



THE MISSISSIPPI STATE BOARD OF ARCHITECTURE  
LANDSCAPE ARCHITECTURE + INTERIOR DESIGN ADVISORY COMMITTEES

2022

## Annual Report

JANUARY 14, 2022

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# MISSISSIPPI STATE BOARD OF ARCHITECTURE

## 2022 ANNUAL REPORT

### ANNUAL REPORT

*Miss. Code Ann. Section 73-1-37* provides that the Mississippi State Board of Architecture (MSBOA) shall submit an annual report to the Governor in January, to include a complete statement of the receipts and expenditures of the Board. The details of expenditures and revenues are provided in the Board's FY23 budget request, the most relevant portions of which are included in this report.

### EXECUTIVE SUMMARY

- The MSBOA was established in 1928 in order to safeguard the life, health and property of the public. The Landscape Architecture Advisory Committee (LAAC) and the Interior Design Advisory Committee (IDAC) were established in 1973 and 2011, respectively, as advisory committees to the Board of Architecture.
- The Board protects the public by establishing registration, certification and practice requirements for all licensed architects, landscape architects, and certified interior designers, ensuring that all registrants meet these requirements, and disciplining registrants who do not adhere to Mississippi's statutes and regulations.
- Regulating the design professions is essential to ensuring that individuals designing structures or sites for human use or habitation have the necessary training and skills to do so safely.
- The Board supports itself financially by collecting licensing and renewal fees from applicants for registration and certification and does not receive General Fund appropriations. MSBOA seeks to essentially break-even through a two-year income cycle.
- MSBOA also works with its counterparts in other states and with the national credentialing and examination organizations to facilitate registration for its registrants across the country and to take an active part in the development of the examinations required for professional registration or certification.
- FY21 Highlights:
  - Rule changes took effect bringing rules into compliance with the "Fresh Start Act of 2019," clarifying practices exempt from landscape architectural licensing and signature requirements for documents, and expanding rules regarding disciplinary procedures and actions to ensure due process to an accused.
  - The Board continued outreach and communication efforts, including presentations to students and building officials and the publication of a newsletter.
  - The Board, through the Joint Committee on Building Design and Construction, continued to work with the Board of Licensure for Professional Engineers and Surveyors on common concerns, including the development of a revised handbook for building officials.
  - Due to the effective use of technology, Board operations continued uninterrupted during the COVID-19 pandemic. Online testing was launched for the Architect Registration Examination (ARE) and the Landscape Architect Registration Examination (LARE) to provide exam candidates greater testing flexibility and accessibility.

## BOARD OF ARCHITECTURE

MSBOA is composed of five members appointed by the Governor. Each member holds office for five years or is held over until the appointment of his or her successor. A member of the MSBOA must be a licensed architect in Mississippi, a resident of this state, and must have been engaged in the practice of architecture for at least seven (7) years.

Richard H. McNeel, President	Jackson	Term Ends: May 31, 2024
Leigh Jaunsen, Secretary/Treasurer	Ocean Springs	Term Ends: May 31, 2023
Charles C. Barlow, Jr.	Jackson	Term Ends: June 1, 2026
Larry W. Bishop	Brandon	Term Ends: May 31, 2022
Bradford A. Jones	Ocean Springs	Term Ends: June 1, 2025

## LANDSCAPE ARCHITECTURE ADVISORY COMMITTEE

The Landscape Architecture Advisory Committee (LAAC) consists of five members appointed by the Governor from a list of nominees supplied by the Mississippi Chapter of the American Society of Landscape Architects (ASLA). Each member holds office for five years or is held over until the appointment of his or her successor.

Alan D. Hoops, Chair	Madison	Term Ends: June 30, 2023
Jon M. Milstead, Secretary	Tupelo	Term Ends: June 30, 2022
Warren (Cory) Gallo	Starkville	Term Ends: June 30, 2026
Martha G. Hill	Madison	Term Ends: June 30, 2025
Brantley Snipes	Greenwood	Term Ends: June 30, 2024

## INTERIOR DESIGN ADVISORY COMMITTEE

The Interior Design Advisory Committee (IDAC) consists of five members appointed by the Governor from nominees provided by the Mississippi Coalition for Interior Design. Each member holds office for five years or is held over until the appointment of his or her successor.

Beth R. Miller, Chair	Starkville	Term Ends: June 1, 2026
Timothy G. Geddie, Secretary	Jackson	Term Ends: June 1, 2023
Jessica J. Cecil	Ocean Springs	Term Ends: June 1, 2022
Paula B. DeYoung	Clinton	Term Ends: June 1, 2024
Demmie Dunaway	Clinton	Term Ends: June 1, 2022

## ABOUT THE AGENCY

MSBOA is a consolidation of three regulatory bodies: The Board of Architecture, the Landscape Architecture Advisory Committee, and the Interior Design Advisory Committee. Collectively, the agency is referred to as MSBOA. This structure allows the agency to operate at optimal efficiency. MSBOA employs two full-time employees who are assisted by contracted attorneys and a contracted private investigator. The Board of Architecture meets at least quarterly, while both the Landscape Architecture Advisory Committee and the Interior Design Advisory Committee meet two to four times per year.

## MISSION STATEMENT

The mission of MSBOA is to serve the State of Mississippi by protecting and preserving the life, health and property of the Mississippians who live, work, and play in the built environment through the regulation of the professions of architecture, landscape architecture and certified interior design.

## AGENCY PHILOSOPHY

MSBOA will strive for efficiency and quality throughout the organization by:

- Ensuring that registrants meet minimum standards of competency through education, experience, and examination.

- Requiring licensure on the part of any person practicing or offering to practice architecture or landscape architecture.
- Requiring certification for any person using the title Mississippi Certified Interior Designer.
- Establishing standards of practice and codes of conduct and regulating in the least restrictive manner possible.
- Enforcing the laws, rules, and regulations governing title use and professional practice in a fair and consistent manner.
- Empowering the public, allied professionals and local building officials by providing education and information.

## VALUES

- Service Oriented
  - MSBOA will remain focused on and committed to serving the public as a regulatory and consumer protection agency.
- Professional
  - MSBOA will provide quality and efficient service in a courteous and professional manner, treating all clients with dignity and respect.
- Innovative
  - MSBOA will make full use of current technology and best practices.
- Principled
  - MSBOA will serve the public earnestly and ethically.
- Responsible
  - MSBOA will be a good steward of the resources entrusted to it.
- Collaborative
  - MSBOA will cultivate a mutually beneficial relationship with allied state, regional and national organizations and agencies.

## GOALS

- Professional Licensing/Certification
  - Ensure, through a thorough and efficient process, that any individual obtaining licensure, certification or renewal has the necessary skills and knowledge to practice.
- Regulation and Enforcement
  - Ensure through regulation and enforcement that registered design professionals protect the public's life, health and property.
- Communications, Outreach and Organizational Effectiveness
  - Increase public and professional awareness of MSBOA and its mission, activities, programs and services, provide exceptional customer service, and enhance organizational effectiveness and efficiency.

### PROTECTION OF LIFE, HEALTH AND PROPERTY

Members of the public use buildings and outdoor spaces every day - from churches to schools, office buildings to parks. They have no control over or knowledge of the design of those spaces.

The public deserves reasonable assurance that these spaces are designed and constructed with safety in mind, and by qualified professionals.

State-level regulation of the practices of architecture, landscape architecture and certified interior design is critical.

## RELEVANT STATEWIDE GOALS AND PHILOSOPHIES

- Protect the safety and well-being of the state's citizenry.

- To ensure the construction and maintenance of infrastructure (including roadways, waterways, railways, airports, water and sewer systems, pipelines, electricity lines, broadband connections, public buildings) is adequate to meet the needs of citizens and the business community and to foster economic growth.
- To protect Mississippians from risks to public health and to provide them with the health-related information and access to quality healthcare necessary to increase the length and quality of their lives.
- To ensure that current and future generations have access to the state’s abundant natural resources through restoration, protection, conservation, and wise development of those resources.
- Practicing accountability and transparency at every level of government.
- Placing ultimate value on efficiency and effectiveness of government services to taxpayers and citizens.
- To create an efficient government and an informed and engaged citizenry that helps to address social problems through the payment of taxes, the election of capable leaders at all levels of government, and participation in charitable organizations through contributions and volunteerism.

## DID YOU KNOW?

- The service provided by MSBOA – protection of the public’s life, health and property – is critical. The potential price of incompetence by one designing a building or an outdoor site/project is injury or death, financial loss, and/or loss of property. For this reason, all 50 U.S. states require registration for architects and landscape architects. 30 U.S. jurisdictions have some form of regulation for interior designers.
- MSBOA has focused very specifically on efficiency. Over 90% of MSBOA’s licensure services are submitted online, and applications are processed within 3 weeks. Additionally, most historical files have been transitioned to a paperless licensing system.
- Other examples of efficiency include paperless board meetings, electronic application approval, a website full of in-depth information and online services, and in-house bookkeeping/budgeting by staff (tasks performed by staff members who spend 90% of their time on board-specific duties such as licensure and regulation).
- As a special fund agency with a lean budget, MSBOA’s finances are highly transparent, which supports accountability. Transparency is further enhanced by other levels of state oversight and interaction such as the Legislative Budget Office, the appropriations and budgeting process, appearances before budget sub-committees, the Department of Finance and Administration, and the Office of the State Auditor.
- MSBOA members serve and have served at the highest level for the national examination and credentialing organizations, thereby giving Mississippi a seat at the table as major decisions were made regarding professional education, training, examination, and reciprocal licensure. Members and staff volunteer in these roles, and, although Mississippi is not responsible for the travel expenses related to the national and regional officer positions, the state benefits greatly from these opportunities to guide critical decisions that impact applicants, interns, and registrants in the state.

## BUDGET

	FY21 Actual	FY22 Estimate	FY23 Request
Salaries/Wages/Fringe Benefits	\$167,167	\$166,765	\$166,765
Travel	2,696	33,000	33,000
Contractual Services	105,889	148,806	146,705
Commodities	1,946	9,000	9,000
Capital Outlay/Equipment	-	1,000	1,000
Total	\$277,698	\$358,571	\$356,470

## SPECIAL FUND/BREAK-EVEN PLANNING

MSBOA seeks to essentially break-even through the two-year income cycle (see Revenue, below). The agency strives to retain approximately one year of operating expenses at the lowest point in the fund balance, which occurs just prior the renewal season in the fall of each odd-numbered calendar year. MSBOA takes a long look - 10 years out - to manage this break-even funding ideal. Long-range planning has allowed MSBOA to keep any fee increases to 10-year intervals, and then only as needed.

## REVENUE

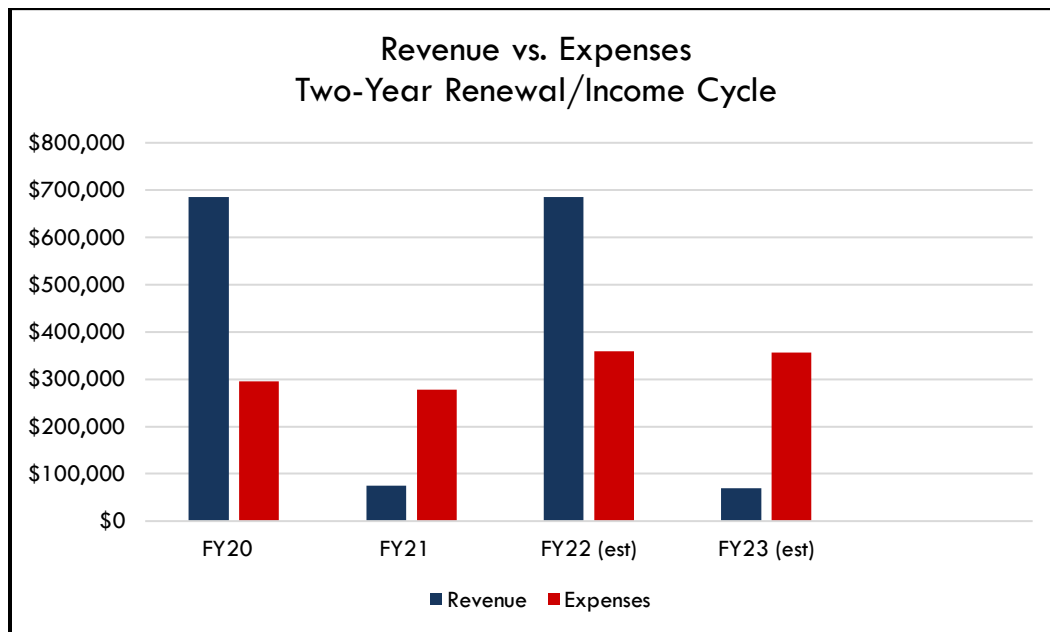
### Revenue by Fiscal Year

FY20	\$684,977 (actual)
FY21	\$74,725 (actual)
FY22	\$685,000 (estimate)
FY23	70,000 (estimate)

### Two-Year Income Cycle

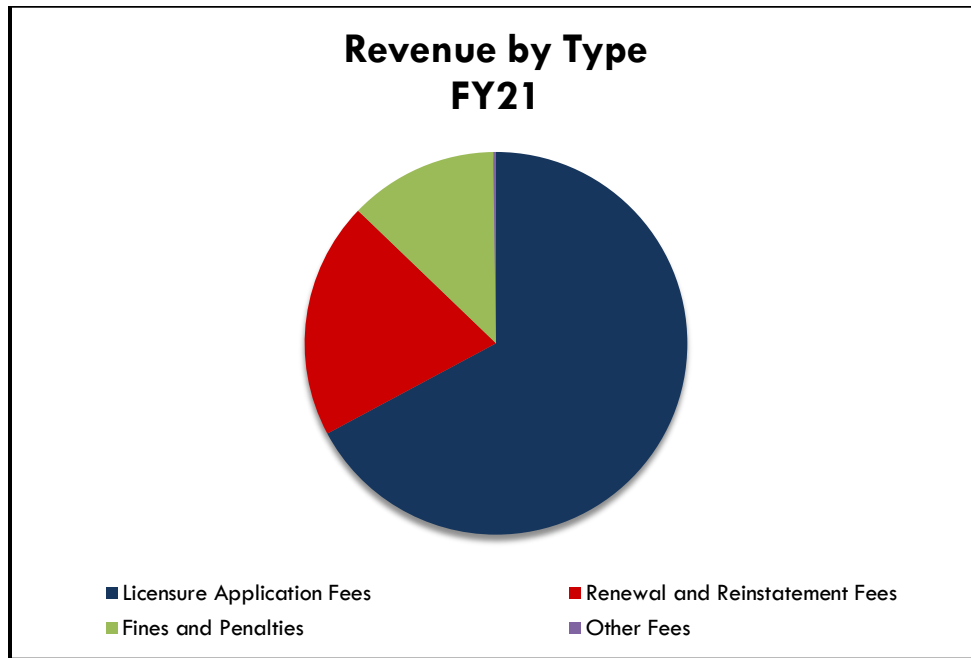
MSBOA operates within a two-year income cycle because registrants renew every other year. Renewal fees are realized in even-numbered fiscal years; thus, revenue is much higher in those fiscal years. Consequently, expenditures, which remain somewhat constant year-to-year, exceed revenue during odd numbered fiscal years.

80% of MSBOA's revenue is from renewals which occur in even-numbered fiscal years.



## SOURCE OF REVENUE

Approximately 80% of MSBOA's revenue is from out-of-state registrants and is mainly derived from renewals.



## LICENSURE BY TYPE AND LOCATION

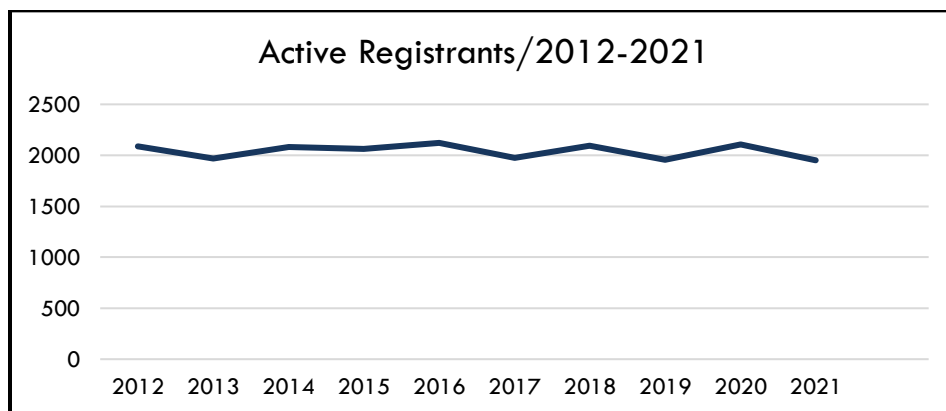
Figures are as of December 31, 2021.

76% of MSBOA's registrants are from out-of-state, while 24% reside in Mississippi.

	Architects	Landscape Arch.	Interior Designers	Total
Resident	343	84	48	475 (24%)
Non-Resident	1,327	142	7	1,476 (76%)
<b>Total</b>	<b>1,670</b>	<b>226</b>	<b>55</b>	<b>1,951</b>
Percentage	86%	11%	3%	

## LICENSURE BY YEAR (AT CALENDAR YEAR-END)

The number of active license holders fluctuates within the two-year licensure cycle, but generally averages around 2,000 licensees.



## AGENCY PERFORMANCE MEASURES

	FY21 Actual	FY22 Estimate	FY23 Projected
<b>Program Outputs</b>			
Number of Outreach/Educational Presentations	5	9	9
Number of Complaints Received	17	30	20
Number of New Licenses Granted	113	115	115
Number of Licenses/Certificates Renewed	9	2,000	10
Number of Licenses/Certificates Reinstated	18	15	15
Amount of Fines Assessed	\$6,900	\$10,000	\$5,000
Amount of Fines Collected	\$9,400	\$10,000	\$5,000
Number of Continuing Education Audits Conducted	0	100	2
Number of Inquiries Answered	1,900	1,500	1,500
<b>Program Efficiencies</b>			
Percentage of accepted continuing education audits	0%	90%	90%
Percentage of renewals processed online	100%	95%	95%
Percentage of new applications processed online	93%	95%	95%
Percentage of completed applications free of eligibility issues processed within 3 weeks	98%	90%	90%
Average length of time to resolution of documented complaints (in business days)	76	180	180
Percentage of satisfied customers	95%	90%	90%
Percentage of revenue budget collected	107%	100%	100%
Percentage of expenditure budget spent	78%	100%	100%
Percentage of Board/Committee members and staff actively engaged in national organizations	50%	25%	25%
<b>Program Outcomes</b>			
Active registrants at fiscal year-end	2,183	2,000	2,100
Number of complaints resolved	14	30	15

## PATHWAYS TO LICENSURE

### Architects and Landscape Architects

MSBOA offers two pathways to licensure for architecture and landscape architecture applicants:

*Initial Licensure by Examination* - A candidate must obtain an accredited or approved professional practice degree, complete the internship requirements (architects only), and pass the professional licensure examination.

*Reciprocal Licensure* - An individual who has become initially licensed by another jurisdiction (by passage of the national registration examination) may apply as a reciprocal applicant. The applicant must provide a verified (certified) record from the requisite national credentialing organization which will provide documentation that the applicant has met Mississippi's licensure requirements.

### Certified Interior Designers

Interior designers are certified through a direct registration process. This process considers their education, training and examination, without regard to licensure or certification in other states.



## National Examinations

For all three professions, the professional examination required for licensure or certification in Mississippi is accepted by all U.S. jurisdictions in support of licensure. Once an individual has passed all sections of the examination, re-testing is not required to gain subsequent licensure in other jurisdictions.

## Continuing Education

Following licensure or certification, continuing education requirements help assure that practitioners maintain or expand their skills and knowledge and stay abreast of new developments in their profession.

## FACILITATING LICENSURE

MSBOA, in conjunction with the national credentialing and examination organizations for the design professions, has made great strides in facilitating licensure. Examples of these efforts include:

- Assisting, through involvement in national organizations, in the development of model laws and regulations and conducting regular reviews to bring Mississippi's laws and regulations, to the extent possible, into conformity with the national models.
- Accepting for initial or reciprocal licensure individuals who participate in the Integrated Path to Architectural Licensure (IPAL) program, which accelerates the licensure process by allowing candidates to complete their examination and experience requirements prior to graduation from a National Architectural Accrediting Board- (NAAB) accredited program.
- Streamlining the process to sit for the Architect Registration Examination (ARE) and the Landscape Architect Registration Examination (LARE) by eliminating the requirement for candidates to apply to the Board for authorization to sit for the examinations.
- Accepting documentation of education, experience and examinations provided in national council records to streamline the application process. Completed applications that are free of eligibility issues are normally processed within three (3) weeks. Approximately 75% of all registrations issued by MSBOA are reciprocal, demonstrating the efficiency of this process.
- Adopting model continuing education requirements and including continuing education reciprocity provisions in the rules to facilitate interstate practice and simplify recordkeeping for registrants.

## ANTI-TRUST AWARENESS/SAFEGUARDS

Recent events in the country have highlighted the fact that the responsibility of occupational and professional licensing boards is to protect the public – not the professions. MSBOA members are well-aware of their responsibilities in this regard. Upon appointment, members are provided with training to stress this very fact. MSBOA receives oversight of all decisions – both regulatory and rulemaking – by a Special Assistant Attorney General. Additionally, rule revisions are reviewed by Mississippi's Occupational Licensing Review Commission.

## RULEMAKING

MSBOA reviews rules annually in an effort to remain current and relevant to today's practice. Rule revisions for each profession are crafted by the five-member board or committee, with oversight from a Special Assistant Attorney General, and by the Occupational Licensing Review Commission. Additional legal counsel is provided by an attorney with more than 30 years of experience with MSBOA and in the construction and design industry.

After final approval and adoption by MSBOA, rule revisions are provided to all registrants by electronic-mail with a request for comment or concerns. The revisions mark-up is also posted on the MSBOA website and on the Secretary of State's Administrative Bulletin. Comments from licensees or the public are encouraged and may lead to further revisions.

## PROACTIVE REGULATION THROUGH OUTREACH

MSBOA is committed to providing architects, landscape architects, interior designers, students, interns, building officials and allied professionals with educational opportunities, and presents information to these groups on a regular basis. In doing so, MSBOA strives to prevent violations, and any resulting disciplinary actions. MSBOA's goal is safe practice – protection of the public's life, health and property. It is better to prevent violations than to adjudicate them.

## REGULATION AND ENFORCEMENT

The MSBOA complaint process ensures due process for the accused. With oversight from a Special Assistant Attorney General, and in compliance with state law, MSBOA receives complaints and adjudicates cases. The board, through an investigative committee, investigates all charges received, and determines if there is reasonable cause and sufficient evidence to warrant disciplinary action. If so, and charges result, the accused practitioner receives a notice outlining all charges, as well as the practitioner's right to a hearing before the Board. Hearings are conducted by a hearing officer, and board decisions may be appealed in Chancery Court.

## JOINT COMMITTEE ON BUILDING DESIGN AND CONSTRUCTION

MSBOA participates in a joint committee with members of the Board of Licensure for Professional Engineers and Surveyors. This joint committee considers overlap between the professions, cross complaints, joint complaints, and other common concerns. The joint committee is currently in the process of preparing a comprehensive handbook for use by practitioners and building officials to replace the existing "Building Officials Guide to Architecture and Engineering Requirements."

## NATIONAL CREDENTIALING AND EXAMINATION ORGANIZATIONS

The National Council of Architectural Registration Boards (NCARB), the Council of Landscape Architectural Registration Boards (CLARB), and the Council for Interior Design Qualification (CIDQ) serve as the credentialing and examination organizations for MSBOA and all U.S. registration boards for architects, landscape architects and interior designers. Membership in these groups is comprised of the state licensure boards for the respective professions. These organizations facilitate interstate practice and licensure mobility by:

- Developing model laws and regulations to serve as a guide to state boards and encourage uniform registration and practice requirements.
- Delivering legally defensible national examinations for the design professions. The cost of producing these exams is shared by all the members of these national organizations and would be cost prohibitive otherwise.
- Maintaining records for practitioners documenting education, experience, and examination to expedite and streamline reciprocal licensure.
- Providing education opportunities and other resources to support licensure boards, including national databases of disciplinary actions.

## NATIONAL PARTICIPATION

MSBOA's involvement in NCARB, CLARB, and CIDQ allows staff, board members and committee members to stay abreast of trends and activities in other jurisdictions and assures that Mississippi has a voice in decisions that impact applicants, interns, and registrants in the state, including examination development and the development of programs that facilitate licensure and streamline registration requirements.

MSBOA has a long history of service in these organizations. MSBOA members and staff have served on a variety of committees and in elected offices (including as president of NCARB and CLARB). It is important to note that travel related to elected offices and committee appointments is not funded by MSBOA nor by dues paid by MSBOA.

Members and staff have recently served or are serving in the following positions:

#### NCARB National Office

Richard McNeel, Region 3 (Southern Conference of NCARB) Director, NCARB Board of Directors

#### NCARB Regional Office

Gregory Durrell (former Board member), Vice Chair, Region 3

#### NCARB Committees

Richard McNeel, Member, Audit Committee and Futures Collaborative

Leigh Jaunsen, Member, Ethics Committee and Practice Management Item Writing Committee

Larry W. Bishop, Member, Ethics Committee

John Cothron, Chair, Professional Conduct Committee

#### CLARB National Office

Jon Milstead, Director-at-Large, CLARB Board of Directors

#### CIDQ Committees

Beth Miller, Member, 2021 Tregre Award Committee and IDFX Standard Setting Committee

#### History of National Service

Bob Luke (former member of MSBOA), Christopher Hoffman (former member of LAAC), Temple Barry (former member of LAAC) and Susan Case (former member of LAAC) have also served as the national president for their respective organizations.

## CONCLUSION

MSBOA is a committed consumer protection agency that protects the public through proactive licensure and regulatory efforts. MSBOA has a strong enforcement and regulatory program, a thorough application process, and a responsible educational agenda. In addition to the good work MSBOA is accomplishing in Mississippi, the members of MSBOA affect their respective professions nationally through leadership positions in national organizations. All the while, MSBOA is a fiscally responsible and efficient agency.

Board of Architecture

2 Professional Parkway #2B, Ridgeland, MS 39157

John Cothron

AGENCY

ADDRESS

CHIEF EXECUTIVE OFFICER

	Actual Expenses June 30,2021	Estimated Expenses June 30,2022	Requested For June 30,2023	Requested Over/(Under) Estimated	
				AMOUNT	PERCENT
<b>I. A. PERSONAL SERVICES</b>					
1. Salaries, Wages & Fringe Benefits (Base)	163,367	159,265	159,265		
a. Additional Compensation					
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem	3,800	7,500	7,500		
<b>Total Salaries, Wages &amp; Fringe Benefits</b>	<b>167,167</b>	<b>166,765</b>	<b>166,765</b>		
2. Travel					
a. Travel & Subsistence (In-State)	590	11,000	11,000		
b. Travel & Subsistence (Out-Of-State)	2,106	22,000	22,000		
c. Travel & Subsistence (Out-Of-Country)					
<b>Total Travel</b>	<b>2,696</b>	<b>33,000</b>	<b>33,000</b>		
<b>B. CONTRACTUAL SERVICE S (Schedule B)</b>					
a. Tuition, Rewards & Awards	180	1,575	1,575		
b. Communications, Transportation & Utilities	240	2,025	2,025		
c. Public Information					
d. Rents	22,595	23,597	23,597		
e. Repairs & Service	7,544	7,374	6,172	(1,202)	(16.30%)
f. Fees, Professional & Other Services	44,394	68,725	73,725	5,000	7.28%
g. Other Contractual Services	22,140	36,410	30,011	(6,399)	(17.57%)
h. Data Processing	8,796	9,100	9,600	500	5.49%
i. Other					
<b>Total Contractual Services</b>	<b>105,889</b>	<b>148,806</b>	<b>146,705</b>	<b>(2,101)</b>	<b>(1.41%)</b>
<b>C. COMMODITIES (Schedule C)</b>					
a. Maintenance & Construction Materials & Supplies					
b. Printing & Office Supplies & Materials					
c. Equipment, Repair Parts, Supplies & Accessories					
d. Professional & Scientific Supplies & Materials					
e. Other Supplies & Materials	1,946	9,000	9,000		
<b>Total Commodities</b>	<b>1,946</b>	<b>9,000</b>	<b>9,000</b>		
<b>D. CAPITAL OUTLAY</b>					
<b>1. Total Other Than Equipment (Schedule D-1)</b>					
<b>2. Equipment (Schedule D-2)</b>					
b. Road Machinery, Farm & Other Working Equipment					
c. Office Machines, Furniture, Fixtures & Equipment					
d. IS Equipment (Data Processing & Telecommunications)		1,000	1,000		
e. Equipment - Lease Purchase					
f. Other Equipment					
<b>Total Equipment (Schedule D-2)</b>		<b>1,000</b>	<b>1,000</b>		
<b>3. Vehicles (Schedule D-3)</b>					
<b>4. Wireless Comm. Devices (Schedule D-4)</b>					
<b>E. SUBSIDIES, LOANS &amp; GRANTS (Schedule E)</b>					
<b>TOTAL EXPENDITURES</b>	<b>277,698</b>	<b>358,571</b>	<b>356,470</b>	<b>(2,101)</b>	<b>(0.59%)</b>
<b>II. BUDGET TO BE FUNDED AS FOLLOWS:</b>					
Cash Balance-Unencumbered	999,167	796,194	1,122,623	326,429	41.00%
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds _____ Other Special Funds (Specify) _____					
Architecture, Board of	74,725	685,000	70,000	(615,000)	(89.78%)
Less: Estimated Cash Available Next Fiscal Period	(796,194)	(1,122,623)	(836,153)	(286,470)	(25.52%)
<b>TOTAL FUNDS (equals Total Expenditures above)</b>	<b>277,698</b>	<b>358,571</b>	<b>356,470</b>	<b>(2,101)</b>	<b>(0.59%)</b>
GENERAL FUND LAPSE					
<b>III: PERSONNEL DATA</b>					
Number of Positions Authorized in Appropriation Bill					
a.) Perm Full	2	2	2		
b.) Perm Part					
c.) T-L Full					
d.) T-L Part					
Average Annual Vacancy Rate (Percentage)					
a.) Perm Full					
b.) Perm Part					
c.) T-L Full					
d.) T-L Part					

Approved by: John Cothron

Official of Board or Commission

Submitted by: John Cothron

Date : 7/30/2021 10:56 AM

Budget Officer: John Cothron / jcothron@msboa.ms.gov

Phone Number: 601-856-4652

Title : Executive Director

**SPECIAL FUNDS DETAIL**

Board of Architecture (848-00)

Name of Agency

<b>S. STATE SUPPORT SPECIAL FUNDS</b>		<b>(1) Actual Revenues FY 2021</b>	<b>(2) Estimated Revenues FY 2022</b>	<b>(3) Requested Revenues FY 2023</b>
<b>Source (Fund Number)</b>	<b>Detailed Description of Source</b>			
Budget Contingency Fund	BCF - Budget Contingency Fund			
Education Enhancement Fund	EEF - Education Enhancement Fund			
Health Care Expendable Fund	HCEF - Health Care Expendable Fund			
Tobacco Control Fund	TCF - Tobacco Control Fund			
Capital Expense Fund	CEF - Capital Expense Fund			
Working Cash Stabilization Reserve Fund	WCSRF - Working Cash Stabilization Reserve Fund			
BP Settlement Fund	BPSF - BP Settlement Fund			
Gulf Coast Restoration Fund	GCRF - Gulf Coast Restoration Fund			
Back To Business Mississippi Grant Fund	BTBMGF - Back To Business Mississippi Grant Fund			
MS COVID-19 Relief Payment Fund	MCRPF - MS COVID-19 Relief Payment Fund			
DFA CARES Act COVID-19 Fund	DCACF - DFA CARES Act COVID-19 Fund			
MS Tourism Recovery Fund	MTRF - MS Tourism Recovery Fund			
MS Nonprofit Museums Recovery Fund	MNMRF - MS Nonprofit Museums Recovery Fund			
Equity in Distance Learning Fund	EIDLF - Equity in Distance Learning Fund			
Postsecondary Education COVID-19 Relief Grant Fund	PECMRGF - Postsecondary Education COVID-19 Relief Grant Fund			
Independent Schools' COVID-19 Assistance Grant Fund	ISCAGF - Independent Schools' COVID-19 Assistance Grant Fund			
MS Pandemic Response Broadband Availability Grant Program Fund	MPRBAGPF - MS Pandemic Response Broadband Availability Grant Program Fund			
MS Emergency Management Agency COVID-19 Fund	MEMACF - MS Emergency Management Agency COVID-19 Fund			
MS Electric Cooperatives Broadband COVID-19 Grant Program Fund	MECBCGPF - MS Electric Cooperatives Broadband COVID-19 Grant Program Fund			
COVID-19 Broadband Provider Grant Program Fund	CBPGPF - COVID-19 Broadband Provider Grant Program Fund			
Rental Assistance Grant Program Fund	RAGPF - Rental Assistance Grant Program Fund			
ICU Infrastructure Fund	IIF - ICU Infrastructure Fund			
Poultry Farmer Stabilization Grant Program Fund	PFSGPF - Poultry Farmer Stabilization Grant Program Fund			
Mississippi Supplemental CFAP Grant Program Fund	MSCGPF - Mississippi Supplemental CFAP Grant Program Fund			
Sweet Potato Farm Sustainment Grant Program Fund	SPFSGPF - Sweet Potato Farm Sustainment Grant Program Fund			
Coronavirus Local Fiscal Recovery Fund	CLFRF - Coronavirus Local Fiscal Recovery Fund			
Coronavirus State Fiscal Recovery Fund	CSFRF - Coronavirus State Fiscal Recovery Fund			
<b>State Support Special Fund TOTAL</b>				
STATE SUPPORT SPECIAL FUND LAPSE				

<b>A. FEDERAL FUNDS *</b>		<b>Percentage Match Requirement</b>	<b>(1) Actual Revenues FY 2021</b>	<b>(2) Estimated Revenues FY 2022</b>	<b>(3) Requested Revenues FY 2023</b>
<b>Source (Fund Number)</b>	<b>Detailed Description of Source</b>	<b>FY 2022 FY 2023</b>			
	Cash Balance-Unencumbered				
<b>Federal Fund TOTAL</b>					

**SPECIAL FUNDS DETAIL**

Board of Architecture (848-00)

Name of Agency

<b>B. OTHER SPECIAL FUNDS (NON-FED'L)</b>		<b>(1) Actual Revenues FY 2021</b>	<b>(2) Estimated Revenues FY 2022</b>	<b>(3) Requested Revenues FY 2023</b>
<b>Source (Fund Number)</b>	<b>Detailed Description of Source</b>			
	Cash Balance-Unencumbered	999,167	796,194	1,122,623
Architecture, Board of (3384800000)	Treasury	74,725	685,000	70,000
<b>Other Special Fund TOTAL</b>		<b>1,073,892</b>	<b>1,481,194</b>	<b>1,192,623</b>

<b>SECTIONS S + A + B TOTAL</b>	<b>1,073,892</b>	<b>1,481,194</b>	<b>1,192,623</b>
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<b>C. TREASURY FUND/BANK ACCOUNTS *</b>			<b>(1) Reconciled Balance as of 6/30/21</b>	<b>(2) Balance as of 6/30/22</b>	<b>(3) Balance as of 6/30/23</b>
<b>Name of Fund/Account</b>	<b>Fund/Account Number</b>	<b>Name of Bank (If Applicable)</b>			
Architecture, Board of	3384800000	Treasury	796,194	1,122,623	836,153

\* Any non-federal funds that have restricted uses must be identified and narrative of restrictions attached.

**NARRATIVE OF SPECIAL FUNDS DETAIL AND TREASURY  
FUND/BANK ACCOUNTS**

Board of Architecture (848-00)

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Name of Agency

**OTHER SPECIAL FUNDS**

The Board's revenue and only source of funding is from the fees and fines collected by the Board from applicants and registrants. During FY21, the Board's income was \$74,725. The estimated income for FY22 is \$685,000, and it is \$70,000 for FY22.

**IMPORTANT REMINDER:** The Board has a two-year income cycle. Over 80% of the Board's income is generated by license renewals in odd-numbered calendar years, which correlates to even-numbered fiscal years. Over this two-year cycle, the Board must maintain adequate cash for the non-renewal years (odd-numbered fiscal years), during which expenditures exceed income, when the balance in the special fund is at its low point.

**Changes affecting fees/funding:** The Board anticipates that licensure and application fees will remain the same until at least 2025 or 2027. The Board's last fee increase was in July 2015, at which time the Board anticipated no additional fee increases until 2025, holding to its goal of 10-year intervals between fee increases. The removal of some inter-agency fees during this period should allow the Board to extend the interval between fee increases.

**TREASURY FUND / BANK**

All monies collected through the mail and through the online E-Gov electronic process are deposited into the State Treasury. The Board no longer has a separate bank account for transferring funds to the State Treasury. The Board has a two-year income cycle. During the two-year cycle, over 80% of the the Board's revenue is generated in even-numbered fiscal years.

**SCHEDULE B  
CONTRACTUAL SERVICES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2021	(2) Estimated Expenses FY Ending June 30, 2022	(3) Requested for FY Ending June 30, 2023
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<b>A. Tuition, Rewards &amp; Awards (61050xxx-61080xxx)</b>			
61060000 Employee Training		1,575	1,575
61070000 Travel Related Registration	180		
<b>Total</b>	<b>180</b>	<b>1,575</b>	<b>1,575</b>

<b>B. Transportation &amp; Utilities (61100xxx-61200xxx)</b>			
61100000 Transport of Goods	240	150	150
61110000 Postage		1,875	1,875
<b>Total</b>	<b>240</b>	<b>2,025</b>	<b>2,025</b>

<b>D. Rents (61400xxx-61490xxx)</b>			
61400000 Bldg and Floor Space Rent	20,097	20,097	20,097
61420000 Equipment Rental	2,498	2,500	2,500
61450000 Real Property Rent for Conferences, etc.		1,000	1,000
<b>Total</b>	<b>22,595</b>	<b>23,597</b>	<b>23,597</b>

<b>E. Repairs &amp; Service (61500xxx)</b>			
61600000 Inter-Agency Fees	7,544	7,374	6,172
<b>Total</b>	<b>7,544</b>	<b>7,374</b>	<b>6,172</b>

<b>F. Fees, Professional &amp; Other Services (6161xxxx-61699xxx)</b>			
61650000 Engineering Services		3,000	3,000
61655000 Architectural Services		4,000	4,000
61670000 Legal Services	34,329	40,000	40,000
61690000 Fees and Services-Professional Fees	10,065	21,725	26,725
<b>Total</b>	<b>44,394</b>	<b>68,725</b>	<b>73,725</b>

<b>G. Other Contractual Services (61700xxx-61790xxx, 61900xxx)</b>			
61695000 Professional Fees and Services-Travel	2,139	8,000	8,000
61700000 Insurance Fees	155	1,210	1,210
61710000 Membership Dues	18,235	18,900	12,501
61715000 Trade Subscriptions		300	300
61900000 Pcard Contractual	1,611	8,000	8,000
<b>Total</b>	<b>22,140</b>	<b>36,410</b>	<b>30,011</b>

<b>H. Information Technology (61800xxx-61890xxx)</b>			
61830000 IT Prof - Outside Vendor	6,108	6,200	6,200
61848000 Maintain IT Equip - Outside Vendor		900	900



**SCHEDULE B  
CONTRACTUAL SERVICES**

Board of Architecture (848-00)

Name of Agency \_\_\_\_\_

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2021	(2) Estimated Expenses FY Ending June 30, 2022	(3) Requested for FY Ending June 30, 2023
61850000 ITS Payments	2,688	2,000	2,500
<b>Total</b>	<b>8,796</b>	<b>9,100</b>	<b>9,600</b>
<b>Grand Total</b> <i>(Enter on Line 1-B of Form MBR-1)</i>	<b>105,889</b>	<b>148,806</b>	<b>146,705</b>
<b>Funding Summary:</b>			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	105,889	148,806	146,705
<b>Total Funds</b>	<b>105,889</b>	<b>148,806</b>	<b>146,705</b>

**SCHEDULE C  
COMMODITIES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2021	(2) Estimated Expenses FY Ending June 30, 2022	(3) Requested for FY Ending June 30, 2023
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<b>E. Other Supplies &amp; Materials (62005xxx, 62015xxx, 62020xxx, 62035xxx, 62040xxx, 62045xxx, 62060xxx, 62065xxx, 62075xxx-62080xxx, 62090xxx, 62115xxx, 62135xxx, 62140xxx, 62405xxx, 62415xxx, 62500xxx-62999xxx)</b>			
62040000 Food for Business Meetings	574	3,500	3,500
62085000 Office Supplies	404		500
62900000 Pcard Commodity	968	5,500	5,000
<b>Total</b>	<b>1,946</b>	<b>9,000</b>	<b>9,000</b>
<b>Grand Total</b> <i>(Enter on Line 1-C of Form MBR-1)</i>	<b>1,946</b>	<b>9,000</b>	<b>9,000</b>

<b>Funding Summary:</b>			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	1,946	9,000	9,000
<b>Total Funds</b>	<b>1,946</b>	<b>9,000</b>	<b>9,000</b>

**SCHEDULE D-2  
CAPITAL OUTLAY EQUIPMENT**

Board of Architecture (848-00)

Name of Agency

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2021		Est. FY Ending June 30, 2022		Req. FY Ending June 30, 2023	
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Total Cost

D. IT/IS Equipment (DP & Telecommunications) (63200xxx)						
Computers			1	1,000	1	1,000
<b>Total</b>				<b>1,000</b>		<b>1,000</b>

<b>Grand Total</b> <i>(Enter on Line 1-D-2 of Form MBR-1)</i>				<b>1,000</b>		<b>1,000</b>
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Funding Summary:						
General Funds						
State Support Special Funds						
Federal Funds						
Other Special Funds				1,000		1,000
<b>Total Funds</b>				<b>1,000</b>		<b>1,000</b>

**OUT-OF-STATE TRAVEL  
FISCAL YEAR 2023**

Board of Architecture (848-00)

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Name of Agency

Note: All expenditures recorded on this form must be totaled and said total must agree with the out-of-state travel amount indicated for FY 2021 on Form Mbr-1, line 1.A.2.b.

<b>Employee's Name</b>	<b>Destination</b>	<b>Purpose</b>	<b>Travel Cost</b>	<b>Funding Source</b>
J. Heath Perry	Los Angeles CA	NCARB Annual Meeting Architecture	2,106	3384800000
<b>Total Out of State Cost</b>			<b>\$ 2,106</b>	

**FEES, PROFESSIONAL AND OTHER SERVICES**

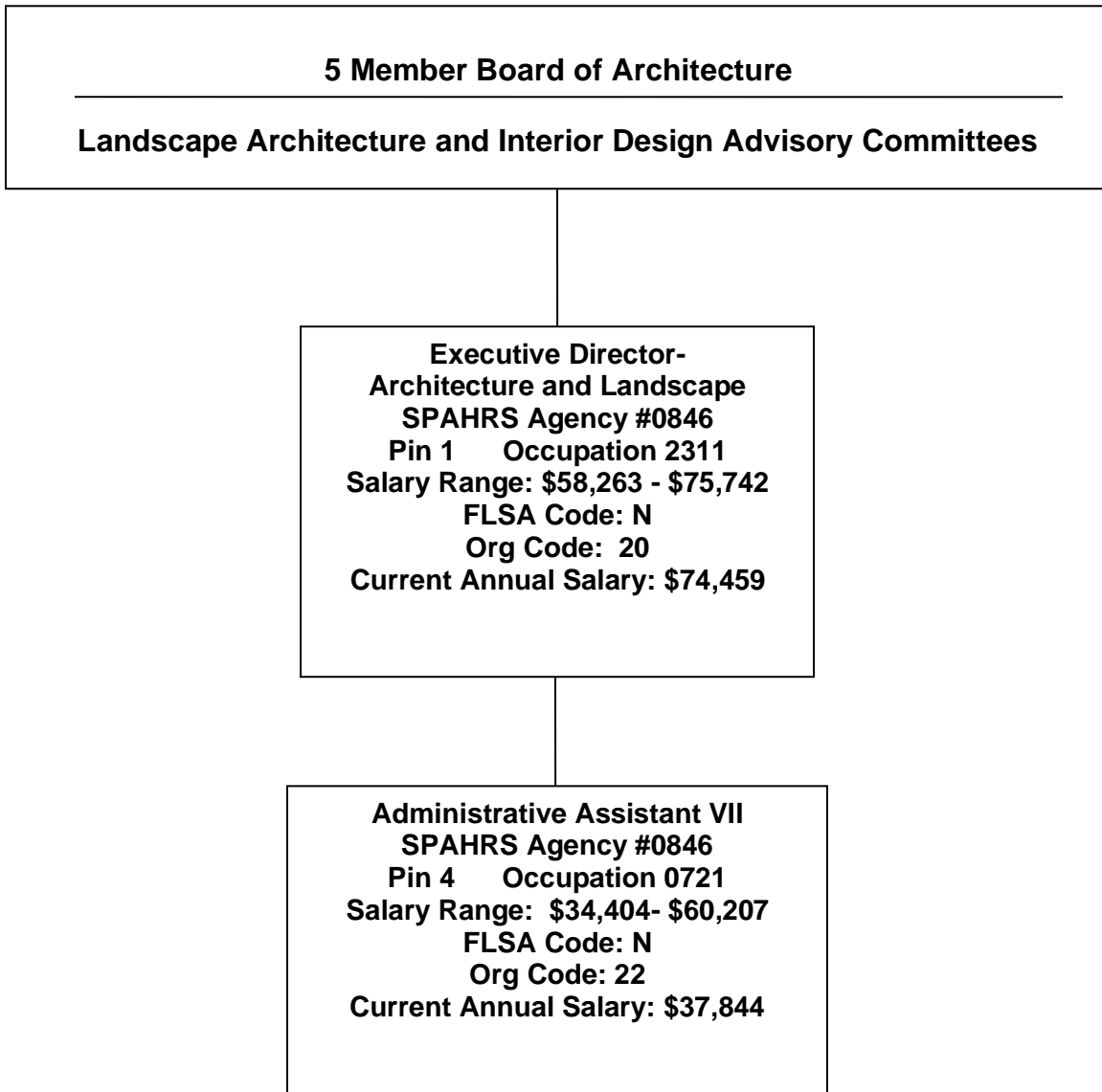
Board of Architecture (848-00)

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2021	(2) Estimated Expenses FY Ending June 30, 2022	(3) Requested Expenses FY Ending June 30, 2023	Fund Source
61650000 Engineering Services					
Engineering Services/Expert Witness					
<i>Comp. Rate: \$200 per hour</i>	no		3,000	3,000	3384800000
<b>Total 61650000 Engineering Services</b>			<b>3,000</b>	<b>3,000</b>	
61655000 Architectural Services					
Architectural Services/Expert Witness					
<i>Comp. Rate: \$200 per hour</i>	no		4,000	4,000	3384800000
<b>Total 61655000 Architectural Services</b>			<b>4,000</b>	<b>4,000</b>	
61670000 Legal Services					
Andrew Kilpatrick/Legal Services					
<i>Comp. Rate: \$125 per hour</i>	no	34,329	40,000	40,000	3384800000
<b>Total 61670000 Legal Services</b>		<b>34,329</b>	<b>40,000</b>	<b>40,000</b>	
61690000 Fees and Services-Professional Fees					
AIA/Educational					
<i>Comp. Rate: \$1,500</i>	no		1,500	1,500	3384800000
ASLA/Educational					
<i>Comp. Rate: \$925</i>	no		925	925	3384800000
Cornerstone Consulting/MAGIC Training					
<i>Comp. Rate: \$87 per hour</i>	no	1,523		5,000	3384800000
Miscellaneous Prof Fees/Professional Services					
<i>Comp. Rate: \$35-100 per hour</i>	no		700	700	3384800000
MPC Investigations/Investigations/Professional					
<i>Comp. Rate: \$50 per hour</i>	yes	8,086	18,000	18,000	3384800000
Regina Ferguson/Calligraphy/License Certificates					
<i>Comp. Rate: \$4.00 per certificate</i>	no	456	600	600	3384800000
<b>Total 61690000 Fees and Services-Professional Fees</b>		<b>10,065</b>	<b>21,725</b>	<b>26,725</b>	
<b>GRAND TOTAL</b>		<b>44,394</b>	<b>68,725</b>	<b>73,725</b>	

# ORGANIZATIONAL CHART

Board of Architecture  
Landscape Architecture Advisory Committee  
Interior Design Advisory Committee  
2 Professional Parkway #2B  
Ridgeland, MS 39157  
Agency: 0846  
Fund: 3384800000  
Page 1 of 1  
Prepared by John Cothron



**Agency Revenue Source Report - FY2021 Data**

As Required by HB 831, 2015 Legislative Session

And SB 2387, 2016 Legislative Session

Agency Name Mississippi State Board of Architecture

Budget Year FY21

State Support Sources  
 General Funds Amount Received  
0

State Support Special Funds:  
 Education Enhancement Funds Amount Received  
0  
 Health Care Expendable Funds 0  
 Tobacco Control Funds 0  
 Capital Expense Funds 0  
 Budget Contingency Funds 0  
 Working Cash Stabilization Reserve Funds 0  
 BP Settlement Fund 0  
 Gulf Coast Restoration Fund 0

List all Federal Funds at its most specific level, such as an office or division, include name of grant, grantor, not the federal department.

Federal Funds  
 Federal Fund #1 Amount Received  
0  
 Federal Fund #2 0  
 Action or results promised in order to receive funds

Description of any Maintenance of Effort agreements entered into with any federal agency or subdivision thereof

Special Funds  
 Special Fund, Board of Architecture: 3848  
 Program 18480101; Licensure & Regulation  
 Add Rows for Additional Special Funds  
Amount Received  
\$ 74,725

Revenue from Tax, Fine or Fee Assessed  
 Licensure and Regulation  
 Amount Assessed See Fee Schedule on Next Page  
 Amount Collected \$74,725  
 Derived From (subtotals):  
 Licensure Application Fees \$50,200  
 Renewal and Reinstatement Fees \$14,950  
 Fines and Penalties \$9,400  
 Other Fees \$175  
 Authority to Collect Licensure and Regulation: Board of Architecture 73-1-1 et al, Interior Design Advisory Committee 73-73-1 et al, Landscape Architecture Advisory Committee 73-2-1 et al.  
 Method of Determining Assessment Board sets fees within parameters of law.  
 Method of Collection Online (cash, check, charge), In-Person/Mail (check, cash)

Amt. & Purpose for which Expended Amount  
\$277,698  
Purpose  
Agency Operations

Amount Transferred to General Fund  
 Authority for Transfer to General Fund  
 Amount Transferred to Another Entity  
 Authority for Transfer to Other Entity  
 Name of Other Entity  
 Fiscal Year-Ending Balance \$796,194

*\*The Board has a 2-year license renewal cycle, thus 80% of its income over the 2-year period is generated in even-numbered fiscal years.*

**MSBOA FEE SCHEDULE****AMOUNT****RESIDENT (IN-STATE) FEES**

ARCHITECT IN STATE INITIAL REG FEE	\$275.00
ARCHITECT IN STATE RECIPROCAL REG FEE	\$275.00
ARCHITECT IN STATE LIC RENEWAL/BIENNIAL (2 YR)	\$275.00
ARCHITECT IN STATE LIC RENEWAL/MONTHLY LATE FEE	\$5.00
ARCHITECT IN STATE REINSTATE FEE	\$600.00
LAND ARCH IN STATE INITIAL REG FEE	\$125.00
LAND ARCH IN STATE LIC RECIPROCAL FEE	\$350.00
LAND ARCH IN STATE LIC RENEWAL/BIENNIAL (2 YR) FEE	\$200.00
LAND ARCH IN STATE LIC RENEW/MONTHLY LATE FEE	\$5.00
LAND ARCH IN STATE LIC REINSTATE FEE	\$275.00
INTERIOR DESIGNER IN STATE CERTIFICATION FEE	\$175.00
INTERIOR DESIGNER IN STATE RENEWAL/BIENNIAL (2 YR) FEE	\$250.00
INTERIOR DESIGNER IN STATE RENEW/MONTHLY LATE FEE	\$5.00
INTERIOR DESIGNER IN STATE REINSTATEMENT FEE	\$550.00

**NON-RESIDENT (OUT-OF-STATE) FEES**

ARCHITECT OUT OF STATE INITIAL REG FEE	\$450.00
ARCHITECT OUT OF STATE RECIP REG FEE	\$450.00
ARCHITECT OUT OF STATE LIC RENEWAL/BIENNIAL (2 YR) FEE	\$350.00
ARCHITECT OUT OF STATE LIC RENEWAL/MONTHLY LATE	\$5.00
ARCHITECT OUT OF STATE REINSTATEMENT FEE	\$600.00
LAND ARCH OUT OF STATE INITIAL REG	\$125.00
LAND ARCH OUT STATE LIC RECIPROCAL FEE	\$350.00
LAND ARCH OUT OF STATE LIC RENEWAL/BIENNIAL (2 YR) FEE	\$200.00
LAND ARCH OUT OF STATE LIC RENEW/MONTHLY LATE FE	\$5.00
LAND ARCH OUT STATE LIC REINSTATE FEE	\$275.00
INTERIOR DESIGNER OUT OF STATE CERTIFICATION FEE	\$175.00
INTERIOR DESIGNER OUT OF STATE RENEWAL/BIENNIAL (2 YR) FEES	\$250.00
INTERIOR DESIGNER OUT OF STATE RENEW/MONTHLY LATE FEE	\$5.00
INTERIOR DESIGNER OUT OF STATE REINSTATEMENT FEES	\$550.00

**MSBOA, LAAC and IDAC FINES AND PENALTIES**

Per 73-1-29, 73-2-16 and 73-73-31, the Board may levy fines	\$100-\$5000
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