardone
Robert McKinney
Knox Tumlin
Teeny Simmons, Executive Director
Paul H. Spaht, Board Attorney

Call to Order

1. This special emergency meeting was called to order by the President.

New Executive Director:

2. The board discussed the procedures and schedule for hiring a new executive director, More specifically:

Legal requirements: Mr. Spaht reported that he and Mary Porche had both discussed with State Civil Service (SCS) whether there were any special requirements by the State regarding the qualifications, advertising, posting, salary, interviewing, or hiring of a new executive director. Both were advised that because this was an unclassified position there were no such special requirements. Although SCS will post the vacancy on its website, if it is requested by the board to do so, this was not required. Several board members opined that posting with SCS should not be done. Mr. Spaht reported that he had also discussed this issue with a lawyer who specializes in employment law, and he had received the same advice. Thus, although the board must comply with all federal and state general laws concerning the hiring, such as no discrimination, there are no applicable special laws concerning advertising or the like.

Job description: The Vacancy Announcement which had been prepared by Mr. McKinney was reviewed and discussed in detail. This announcement contained a job description. Some changes were made, such changes incorporated into the announcement by Mr. McKinney as the meeting progressed. At the end of the meeting, Mr. McKinney emailed a revised job description to Mr. LeBlanc and Mr. Spaht.

Qualifications for the position: The Vacancy Announcement sets forth the qualifications for the position. The board discussed desired and necessary qualifications, and a few changes made by Mr. McKinney in the draft announcement (primarily concerning minimal education and computer skills).

Advertising and searching for qualified persons: The board observed that several other states had recently hired executive directors, and these other states might be a source of information for the board. Mr. Cardone will ascertain what states such as TX, AR, FL, MS, and AL may have done insofar as advertising for the position, and the amount of compensation which other states were paying for this position. Mr. Cardone will also talk to NCARB to see if it has any helpful information, and Mr. Bacqué will talk to Lynn Robertson of AIA Louisiana.

It was suggested that the vacancy be advertised in The Advocate and the Times Picayune, the board and AIA newsletters, professional publications, and perhaps additional publications identified by other states, AIA, or NCARB. During the meeting, Mr. Cardone spoke to Cathe Evans, North Carolina mbe, regarding any information which she might have concerning what other licensing board may have done to advertise any opening and what an appropriate salary might be.

Reviewing resumes: The board discussed reviewing the resumes received. The preference was that the entire board be involved the review; however, the number of resumes received might make such a review impractical. For now, the plan is to have the entire board involved in the review. Hopefully, the review can occur before or in connection with the board meeting scheduled for June 10, 2016.

Background checks and interviews: These issue will be considered after the resumes are received.

Teeny's retirement

3. The board discussed how it might best express its appreciation and gratitude to Ms. Simmons and appropriately recognize her for her many years of loyal and outstanding service to the board. Mr. LeBlanc suggested naming the education awards by the board to the architecture schools after Teeny, assuming that the pending legislation will pass allowing the board to make such awards, and everyone agreed that this was a terrific idea. The board also discussed giving Ms. Simmons a plaque recognizing her for her many years of service, and Mr. Spaht will work on obtaining such a gift. The board also liked the suggestion that the board give Ms. Simmons a Frank Lloyd Wright clock. The vacancy announcement published in the board newsletter will include a tribute to Teeny, such to be preliminarily authored by Mr. Spaht.

Banking Account change:

4. On motion by Mr. John Cardone, seconded by Mr. Knox H. Tumlin, board member Allen J. Bacqué is fully authorized on behalf of the board to sign all checks and will be made an additional signatory to the Whitney checking account no. 0023775 in the name of State of Louisiana Treasury Dept/Louisiana State Board of Architectural Examiners and to the Regions checking account no. 0000414924 in the name of Louisiana State Board of Architectural Examiners.

The authorization to Mr. Allen J. Bacqué shall be without effect to the existing

authorization of Ms. Simmons and J. David Brinson to sign checks on behalf of the board on these two accounts, and Ms. Simmons and Mr. Brinson will remain fully authorized to sign checks on behalf of the board on these two accounts.

New matter

5. Mr. LeBlanc mentioned that he had a matter which he would like to discuss not on the agenda. On motion by Mr. Tumlin, seconded by Mr. Bacqué, the board unanimously agreed to amend the agenda and consider this new matter.

Mr. LeBlanc reported that he had been approached by the Mississippi Architect's Licensing Board about the possibility of having a joint meeting with our board. The MS board had previously had such a meeting with the AL board, and it felt that this had been beneficial to both boards. The MS board is scheduled to meet for two and one-half days in Natchez in September of this year. Its meetings normally run from Wednesday afternoon through Friday. The board asked Mr. LeBlanc to obtain additional information so that a decision can be made.

10 June 2016

Date

Richard J. LeBlanc, President

Ronald Blitch, Secretary

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