



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

2023

## Annual Report

JANUARY 13, 2023

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# MISSISSIPPI STATE BOARD OF ARCHITECTURE

## 2023 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 FY24 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.
- FY22 Highlights:
  - Rule changes took effect bringing rules into compliance with the "Military Family Freedom Act" and the "Universal Recognition of Occupational Licenses Act."
  - The landscape architecture rules were amended to bring the rules into compliance with the Landscape Architect Registration Act (Title 73, Chapter 2); to allow for a waiver of the Council of Landscape Architectural Registration Boards (CLARB) Certificate for reinstatement applicants; and to allow landscape architects to apply manual, electronic, or digital signatures to documents.
  - The rules for both landscape architects and certified interior designers were amended to incorporate by reference the recently adopted disciplinary rules for the Board of Architecture, which expand on the disciplinary procedures in the law.
  - 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.

## 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.

Leigh Jaunsen, President	Ocean Springs	Term Ends: May 31, 2023
Bradford A. Jones, Secretary/Treasurer	Ocean Springs	Term Ends: June 1, 2025
Charles C. Barlow, Jr.	Jackson	Term Ends: June 1, 2026
Larry W. Bishop	Brandon	Term Ends: May 31, 2027
Richard H. McNeel	Jackson	Term Ends: May 31, 2024

## 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
Martha G. Hill, Secretary	Madison	Term Ends: June 30, 2025
Warren (Cory) Gallo	Starkville	Term Ends: June 30, 2026
Robert Mercier	Tupelo	Term Ends: June 30, 2027
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 and others 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 95% 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

	FY22 Actual	FY23 Estimate	FY24 Request
Salaries/Wages/Fringe Benefits	\$157,015	\$164,992	\$169,981
Travel	10,786	33,000	33,000
Contractual Services	104,175	146,705	143,583
Commodities	7,310	9,000	9,000
Capital Outlay/Equipment	-	1,000	1,000
Total	\$279,286	\$354,697	\$356,564

## 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

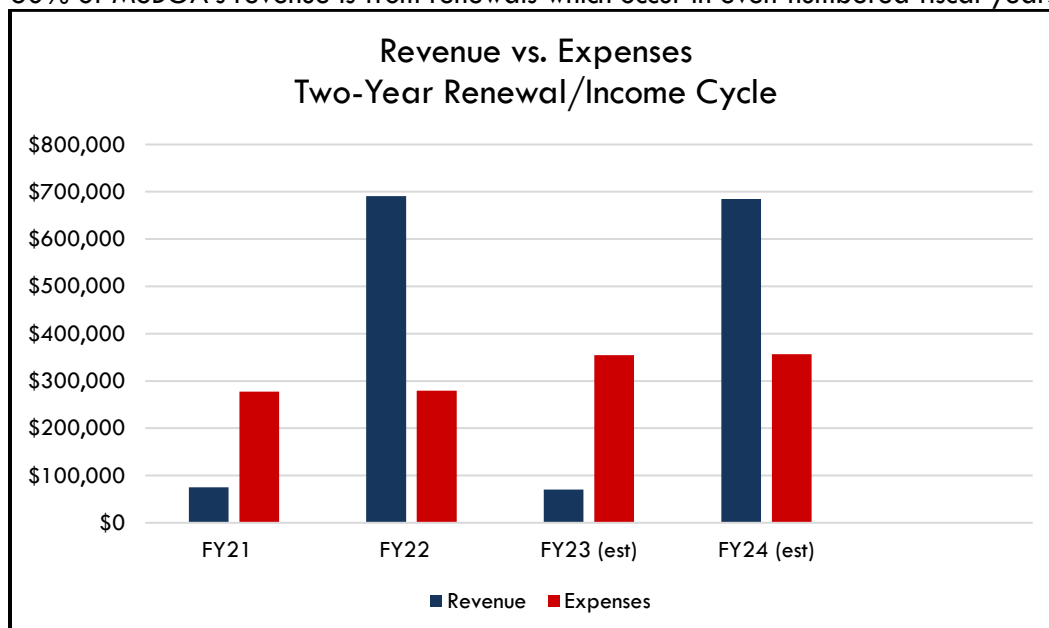
### Revenue by Fiscal Year

FY21	\$74,725 (actual)
FY22	\$690,650 (actual)
FY23	\$70,000 (estimate)
FY24	\$685,000 (estimate)

### Two-Year Income Cycle

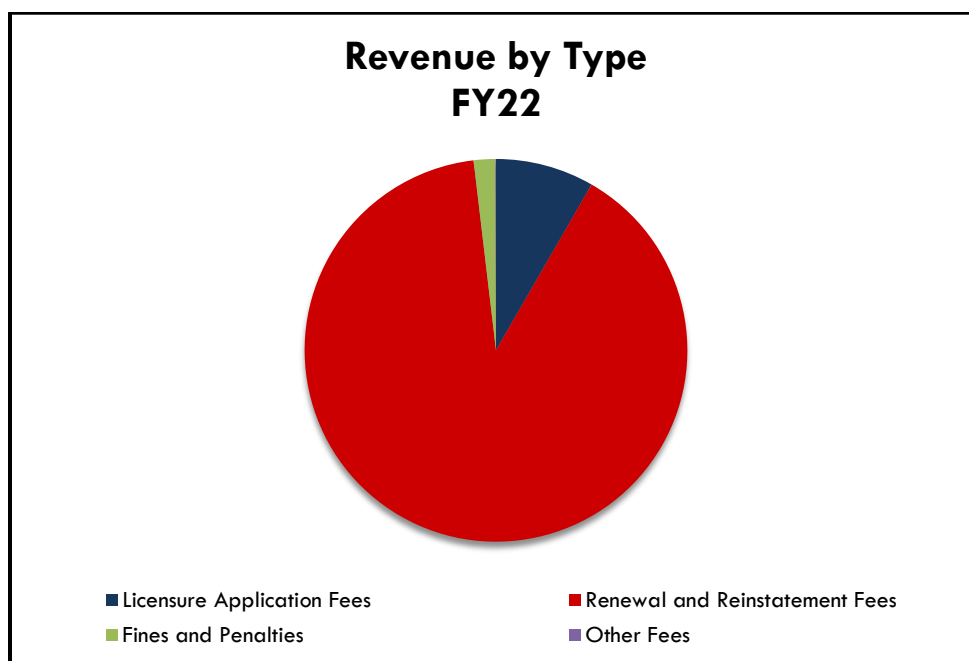
MSBOA operates within a two-year income cycle because registrants renew every other year. Renewal fees are realized in even-numbered fiscal years; thus, revenue is much higher in those fiscal years. Consequently, expenditures, which remain somewhat constant year-to-year, exceed revenue during odd numbered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

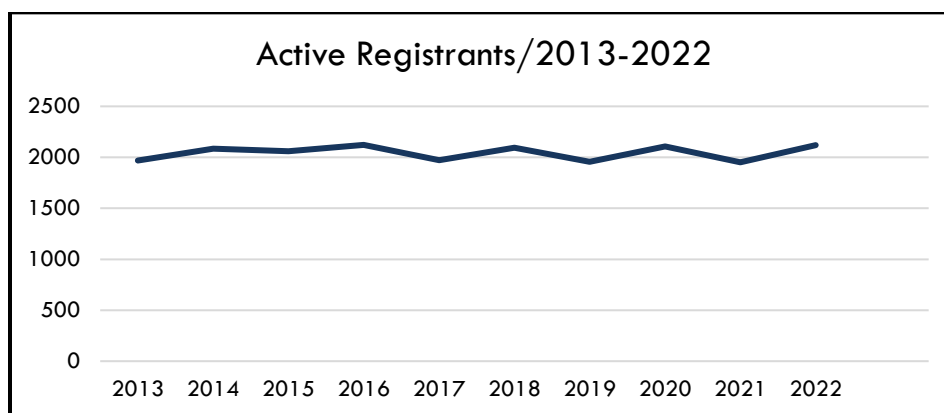
Figures are as of December 31, 2022.

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

	Architects	Landscape Arch.	Interior Designers	Total
Resident	367	91	42	500 (24%)
Non-Resident	1,445	167	7	1,619 (76%)
Total	1,812	258	49	2,119
Percentage	86%	12%	2%	

## 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

	FY22 Actual	FY23 Estimate	FY24 Projected
<b>Program Outputs</b>			
Number of Outreach/Educational Presentations	13	9	10
Number of Complaints Received	26	20	30
Number of New Licenses Granted	117	115	115
Number of Licenses/Certificates Renewed	1,932	10	2,000
Number of Licenses/Certificates Reinstated	15	15	15
Amount of Fines Assessed	\$12,750	\$5,000	\$10,000
Amount of Fines Collected	\$12,750	\$5,000	\$10,000
Number of Continuing Education Audits Conducted	87	2	100
Number of Inquiries Answered	1,900	1,500	1,900
<b>Program Efficiencies</b>			
Percentage of accepted continuing education audits	97%	90%	95%
Percentage of renewals processed online	99%	95%	95%
Percentage of new applications processed online	98%	95%	95%
Percentage of completed applications			
free of eligibility issues processed within 3 weeks	97%	90%	90%
Average length of time to resolution of documented complaints (in business days)	85	180	180
Percentage of satisfied customers	97%	90%	90%
Percentage of revenue budget collected	101%	100%	100%
Percentage of expenditure budget spent	78%	100%	100%
Percentage of Board/Committee members and staff actively engaged in national organizations	35%	25%	25%
<b>Program Outcomes</b>			
Active registrants at fiscal year-end	2,050	2,100	2,000
Number of complaints resolved	28	15	30

## 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 complete the required education and experience requirements 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, in most cases, 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, Education Committee and Practice Management Item Writing Committee

Larry W. Bishop, Member, Ethics Committee

John Cothron, Chair, Professional Conduct Committee

#### CLARB National Office

Jon Milstead (former LAAC member), Director-at-Large, CLARB Board of Directors

#### CIDQ National Office

Beth Miller, Director, CIDQ Board of Directors

#### 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 30,2022	Estimated Expenses June 30,2023	Requested For June 30,2024	Requested Over/(Under) Estimated	
				AMOUNT	PERCENT
<b>I. A. PERSONAL SERVICES</b>					
1. Salaries, Wages & Fringe Benefits (Base)	150,375	157,492	157,492		
a. Additional Compensation			4,989		
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem	6,640	7,500	7,500		
<b>Total Salaries, Wages &amp; Fringe Benefits</b>	<b>157,015</b>	<b>164,992</b>	<b>169,981</b>	<b>4,989</b>	<b>3.02%</b>
2. Travel					
a. Travel & Subsistence (In-State)	6,248	11,000	11,000		
b. Travel & Subsistence (Out-Of-State)	4,538	22,000	22,000		
c. Travel & Subsistence (Out-Of-Country)					
<b>Total Travel</b>	<b>10,786</b>	<b>33,000</b>	<b>33,000</b>		
<b>B. CONTRACTUAL SERVICE S (Schedule B)</b>					
a. Tuition, Rewards & Awards	450	1,575	1,575		
b. Communications, Transportation & Utilities	1,087	2,025	2,025		
c. Public Information					
d. Rents	24,332	23,597	23,597		
e. Repairs & Service	8,176	6,172	8,000	1,828	29.62%
f. Fees, Professional & Other Services	41,170	73,725	68,725	(5,000)	(6.78%)
g. Other Contractual Services	19,649	30,011	30,061	50	0.17%
h. Data Processing	9,311	9,600	9,600		
i. Other					
<b>Total Contractual Services</b>	<b>104,175</b>	<b>146,705</b>	<b>143,583</b>	<b>(3,122)</b>	<b>(2.13%)</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	7,310	9,000	9,000		
<b>Total Commodities</b>	<b>7,310</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>279,286</b>	<b>354,697</b>	<b>356,564</b>	<b>1,867</b>	<b>0.53%</b>
<b>II. BUDGET TO BE FUNDED AS FOLLOWS:</b>					
Cash Balance-Unencumbered	797,905	1,209,269	924,572	(284,697)	(23.54%)
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds _____ Other Special Funds (Specify) _____					
Architecture, Board of	690,650	70,000	685,000	615,000	878.57%
Less: Estimated Cash Available Next Fiscal Period	(1,209,269)	(924,572)	(1,253,008)	328,436	35.52%
<b>TOTAL FUNDS (equals Total Expenditures above)</b>	<b>279,286</b>	<b>354,697</b>	<b>356,564</b>	<b>1,867</b>	<b>0.53%</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 : 7/28/2022 3:08 PM

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

Phone Number: 615-419-7655

Title : Executive Director

## SPECIAL FUNDS DETAIL

Board of Architecture (848-00)

Name of Agency

<b>S. STATE SUPPORT SPECIAL FUNDS</b>				
<b>Source (Fund Number)</b>	<b>Detailed Description of Source</b>	<b>(1) Actual Revenues FY 2022</b>	<b>(2) Estimated Revenues FY 2023</b>	<b>(3) Requested Revenues FY 2024</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			
Coronavirus Local Fiscal Recovery Fund	CLFRF - Coronavirus Local Fiscal Recovery Fund			
Coronavirus State Fiscal Recovery Fund	CSFRF - Coronavirus State Fiscal Recovery Fund			
Coronavirus State Fiscal Recovery Lost Revenue Fund	CLFRLRF - Coronavirus State Fiscal Recovery Lost Revenue Fund			
MS Assoc of Ind Colleges and Univ (MAICU) Fund	MAICUF - MS Assoc of Independent Colleges and Universities 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 2022</b>	<b>(2) Estimated Revenues FY 2023</b>	<b>(3) Requested Revenues FY 2024</b>
<b>Source (Fund Number)</b>	<b>Detailed Description of Source</b>	<b>FY 2023 FY 2024</b>			
	Cash Balance-Unencumbered				
<b>Federal Fund TOTAL</b>					

<b>B. OTHER SPECIAL FUNDS (NON-FED'L)</b>		<b>(1) Actual Revenues FY 2022</b>	<b>(2) Estimated Revenues FY 2023</b>	<b>(3) Requested Revenues FY 2024</b>
<b>Source (Fund Number)</b>	<b>Detailed Description of Source</b>			
	Cash Balance-Unencumbered	797,905	1,209,269	924,572
Architecture, Board of (3384800000)	Treasury	690,650	70,000	685,000
<b>Other Special Fund TOTAL</b>		<b>1,488,555</b>	<b>1,279,269</b>	<b>1,609,572</b>

<b>SECTIONS S + A + B TOTAL</b>	<b>1,488,555</b>	<b>1,279,269</b>	<b>1,609,572</b>
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<b>C. TREASURY FUND/BANK ACCOUNTS *</b>	<b>Fund/Account Number</b>	<b>Name of Bank (If Applicable)</b>	<b>(1) Reconciled Balance as of 6/30/22</b>	<b>(2) Balance as of 6/30/23</b>	<b>(3) Balance as of 6/30/24</b>
Architecture, Board of	3384800000	Treasury	1,209,269	924,572	1,253,008

\* 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 FY22, the Board's income was \$690,650. The estimated income for FY23 is \$70,000, and it is \$685,000 for FY24.

**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, 2022	(2) Estimated Expenses FY Ending June 30, 2023	(3) Requested for FY Ending June 30, 2024
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<b>A. Tuition, Rewards &amp; Awards (61050xxx-61080xxx)</b>			
61060000 Employee Training		1,575	1,575
61070000 Travel Related Registration Fees	450		
<b>Total</b>	<b>450</b>	<b>1,575</b>	<b>1,575</b>

<b>B. Transportation &amp; Utilities (61100xxx-61200xxx)</b>			
61100000 Transport of Goods		150	150
61110000 Postage	1,087	1,875	1,875
<b>Total</b>	<b>1,087</b>	<b>2,025</b>	<b>2,025</b>

<b>D. Rents (61400xxx-61490xxx)</b>			
61400000 Building and Floor Space Rent	20,097	20,097	20,097
61420000 Equipment Rental	2,785	2,500	2,500
61450000 Real Property Rent (Conferences, etc.)	1,450	1,000	1,000
<b>Total</b>	<b>24,332</b>	<b>23,597</b>	<b>23,597</b>

<b>E. Repairs &amp; Service (61500xxx)</b>			
61600000 Inter-Agency Fees	8,176	6,172	8,000
<b>Total</b>	<b>8,176</b>	<b>6,172</b>	<b>8,000</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	30,626	40,000	40,000
61690000 Fees and Services	10,544	26,725	21,725
<b>Total</b>	<b>41,170</b>	<b>73,725</b>	<b>68,725</b>

<b>G. Other Contractual Services (61700xxx-61790xxx, 61900xxx)</b>			
61695000 Professional Fees and Services-Travel	2,393	8,000	8,000
61700000 Insurance Fees	161	1,210	1,210
61710000 Membership Dues	12,285	12,501	12,551
61715000 Trade Subscriptions		300	300
61900000 Pcard Contractual	4,810	8,000	8,000
<b>Total</b>	<b>19,649</b>	<b>30,011</b>	<b>30,061</b>

<b>H. Information Technology (61800xxx-61890xxx)</b>			
61830000 IT Prof - Outside Vendor	6,320	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, 2022	(2) Estimated Expenses FY Ending June 30, 2023	(3) Requested for FY Ending June 30, 2024
61850000 ITS Payments	2,991	2,500	2,500
Total	9,311	9,600	9,600
Grand Total <i>(Enter on Line 1-B of Form MBR-1)</i>	104,175	146,705	143,583
Funding Summary:			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	104,175	146,705	143,583
Total Funds	104,175	146,705	143,583



SCHEDULE C  
COMMODITIES

Board of Architecture (848-00)  
Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2022	(2) Estimated Expenses FY Ending June 30, 2023	(3) Requested for FY Ending June 30, 2024
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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>			
62020000 Signs and Decals	260		
62040000 Food - Business Mtg	2,602	3,500	3,500
62085000 Office Supplies	2,010	500	2,000
62900000 Pcard Commodity	2,438	5,000	3,500
<b>Total</b>	<b>7,310</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>7,310</b>	<b>9,000</b>	<b>9,000</b>
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<b>Funding Summary:</b>			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	7,310	9,000	9,000
<b>Total Funds</b>	<b>7,310</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, 2022		Est. FY Ending June 30, 2023		Req. FY Ending June 30, 2024	
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Total Cost

<b>D. IT/IS Equipment (DP &amp; Telecommunications) (63200xxx)</b>						
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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<b>Funding Summary:</b>			
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 2024**

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 2022 on Form Mbr-1, line 1.A.2.b.

Employee's Name	Destination	Purpose	Travel Cost	Funding Source
Bradford Jones	Austin TX	NCARB Annual Meeting Architecture	2,092	3384800000
James Jackson	Phoenix AZ	CLARB Annual Meeting Landscape Architecture	2,075	3384800000
John Cothron	Birmingham AL	Southern Conference of NCARB Conference Architecture	124	3384800000
Leigh Jaunsen	Birmingham AL	Southern Conference of NCARB Conference Architecture	247	3384800000
			<hr/>	
			<b>Total Out of State Cost</b>	<b>\$ 4,538</b>

# FEES, PROFESSIONAL AND OTHER SERVICES

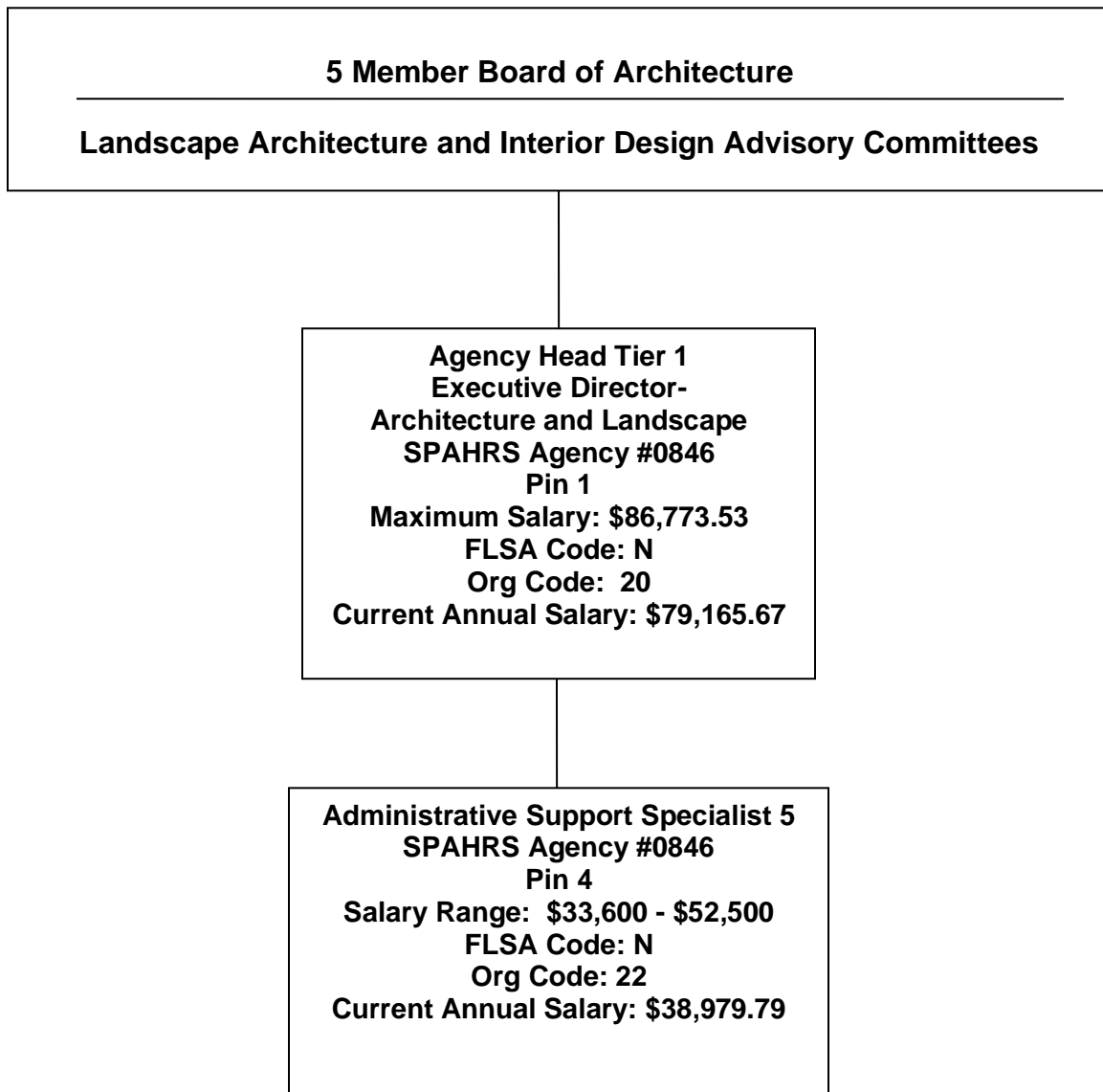
Board of Architecture (848-00)

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2022	(2) Estimated Expenses FY Ending June 30, 2023	(3) Requested Expenses FY Ending June 30, 2024	Fund Source
61650000 Engineering Services					
Engineering Services/Expert Witness					
Comp. Rate: \$200 per hour	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					
Comp. Rate: \$200 per hour	no		4,000	4,000	3384800000
<b>Total 61655000 Architectural Services</b>			<b>4,000</b>	<b>4,000</b>	
61690000 Fees and Services					
AIA/Educational					
Comp. Rate: \$1,500	no		1,500	1,500	3384800000
ASLA/Educational					
Comp. Rate: \$925	no	925	925	925	3384800000
Cornerstone Consulting/MAGIC Training					
Comp. Rate: \$87 per hour	no	1,718	5,000		3384800000
Miscellaneous Prof Fees/Professional Services					
Comp. Rate: \$35-100 per hour	no	283	700	700	3384800000
MPC Investigations/Investigations/Professional					
Comp. Rate: \$50 per hour	yes	7,238	18,000	18,000	3384800000
Regina Ferguson/Calligraphy/License Certificates					
Comp. Rate: \$4.00 per certificate	no	380	600	600	3384800000
<b>Total 61690000 Fees and Services</b>		<b>10,544</b>	<b>26,725</b>	<b>21,725</b>	
61670000 Legal Services					
Andrew Kilpatrick/Legal Services					
Comp. Rate: \$125 per hour	no	30,626	40,000	40,000	3384800000
<b>Total 61670000 Legal Services</b>		<b>30,626</b>	<b>40,000</b>	<b>40,000</b>	
<b>GRAND TOTAL</b>		<b>41,170</b>	<b>73,725</b>	<b>68,725</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 - FY2022 Data

As Required by HB 831, 2015 Legislative Session

And SB 2387, 2016 Legislative Session

Agency Name Mississippi State Board of Architecture

Budget Year FY22

State Support Sources Amount Received  
 General Funds 0

State Support Special Funds: Amount Received

Education Enhancement Funds	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	Amount Received	Action or results promised in order to receive funds
Federal Fund #1	0	
Federal Fund #2	0	
Description of any Maintenance of Effort agreements entered into with any federal agency or subdivision thereof		

Special Funds Amount Received

Special Fund, Board of Architecture: 3848 \$ 690,650

Program 18480101; Licensure & Regulation

*Add Rows for Additional Special Funds*

<u>Revenue from Tax, Fine or Fee Assessed</u> Licensure and Regulation	Amount Assessed Amount Collected Derived From (subtotals): <i>Licensure Application Fees</i> <i>Renewal and Reinstatement Fees</i> <i>Fines and Penalties</i> <i>Other Fees</i>	See Fee Schedule on Next Page \$690,650 \$57,500 \$620,200 \$12,550 \$400 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. Board sets fees within parameters of law. Online (cash, check, charge), In-Person/Mail (check, cash)
Authority to Collect Method of Determining Assessment Method of Collection Amt. & Purpose for which Expended Amount	\$279,286     	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	     	     \$1,209,269

*\*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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