

MISSISSIPPI STATE BOARD OF ARCHITECTURE (BOA)
Minutes of a Regular Meeting
October 21, 2025, 12:21 PM
os1515 Hotel, 1555 Government Street
Ocean Springs, MS 39564

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

Others Present: Wyatt W. Dunn (by videoconference for the beginning of the meeting), John Cothron, Andrew Kilpatrick, Azelia Scott, Jimmy Sullivan

Guests: Matthew Lamp, Melvin Lamp

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

Agenda Item	Explanation	Actions Taken/Planned
		Motion was made by Ms. Jaunsen and seconded by Mr. Bishop to amend the agenda to allow Melvin Lamp to address the Board. The motion passed unanimously.
Appearance by Melvin Lamp	Mr. Lamp, an architect licensed in Louisiana, addressed the Board to request an exemption from the National Council of Architectural Registration Boards (NCARB) Certificate requirement for reciprocal licensure.	Mr. Kilpatrick and Board members responded that the NCARB Certificate is required by <i>Miss. Code Ann. § 73-1-21</i> , and cannot be waived. However, they stated that they would take Mr. Lamp's request under advisement but that exercise of the Board's discretion did not allow the Board to overlook a statutory requirement.
Matthew Lamp and Melvin Lamp departed from the meeting.		
		Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to return to the agenda. The motion passed unanimously.
1. Minutes		Motion was made by Mr. Bishop and seconded by Ms. Jaunsen approve the BOA minutes from July 22, 2025, and August 11, 2025, and the Landscape Architecture Advisory Committee minutes from August 6, 2025, and October 8, 2025. The motion passed unanimously.
2. Approval of Certificates		Motion was made by Mr. Jones and seconded by Ms. Jaunsen to approve certificates issued since the July 2025 meeting (attached). The motion passed unanimously.
3. Complaint #2025-1	Mr. Cothron and Mr. Sullivan provided an update on the status of the complaint, noting that both the contractor and the tenant have provided assurance of compliance. Mr. Sullivan recently learned that the tenant has decided to close the location and has not returned to open a new facility.	Motion was made by Mr. Bishop and seconded by Mr. McNeel to close the complaint. The motion passed unanimously.

4. Complaint #2025-5	Mr. Cothron provided a summary of the complaint involving failure to secure a seal and possible lack of responsible control. He reported that the respondent voluntarily surrendered his license in July 2025, and paid a \$2,500 fine. The respondent also withdrew from all projects in Mississippi, including the project that is the subject of this complaint.	Motion was made by Mr. Jones and seconded by Ms. Jaunsen to close the complaint. The motion passed unanimously.
5. Complaint #2025-7	Mr. Cothron provided a summary of the complaint involving the alleged unlicensed practice of architecture. The unlicensed respondent prepared plans that were sealed by a professional engineer.	Motion was made by Mr. Bishop and seconded by Mr. Jones to refer the complaint to the Mississippi Board of Licensure for Professional Engineers and Surveyors (PE Board) for investigation. The motion passed 3-1-1, with Mr. McNeel voting against the motion and Mr. Barlow abstaining from the vote.
6. Complaint #2025-8	Mr. Cothron and Mr. Bishop, who served as the reviewer of the complaint, provided a summary of the complaint involving an alleged violation of Rule 4.5.11 (the "contingency basis" rule).	Motion was made by Mr. Bishop and seconded by Mr. McNeel to dismiss the complaint. The motion passed unanimously.
7. Complaint #2025-9	Mr. Cothron provided a summary of the complaint involving unlawful use of the title "architect."	<p>Mr. Jones recused himself from discussion of this item.</p> <p>Motion was made by Mr. McNeel and seconded by Mr. Bishop to issue a cease and desist letter to the respondent regarding unlawful use of the title and close upon receiving assurance of compliance or, alternatively, the respondent could request a formal hearing. The motion passed 4-0.</p>
8. Complaint #2025-10	Mr. Cothron provided a summary of the complaint involving unlawful use of the title.	Motion was made by Ms. Jaunsen and seconded by Mr. McNeel 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.
9. Complaint #2025-11	Mr. Cothron provided a summary of the complaint involving unlawful use of the title.	Motion was made by Ms. Jaunsen and seconded by Mr. Bishop 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.
10. North American Industry Classification System (NAICS) Codes Research	Mr. Cothron reviewed research on nature of business codes used in Mississippi Secretary of State business filings. He noted that numerous unlicensed practice/title use complaints have been received in which the respondent firm's filing with the Secretary of State improperly uses the NAICS codes for "Architectural Services" or "Landscape Architectural Services" to describe the nature of their business. Several possible approaches were discussed.	<p>Motion was made by Mr. Jones and seconded by Mr. Bishop to direct legal counsel to develop a licensing disclaimer for Board review to add to the Business Reports page of the Secretary of State's website to alert the public that use of certain NAICS codes does not confirm a business is licensed to provide the service. The motion passed unanimously.</p> <p>In response to an inquiry from Mr. Cothron, Board members expressed their preference that complaint respondents still be asked to correct the NAICS codes for their business if improper codes are selected.</p>

Mr. Dunn departed from the meeting.		
11. Correspondence from Paul Ingram	Board members reviewed correspondence from Paul Ingram regarding issues surrounding his upcoming retirement from practice. No action was taken on this item.	
12. Executive Director's Report <ul style="list-style-type: none"> First Quarter FY 2026 Financial Report 	Mr. Cothron reported on administrative matters and reviewed the financial report for the first quarter of FY 2026. Members discussed the 2025 American Institute of Architects (AIA) Mississippi Chapter Convention and the Fall 2025 Mississippi State University School of Architecture Advisory Board Meeting.	
13. NCARB Updates	Members and staff serving on committees provided brief updates.	
14. NCARB Jurisdictional Data	Members reviewed and discussed jurisdictional data provided by NCARB.	
15. NCARB Meeting Attendees		<p>Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to designate the following members and staff to attend upcoming NCARB meetings:</p> <ul style="list-style-type: none"> NCARB Futures Symposium, December 11, 2025 (Washington, DC)—two (2) Board members Region 3 Educators/Practitioners Conference, February 6-7, 2026 (Miami, FL)—one (1) Board member and the Executive Director NCARB Member Board Executives Workshop and Regional Summit, March 19-21, 2026 (Oklahoma City, OK)—five (5) Board members and the Executive Director NCARB Annual Meeting, June 25-27, 2026 (Minneapolis, MN)—five (5) Board members and the Executive Director <p>The motion passed unanimously.</p>
16. Building Official's Guide	Mr. Kilpatrick reviewed correspondence from Assistant Attorney General Kim Turner, who serves as counsel to the PE Board, regarding the <i>Building Official's Guide to Architecture and Engineering Requirements</i> . Mr. Kilpatrick and Mr. Cothron presented a revised guide removing all information specific to the practice of engineering, as requested by the PE Board.	<p>Motion was made by Mr. Bishop and seconded by Mr. Jones to approve and publish the revised guide and to invite the PE Board to participate in drafting a revised guide to include information specific to both architecture and engineering. The motion passed unanimously.</p> <p>Members requested that the revised guide be distributed to building officials throughout the state.</p>
Ms. Jaunsen departed from the meeting.		

17. Meeting Schedule		Motion was made by Mr. McNeel and seconded by Mr. Jones to set the following 2026 BOA meeting dates, subject to adjustment as needed: <ul style="list-style-type: none">▪ January 21-22 (to include a joint meeting with the advisory committees)▪ April 14-15▪ July 21-22▪ October 20-21 (location to be determined) The motion passed 4-0.
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The meeting recessed at 5:06 PM by unanimous consent.

Architect Certificates Issued for Approval			
Lic No	Preferred Name	License Date	Method
6168	Siti N. Abdul Rahman	8/28/2025	RECIPROCITY
6173	Patrick Ray Andersen	9/10/2025	RECIPROCITY
6177	Emily Jeanne Anderson	9/24/2025	RECIPROCITY
6152	Kyle Artar	7/23/2025	RECIPROCITY
6176	Paul Bell	9/18/2025	RECIPROCITY
6164	Stephen Douglas Bent	8/20/2025	RECIPROCITY
6158	Anthony Brizendine	7/30/2025	RECIPROCITY
6175	Ngozi Brown	9/18/2025	RECIPROCITY
6172	Neil E. Davis	9/5/2025	RECIPROCITY
6161	Jake Alexander Gartman	8/9/2025	EXAM
6151	Andrew T. Gray	7/18/2025	EXAM
6180	Michael W. Hein	9/24/2025	RECIPROCITY
6153	Abby Jackson Hickman	7/24/2025	EXAM
6162	Michael T. Johnson	8/11/2025	RECIPROCITY
6174	Stephen B. Klimas	9/10/2025	RECIPROCITY
6178	John M. Lenti	9/24/2025	RECIPROCITY
6159	Micah James Martin	7/30/2025	RECIPROCITY
6149	Cory May	7/16/2025	RECIPROCITY
6165	Christina Alice McDaniel	8/20/2025	RECIPROCITY
6163	Lon Gregory McNeil	8/13/2025	RECIPROCITY
6160	Paul Meier	8/9/2025	RECIPROCITY
6167	Ryan Murphy	8/21/2025	RECIPROCITY
6166	Jonathan Brett Novak	8/20/2025	RECIPROCITY
6170	Jonathan Lee Perry	9/3/2025	RECIPROCITY
6171	Courtney Pittman	9/5/2025	RECIPROCITY
4029	Donald Sampson	8/28/2025	REINSTATEMENT
6154	Arno A. Sandoval	7/24/2025	RECIPROCITY
6150	Jason B. Schrader	7/18/2025	RECIPROCITY
6147	Jennifer M. Setzer	7/9/2025	RECIPROCITY
6169	Susan Lee Skibell	8/28/2025	RECIPROCITY
6157	Andrew M. Suszko III	7/24/2025	RECIPROCITY
6148	Kristine Aileen Sutherlin	7/16/2025	RECIPROCITY
6155	Joseph R. Whalen	7/24/2025	RECIPROCITY
6179	Laurie Lee Whitney	9/24/2025	RECIPROCITY
6156	Brandon E. Yan-Hamby	7/24/2025	RECIPROCITY

MISSISSIPPI STATE BOARD OF ARCHITECTURE
Minutes of a Rules Retreat
October 22, 2025, 8:18 AM
os1515 Hotel, 1555 Government Street
Ocean Springs, MS 39564

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

Others Present: John Cothron, Andrew Kilpatrick, Azelia Scott

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

Agenda Item	Explanation	Actions Taken/Planned
18. Legislation to Amend <i>Miss. Code. Ann.</i> §§ 73-1-19 and 73-2-5		Motion was made by Ms. Jaunsen and seconded by Mr. Bishop to authorize the filing of legislation in 2026 to amend <i>Miss. Code. Ann.</i> §§ 73-1-19 and 73-2-5, as previously approved by the Board, and to meet with the Chair of the Senate Business and Financial Institutions Committee and other legislators as needed to achieve passage of the legislation. The motion passed unanimously.
19. Review Rule Changes Presented in January 2025	Mr. Cothron reviewed proposed rule changes discussed at the January 2025 meeting.	
20. Other Potential Rule Changes	Mr. Cothron reviewed a potential addition to BOA Rule 4.5.2 to address use of artificial intelligence (AI). Rule 4.5.5 was reviewed, as well, but members concluded that the current language is sufficiently clear.	<p>Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to approve the following rule changes:</p> <ul style="list-style-type: none"> ▪ Amend Rule 5.9 to add the following text to the disciplinary penalties: <ul style="list-style-type: none"> U. Failure to comply with continuing education requirements (6.2): Minimum Penalty-Admonition and \$500 fine for each calendar year in which any number of the required continuing education hours were deficient ▪ Delete the language in Rule 6.11 regarding the penalty for late continuing education hours. ▪ Amend Rule 4.5.2 to add the following text: <ul style="list-style-type: none"> F. Drawings, specifications, reports or other professional work which were not prepared by or under the responsible control of the architect but are shown on unsealed documents containing the architect's title block, shall contain a disclaimer similar to the following: <p style="text-align: right;">"The drawings, specifications, reports or other professional work shown on this sheet were NOT prepared under the</p>

		<p>responsible control of the architect or architect's firm whose title block appears on this sheet. Neither the architect nor the architect's firm assume any responsibility for the accuracy of the information contained on this sheet and anyone relying on such information should independently verify the information contained hereon."</p> <p>G. Licensees shall not delegate critical decision-making responsibilities to automated systems, technological tools, or artificial intelligence (AI) and must retain professional judgment and responsible control over all design decisions. The use of technology does not absolve licensees from their responsibility for ensuring compliance with applicable laws, codes, and standards.</p> <p>The motion passed unanimously.</p>
21. Discussion of Reciprocity Requirements (<i>Miss. Code. Ann. § 73-1-21</i>)	Mr. Cothron and Mr. Kilpatrick reviewed various options to amend the reciprocity requirements to allow additional paths to licensure.	<p>Mr. Bishop made a motion to pursue legislation to adopt the fourth option presented, which would amend the law to waive the requirement for a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) for applicants with an NCARB Certificate and five (5) years of practical experience after registration as an architect. The motion died for lack of a second.</p> <p>Following discussion, Mr. Kilpatrick and Mr. Cothron were directed to draft an additional option to amend <i>Miss. Code. Ann. §§ 73-1-13 and 73-1-21</i> to mirror the NCARB <i>Model Law and Regulations</i>, which include only general license requirements in the law and specific requirements in the regulations, and to schedule a special meeting to review all the options available. Additionally, Mr. Cothron was directed to survey which jurisdictions have license requirements in the law versus regulations.</p>
22. Update on Legislation to Require State Fire Marshal's Office (SFMO) Review and Approval of High-Rise Buildings	Mr. Cothron provided updates on high-rise legislation and noted that the SFMO intends to pursue this legislation again next year.	
23. Use of Third-Party Authentication of Digital Signatures	Members reviewed and discussed information on authentication of digital signatures, which would help address the fraudulent use of seals.	

24. Licensure Defensibility Discussion	Members reviewed a white paper produced by the Alliance for Responsible Professional Licensing (ARPL) entitled, "Boards that Work."	
25. Open Discussion	Members discussed grants to higher education and agreed to discuss this item further at the January 2026 meeting.	

There being no further business, the meeting adjourned with unanimous consent at 11:52 AM.

1-22-2026

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 10/27/2025