

**Louisiana State Board of Architectural Examiners
Meeting Minutes
September 17, 2021
Baton Rouge, LA w/Zoom Participants**

Present: J. David Brinson – Chair; Allen J. Bacque – Secretary, Ronald B. Blicht, John Cardone, Shannon French, Richard J. LeBlanc, Kevin Singh

Staff: Katherine E. Hillegas, Executive Director; Tyson Ducote, Deputy Director

Legal Counsel: Paul Spaht, Attorney

This meeting is being held via zoom pursuant to JBE Proclamation 2021-94 and R.S. 42:17.1, the governor having declared a state of emergency for the State of Louisiana, and the nature of the emergency causing a meeting of the Board conducted pursuant to other provisions of the Open Meetings Law, R.S. 42:1 et seq., to be potentially detrimental to the health, safety, or welfare of the members of the committee, staff, and the public.

The meeting was called to order by Brinson who certified that the matters to be considered by the Board will be limited to the matters listed on the agenda of the meeting, and only such matters, such matters being time-sensitive and in his opinion of Brinson consideration of which should not be delayed. Brinson then reviewed the agenda.

Motion #1: Bacque/LeBlanc: To open the meeting and approve at the meeting consideration of the matters on the agenda only. Passed 6-0.

Brinson opened the floor for comments from the public and there were none.

Executive Director Search

Brinson led the discussions related to developing a process and timeline for the Executive Director Search. He asked Singh and Cardone to join him on a Search Committee which would be tasked with vetting applications received and narrowing down the list of candidates for full Board consideration.

The Board then reviewed a draft of the position description and made edits to reflect their current desires for a candidate. A timeline for the search was established.

Singh left the meeting.

Legal Counsel Report

Incidental Practice

Spaht reported that he, Blicht, and Hillegas participated in an Incidental Practice Task Force meeting in August where a report was provided by a sub-group which had brought forward 20 examples for “testing” the latest version of the draft definition. He noted that all cases brought forward were of architects potentially practicing engineering, and there were no cases involving engineers practicing architecture.

The Board reviewed the draft language defining Incidental Practice that had been developed by the Task Force. Being unable to arrive at a consensus related to the draft, the Board postponed further discussion on this issue. A special meeting will be scheduled where this topic can be addressed as the primary agenda item.

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Rulemaking - LAC 46:I: Chapter 11, Section 1109 Military Licensure; LAC 46:I: Chapter 23, Section 2303 Adoption and Amendment of Rules; LAC 46:I: Chapter 23, Section 2305 Declaratory Rulings

Spaht reported that the Notices of Intent concerning the above rules had been published in the August 2021 issue of *Louisiana Register*, and copies of the NOIs were included in board materials. He reported that the comment period had expired without any comments, and he noted that the next step will be to present these rules to the Occupational Licensing Review Commission again for final approval before final publication in the *Louisiana Register* and adopting them at the next meeting.

COVID-19

Spaht provided an update related to hiring outside counsel to address actions the Board might take to ensure a safe work environment for Board Members, staff, and visitors. He observed that it was essential that the Board take into consideration any requirements issued by the governor's office with respect to state offices and state employees, and there have been indications from such office that further orders may soon be issued. Before outside counsel is hired, he recommended that the Board wait for further executive orders and notifications regarding requirements for state offices and employees.

Minutes

June 4, 2021 Meeting

The Board reviewed the minutes of the June 4, 2021 meeting.

Motion #2: Bacque/LeBlanc: To approve the minutes of the June 4, 2021 meeting. Passed. 6-0

June 21, 2021

The Board reviewed the minutes of the June 21, 2021 meeting.

Motion #3: LeBlanc/Bacque: To approve the minutes of the June 21, 2021 meeting. Passed. 6-0.

August 18, 2021

The Board reviewed the minutes of the August 18, 2021 meeting.

Motion #4: LeBlanc/French: To approve the minutes of the August 18, 2021 meeting. Passed. 6-0.

CRC Report

Singh and Ducote reported that the Complaint Review Committee had reviewed several cases and that there were no items from such committee that required Board consideration at this time.

Ducote and Spaht gave an update on **Case 2019-15**, such case having previously been considered by the Board.

Ducote asked for approval from the Board to pursue a judgment against an individual and his firm for failure to pay fines and costs set forth in the signed Consent Orders in **Case 2019-08** and **Case 2019-09**.

Motion #5: French/Blitch: That the Board pursue collection of the fines and costs set forth in the signed Consent Orders for Case 2019-08 and Case 2019-09. Passed. 6-0.

Ducote and Spaht then led a discussion related to the Board's Disciplinary Guidelines as it relates to expired firm practice. The Board requested that an analysis of such guidelines be conducted comparing them to the guidelines of other Boards in NCARB Region 3. It was agreed that staff and the CRC will review the guidelines and present recommendations to the Board at a future meeting.

Continuing Education Committee Report

Hillegas reported that the continuing education audit had been completed. She indicated that 174 licensees were audited, 63 in-state and 111 out-of-state. Staff had to reach out to a handful of architects to request further information or documentation in order to complete their audit. All records audited were found to be in compliance. One licensee had not responded to multiple attempts to reach him, and further action will be pursued via opening an investigation.

FY22 Budget Amendment

Hillegas reported that due to the increase in enforcement cases and the services required from Legal Counsel related to those cases, it was necessary to increase the contractual obligation for legal services for FY22- and FY23 by \$10,000 each year. She noted that the budget presented did not reflect this increase, and she asked for board consideration to amend the FY22 budget to reflect a total of \$80,000 for legal services.

Motion #6: Blich/French: To amend the FY22 budget to increase the legal services line by \$10,000 for a total budgeted expenditure of \$80,000. Passed. 6-0.

Licenses Issued for Ratification

Hillegas reported the following registrations had been issued since the last Board meeting

- 9 Initial Architect
- 63 Reciprocal Architect
- 14 Architect reinstatements
- 16 Architectural Firms (7 in-state; 9 out-of-state)
- 4 Architectural Engineering Firms – Out of- State

Total Individual License Registrations:

- 1,336 In-State
- 2,160 Out-of-State
- 3,496 Total
- 40 In-State Emeritus
- 49 Out-of State Emeritus
- 2 Suspended

Total Firm Certifications:

- Architectural Firms – 702 (302 – in-state; 406 out-of-state)
- AF Suspended – 1
- Professional Architectural Corporations – 291 (115 in-state; 176 out-of-state)
- Architectural Engineering Corporations – 147 (17 in-state; 130 out-of-state)
- Total – 1,146 (434 I/S; 712 O/S)

She further reported that additional measures to reach out to firms during the renewal cycle resulted in a higher retention of firms renewing.

Motion #7: LeBlanc/Bacque: To approve the list of licenses and certificates of authority issued for the period May 28, 2021 through September 12, 2021. **Passed 6-0.**

Executive Directors Report

June, July and August 2021 Financial Statements

Hillegas reported that the fiscal year ended with \$736k in revenue which exceeded our projections by \$104K. This is primarily due to revenue reductions made in anticipation of a negative impact from COVID-19. In fact, the opposite occurred, and we experienced a surge in reciprocal applications. In addition, increased efforts on staff's part to reach out to licensees to ensure timely renewal of licenses resulted in a greater retention of licensees, all impacting the bottom line.

She further reported that the fiscal year ended with expenses at \$637k compared to budgeted projections of \$762k. Board expenses related to travel were under budget due to COVID-19 and the inability to travel to the NCARB Regional Meeting.

She then reported that revenues appear strong for the start of the current fiscal year with \$137k of the \$154k budgeted revenue for firm renewals having been received. Expenses are running on target at this time.

FY21 Audited Financial Statement

Hillegas reported that the FY21 audit was completed in late August with a clean opinion from our auditor. The board's assets exceeded its liabilities at the close of FY21 by \$211,475. Our net position decreased by \$31,461 or 13% in 2021 when compared to the prior year net position. She noted that this includes funds related to Other Post Employment Benefits (OPEB and pension costs).

The board's revenues totaled \$736,885. Revenues are comprised of license renewal fees, other fees, and interest income. Revenues were up \$30,562 in 2021 as compared to FY20. Expenditures totaled \$767,146. Expenditures are primarily personnel, operating and professional services. Expenditures increased \$45k in 2021 compared to the prior year.

Cardone left the meeting.

Waiver Requests

MNK Architects

Hillegas reported that this firm has requested a waiver to use their firm name in Louisiana without having a LA licensed architect on staff or licensing the firm with LSBAE. The firm has offices and performs architectural work in Texas only. It does not intend to practice architecture in Louisiana, but it does want to practice engineering in the state and it is in the process of registering with LAPELS and the LA Secretary of State. The architect on staff is only licensed in TX and AZ.

Motion #7: French/Bacque: To grant the waiver to MNK Architects based on the following conditions:

1. Requesting firm will obtain and maintain the appropriate authorization from the Louisiana Secretary of State to transact business in Louisiana;
2. Requesting firm will only use the name in Louisiana in conjunction with providing engineering services in Louisiana;
3. Requesting firm will add a disclaimer to alert people viewing its engineering plans that it is not offering architectural services in Louisiana, even though it has the word "Architects" in its name;

4. If requesting firm secures a project in Louisiana, it will obtain from its client a letter acknowledging that the client fully understands that the requesting firm is not registered to practice architecture and cannot offer architectural services in Louisiana, and it will forward said letter to the Board;
5. Requesting firm does not and will not practice or offer to practice architecture in Louisiana;
6. Requesting firm will alert the Board if it ever decides to pursue architectural work in Louisiana;
7. No individual employed by the requesting firm will be titled or referred to as an "architect" in Louisiana;
8. Within fifteen (15) days of its receipt of this letter, requesting firm will provide a written statement confirming its intention to comply with the terms of this letter; and
9. This approval will be voided in the event the requesting firm fails to comply with any of these conditions.

Passed. 5-0.

U.P. Architects and Engineers

Hillegas reported that this firm has requested a waiver to use their firm name in Louisiana without having a LA licensed architect on staff or licensing the firm with LSBAE. The firm has offices and performs architectural work in Michigan and Wisconsin only. It is currently not seeking to expand its architectural services beyond those two states, as it only has one architect on staff who is licensed in MI, WI and MN. It has a client based in MI that manufactures and sells wastewater treatment plant equipment across the U.S. The individual requesting this waiver on behalf of the firm has obtained a PE license from LAPELS, as the only work the firm is required to perform in Louisiana is engineering in nature.

Motion #8: Blich/LeBlanc: To grant the waiver to U.P. Architects and Engineers based on the following conditions:

1. Requesting firm will obtain and maintain the appropriate authorization from the Louisiana Secretary of State to transact business in Louisiana;
2. Requesting firm will only use the name in Louisiana in conjunction with providing engineering services in Louisiana;
3. Requesting firm will add a disclaimer to alert people viewing its engineering plans that it is not offering architectural services in Louisiana, even though it has the word "Architects" in its name;
4. If requesting firm secures a project in Louisiana, it will obtain from its client a letter acknowledging that the client fully understands that the requesting firm is not registered to practice architecture and cannot offer architectural services in Louisiana, and it will forward said letter to the Board;
5. Requesting firm does not and will not practice or offer to practice architecture in Louisiana;
6. Requesting firm will alert the Board if it ever decides to pursue architectural work in Louisiana;
7. No individual employed by the requesting firm will be titled or referred to as an "architect" in Louisiana;
8. Within fifteen (15) days of its receipt of this letter, requesting firm will provide a written statement confirming its intention to comply with the terms of this letter; and
9. This approval will be voided in the event the requesting firm fails to comply with any of these conditions.

Passed. 5-0.

NCARB Baseline on Belonging – Examination & Experience Data

Hillegas shared examination and experience data summaries from a survey of persons of color conducted by NCARB and the National Organization of Minority Architects. The survey was conducted to better understand experiences on the path to licensure and dig a little deeper into their timelines along the path. This information was recently released by NCARB. She encouraged Board members to review the data

presented, be prepared to take a deeper dive into this data in future discussions, and follow closely what NCARB is doing in this arena this year. The current president has named DEI as a top priority for his year, and there are several more studies underway.

Customer Service Survey (MSBOA)

Hillegas shared that the Mississippi Board of Architecture had recently conducted a customer service survey to gauge the level of satisfaction with the services provided by their Board. She asked that the Board consider conducting a similar survey of the architects licensed by the Board. The Board agreed that such a survey would be a useful tool. It was agreed that staff will prepare a draft and present to the Board for consideration at the next meeting.

Architect Selection Board Update

Hillegas reported that representatives from Districts 1 and 2 were still needed to fill out the Architects Selection Board for the period September 15, 2021 through September 14, 2022. She shared applications from two interested candidates.

Motion #9: Blich/French: To appoint Carrie Hunsicker to the Architects Selection Board as a representative from District 2. Passed. 5-0.

2022 Officers

The Board selected Blich and LeBlanc to serve as officers for calendar year 2022, with Blich serving as President and LeBlanc serving as Secretary.

There being no further business,

Motion #10: Blich/LeBlanc: To adjourn. Passed. 5-0.

Respectfully submitted,

J. David Brinson, Chair

Allen J. Bacque, Secretary

INITIAL LICENSES			
License #	Name	City	State
9600	Randy Hutchison	New Orleans	LA
9551	Shawn Viator	Breaux Bridge	LA
9557	Alexander Shows	Lake Charles	LA
9558	Christophe Blanchard	New Orleans	LA
9567	Andras Kozicz	New Orleans	LA
9568	Brad Domingue	New Orleans	LA
9575	Mark Hash	New Orleans	LA
9583	Brian Cash	New Orleans	LA
9587	Dean Wild	Lafayette	LA
RECIPROCAL LICENSES			
License #	Name	City	State
9576	Carrie Hunsicker	New Orleans	LA
9539	Brian Houwman	Pengilly	MN
9540	Gerald Hunter	San Diego	CA
9541	Douglas Brookbank	McLean	VA
9542	Robert Stuckey	Weatherford	TX
9543	Nelson Algaze	Culver City	CA
9544	Ryan Meeks	Houston	TX
9545	Barry Allmon	Lakeland	TN
9546	Douglas Scheid	Punta Gorda	FL
9547	Corey Solum	Sandy	UT
9548	Matthew Davis	Columbia	SC
9549	Harold Prestidge	El Paso	TX
9550	Brett Ewing	Las Vegas	NV
9552	Kathryn Hier	Lincoln	NE
9553	Kyle Tornow	Minneapolis	MN
9554	Douglas McKean	Lawrence	KS
9555	Gerald Fason	Little Rock	AR
9556	Marcy Schulte	Culver City	CA
9559	Kwayera Franklin	Jackson	MS
9560	David White	Kansas City	MO
9561	Arch Trulock	Birmingham	AL
9562	Robert Hillyard	Dallas	TX
9563	Matthew Bedee	Wadsworth	OH
9564	Sarah Nagy Hicks	Mobile	AL
9565	Michele MacCracken	Long Beach	CA
9566	Lawrence Payne	Pittsburgh	PA
9569	James Anderson	Atlanta	GA
9570	Derek Downs	Richardson	TX
9571	Christopher Boone	Vienna	VA
9572	Allison Paul	Vienna	VA
9573	Thomas McCarty	Arlington	TX

RECIPROCAL LICENSES			
License #	Name	City	State
9574	Alicia Bache-Wiig	Coral Gables	FL
9577	Karl Stumpf	Washington	DC
9578	Jennifer Hauser	Downers Grove	IL
9579	Jacob Welhouse	San Diego	CA
9580	Jeffrey Jennings	Roseville	CA
9581	Ning Gu	North York	ON
9582	Mark Mucasey	Houston	TX
9584	Sylvia Vargas	Houston	TX
9585	Robert Day	Maitland	FL
9586	William Wickett	Rancho Palos Verdes	CA
9588	Justin Ogle	Katy	TX
9589	Brian Moffitt	Ft. Lauderdale	FL
9590	Pankaj Patel	Detroit	MI
9591	Brent Bowles	Lake Jackson	TX
9592	Scott Steinkamp	Minneapolis	MN
9593	Dillon Weitl	Houston	TX
9594	Andrew Roark	Altamonte Springs	FL
9595	Bryan Fisher	Miami	FL
9596	Kristopher Goettig	Atlanta	GA
9597	Anthony Keller	Leander	TX
9598	Justin Hutton	Hammond	IN
9599	William Hutton	Hammond	IN
9601	Lee Sims	Montgomery	AL
9602	Jeff Simmons	Houston	TX
9603	Matthew Cortez	Wichita	KS
9604	Leslie Robidoux	Newport Beach	CA
9605	Courtney Thompson	Dallas	TX
9606	Niccolo Valerio	Los Angeles	CA
9607	Robert Briggs	Phoenix	AZ
9608	Kelly Pimmel	Creve Coeur	MO
9609	Steven Boyington	Lakeland	FL
9610	Guy Brignac	Metairie	LA
LICENSE REINSTATEMENTS			
License #	Name	City	State
2338	Christopher Young	Marrero	LA
5614	David Swartz	Culver City	CA
5763	Christian Elberson	Shreveport	LA
5765	Gary Hill	Houston	TX
6428	Michael Monceaux	San Antonio	TX
6434	Paul Griesemer	Kansas City	MO
6659	Michael LeBatard	Biloxi	MS
6721	Larry Saylor	Mechanicsburg	PA

Licenses Issued for Board Ratification
 May 28, 2021 through September 12, 2021

LICENSE REINSTATEMENTS			
License #	Name	City	State
6963	Steven Malin	Lawrence	KS
6978	Daniel Lickel	Kansas City	MO
7071	Jarod Hebert	Lafayette	LA
7337	John Bratichak	Ponpano Beach	FL
7523	Gabriel Richard	Dacula	GA
8195	André Bourque	Lafayette	LA
8352	Ravi Waldon	Columbia	MD
8931	Jeffrey Lewis	Valparaisa	IN
8957	Walter Marin	New York	NY
Total Individual Licenses Issued In Reporting Period			
	Initial		9
	Reciprocal		63
	Reinstatement		14
Total Individual Licenses			
	In-State		1,336
	In-State Emeritus		40
	In-State Suspended		2
	Out-of-State		2,160
	Out-of-State Emeritus		49
	Delinquent		-
	Total		3,585

FIRM LICENSES			
Architectural Firm Licenses Issued			
License #	Firm Name	City	State
AF0803	BNB LLC	New Orleans	LA
AF0807	Sampson Architecture LLC	Alexandria	LA
AF0813	IML Services LLC	Metairie	LA
AF0815	Brad Michael Design	New Orleans	LA
AF0816	Petitjean Architecture, LLC	Lafayette	LA
AF0817	Senso Architects, LLC	New Orleans	LA
AF0821	NATIVE Architecture + Design, LLC	Breaux Bridge	LA
AF0802	SENGA Architecture LLC	Hollywood	FL
AF0808	Scheid Architectural FL LLC	Punta Gorda	FL
AF0811	Patai Architecture	Las Vegas	NV
AF0812	AKA Studio, P.C.	Roswell	GA
AF0818	Netta Architects, LLC	Mountainside	NJ
AF0819	Lessard Design Inc.	Vienna	VA
AF0822	Susman Tisdale Gayle Architects, Inc.	Austin	TX
AF0823	Goodwyn Mills Cawood, LLC	Montgomery	AL
AF0824	JZ Interior Design, LLC	Houston	TX
Architectural Firm Licenses Reinstated			
License #	Firm Name	City	State
AF0199	Joseph S. Partain, Architect LLC	Bossier City	LA
AF0297	S. Olson, Architect, LLC	New Orleans	LA
AF0589	MVW Architect, LLC	New Orleans	LA
AF0637	Mischa Farrell Architect, LLC	Shreveport	LA
AF0237	GF55 Architects, LLP	New York	NY
AF0526	ACS Architectural Construction Services, Inc.	Newport Beach	CA
AF0624	Toland Mizell Molnar, LLC	Atlanta	GA
AF0654	Downey Szafarz Architects, Inc.	Lake Forest	IL
Professional Architectural Corporation Licenses Issued			
License #	Firm Name	City	State
NONE			
Professional Architectural Corporation Licenses Reinstated			
License #	Firm Name	City	State
AC0159	Border Architects, Inc.	Covington	LA
AC0380	Moss Architects, Inc., APC	Lake Charles	LA
AC0561	Dean Hotard & Associates	Port Allen	LA
AC0412	WTW Architects, P.C.	Pittsburgh	PA
AC0803	LBL Architects, Inc.	Arlington	TX
AC0821	Architecture Design Collaborative	Laguna Hills	CA

Licenses Issued for Board Ratification
 May 28, 2021 through September 12, 2021

Architectural-Engineering Corporation Licenses Issued			
License #	Firm Name	City	State
AE0483	HTW Architects, Engineers and Planners	Russellville	AR
AE0484	Westchester Services L.L.C.	Barrington	IL
AE0485	Elevar Design Group, Inc.	Cincinnati	OH
AE0487	Robert and Company, Inc.	Atlanta	GA
Architectural-Engineering Corporation Licenses Reinstated			
License #	Firm Name	City	State
AE0179	CBRE Heery, Inc.	Atlanta	GA
Total FIRM Licenses Issued In Reporting Period			
	Architectural Firm - In-State		7
	Architectural Firm - Out of State		9
	Professional Architectural Corporation - In-State		0
	Professional Architectural Corporation - Out-of-State		0
	Architectural Engineering Corporation - In-State		0
	Architectural Engineering Corporation - Out-of-State		4
Total Firm Licenses Issued			20
	Architectural Firm - In State		302
	Architectural Firm - Out of State		406
	Architectural Firm - In State Suspended		1
	Professional Architectural Corporation - In State		115
	Professional Architectural Corporation - Out of State		176
	Architectural Engineering Corporation - In State		17
	Architectural Engineering Corporation - Out of State		130
Total In-State			434
Total Out-of-State			712
Total Firm Licenses			1,146