

**MISSISSIPPI STATE BOARD OF ARCHITECTURE (BOA)****Minutes of a Regular Meeting****April 16, 2024, 10:05 AM****Ridgeland, Mississippi**

**Members Present:** Charles Barlow, Jr., Larry Bishop, Leigh Jaunsen, Bradford Jones, Richard McNeel

**Others Present:** John Cothron, Andrew Kilpatrick, Jimmy Sullivan, Ellie Word

**Guests:** Noah Nicaud (Senior Attorney, Policy and Research Division, Mississippi Secretary of State's Office), Colby Williams (Senior Policy Analyst, Policy and Research Division, Mississippi Secretary of State's Office)

**With a quorum present, Mr. Bishop called the meeting to order.**

Agenda Item	Explanation	Actions Taken/Planned
1. "Tackle the Tape/29 by 29" Update	Mr. Cothron, Ms. Word and Mr. Kilpatrick provided a summary of the Secretary of State's rule revision recommendations and of the Occupational Licensing Review Commission Working Group meeting held on March 18, 2024, at which an update was provided on the BOA's discussion of the recommendations. Mr. Nicaud and Mr. Williams provided additional information on the "29 by 29" initiative and responded to questions.	
2. Proposed Changes to Rule 4.5.2	Mr. Cothron, Ms. Word and Mr. Kilpatrick reviewed proposed changes to the responsible control requirements in Rule 4.5.2 to establish criteria for the use of third-party off-site drafting services.	
Mr. Nicaud and Mr. Williams departed from the meeting at 10:57 AM.		
		<p>Motion was made by Mr. Barlow and seconded by Mr. Jones to approve proposed changes to Rule 4.5.2 to amend paragraphs (A), (C), and (D), and to add new paragraph (E) to address the use of third-party off-site drafting services. The motion passed unanimously.</p> <p>Proposed paragraph (F), regarding a disclaimer on unsealed technical submissions not prepared under the responsible control of the architect or architect's firm whose title block appears on the submissions, was held for further discussion at the October 2024 rules retreat. An alternative proposal that more closely follows the National Council of Architectural Registration Boards (NCARB) model language was also held for discussion at the October 2024 rules retreat.</p>
3. Minutes		Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to approve the

		Landscape Architecture Advisory Committee (LAAC), Interior Design Advisory Committee (IDAC), and BOA minutes from January 23-24, 2024, BOA minutes from February 7, 2024, and LAAC minutes from April 3, 2024. The motion passed unanimously.
4. Approval of Certificates		Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to approve certificates issued since the January 2024 meeting (attached). The motion passed unanimously.
5. Complaint #2023-11	Mr. Cothron and Mr. Barlow provided a summary of the complaint involving allegations of plan stamping ( <i>Miss. Code Ann.</i> § 73-1-35 and Rule 4.5.2), aiding unlicensed practice (Rule 4.3.2), and violating the provisions of the construction administration rule (Rule 3.2.16). Mr. Barlow also noted that an unlicensed draftsman involved in the complaint is using the title "Architectural Designer."	<p>Motion was made by Mr. McNeel and seconded by Mr. Jones to authorize a formal hearing for the architect respondent with authority to propose a consent agreement providing for a public reprimand, a \$6,500 fine, and a one-year probation. The motion passed unanimously.</p> <p>Motion was made by Mr. McNeel and seconded by Mr. Jones to issue a letter of education to the unlicensed draftsman regarding unlawful use of the title. The motion passed unanimously.</p>
6. Complaint #2023-14 Complaint #2023-15	Mr. Cothron and Mr. Bishop provided a summary of the complaints in which a Mississippi-licensed architect had sealed prototypical documents for a project in Mississippi. Mr. Bishop reported that no violations were found in his review of the prototypical documents.	Motion was made by Mr. Bishop and seconded by Mr. Barlow to close the complaints. The motion passed unanimously.
7. Complaint #2024-4	Mr. Cothron and Ms. Jaunsen provided a summary of the complaint involving an allegation of plan stamping ( <i>Miss. Code Ann.</i> § 73-1-35 and Rule 4.5.2).	Motion was made by Mr. Barlow and seconded by Mr. Jones to authorize a formal hearing with authority to propose a consent agreement providing for a public reprimand and a \$2,500 fine. The motion passed unanimously.
8. Complaint #2024-5	Mr. Cothron reported that the respondent had signed a consent agreement providing for a public reprimand and \$1,000 fine in lieu of denial of his application for practicing architecture without an active license.	Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to approve the consent agreement. The motion passed unanimously.
9. Complaint #2024-6	Mr. Cothron provided a summary of the complaint involving unlawful use of the title "architect."	Motion was made by Mr. Jones and seconded by Ms. Jaunsen to issue a cease-and-desist letter (on Attorney General letterhead) to the respondent and close upon receiving assurance of compliance. The motion passed unanimously.
10. Complaint #2024-10	Mr. Cothron provided a summary of the complaint involving unlicensed practice.	Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to issue a letter of education to the respondent and close upon receiving assurance of compliance. The motion passed unanimously.

11. Late CEH Complaints #2024-3 #2024-9	Mr. Cothron noted that all respondents reported late continuing education hours and had signed consent agreements providing for private letters of admonition and payment of fines.	Motion was made by Ms. Jaunsen and seconded by Mr. Barlow to approve the consent agreements. The motion passed unanimously.
The Board recessed for lunch from 12:04 PM to 12:40 PM.		
12. Business Name Approval Request: Architectural Visions, Inc.	Members reviewed a request for business name approval from Architectural Visions, Inc.	Mr. Cothron was directed to contact the business for clarification regarding statements on the business website that their staff includes an architect and that the firm offers in-house support for architectural drawings and plans.
13. Legislative Report	Mr. Cothron reviewed pending legislation impacting the Board, including SB 2799 (public official appointments) and HB 331 (authorizing counties and municipalities to opt out of the requirement for permitting as a condition to construction). It was noted that HB 1269 (amending <i>Miss. Code. Ann.</i> §73-1-19) died in committee in the Senate.	Motion was made by Mr. McNeel and seconded by Mr. Barlow to send a letter expressing concerns with SB 2799 to the conference committee members assigned to discuss the bill when the conferees are named. The motion passed unanimously.
14. Draft Legislation to Place High-Rise Buildings under SFMO Jurisdiction	Members reviewed draft legislation provided by the State Fire Marshal's Office (SFMO) to place high-rise buildings under SFMO jurisdiction for building and fire code review, as discussed at the January 2024 BOA meeting.	Mr. Cothron was directed to respond to the SFMO that the BOA supports the proposed legislation as drafted.
15. Proposed LAAC Rule Changes	Members reviewed proposed rule changes approved by the LAAC on April 3, 2024.	Motion was made by Mr. Jones and seconded by Mr. McNeel to approve the proposed rule changes. The motion passed unanimously.
16. Executive Director's Report <ul style="list-style-type: none"> <li>Third Quarter FY 2024 Financial Report</li> </ul>	Mr. Cothron reported on administrative matters and reviewed the financial report for the third quarter of FY 2024.	
17. NCARB Updates	Members and staff serving on committees provided brief updates.	
18. NCARB Resolutions	Members discussed the draft resolutions provided for the NCARB Regional Summit, including a resolution to allow individuals to sit for the Architect Registration Examination (ARE) with a high school diploma or the equivalent (Resolution 2024-F) and a resolution to realign NCARB regions (Resolution 2024-H). Members expressed concerns with both Resolution 2024-F and Resolution 2024-H.	
19. NCARB Elections	Members discussed the candidates for the two At-Large Director positions to be elected at the NCARB Annual Meeting.	Members requested that a special meeting by videoconference be scheduled after the final election information and resolutions are distributed to allow for discussion prior to the NCARB Annual Meeting.
Mr. McNeel departed from the meeting at 2:20 PM.		

20. NCARB Statement on Multiple Paths for Licensure and Reciprocity Requirements ( <i>Miss. Code. Ann. §§73-1-13 and 73-1-21</i> )	No action was taken on this item.	
21. BOAM Summer Conference		Motion was made by Mr. Barlow and seconded by Ms. Jaunsen to designate Mr. Sullivan to attend the Building Officials Association of Mississippi (BOAM) Summer Conference in Gulfport on June 10-14, 2024. The motion passed 4-0.
22. AIA-MS Convention		Motion was made by Mr. Jones and seconded by Ms. Jaunsen to authorize a booth and designate up to two (2) Board members and the Executive Director to attend the American Institute of Architects (AIA) Mississippi Convention on October 2-4, 2024. The motion passed 4-0.
23. Meeting Schedule	Members affirmed August 6, 2024, as the date of the next meeting.	
24. Possible Meeting with Engineers/Surveyors Board	Members discussed the possibility of holding a joint meeting with the full Engineers/Surveyors Board in January 2025, possibly in conjunction with the LAAC and IDAC.	

There being no further business, the meeting adjourned with unanimous consent at 2:48 PM.

8-6-2024

Date Approved

Larry W. Bishop  
Larry W. Bishop, President

Charles C. Barlow, Jr.  
Charles Barlow, Jr., Secretary/Treasurer

John Cothron  
Prepared by John Cothron, Executive Director, on 4/18/2024

Architect Certificates Issued for Approval			
Lic Number	Name	License Date	Method
6014	Rebecca Marie Barry	3/7/2024	RECIPROCITY
5996	Abbye N. Bobbett	1/16/2024	RECIPROCITY
6015	John David Caldwell III	3/7/2024	RECIPROCITY
5199	Casey Michael Clark	1/19/2024	REINSTATEMENT
5997	William Howard Cress, Jr.	1/18/2024	RECIPROCITY
6021	Kiril Dimitrov	3/18/2024	RECIPROCITY
6016	Brad Erwin	3/7/2024	RECIPROCITY
5999	Emily Albright Flournoy	1/31/2024	RECIPROCITY
6011	Michael David Hamer	2/21/2024	RECIPROCITY
6010	Charles Herron	2/21/2024	RECIPROCITY
6000	Edward Jenkins	1/31/2024	RECIPROCITY
3746	Donald Carl Kimble, Jr.	3/18/2024	REINSTATEMENT
5995	Adam Kreher	1/16/2024	RECIPROCITY
6001	J. Bradley Mallette	1/31/2024	RECIPROCITY
6020	Ryan G. Meeks	3/18/2024	RECIPROCITY
6012	Kimberly N. Montague	2/21/2024	RECIPROCITY
6018	Kallie Ogi	3/18/2024	RECIPROCITY
6002	Robert Anthony Papocchia	1/31/2024	RECIPROCITY
6013	Scott Barten Perkins	3/3/2024	RECIPROCITY
6019	Nathaniel Joseph Prevendar	3/18/2024	RECIPROCITY
6008	David Frank Robichaux	2/13/2024	RECIPROCITY
6009	Mark E. Schroeder	2/21/2024	RECIPROCITY
6003	Akheil Shah	1/31/2024	RECIPROCITY
6004	Gabriel Andrew Smith	1/31/2024	RECIPROCITY
6005	Christopher L. Strickland	1/31/2024	RECIPROCITY
6007	Mark T. Sullivan	2/13/2024	RECIPROCITY
6025	Jinger Tapia	3/28/2024	RECIPROCITY
6017	M. Dwayne Trahan	3/13/2024	RECIPROCITY
6006	Terri Ulrick	1/31/2024	RECIPROCITY
5998	Kim V. Vierheilig	1/19/2024	RECIPROCITY
6022	Lindsay Jon Works	3/22/2024	RECIPROCITY