

MISSISSIPPI STATE BOARD OF ARCHITECTURE (BOA)

Minutes of a Regular Meeting

July 22, 2025, 10:04 AM

Ridgeland, Mississippi

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

Others Present: Andrew Kilpatrick (by teleconference for a portion of the meeting), John Cothron, Eric Hospodor, Jimmy Sullivan

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

Agenda Item	Explanation	Actions Taken/Planned
1. Minutes		Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to approve the BOA minutes from April 16, 2025, and the Interior Design Advisory Committee minutes from May 6, 2025, and July 8, 2025. The motion passed unanimously.
2. Approval of Certificates		Motion was made by Mr. McNeel and seconded by Mr. Jones to approve certificates issued since the April 2025 meeting (attached). The motion passed unanimously.
3. NCARB Annual Meeting Discussion	Members discussed outcomes and impressions of the 2025 National Council of Architectural Registration Boards (NCARB) Annual Meeting. Discussion topics included concern about lack of exposure to the humanities among candidates without a degree from a National Architectural Accrediting Board (NAAB)-accredited program and the incorporation of the Southern Conference of NCARB.	
4. Complaint #2024-11	Mr. Cothron reported that the Investigative Committee held an informal conference with the architect respondent resulting in a revised recommendation to approve a consent agreement providing for a public reprimand, a \$2,500 fine, voluntary surrender of the architect respondent's license, and requiring written notification of his withdrawal from any ongoing projects in Mississippi to the client(s), the jurisdictions in which the projects are located, and to the Board.	Motion was made by Mr. Bishop and seconded by Mr. McNeel to approve the revised consent agreement with the architect respondent. The motion passed unanimously.
5. Complaint #2025-1	Mr. Cothron provided an update on the status of the complaint, noting that both the contractor and the tenant have provided assurance of compliance. Mr. Sullivan will continue to monitor the project to ensure compliance.	

6. Complaint #2025-3	Mr. Cothron provided a summary of the complaint involving unlawful use of the title and possible unlicensed practice.	Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to issue a letter of education to the respondent regarding unlawful use of the title and close upon receiving assurance of compliance. The motion passed unanimously.
7. Complaint #2025-4	Mr. Cothron provided a summary of the complaint involving unlawful use of the title.	<p>Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to issue a letter of education to the respondent regarding unlawful use of the title and close upon receiving assurance of compliance. The motion passed unanimously.</p> <p>Members requested that Mr. Cothron research use of the North American Industry Classification System (NAICS) code for "architectural services" to classify business entities and explore if another code could be developed for residential design services. Mr. McNeel suggested that NCARB could perhaps assist in this effort. In connection with this request, Mr. Cothron will contact the Mississippi Secretary of State's office to obtain a list of all businesses using the "architectural services" code in their filings.</p>
8. Michael T. Johnson Reciprocity Application	Members discussed the applicant's solicitation prior to licensure disclosure.	<p>Mr. Barlow recused himself from discussion of this item.</p> <p>Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to issue an intent to deny letter to Mr. Johnson for practicing architecture without a license with authority to propose a consent agreement providing for a public reprimand and a \$1,000 fine in lieu of denial of his application. The motion passed 4-0.</p>
The Board recessed for lunch.		
9. Correspondence from the Academy of Art University	Mr. Cothron presented the correspondence and his response for the Board's information. In essence, the response stated that graduates from the Academy of Art University who meet the registration requirements of the law and rules would be accepted for licensure or certification purposes by the Board.	Mr. McNeel requested that the Academy of Art University be informed that graduates of their Council for Interior Design Accreditation (CIDA)-accredited Interior Architecture & Design program would not be eligible for architectural registration in Mississippi and could not use the titles "architect" or "interior architect" unless licensed as architects by the Board.
10. Executive Director's Report <ul style="list-style-type: none"> • Fourth Quarter FY • 2025 Financial Report 	<p>Mr. McNeel reviewed the financial report for the fourth quarter of FY 2025, and Mr. Cothron reported on administrative matters.</p> <p>Mr. McNeel volunteered to attend the American Institute of Architects (AIA) Mississippi Chapter Convention on October 1-3, 2025, in Oxford with Mr. Cothron.</p>	

11. FY 2027 Budget Request	Mr. Cothron provided a brief overview of the proposed budget prior to the closed session.	<p>Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to make a closed determination upon the issue of whether to declare an executive session. The motion passed unanimously, at which point Mr. Cothron and Mr. Sullivan exited the meeting.</p> <p>Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to declare an executive session to discuss personnel matters. The motion passed unanimously.</p> <p>Motion was made by Mr. McNeel and seconded by Mr. Bishop to come out of executive session. The motion passed unanimously, at which point Mr. Cothron and Mr. Sullivan rejoined the meeting.</p> <p>The following matters were discussed in executive session:</p> <p>Motion was made by Mr. McNeel and seconded by Mr. Bishop to approve the FY 2027 budget request of \$368,123, which includes a request to raise the Executive Director's salary by 5% (\$5,278.37, which includes fringe benefits) and the Administrative Support Specialist's salary by 5% (\$2,598.98, which includes fringe benefits). The motion passed unanimously.</p>
12. Office Lease Update	Mr. Cothron reported that the proposed five-year lease extension was approved by the Public Procurement Review Board on May 7, 2025.	
Mr. Kilpatrick joined the meeting by teleconference.		
13. Updates on Legislation <ul style="list-style-type: none"> • Legislation to amend <i>Miss. Code Ann.</i> §§ 73-1-19 and 73-2-5 • High-rise legislation • SB 2300 (design/build) 	Mr. Kilpatrick presented a draft letter for discussion addressed to the Chair of the Senate Business and Financial Institutions Committee regarding legislation to amend <i>Miss. Code Ann.</i> §§ 73-1-19 and 73-2-5. Mr. Cothron provided updates on high-rise legislation and SB 2300.	Motion was made by Mr. McNeel and seconded by Mr. Bishop to authorize Mr. Kilpatrick and other Board representatives to schedule, in coordination with Rep. Sam Creekmore, an in-person meeting with the Chair of the Senate Business and Financial Institutions Committee to discuss the proposed legislation to amend <i>Miss. Code Ann.</i> §§ 73-1-19 and 73-2-5. The motion passed unanimously.
Mr. Kilpatrick departed from the meeting.		
14. NCARB Updates	Members and staff serving on committees provided brief updates.	
15. Discussion of Reciprocity Requirements (<i>Miss. Code Ann.</i> §73-1-21)	Members agreed to hold this item for discussion at the October meeting.	
16. October Meeting Plans	Mr. Cothron discussed plans for the October 21-22 meeting in Ocean Springs.	

	Ms. Jaunsen suggested that use of third-party certification of digital signatures be included as an agenda topic for the October meeting.	
17. BOAM Winter Conference		Motion was made by Ms. Jaunsen and seconded by Mr. McNeel to designate Mr. Sullivan, Mr. Cothron, and one Board member to attend the Building Officials Association of Mississippi (BOAM) Winter Conference in Natchez on December 3-5, 2025. The motion passed unanimously.

There being no further business, the meeting adjourned with unanimous consent at 2:10 PM.

10.21.2025

Date Approved

Charles C. Barlow, Jr.
Charles C. Barlow, Jr., President

Richard H. McNeel
Richard H. McNeel, Secretary/Treasurer

John Cothron
Prepared by John Cothron, Executive Director, on 7/24/2025

Architect Certificates Issued for Approval			
Lic No	Name	License Date	Method
6126	Andrew Beyea	4/30/2025	RECIPROCITY
6134	Daryl Dwayne Carruth	6/4/2025	RECIPROCITY
6127	Markus Chady	5/14/2025	RECIPROCITY
6122	Lauren Chipman	4/14/2025	RECIPROCITY
6139	Thom Chuparkoff	6/16/2025	RECIPROCITY
6128	Melissa Cox	5/14/2025	RECIPROCITY
6143	James Denney, Jr.	6/25/2025	RECIPROCITY
6145	Matthew A. Erdman	6/25/2025	RECIPROCITY
6129	Trent Jerald Gareis	5/15/2025	RECIPROCITY
6125	William H. Gresham IV	4/30/2025	RECIPROCITY
6144	Ethan D. Hartfield	6/25/2025	EXAM
6136	Robert Neal Humason	6/4/2025	RECIPROCITY
5033	Jennifer Inman	6/11/2025	REINSTATEMENT
6132	Michael Kolejka	5/21/2025	RECIPROCITY
6142	Timothy M. Lott	6/25/2025	RECIPROCITY
6141	Jose Guillermo Matute	6/6/2025	RECIPROCITY
6133	Juan Enrique Milhouse	5/29/2025	RECIPROCITY
6124	Christopher Kyle Murphy	4/30/2025	EXAM
6121	Marc Christopher Mussachio	4/4/2025	RECIPROCITY
6138	Frederick D. Ostrosky	6/11/2025	RECIPROCITY
6135	Bradley A. Paul	6/4/2025	RECIPROCITY
6146	Christopher Joseph Pela	6/25/2025	RECIPROCITY
6140	William Anthony Salerno	6/16/2025	RECIPROCITY
6130	Peter H. Skirbst	5/14/2025	RECIPROCITY
6123	Sarah Pearson Smith	4/25/2025	RECIPROCITY
6137	Benjamin R. Whittenburg	6/4/2025	RECIPROCITY
6131	Brian K. Wiginton	5/15/2025	EXAM