

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower III, Room 102

333 Guadalupe Street

Austin, Texas

Tuesday, August 21, 2018

9:00 a.m. – Conclusion

1. Preliminary Matters

- A. Call to order
- B. Roll call
- C. Excused and unexcused absences
- D. Determination of a quorum
- E. Recognition of guests
- F. Chair's opening remarks
- G. Public Comments

Debra Dockery
Jennifer Walker
Debra Dockery

2. Approval of May 22, 2018 Board Meeting Minutes (Action)

Debra Dockery

3. Executive Director Report (Information)

Julie Hildebrand

- A. Summary of Executive Accomplishments (Information)
- B. Operating Budget/Scholarship Fund: Presentation on 3rd Quarter FY 2018 Expenditures/Revenues
- C. Office of the Governor's Review of Agency's Notice of Proposed Rule
- D. Report on the Status, Training and On-Boarding of New Board Members
- E. **Report on Conferences and Meetings (Information)**
 - CLARB/ASLA Licensure Summit – Jun 22-24
 - NCARB 2018 Annual Business Meeting – Jun 28-30
 - METROCON18 – Aug 8-10
- F. **Report on Upcoming Conferences and Meetings (information)**
 - 2018 CLARB Annual Meeting – Sep 27-29
 - 2018 LRGV-AIA BCC Conference – Sep 28-29
 - NCARB Licensing Advisors Retreat – Oct 1-2
 - NCARB Member Board Chairs/Member Board Executives Leadership Summit – Oct 12
 - TxA Conference – Nov 8-10
 - 2018 CIDQ Council of Delegates Meeting – Nov 8-10

4. Approval of the Fiscal Year 2019 Budget (Action)

Debra Dockery

5. Enforcement Cases (Action)

Lance Brenton

Review and possibly adopt ED's recommendation in the following enforcement cases:

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333 Guadalupe Street

Austin, Texas

Tuesday, August 21, 2018

9:00 a.m. – Conclusion

Registrant/Non-Registrant Cases:

A. Agreed Eligibility Orders:

Barker, Jena K. (#107-16I)

Traywick, Keith T. (#091-13A)

B. TDLR Cases:

Howell, David B. (#232-17A)

Reagan, Charles J. (#181-18A)

C. CE Cases:

Dietz, Andrea H. (#348-18A)

Lantz, Karen (#293-18A)

LeMaster, Jonathan R. (#351-18A)

Libby, Grant C. (#347-18A)

Martinec, Dinah J. (#297-18I)

Pennoyer, Peter M. (#349-18A)

Ragland, Frank W. (#288-18A)

Sing, Emily E. (#192-18A)

Standefer, Sandra K. (#350-18I)

Steinbrueck, Linda D. (#024-18L)

Taliaferro, Bethany H. (#299-18I)

*The Board may meet in closed session pursuant to TEX. GOV'T
CODE ANN. §551.071(1) to confer with legal counsel*

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| <p>6. Board's Review and Consideration of CLARB's Revised Draft Model Law and Regulations (Action)</p> | <p>Debra Dockery</p> |
| <p>7. Approval of the Proposed 2019 Board Meeting Dates (Action)
Thursday, February 21, 2019
Thursday, June 13, 2019
Thursday, August 15, 2019
Tuesday, November 19, 2019</p> | <p>Debra Dockery</p> |
| <p>8. Approval of Resolution Honoring: (Action)
Sonya Odell
Paula Ann Miller</p> | <p>Debra Dockery</p> |
| <p>9. Executive Director Performance Evaluation (Action)
I. Report on findings based upon performance evaluation
II. Consider and possibly act upon any proposed personnel action that may be proposed by the Board</p> | <p>Debra Dockery</p> |

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower III, Room 102

333 Guadalupe Street

Austin, Texas

Tuesday, August 21, 2018

9:00 a.m. – Conclusion

*The Board may meet in closed session pursuant to TEX. GOV'T
CODE ANN. §551.074 to confer on personnel matters*

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| 10. Upcoming Board Meeting (<i>Information</i>)
Thursday, November 15, 2018 | Debra Dockery |
| 11. Chair's Closing Remarks | Debra Dockery |
| 12. Adjournment | Debra Dockery |

NOTE:

- ◆ *Items may not necessarily be considered in the order they appear on the agenda.*
- ◆ *Executive session for advice of counsel may be called regarding any agenda item under the Open Meetings Act, Government Code §551.*
- ◆ *Action may be taken on any agenda item.*

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

Persons with disabilities who plan to attend this meeting and who need auxiliary aids or services are required to call (512) 305-8548 at least five (5) work days prior to the meeting so that appropriate arrangements can be made.

FREQUENTLY USED ACRONYMS

ACSA	Association of Collegiate Schools of Architecture
ADA	Americans with Disabilities Act
AIA	American Institute of Architects
AREFAF	Architect Registration Examination Financial Assistance Fund (Scholarship)
ASID	American Society of Interior Designers
ASLA	American Society of Landscape Architects
ARE	Architect Registration Examination
BOAT	Building Officials Association of Texas
CACB	Canadian Architectural Certification Board
CIDA	Council for Interior Design Accreditation (Formerly FIDER)
CLARB	Council of Landscape Architectural Registration Boards
GAA	General Appropriations Act
GRF	General Revenue Fund
IDCEC	Interior Design Continuing Education Council
IDEC	Interior Design Educators Council
IDP	Intern Development Program
IIDA	International Interior Design Association
LARE	Landscape Architect Registration Examination
MBA	Member Board Administrator (within NCARB)
NAAB	National Architectural Accreditation Board
NCARB	National Council of Architectural Registration Boards
CIDQ	Council for Interior Design Examination
OAG	Office of the Attorney General
SOAH	State Office of Administrative Hearings
SORM	State Office of Risk Management
TAID	Texas Association for Interior Design
TAS	Texas Accessibility Standards
TASB	Texas Association of School Boards
TBPE	Texas Board of Professional Engineers
TxA	Texas Society of Architects
TSPE	Texas Society of Professional Engineers

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of May 22, 2018 Board Meeting
 William P. Hobby Jr. Building, 333 Guadalupe Street
 Tower III, Conference Room 102
 Austin, TX 78701
 9:00 a.m. until completion of business

AGENDA ITEMS

DESCRIPTIONS

1A. Call to Order

Ms. Dockery called the meeting to order at 9:00 a.m.

1B. Roll Call

Ms. Walker called the roll.

Present Board Members

Debra Dockery	Chair, Architect Member
Michael (Chad) Davis	Vice-Chair, Landscape Architect Member
Jennifer Walker	Secretary-Treasurer, Architect Member
Chase Bearden	Public Member
Robert (Bob) Wetmore	Architect Member

1C. Excused and Unexcused absences

Charles (Chuck) Anastos	Architect Member
Sonya Odell	Registered Interior Design Member
Paula Ann Miller	Secretary-Treasurer – Public Member

A MOTION WAS MADE AND SECONDED (Wetmore/Davis) TO APPROVE THE EXCUSED ABSENCE OF CHARLES (CHUCK) ANASTOS, SONYA ODELL AND PAULA ANN MILLER. THE MOTION PASSED UNANIMOUSLY.

1D. Determination of a Quorum

A quorum was present.

1E. Recognition of Guests

Ms. Dockery acknowledged the following guests and members of TBAE staff: Julie Hildebrand, Executive Director; Lance Brenton, General Counsel; Glenda Best, Operations Manager; Christine Brister, Human Resources; Kenneth Liles, Finance Manager; Jack Stamps, Managing Investigator; Dale Dornfeld, IT Manager; Mike Alvarado, Registration Manager; Matthew Le, Web Developer, and Katherine Crain, Legal Assistant.

1F. Chair’s Opening Remarks

Ms. Dockery thanked the Board and welcomed the audience. She stated that she had just returned from an NCARB Subcommittee Meeting in Miami. She explained that service on this committee was a continuation of work on the ARE 5.0 that she had been participating in for the last five or six years. She stated that she started out on the Test Specification Task Force which decides what content should be on the Architect Registration Exam and then she volunteered for item writing for three years. She stated that the most recent subcommittee was the Forms and Assembly Subcommittee, which comprises the last group of people to see the exam

before it goes live at the test center. She explained that the subcommittee examines the test for quality assurance, overlapping questions, and format issues. Ms. Dockery noted that after previously acting as an item writer, it was nice to see some of her questions showing up on the exam. She said that it occurred to her just how important it was for architects throughout the nation to volunteer and decide the content and write the questions for the exam. The result was a collection of volunteers that were very passionate about making sure the exam was fair. It also became apparent to her that the committee needed broad representation from architects throughout the country because there are geographic differences in how everyone practices architecture, especially on the Practice Management exam. She stated that small changes to phrasing could make a real difference in increasing compatibility across regions and locations. She concluded her opening remarks by encouraging the Board and the professionals in their offices to get involved and volunteer for an NCARB, CLARB, or NCIDQ committee.

On another note, she thanked everyone for their support and condolences following the loss of her husband, Paul. She noted that resiliency is a buzz word with respect to buildings and the built environment. However, it is important in people as well, and this resiliency is only as good as the support we get from friends and colleagues. The support she has received has really helped her through a challenging time in her life.

1G. Public Comments

None.

2. Approval of Board Meeting Minutes

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO APPROVE THE FEBRUARY 1, 2018 BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.

3. Executive Director's Report

3A. Summary of Executive Accomplishments

Ms. Hildebrand presented and discussed the summary of executive accomplishments as described on page 14 of the Board materials. She began by noting that this year has seen the agency focus on two significant uses of time: completion of external audits and the transition to the statewide Centralized Accounting and Payroll/Personnel System (CAPPS).

Ms. Hildebrand stated that the agency had just finished the SORM risk management audit, which was perfect with no issues identified. This was in addition to the numerous audits the agency completed over the past year.

Ms. Hildebrand then discussed the transition to CAPPS and the hard work that Glenda, Christine, Ken, Jennifer, and Nelly have put into the project. She stated that the current work has focused on the time and labor

aspects of the system and that the full transition on finance will occur next year. On another note, she stated that our Investigator, Steve Ramirez, attended the TDLR Academy which was a good experience for him.

Other issues to highlight were the appointments for NCARB next year. Ms. Hildebrand stated that she will be on the Model Law Task Force. As a new member, she stated she was not sure what she would be doing for the Task Force, but was eager to be involved. Additionally, she had applied for the Member Board Executive Board Director at CLARB and the Committee on Nominations had recommended her appointment. The appointment would become effective September 2018. This position will require additional travel.

Looking toward future activities, Ms. Hildebrand stated that she had spent her first few years at the agency focused on core processes, including registration, enforcement, and customer satisfaction. Now that those areas are in good shape, she wants to focus on avoiding any wrenches in the well-oiled machine, and to that extent she would like to focus on risk assessment and management. As part of that, she will be attending the Information Security Forum with the IT Group at the end of the week, which is specifically tailored for governmental agencies.

Next, Ms. Hildebrand summarized the enforcement accomplishments as described on page 15 of the Board materials. She noted that the agency was still seeing high numbers from TDLR; however, the complaints were being processed timely.

Ms. Hildebrand then discussed the Registration Department accomplishments as summarized on page 16 of the Board materials. She noted that the agency was still seeing higher registration numbers than in the past. As such, revenue continues to grow. She believes the high numbers for renewals will continue as long as the economy continues to grow in Texas.

**3B. Operating
Budget/Scholarship
Fund: Presentation on
2nd Quarter Fiscal Year
2018
Expenditures/Revenues**

Ms. Hildebrand presented and discussed the budget summaries on pages 17 and 18. She explained that the second quarter numbers represent roughly 50% of the year. As a result of higher than expected revenues, she predicted that the agency would not need to draw from the reserve fund, especially since the summer months are typically the biggest months of revenue for the agency. Additionally, the agency has received more interest this year than in the past, but has spent more on professional fees and services because of the State Auditor's audit. Overall, the expenses have come in at roughly expected levels.

**3C. Customer Service
Survey Results**

Ms. Hildebrand provided a summary of the Report on Customer Service beginning on page 19 of the Board's materials. She stated that the survey is done every other year with a report submitted in June in even

numbered years. Overall, the agency received a 96% approval rating. She said that the high percentage rating was reflective of our great staff and their good customer service.

Mr. Davis noted that on page 25, roughly 60% of respondents worked for firms of 10 professionals or less, and this information is important to keep in mind when we are discussing our agency with legislators, due to the importance of small business in Texas.

3D. Survey of Employee Engagement Results

Ms. Hildebrand discussed and summarized the Survey of Employee Engagement beginning on page 35 of the Board’s materials. She stated that this survey is done every other year as part of the Strategic Plan. According to the survey metrics, any score above 400 indicates a highly engaged workforce. For TBAE, the last survey resulted in a total score of 420. This year’s score is 449, with 95% of employees scoring as either highly engaged or engaged. Ms. Hildebrand stated that this is reflective of a great staff and their commitment to the agency and the work they provide.

3E. Report on Conferences and Meetings

- I. CLARB MBE Committee Meeting | *Feb 12*
- II. NCARB 2018 Regional Summit & MBE Workshop | *Mar 8-10*
- III. Educators Conference and R3 Training | *Apr 6-7*
- IV. 2018 Texas ASLA Conference | *Apr 18-20*

Ms. Hildebrand provided a report on recent meeting. In February, she participated in the CLARB MBE Committee Meeting which was an organizational meeting for the NCARB annual meeting. Subsequently, she and Chuck Anastos attended the NCARB Regional Summit and MBE Workshop in March. During this meeting, she gave a presentation on disciplinary trends, and the committee reviewed the upcoming NCARB resolutions. Following that meeting, Mike Alvarado, Lance Brenton and she attended the Educators Conference and Region 3 Training in Orlando, Florida in April. This meeting focused on the NCARB Integrated Path to Architectural Licensure (IPAL) program, which is a program that we may encounter, because graduates from out-of-state IPAL programs could seek to become registered in Texas. She stated that UT San Antonio and Texas A&M Prairie View also attended the conference to learn more about IPAL. Finally, staff members Glenn Garry, Mike Alvarado, Jessica Ramirez and Jack Stamps attended the Texas ASLA Conference in Galveston. The agency had a booth at the conference and Mr. Stamps and Mr. Garry made a presentation which was well received.

3F. Report on Upcoming Conferences and Meetings

- I. NCARB 2018 Annual Business Meeting | *Jun 28-30*
- II. METROCON18 | *Aug 8-10*

Ms. Hildebrand reported that Debra Dockery, Chase Bearden and herself will be attending the NCARB Annual Meeting in June. In addition, Glenn

Garry, Steve Ramirez, Jackie Blackmore and Jessica Ramirez will attend MetroCon18 in August.

4. Executive Director Annual Performance Evaluation Discussion

Ms. Dockery stated that the Board developed an evaluation form two years ago and she would suggest that the Board use that form and the same process again, unless there are objections.

She stated that the Board would review the Executive Director's Annual Performance and vote on the evaluation at the August meeting.

5. General Counsel Report

Mr. Brenton presented and discussed the proposed rules for adoption as described on pages 41-52 of the Board materials. Mr. Brenton explained that no comments were received on the proposed rule, and recommended that the Board adopt the rules as proposed.

Proposed Rules for Adoption 22 Tex. Admin. Code §§ 1.5, Relating to Terms Defined Herein; 1.21, Relating to Registration by Examination; 1.22, Relating to Registration by Reciprocal Transfer; 1.41, Relating to Examination Requirements; and 1.123, Relating to Titles.

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.5, 1.21, 1.22, 1.41 AND 1.123 FOR FINAL ADOPTION. THE MOTION PASSED UNANIMOUSLY.

6. Enforcement Cases

Review and possibly adopt Executive Director's recommendation in the following enforcement cases:

A. SOAH Registrant Case

Reesby, Jerry Lynn (SOAH Docket No. 459-18-2234 and TBAE #409-17L)

Mr. Brenton provided a summary of this matter as described on page 53 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO ADOPT THE ADMINISTRATIVE LAW JUDGE'S PROPOSAL FOR DECISION, INCLUDING THE FINDINGS OF FACT AND CONCLUSIONS OF LAW AND ENTER THE ORDER OF THE BOARD ON PAGE 53 OF THE BOARD MATERIALS, WHICH REVOKES THE RESPONDENT'S REGISTRATION. THE MOTION PASSED UNANIMOUSLY.

B. Non-Registrant Cases:

Arredondo, Gustavo (#227-17N)

Mr. Brenton provided a summary of this matter as described on page 60 of the Board materials.

A MOTION WAS MADE AND SECONDED (Bearden/Walker) TO ENTER AN ORDER WHICH IMPOSES THE EXECUTIVE DIRECTOR'S RECOMMENDED SANCTION AS DESCRIBED ON PAGES 60-61 OF THE BOARD MATERIALS, WHICH INCLUDES A CEASE AND DESIST ORDER AND A \$5,000 ADMINISTRATIVE PENALTY.

Mr. Wetmore abstained from consideration of this matter.

Ms. Dockery stated that she did not know Mr. Arredondo or his company even though he was located in San Antonio, Texas.

THE MOTION PASSED UNANIMOUSLY, WITH MR. WETMORE ABSTAINING.

Hamilton, John A. (#157-14N)

Mr. Brenton explained that this matter was presented as a proposed agreed order, and that it was currently docketed at the State Office of Administrative Hearings, pending a decision by the Board regarding the settlement proposal that begins on page 63.

Mr. Brenton provided a summary of this matter as described on page 62 of the Board materials.

A MOTION WAS MADE AND SECONDED (Wetmore/Bearden) TO ENTER THE AMENDED AGREED ORDER ON PAGE 63 OF THE BOARD MATERIALS. The Chair moved that the Board enter Executive Session for private consultation and advice of agency counsel regarding pending or contemplated litigation under the authority of Government Code §551.071. The Board entered executive session at 10:05 a.m.

The Board reconvened in open session at 10:38 a.m. Ms. Dockery announced that there was no final action, decision or vote regarding any matter discussed during the Executive Session.

A VOTE WAS TAKEN ON THE PENDING MOTION TO ENTER THE AMENDED AGREED ORDER ON PAGE 63 OF THE BOARD MATERIALS. THE MOTION PASSED UNANIMOUSLY.

The Board took a break at 10:39 a.m. and reconvened in regular session at 10:52 a.m.

Nepveux, Leslie (#278-18N)

Mr. Brenton provided a summary of this matter as described on page 75 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO ENTER THE AGREED ELIGIBILITY ORDER ON PAGES 76-81 OF THE BOARD MATERIALS, WHICH GRANTS THE RESPONDENT AN ARCHITECTURAL REGISTRATION AND IMPOSES A \$3,000 ADMINISTRATIVE PENALTY.

C. Registrant Case

Wilson, James T. (#142-18A)

Mr. Brenton provided a summary of this matter as described on page 82 of the Board materials.

A MOTION WAS ENTER AND ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND RECOMMENDED ADMINISTRATIVE PENALTY OF \$1,000 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED MARCH 27, 2018.

D. Continuing Education

Mr. Brenton provided summaries of the cases involving continuing education violations as described on pages 83 through 96 of the Board materials.

Alexander, Edmond P. (#413-17A)

Blevins, Kenneth R. (#188-18A)

Bunch, Michael A. (#283-18I)

Coston, Kent E. (#039-18A)

deLeon, Melissa E. (#132-18I)

Forsythe, Robert E. (#128-18L)

Gournay, Christian S. (#286-18A)

Herbage, Robert L. (#273-18A)

Messer, Rodger W. (#285-18A)

Rodriguez, Joseph J. (#127-18I)

Sennet, Robert (#282-18A)

Sprott, Gari L. (#274-18I)

Wallace, Meredith A. (#123-18I)

Ward, Vickey L. (#190-18I)

A MOTION WAS MADE AND SECONDED (Walker/Wetmore) TO ADOPT STAFF'S RECOMMENDATION FOR ADMINISTRATIVE PENALTIES IN THE 14 CASES LISTED ABOVE. THE MOTION PASSED UNANIMOUSLY.

7. Approval of the Fiscal Year 2019-2023 Strategic Plan

Ms. Hildebrand discussed and summarized the Strategic Plan which was provided to the Board beginning on page 97 of the materials. Ms. Hildebrand explained that Governor Abbott has provided guidance that results in a much shorter and more concise strategic plan, compared with Governor Perry. She reviewed the plan with the Board and provided updates compared to the previous Strategic Plan.

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO APPROVE THE STRATEGIC PLAN. THE MOTION PASSED UNANIMOUSLY.

8. Discuss the Proposed FY19 Operating Budget

Ms. Hildebrand presented the proposed FY19 budget to the Board on page 109 of the Board materials. She stated that revenue increases have been more than expected for FY18, but that she doesn't want to rely on this growth continuing at such a high rate next year. For that reason, she has made a conservative estimate of total revenue for FY19 that is similar to what we have observed for FY18. With respect to expenditures, she has requested a 3% increase in payroll from FY18. Ms. Hildebrand further explained that the agency's receptionist recently resigned. Her intention is to list that position as an executive assistant rather than an administrative assistant, and to have this person train under Glenda to work with the Board on travel arrangements, in addition to covering phone calls and receptionist duties. The increased salary for an executive assistant could be up to \$10,000.

With respect to IT upgrades, Ms. Hildebrand stated that she and Mr. Dornfeld are considering two options, debating between a virtual data center or an upgrade to in-house equipment. They are still running numbers and getting bids on these two options. She stated that the final budget will be presented to the Board for approval at the August meeting.

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO HAVE THE EXECUTIVE DIRECTOR CONTINUE TO WORK ON THE BUDGET.

Mr. Davis asked how the Board was dealing with disaster recovery whether it was on site or in the cloud. Ms. Hildebrand and Mr. Dornfeld explained that much of the data is on site, but the agency is looking at the option of having some information in the cloud, depending on the relative importance of the information. Ms. Hildebrand noted that having all information on the cloud would cost \$36,000 per year in subscription fees. Ms. Hildebrand stated that she may bring two budgets before the Board in August, which contain different expenditures for IT upgrades, to allow the Board to decide between options on a cost-benefit basis.

Ms. Walker asked whether these options would be presented to a committee beforehand. Ms. Hildebrand responded that this was up to the Board, and that if the Board wants to have a budget committee meeting, that could be decided by the Board today.

Ms. Dockery asked where the Board was in relation to the Board's targeted 8-month reserve fund balance. Ms. Hildebrand stated that the agency is currently at 11 months of reserve funds. Ms. Dockery noted that \$36,000 in yearly subscription fees is a significant number for our budget,

but that it might be a useful example to point to in support of a reduction in the general revenue payment, as contained in the strategic plan.

THE MOTION PASSED UNANIMOUSLY.

Ms. Hildebrand presented the updated Reserve Fund Balance policy to the Board and explained the changes.

9. Resolutions to be Acted Upon at the 2018 NCARB Annual Business Meeting

Ms. Hildebrand directed the Board to the NCARB resolutions beginning on page 112 of the Board materials. She provided an overview of the resolutions and stated that the Chair would vote on behalf of the Board.

A MOTION WAS MADE AND SECONDED (Wetmore/Bearden) TO DELEGATE THE AUTHORITY TO VOTE UPON RESOLUTIONS AT THE 2018 NCARB ANNUAL MEETING TO DEBRA DOCKERY. THE MOTION PASSED UNANIMOUSLY.

10. Upcoming Board Meetings

August 21, 2018
November 15, 2018

11. Chair's Closing Remarks

Ms. Dockery thanked the Executive Director and staff on the work that had been done in preparation for the meeting.

12. Adjournment

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO ADJOURN THE MEETING AT 11:40 A.M. THE MOTION PASSED UNANIMOUSLY.

APPROVED BY THE BOARD:

DEBRA J. DOCKERY, FAIA
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Summary of Executive Accomplishments

August 21, 2018

Executive

1. I received and reviewed a letter from the Governor's office regarding review of new state agency rules by the Governor's office.
2. The final budget has been drafted and will be presented for Board approval at the August Board Meeting.
3. Three Hundred and Forty One Hours utilized by TBAE staff from September 2017 through July 2018 to complete the CAPPs transition for HR and payroll. I would specifically like to recognize Glenda Best, Christine Brister, Jennifer Barrett, Julio Martinez, Ken Liles and Nelly Clayton for their work in making this transition smooth and painless for the rest of staff. We really appreciate it. It is expected that we will transition to CAPPs for the remainder of Finance in FY20.

NCARB

1. Alfred Vidaurri was elected as the NCARB Treasurer at the Annual Business Meeting.
2. I submitted the State Report for the Annual Business Meeting.
3. I planned the Region 3 Member Board Executive Meeting in conjunction with Member Board Chairs and Executives Summit in October in St. Louis.
4. The cost of each ARE 5.0 division will increase from \$210 to \$235 on October 1, 2018. The total cost of the six-division exam (\$1,410) will still be less than ARE 4.0's total fees. Candidates can purchase seat credits for an ARE 5.0 division at the \$210 price until September 30. Purchase your seat credits in advance of the fee increase if you plan to test within the next twelve months and save \$25 per division.

CLARB

1. I presented with Brent Luck, Texas ASLA about Sunset and other legislative reviews at the CLARB/ASLA Licensure Summit in June.
2. I will be nominated by the CLARB Board of Directors to be the CLARB MBE Director at the Annual Meeting in September.

Meet CAPPs: Centralized Accounting and Payroll/Personnel System for Texas Automated System Improves Financial Transparency and Efficiency

By Jackie Benton

Texas state government is a \$100 billion enterprise, and the Texas Comptroller's office is charged with following every penny of it. In its role as the state's accountant, the agency's tasks include paying and auditing the state's bills, monitoring and reporting on spending, accounting for state property and managing updates and security for the automated financial systems used by dozens of state agencies.

These responsibilities are conducted largely out of the public eye, but changes to the state's business processes can have a big effect on state government, the transparency of its finances and the accountability of its agencies.

And the Texas Legislature spurred very big changes indeed with the adoption of [House Bill 3106](#) in 2007. This law charged the Comptroller's office with implementing enterprise resource planning (ERP), the consolidation of the state's various automated business functions into a single, common set of systems to be used by all. Information can be entered into the system once and automatically carried over to other functions, thereby reducing errors and labor hours while increasing efficiency.

The ERP project is a mammoth one, incurring about \$242 million in costs through August 2017.

The ERP project is a mammoth one, incurring about \$242 million in costs through August 2017. "It's undoubtedly one of the bigger undertakings this agency has embarked on in many years," says Phillip Ashley, associate deputy comptroller, "and Comptroller Hegar has supported the project enthusiastically since taking office."

To provide a workable ERP solution, the Comptroller's office created the [ProjectONE](#) (Our New Enterprise) Team. It didn't take long for team members to

realize that a single, one-size-fits-all approach wouldn't address the needs of the state's dozens of different agencies.

"We are decentralized as a state," Ashley says. "Trying to find a solution that meets the various needs of so many different agencies with such diverse missions and different organizational structures has been our biggest challenge. We've had to be very flexible in our approach."

ProjectONE

"I think we knew from the start that this project was going to be a major challenge, and that certainly proved to be correct," Ashley recalls. Creating a system that would handle so much information from so many different state agencies with their own sub-systems would become a massive task for the ProjectONE Team. Five years were required for the first ERP deployment.

With input from key state agencies, ProjectONE created the [Centralized Accounting and Payroll/Personnel System, or CAPPS](#), a consolidated business program featuring two parts: CAPPS Financials and CAPPS Human Resources (HR)/Payroll. Each of these, in turn, consists of a series of modules providing different functions (Exhibit 1). A "core" group of functions must be adopted to participate in CAPPS Financials or HR/Payroll, while other, non-core modules are available at each agency's discretion. More functions may be added to CAPPS in time.

Exhibit 1: CAPPS Modules

Type CAPPS Financials CAPPS HR/PAYROLL

Core Modules: • Accounts Payable

- Asset Management
- General Ledger, Commitment Control
- Purchasing, eProcurement • Core HR
- Payroll
- Position Management
- Time and Labor

Non-Core Modules:

(Available for agencies requiring additional abilities) • Billing, Accounts Receivable

- Customer Contracts
- Grants
- Inventory
- Project Costing • Recruiting
- Training
- Performance Management

Source: Texas Comptroller of Public Accounts

Once all state agencies are using CAPPS, both agency-level and statewide data will be much more accessible and useful. (It should be noted that the state’s public institutions of higher education currently are not participating in the CAPPS project.)

“Right now, we have certain barriers to getting complete information about how agencies are using their funds,” Ashley says. “Getting everyone on a uniform platform will provide better insight, and there will be ways to leverage that for the good of the state.

“We’ve been relying on software and systems dating back to the 1980s and ‘90s,” he says. “We knew the new system would need to be much more robust and nimble enough to allow for changes, updates and upgrades.”

Building On What Works

CAPPS ultimately will replace the state’s Uniform Statewide Accounting System (USAS) and Uniform Statewide Payroll/Personnel System (USPS). USAS currently serves as the state’s central accounting system, while USPS records personnel transactions and processes state agency payrolls.

CAPPS also will replace the Integrated Statewide Administration System (ISAS), originally created in 1997. While all Texas state agencies use USAS and many use USPS, some large agencies negotiated separate contracts and licensing for PeopleSoft Enterprise Financials. The Comptroller’s office created ISAS by modifying the Financials software to address their requirements and work across multiple agencies through a web-based interface. Some also use PeopleSoft Human Capital Management software to address their particular business needs.

The ProjectONE Team decided to leverage all these individual licenses to negotiate a statewide license covering all state agencies. Thus, CAPPS is built on the PeopleSoft platform as well.

Sandra Woodruff, assistant director of the Comptroller’s Fiscal Management

Division, says this allowed the Comptroller's office to avoid the need for an entirely new ERP software solution that would still require customization for individual agencies.

"We already had a foot in the door with PeopleSoft, so we decided to use it as a base and not throw away what works," Woodruff says. "We wanted to move to a common technology that more people knew, with a vendor that would support it."

Woodruff also says the statewide license helps with another important issue for agencies: maintenance. With CAPPS, agencies don't have to keep up with the latest technology updates. Instead, the Comptroller's office can modify and upgrade applications once and then roll them out to all agencies. Security updates also can be applied consistently across all agencies participating in CAPPS.

The CAPPS Program Model

The CAPPS program model provides two alternatives for joining CAPPS – as a central agency or a CAPPS hub agency.

CAPPS central agencies use a CAPPS version, centrally managed and maintained by the Comptroller's office, consisting of the PeopleSoft-based CAPPS Financials and HR/Payroll applications and their related components. The Comptroller covers the deployment and transition costs involved as well as ongoing licensing, maintenance and support costs.

CAPPS hub agencies are those already using individually licensed, PeopleSoft-based systems. Generally, these are larger state agencies with complex missions. Unlike CAPPS central agencies, hub agencies receive their own copy and regular updates of the CAPPS Financials and HR/Payroll applications to manage within their own infrastructure. Hub agencies bear financial responsibility for the cost of transition, deployment, ongoing maintenance, support and all other internal costs.

Not every agency can be a CAPPS hub; the Comptroller's office conducts an assessment to determine whether it is in the agency's best interest. So far, the Texas Department of Transportation, Texas Workforce Commission, Texas Education Agency and Texas Health and Human Services Commission have deployed CAPPS Financials, CAPPS HR/Payroll or both as hub agencies.

CAPPS Comes in Waves

"We made the decision to deploy in waves, and every year we introduce a new wave of agencies to the CAPPS system," Ashley says. "That has gotten easier in some respects, as we gain more experience with each new wave and solve common issues. But there's always going to be new challenges we encounter with each new wave, because CAPPS affects the way agencies conduct their business. It requires changes to their business processes, so helping agencies work through

that is always a little different each time.”

Early fiscal 2012 saw the first deployment of CAPPs, when the Department of Information Resources adopted the financial portion (Exhibit 2). Later that fiscal year, five more agencies joined CAPPs Financials. At this writing, 56 Texas state agencies have deployed either CAPPs Financials or CAPPs HR/Payroll; 40 have deployed both.

Exhibit 2: CAPPs Rollout Timeline

Fiscal Year Description

- 2012 • The Department of Information Resources comes on board as the first CAPPs Financials agency in early 2012.
 - In late 2012, five additional agencies joined CAPPs Financials.
- 2013 • The five health and human services agencies and the Cancer Prevention & Research Institute of Texas come on board as the first CAPPs HR/Payroll agencies.
- 2014
- 2015 • The Texas Department of Transportation becomes the first large agency to be deployed on the complete CAPPs system - CAPPs Financials plus CAPPs HR/Payroll.
 - Eight additional agencies deploy CAPPs, four adopting CAPPs Financials and four using CAPPs HR/Payroll.
- 2016 • Two agencies deploy CAPPs Financials.
 - 26 agencies deploy CAPPs HR/Payroll.
- 2017 • 11 agencies deploy CAPPs Financials.
 - 13 agencies deploy CAPPs HR/Payroll.
- 2018 • 25 agencies deploy CAPPs Financials in September 2017.
 - 15 are scheduled to deploy CAPPs HR/Payroll in July 2018.
- 2019 • Ten agencies are scheduled to deploy CAPPs Financials in September 2018.
 - 13 are scheduled to deploy CAPPs HR/Payroll in July 2019.
- 2020 • 19 agencies are scheduled to deploy CAPPs Financials in September 2019.

- CAPPs Financials
- CAPPs HR/Payroll

Source: Texas Comptroller of Public Accounts

Woodruff reports an additional 42 agencies will begin using either one or both portions of CAPPs during the 2018-19 biennium, bringing the total number of state agencies on the system to 98; 55 will be using both modules. More agencies are expected to deploy CAPPs through fiscal 2023.

The Comptroller's office anticipates that 92 percent of all state spending will flow through CAPPs and 68 percent of state full-time employees will be administered through the system by early fiscal 2020 (and again, these figures do not include the non-participating higher education institutions).

So Far, So Good

"CAPPs has a lot of functionality agencies didn't have before," Ashley says. "When we get to the end of deployment, there will definitely be financial benefits. With CAPPs and ERP, we'll have a centralized strategy. We can pay for the PeopleSoft technology once, instead of having 10 agencies paying for the same technology 10 different times. We leverage the whole purchasing power of Texas, and provide the greatest benefit to the state."

CAPPs will yield significant benefits in the area of government transparency.

Woodruff says the centralization offered by CAPPs will yield significant benefits in the area of government transparency.

"Before, when you asked a question, you would get different answers, because one did it this way and another did it completely differently," she says. "You never knew how to compare apples to apples — you got a whole fruit basket because there wasn't a central system, a central calculation, a central way of managing the data and reporting."

CAPPs also offers agencies enhanced internal security controls.

"We're always concerned with security," Ashley says. "With state agencies using public-facing systems, securing information is a big priority at all times, and it's been a major focus of this project. CAPPs has good security controls in place, and we've put a premium on security."

Ashley also says CAPPs will allow the Comptroller's office to better track and report where the state's dollars go.

"We're on a path here," says Ashley. "It's very straightforward to measure, and

we're picking up speed now. At the end of the CAPPs deployment, we'll have everyone on a uniform platform, with more complete data that we will be able to leverage for the good of the people of Texas." FN

Summary of Registration Department Accomplishments FY18

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Examination Applications Received	41	50	44	39	83	71	55	61	50	102		
Reciprocal Applications Received	61	45	40	24	44	54	58	48	53	40		
Total Applications Received	102	95	84	63	127	125	113	109	103	142		
Exam Scores Received/Entered	421	325	399	434	296	464	326	480	591	384		
Examination Registrations Issued	40	56	33	50	63	90	72	44	42	98		
Reciprocal Registrations Issued	45	56	44	30	42	34	55	52	55	46		
Total Registrations Issued	85	112	77	80	105	124	127	96	97	144		
Active Architects	12,481	12,527	12,560	12,589	12,630	12,708	12,780	12,851	12,905	12,963		
Active Reg. Interior Designers	3,595	3,591	3,590	3,598	3,598	3,609	3,619	3,626	3,624	3,650		
Active Landscape Architects	1,565	1,578	1,584	1,586	1,593	1,607	1,613	1,621	1,624	1,634		
Total Active Registrants	17,641	17,696	17,734	17,773	17,821	17,924	18,012	18,098	18,153	18,247		
CE Audits Conducted	133	139	136	126	125	120	119	142	128	123		
CE Audits Referred for Investigation	3	13	4	3	7	4	4	4	8	9		
Approved Scholarship Applications	6	0	5	2	9	2	5	2	10	0		
Certificates of Standing	7	8	15	18	24	24	14	12	6	18		

Summary of Enforcement Accomplishments FY18

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Cases Received and Opened	22	20	72	9	23	94	10	9	70	58		
Cases Closed by Investigations – Total	4	3	35	16	26	92	8	8	2	68		
Cases Closed by Investigations – TDLR	4	2	34	16	24	92	8	6	2	68		
Cases Closed by Investigations – Other*	0	1	1	0	2	0	0	2	0	0		
Cases Referred to Legal	16	6	9	20	14	13	23	13	13	8		
Average Number of Days to Investigate	46	52	57	43	75	69	75	78	58	76		
Notices of Violation by Legal	7	5	13	9	5	6	4	5	5	11		
Voluntary Surrenders by Legal	0	0	0	0	0	0	0	0	0	0		
Disciplinary Action Entered by the Board	0	0	8	0	0	20	0	0	19	0		
Warnings from Executive Director	21	0	15	3	12	12	3	8	6	0		
Complaints Filed at SOAH	0	0	0	0	0	1	0	0	0	1		
Informal Settlement Conferences Held	0	0	0	0	0	0	0	0	0	0		

*Non-jurisdictional – non-registrant worked on an exempt project

*Lack of evidence to support allegations

* Evidence received from a plans examiner indicated two non-registrants performed architectural services on one project. Sworn affidavits and a third party admission cleared the two of the violations and a case was filed against the confessed perpetrator.

Texas Board of Architectural Examiners Actual 2018 Budget

	FY 2018 Approved Budget	FY 2018 Expenditures as of 5-31-18	FY 2018 Percentage Earned/Spent
Revenues:			
Licenses & Fees	\$ 2,650,000	\$ 2,029,383	76.58%
Business Registration Fees	\$ 100,000	\$ 89,388	89.39%
Late Fee Payments	\$ 125,000	\$ 101,875	81.50%
Other	\$ 3,000	\$ 5,185	172.84%
Interest	\$ 2,500	\$ 25,690	1027.60%
Potential Draw on Fund Balance	\$ 140,830		0.00%
Total Revenues	3,021,330	\$ 2,251,521	74.52%
Expenditures:			
Salaries and Wages	\$ 1,572,215	\$ 1,161,857	73.90%
Payroll Related Costs	\$ 548,115	\$ 406,883	74.23%
Professional Fees & Services	\$ 75,000	\$ 69,637	92.85%
Travel			
Board Travel	\$ 25,000	\$ 3,786	15.14%
Staff Travel	\$ 20,000	\$ 11,658	58.29%
Office Supplies	\$ 8,000	\$ 3,238	40.47%
Postage	\$ 11,000	\$ 5,393	49.03%
Communication and Utilities	\$ 14,000	\$ 10,890	77.79%
Repairs and Maintenance	\$ 1,000	\$ 400	40.00%
SWCAP Payment with Office Rental	\$ 115,000	\$ 86,250	75.00%
Equipment Leases--Copiers	\$ 9,000	\$ 6,092	67.69%
Printing	\$ 8,000	\$ 2,606	32.58%
Operating Expenditures	\$ 30,000	\$ 23,160	77.20%
Registration Fees--Employee Training	\$ 9,000	\$ 3,084	34.27%
Membership Dues	\$ 21,000	\$ 12,780	60.86%
Payment to GR	\$ 510,000	\$ 382,500	75.00%
IT Upgrades	\$ 45,000	\$ 16,644	36.99%
Total Expenditures	3,021,330	\$ 2,206,859	73.04%
Excess/ (Deficiency) of Rev over Exp.	-	44,662	1%

Funding for 8 months	2,014,019
Excess Fund Balance	583,377.65
Total Fund Balance	2,597,396

Administrative Penalties Collected \$ 56,970.00

General Revenue Collected \$ -

Texas Board of Architectural Examiners Fiscal Year 2018 Budget Scholarship Fund

	FY 2018 Budget	FY 2018 Actual Sept. 1, 2017-- May 31, 2018
Operating Fund Beginning Fund Balance:	-	-
Adjusted Beginning Balance	-	-
Scholarship Fund Beginning Balance	60,244.70	
Total Beginning Scholarship Fund Balance	60,244.70	60,244.70
Revenues:		
Scholarship Fees	-	16,271.83
Total Revenues	-	16,271.83
Expenditures:		
Operating Expenditures-Scholarship Payments		18,094.47
Total Expenditures		18,094.47
Excess/(Deficiency) of Rev. over Exp.	60,244.70	58,422.06
Fund Balance	60,244.70	58,422.06

Number of Scholarships Awarded

36

Frequency per Fiscal Year----September 30, January 31, and May 31



GOVERNOR GREG ABBOTT

June 22, 2018

Dear Agency Head:

In 1981, President Reagan issued Executive Order 12291, establishing White House review of new regulations proposed by federal agencies. Since then, presidents have reviewed new regulations in order to coordinate policy among agencies, eliminate redundancies and inefficiencies, and provide a dispassionate "second opinion" on the costs and benefits of proposed agency actions.

In light of the success of regulatory review at the federal level, Governor Abbott is clarifying the process for review of new rules proposed by state agencies. Prior to publication of a proposed rule in the *Texas Register*, the Office of the Governor will review the Notice of Proposed Rule as well as the agency's internal analysis of the rule. The rulemaking memorandum template enclosed with this letter contains instructions for providing that information.

Thank you for your cooperation with this initiative. If you have any questions about this process, please contact the policy advisor assigned to your agency.

Sincerely,

A handwritten signature in black ink, appearing to read "Luis Saenz", with a long horizontal flourish extending to the right.

Luis Saenz
Chief of Staff
Office of the Governor

LS:clk

Enclosure

Proposed Rulemaking Memorandum

To: [Policy advisor]

From: [Counsel whose name will accompany the proposed rule in the *Texas Register*]

Date:

Subject: [Short description of nature of proposed rule]

The [name of agency] proposes a rulemaking for [citation to administrative code].

- 1. Provide the draft Notice of Proposed Rule that you intend to submit to the *Texas Register*, including preambles, comments, notices, and any other text that will be submitted to the *Texas Register*.**

- 2. Attach to this memorandum a complete copy of the following analyses:**
 - a. The analysis supporting the draft government growth impact statement required by Texas Government Code § 2001.0221.
 - b. The analysis supporting the economic impact statement required by Texas Government Code § 2006.002.
 - c. The analysis supporting the regulatory flexibility analysis required by Texas Government Code § 2006.002.
 - d. The analysis supporting the takings impact assessment required by Texas Government Code § 2007.043.
 - e. The analysis supporting the local employment impact statement required by Texas Government Code § 2001.024(a)(6).
 - f. The analysis supporting the cost-benefit analysis required by Texas Government Code § 2001.024(a)(5).
 - g. The analysis supporting the fiscal note required by Texas Government Code § 2001.024(a)(4).

- 3. If Texas Government Code § 2001.0045(b) applies to the proposed rule, identify the proposed repeal or amendment that offsets the costs imposed by the proposed rule and explain the reasoning behind your estimates of the costs. If Texas Government Code § 2001.0045(b) does not apply to the proposed rule, explain why.**

- 4. Is there anything else you would like the Office of the Governor to know about this proposed rule?**

Governor Abbott Appoints Four To Texas Board Of Architectural Examiners

July 26, 2018

Governor Greg Abbott has appointed Fernando Trevino, Sr. to the Texas Board of Architectural Examiners for a term set to expire on January 31, 2019. Additionally, the Governor appointed Rosa Salazar and Joyce Smith and reappointed Debra Dockery for terms set to expire on January 31, 2023. The board is a multi-profession regulatory agency that oversees the examination, registration, and professional regulation of architects, interior designers, and landscape architects.

Fernando Trevino, Sr. of San Antonio is a broker and owner of RE/MAX Alamo Realty, and has served in various positions with RE/MAX for over 25 years. He is a member of the San Antonio Board of Realtors, Austin Board of Realtors, and the Texas and National Association of Realtors. He is a volunteer with the Children's Miracle Network. Trevino is a licensed real estate broker and attended Austin Community College.

Rosa Salazar of Lubbock is a senior interior designer with Condray Design Group, and owner of RGS Design Studio. She served as president for the Texas Association for Interior Design, and was the West Texas City Center director of the International Interior Design Association. She is a member of the Texas Chapter of the American Society of Interior Designers and former president of the City of Lubbock Permits and Licensing Appeals Board. Additionally, she is a member of the Westex Credit Union Supervisory Committee and a past member of the Hispanic Association of Women. Salazar received a Bachelor of Interior Design from Texas Tech University.

Joyce Smith of Burnet is a retired partner of the accounting firm Atchley & Associates, LLP. She is a member of the American Institute of Certified Public

Accountants and is a director of the Texas Society of Certified Public Accountants. She is a member of the Amplify Credit Union Board of Directors and treasurer and trustee of the Rotary Club of Marble Falls Foundation. She also serves as the chairman and trustee of the Better Business Bureau Educational Foundation. Smith received a Bachelor of Arts in economics and accounting from North Carolina State University.

Debra Dockery of San Antonio is the president of Debra J. Dockery, Architect, P.C., and has been an architect for over 30 years. She is a member of the American Institute of Architects, International Conference of Building Officials, and Southeast Business Women's Club. She is a former board member of Texas Architectural Foundation and the San Antonio Chapter Habitat for Humanity. Dockery received a Bachelor of Science in environmental design from Texas A&M University and a Masters of Architecture from Texas A&M University.

Texas Board of Architectural Examiners Proposed 2019 Budget

	FY 2018 Approved Budget	FY 2018 Projected through 8/31/18	FY 2019 Proposed Budget
Revenues:			
Licenses & Fees	2,650,000	\$ 2,752,116	\$ 2,752,000
Business Registration Fees	100,000	\$ 124,173	\$ 124,000
Late Fee Payments	125,000	\$ 134,100	\$ 134,000
Other	3,000	\$ 5,509	\$ 4,000
Interest	2,500	\$ 29,658	\$ 22,000
Potential Draw on Fund Balance	140,830		\$ 13,220
Total Revenues	3,021,330	\$ 3,045,556	\$ 3,049,220
Expenditures:			
Salaries and Wages	1,572,215	\$ 1,546,611	\$ 1,629,381
Payroll Related Costs	548,115	\$ 538,994	\$ 567,839
Professional Fees & Services	75,000	\$ 72,000	\$ 25,000
Travel			
Board Travel	25,000	\$ 7,519	\$ 24,000
Staff Travel	20,000	\$ 16,759	\$ 19,000
Office Supplies	8,000	\$ 5,698	\$ 7,000
Postage	11,000	\$ 8,000	\$ 8,000
Communication and Utilities	14,000	\$ 14,772	\$ 15,000
Repairs and Maintenance	1,000	\$ 400	\$ 1,000
SWCAP Payment with Office Rental	115,000	\$ 112,152	\$ 113,000
Equipment Leases--Copiers	9,000	\$ 8,170	\$ 9,000
Printing	8,000	\$ 5,000	\$ 5,000
Operating Expenditures	30,000	\$ 25,212	\$ 26,000
Registration Fees--Employee Training	9,000	\$ 9,000	\$ 9,000
Membership Dues	21,000	\$ 20,225	\$ 21,000
Payment to GR	510,000	\$ 510,000	\$ 510,000
IT Upgrades	45,000	\$ 65,011	\$ 60,000
Total Expenditures	3,021,330	\$ 2,965,523	\$ 3,049,220
Excess/ (Deficiency) of Rev over Exp.	-	80,033	-

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

Case Number: 107-16I
Respondent: Jena K. Barker
Location of Respondent: Dallas, Texas
Instrument: Agreed Eligibility Order

- Respondent previously held Texas interior design registration number 239, which was voluntarily surrendered on September 13, 2016.
- Respondent is an applicant for reinstatement of her interior design registration. Respondent has met all eligibility requirements for registration as an interior designer, but is subject to a pending investigation before the Board.
- Prior to voluntarily surrendering her interior design registration, Respondent was issued a Notice of Violation. Based on the results of the Board's investigation, Respondent failed to fulfill the mandatory continuing education hours within the required audit period of January 1, 2014 through December 31, 2014 and falsely reported compliance with continuing education requirements in violation of Board Rule 5.79. In addition, the Respondent failed to respond to two Board inquiries in violation of Board Rule 5.171.

Action Recommended by Executive Director:

- Enter the attached Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of \$1,700, and reinstates the Respondent's interior design registration pending payment of the administrative penalty and all required registration and renewal fees.

BEFORE THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS

In the Matter of	§	AGREED
Jena K. Barker,	§	
Applicant for Registration	§	ELIGIBILITY ORDER

On this day, the Texas Board of Architectural Examiners (hereafter “the Board”) considered the above-styled matter at a regularly scheduled meeting.

Information received by the Board produced evidence that Jena K. Barker (Respondent) may be ineligible for reinstatement of registration pursuant to Section 1051.751, Texas Occupations Code and 22 Tex. Admin. Code §5.76.

Respondent waived notice and hearing and agreed to the entry of this Order approved by Julie Hildebrand, Executive Director, on June 26, 2018, subject to ratification by the Board.

Upon recommendation of its Executive Director, the Board makes the following Findings of Fact and Conclusions of Law and enters this Order:

FINDINGS OF FACT

1. Respondent previously held Texas interior design registration number 239, which was voluntarily surrendered on September 13, 2016.
2. On December 31, 2015, Respondent renewed her Texas interior design registration online. At that time, she certified, as a condition of renewal, that she was in compliance with her continuing education responsibilities.
3. On April 15, 2016, at a time when the Respondent’s interior design registration was in active status, the Board notified Respondent that she had been randomly selected for an audit of

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her continuing education activities for the period January 1, 2014 through December 31, 2014. Respondent was asked to provide her Continuing Education Program Hour (CEPH) Log along with supporting documentation for all activities listed for this audit period.

4. Respondent did not respond to this letter.

5. On June 20, 2016, the Board's Continuing Education Coordinator sent Respondent a second letter advising her that the Board had not received a response to the initial audit notice and that Respondent was now considered non-compliant for continuing education. Respondent was again directed to provide a copy of her CEPH Log and supporting documentation to the Board.

6. Respondent did not respond to this letter.

7. On or about August 16, 2016, the Board issued a Report and Notice of Violation to Respondent for failing to fulfill the mandatory continuing education hours within the required audit period of January 1, 2014 through December 31, 2014 and falsely reporting compliance with continuing education requirements in violation of Board Rule 5.79. In addition, the Notice of Violation included findings that Respondent failed to respond to two Board inquiries in violation of Board Rule 5.171.

8. On September 13, 2016, Respondent requested to voluntarily surrender her interior design registration. Respondent's interior design registration was placed on voluntarily surrendered status on September 13, 2016.

CONCLUSIONS OF LAW

1. The Texas Board of Architectural Examiners has authority and jurisdiction over this case and the Respondent. The Board may, after notice and hearing, impose an administrative penalty and/or deny the registration of a person who has violated Texas Occ. Code Chapters 1051 or 1053

and/or the Board's rules. *See* Tex. Occ. Code §§ 1051.401, 1051.451, 1051.501, 1051.503, 1051.504, 1053.251, 1053.252.

2. Pursuant to Texas Occupations Code §§1051.353 and 1051.356, registrants must comply with continuing education obligations as adopted by the Board. Under Board Rule 5.79, the Board has established an annual requirement that a registered interior designer shall complete 12 hours of continuing education during each annual renewal period. By failing to satisfy her continuing education obligations for the period of January 1, 2014 through December 31, 2014, Respondent is subject to discipline under Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to complete continuing education obligations within the annual registration period is \$500.

3. Any registrant who is found to have reported false information to the Board regarding compliance with continuing education obligations in order to renew his or her registration is subject to disciplinary action under Board Rule 5.79. By providing false information to the Board on her December 31, 2014 application for renewal of registration, Respondent violated Rule 5.79. The standard administrative penalty assessed for making a false report of compliance with CEPH obligations is \$700.

4. Under Board Rule 5.171, a registrant is required to respond to inquiries from the Board within 30 days of their receipt of the inquiry. By failing to answer letters dated April 15 and June 30, 2016 from agency staff within thirty (30) days, Respondent violated this rule. The standard administrative penalty for failing to respond to a Board inquiry is \$250 for each violation. Each of Respondent's failures to respond to written correspondence is a separate violation which, combined, results in an administrative penalty of \$500.

5. The Board has the authority to refuse to renew the certificate of registration of a person who has not submitted proof satisfactory to the board of compliance with the board's continuing education requirement. *See* Tex. Occ. Code 1051.353(a).

ORDER

It is THEREFORE AGREED AND ORDERED, subject to the approval of the Texas Board of Architectural Examiners, that Respondent shall pay an administrative penalty in the amount of One Thousand Seven Hundred Dollars (\$1,700) within thirty (30) days after the date this ORDER becomes final. Failure to timely pay the administrative penalty shall be considered a violation of this Board Order, subject to a penalty of up to and including suspension or revocation of Respondent's interior design registration.

It is further ORDERED, that upon payment of the administrative penalty and any required registration and renewal fees and completion of any other requirements for registration, Respondent's interior design registration shall be reinstated and placed on active status, subject to the terms of this Order. Respondent shall comply with all laws and regulations governing the practice of registered interior design in the State of Texas.

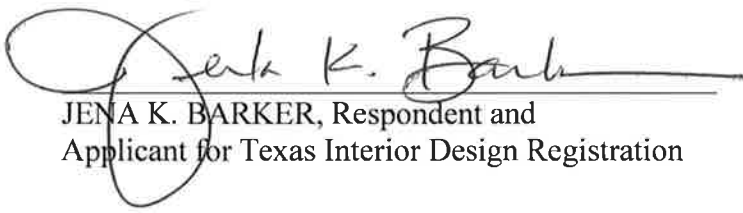
Upon full compliance with the terms of this Order, all encumbrances will be removed from Respondent's registration to practice interior design in Texas.

Upon approval by the Board, the Chair of the Texas Board of Architectural Examiners is authorized to sign this Agreed Final Order on behalf of the Board.

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I understand that that I have the right to legal counsel prior to signing this Agreed Order. I have reviewed this Order. By my signature on this Order, I agree to the entry of this Order, and all conditions of said Order, to avoid further disciplinary action in this matter. I waive notice and hearing and judicial review of this Order. I understand that when this Order becomes final, and the terms of this Order become effective, a copy will be mailed to me. I understand that if I fail to comply with all terms and conditions of this Order, I will be subject to investigation and disciplinary sanction, including possible revocation of my registration to practice interior design in the State of Texas, as a consequence of my noncompliance.

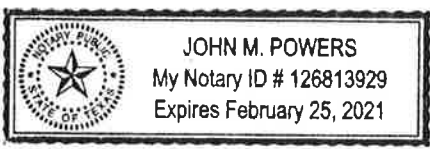
DATED: July 11, 2018.


JENA K. BARKER, Respondent and
Applicant for Texas Interior Design Registration

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

Before me, the undersigned notary public, on this day personally appeared Jena K. Barker, a person whose identity is known to me. After I administered an oath to her, upon her oath she said that she read this Agreed Order, she acknowledged to me that she freely and knowingly executed the same for the purposes and consideration therein expressed.

Sworn to and subscribed before me by Jena K. Barker on the 11th day of July, 2018.




NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

WHEREFORE, PREMISES CONSIDERED, the Texas Board of Architectural Examiners hereby ratifies and adopts the Agreed Order that was signed on the ____ day of _____, 2018, by Jena K. Barker, Respondent, and said Order is final.

Effective this the ____ day of _____, 2018.

DEBRA DOCKERY, FAIA
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

Case Number: 091-13A
Respondent: Keith Taylor Traywick
Location of Respondent: Dallas, Texas
Instrument: Agreed Eligibility Order

- Respondent holds Texas architectural registration number 18995, which was placed on inactive status on March 12, 2013.
- Respondent has applied for active status of his architectural registration. Respondent has met all eligibility requirements for registration as an architect, but is subject to a pending investigation before the Board.
- Prior to placing his registration on inactive status, Respondent was issued a Notice of Violation. Based on the results of the Board's investigation, Respondent failed to fulfill the mandatory continuing education hours within the required audit period of April 1, 2011 through March 31, 2012 and falsely reported compliance with continuing education requirements in violation of Board Rule 1.69. In addition, Respondent failed to respond to two Board inquiries in violation of Board Rule 1.171.

Action Recommended by Executive Director:

- Enter the attached Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of \$1,700, and allows the Respondent to place his registration on active status pending payment of the administrative penalty and all required registration and renewal fees.

1700.00

BEFORE THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS

309017

In the Matter of	§	AGREED
Keith Taylor Traywick,	§	
Applicant for Registration	§	ELIGIBILITY ORDER

On this day, the Texas Board of Architectural Examiners (hereafter "the Board") considered the above-styled matter at a regularly scheduled meeting.

Information received by the Board produced evidence that Keith Taylor Traywick (Respondent) may be ineligible for renewal of licensure pursuant to Section 1051.751, Texas Occupations Code.

Respondent waived notice and hearing and agreed to the entry of this Order approved by Julie Hildebrand, Executive Director, on June 14, 2018, subject to ratification by the Board.

Upon recommendation of its Executive Director, the Board makes the following Findings of Fact and Conclusions of Law and enters this Order:

FINDINGS OF FACT

1. Respondent holds Texas architect registration number 18995, which is currently in inactive status.
2. On April 16, 2012, at a time when the Respondent's architect registration was in active status, the Board notified Respondent that he had been randomly selected for an audit of his continuing education activities for the period April 1, 2011 through March 31, 2012. Respondent was asked to provide his Continuing Education Program Hour (CEPH) Log along with supporting documentation for all activities listed for this audit period.

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18 JUN 21 PM 1:35

3. Respondent did not respond to this letter.
4. On June 1, 2012, the Board's Continuing Education Coordinator sent Respondent a second letter advising him that the Board had not received a response to the initial audit notice and that Respondent was now considered non-compliant for continuing education. Respondent was again directed to provide a copy of his CEPH Log and supporting documentation to the Board.
5. Respondent did not respond to this letter.
6. On or about January 10, 2013, the Board issued a Report and Notice of Violation to Respondent for failing to fulfill the mandatory continuing education hours within the required audit period of April 1, 2011 through March 31, 2012 and falsely reporting compliance with continuing education requirements in violation of Board Rule 1.69. In addition, the Notice of Violation included findings that Respondent failed to respond to two Board inquiries in violation of Board Rule 1.171.
7. On or about February 18, 2013, Respondent contacted the Board and stated that he was working out of the country and inquired about placing his architect registration on inactive status. At this time, Board staff informed Respondent that the investigation of his failure to complete continuing education hours would be suspended if he went on inactive status, but that the enforcement case would be addressed if he sought to reactivate his registration.
8. On March 3, 2013, Respondent requested to be placed on inactive status. Respondent's architect registration was placed on inactive status on March 12, 2013.
9. On or about March 25, 2013, the Board notified Respondent that his status had been changed from active to inactive and that he would be unable to return to active status until the enforcement matter was resolved.

CONCLUSIONS OF LAW

1. The Texas Board of Architectural Examiners has authority and jurisdiction over this case and the Respondent. The Board may, after notice and hearing, impose an administrative penalty and/or refuse to renew the registration of a person who has violated Texas Occ. Code Chapter 1051 and/or the Board's rules. *See* Tex. Occ. Code §§ 1051.401, 1051.451, 1051.501, 1051.503, 1051.504, 1051.751, 1051.752.
2. Pursuant to Texas Occupations Code §§1051.353 and 1051.356, registrants must comply with continuing education obligations as adopted by the Board. Under Board Rule 1.69, the Board has established an annual requirement that an architect shall complete 12 hours of continuing education during each annual renewal period. By failing to satisfy his continuing education obligations for the period of April 1, 2011 through March 31, 2012, Respondent is subject to discipline under Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to complete continuing education obligations within the annual registration period is \$500.
3. Any registrant who is found to have reported false information to the Board regarding compliance with continuing education obligations in order to renew his or her registration is subject to disciplinary action under Board Rule 1.69. The standard administrative penalty assessed for making a false report of compliance with CEPH obligations is \$700.
4. Under Board Rule 1.171, a registrant is required to respond to inquiries from the Board within 30 days of their receipt of the inquiry. By failing to answer letters dated April 16 and June 10, 2012 from agency staff within thirty (30) days, Respondent violated this rule. The standard administrative penalty for failing to respond to a Board inquiry is \$250 for each violation. Each of

Respondent's failures to respond to written correspondence is a separate violation which, combined, results in an administrative penalty of \$500.

5. The Board has the authority to refuse to renew the certificate of registration of a person who has not submitted proof satisfactory to the board of compliance with the board's continuing education requirement. *See* Tex. Occ. Code 1051.353(a).

ORDER

It is THEREFORE AGREED AND ORDERED, subject to the approval of the Texas Board of Architectural Examiners, that Respondent shall pay an administrative penalty in the amount of One Thousand Seven Hundred Dollars (\$1,700) within thirty (30) days after the date this ORDER becomes final. Failure to timely pay the administrative penalty shall be considered a violation of this Board Order, subject to a penalty of up to and including suspension or revocation of Respondent's architectural registration.

It is further ORDERED, that upon payment of the administrative penalty and any required registration and renewal fees and completion of any other requirements for registration, Respondent's architect registration shall be renewed and placed on active status, subject to the terms of this Order. Respondent shall comply with all laws and regulations governing the practice of architecture in the State of Texas.

Upon full compliance with the terms of this Order, all encumbrances will be removed from Respondent's registration to practice architecture in Texas.

Upon approval by the Board, the Chair of the Texas Board of Architectural Examiners is authorized to sign this Agreed Final Order on behalf of the Board.

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CONTINUED ON NEXT PAGE

I understand that that I have the right to legal counsel prior to signing this Agreed Order. I have reviewed this Order. By my signature on this Order, I agree to the entry of this Order, and all conditions of said Order, to avoid further disciplinary action in this matter. I waive notice and hearing and judicial review of this Order. I understand that when this Order becomes final, and the terms of this Order become effective, a copy will be mailed to me. I understand that if I fail to comply with all terms and conditions of this Order, I will be subject to investigation and disciplinary sanction, including possible revocation of my registration to practice architecture in the State of Texas, as a consequence of my noncompliance.

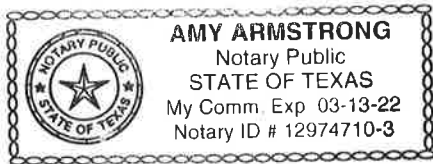
DATED: June 18, 2018.

Keith Taylor Traywick
KEITH TAYLOR TRAYWICK, Respondent and
Applicant for Texas Architect Registration

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

Before me, the undersigned notary public, on this day personally appeared Keith Taylor Traywick, a person whose identity is known to me. After I administered an oath to him, upon his oath he said that he read this Agreed Order, he acknowledged to me that he freely and knowingly executed the same for the purposes and consideration therein expressed.

Sworn to and subscribed before me by Keith Taylor Traywick on the 18 day of June, 2018.



Amy Armstrong
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

WHEREFORE, PREMISES CONSIDERED, the Texas Board of Architectural Examiners hereby ratifies and adopts the Agreed Order that was signed on the ____ day of _____, 2018, by Keith Taylor Traywick, Respondent, and said Order is final.

Effective this the ____ day of _____, 2018.

DEBRA DOCKERY, FAIA
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 232-17A
Respondent: David Bardwell Howell
Location of Respondent: Tucson, AZ
Location of Project(s): Lubbock, TX
Nature of Violation: Violation of Architectural Barriers Act (TDLR)
Instrument: Report and Notice of Violation

Findings:

- David Bardwell Howell (hereafter "Respondent") is registered as an architect in Texas with registration number 24901. However, Respondent's architectural registration expired on December 31, 2017.
- On March 16, 2017, the Texas Board of Architectural Examiners (TBAE) received a referral from the Texas Department of Licensing and Regulation (TDLR) indicating that Respondent had failed to submit plans for a project known as "Cath Lab at Caprock Cardiovascular Center" located in Lubbock, Texas, to TDLR for accessibility review within 20 days of issuance as required by Texas Government Code §469.102(b). The plans and specifications were issued on May 3, 2016, and were submitted to TDLR on February 10, 2017.

Applicable Statutory Provisions and Rules:

- By failing to submit plans and specifications on a project for accessibility review no later than 20 days after issuance, Respondent violated §1051.252(2) of the Architect Registration Law and Board Rule 1.170(a).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** as set forth in the Report and Notice of Violation dated June 4, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 181-18A
Respondent: Charles J. Reagan
Location of Respondent: Richardson, TX
Location of Project(s): Dallas, TX
Nature of Violation: Violation of Architectural Barriers Act (TDLR)
Instrument: Report and Notice of Violation

Findings:

- Charles J. Reagan (hereafter “Respondent”) is registered as an architect in Texas with registration number 13056.
- Previous History
 - On December 16, 2016, the Executive Director issued a Warning to the Respondent based on findings that the Respondent failed to timely submit plans to TDLR for accessibility review.
- On November 20, 2017, the Texas Board of Architectural Examiners (TBAE) received a referral from the Texas Department of Licensing and Regulation (TDLR) indicating that Respondent had failed to submit plans for a project known as “Dermody Properties Spec Office” located in Dallas, Texas, to TDLR for accessibility review within 20 days of issuance as required by Texas Government Code §469.102(b). The plans and specifications were issued on July 12, 2017, and were submitted to TDLR on September 1, 2017.

Applicable Statutory Provisions and Rules:

- By failing to submit plans and specifications on a project for accessibility review no later than 20 days after issuance, Respondent violated §1051.252(2) of the Architect Registration Law and Board Rule 1.170(a).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** as set forth in the Report and Notice of Violation dated May 3, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	348-18A
Respondent:	Andrea Hunter Dietz
Location of Respondent:	Los Angeles, CA
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Andrea Hunter Dietz (hereafter “Respondent”) is registered as an architect in Texas with registration number 24163.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete her continuing education requirements for the audit period of January 1, 2017 through December 31, 2017, but completed them prior to the renewal of her architectural registration

Applicable Statutory Provisions and Rules:

- By failing to timely complete the required continuing education program hours during the audit period, Respondent violated Board Rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$500** as set forth in the Report and Notice of Violation dated June 13, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	293-18A
Respondent:	Karen Lantz
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Karen Lantz (hereafter "Respondent") is registered as an architect in Texas with registration number 19000.
- On January 17, 2018, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- On February 20, 2018, Respondent replied that she could not locate her continuing education certificates.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2016 through December 31, 2016, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated May 3, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	351-18A
Respondent:	Jonathan Reed LeMaster
Location of Respondent:	Dubai, United Arab Emirates
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Jonathan Reed LeMaster (hereafter “Respondent”) is registered as an architect in Texas with registration number 24442.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2017 through December 31, 2017.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.
- During the course of staff’s investigation regarding Respondent’s continuing education credits, Respondent failed to respond to two written requests for information.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 1.69(g). The Board’s standard assessment for providing false information is **\$700**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 1.69(f). The standard administrative penalty assessed for this violation is **\$500**.
- By failing to respond to two written requests for information within 30 days of staff’s requests, Respondent violated Board rule 1.171 which requires that an architect answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250** totaling **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,700** as set forth in the Report and Notice of Violation dated June 18, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 347-18A
Respondent: Grant Craig Libby
Location of Respondent: Burleson, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Grant Craig Libby (hereafter “Respondent”) is registered as an architect in Texas with registration number 24475.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2017 through December 31, 2017, but completed them prior to the renewal of his architectural registration.

Applicable Statutory Provisions and Rules:

- By failing to timely complete the required continuing education program hours during the audit period, Respondent violated Board Rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$500** as set forth in the Report and Notice of Violation dated June 13, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	297-18I
Respondent:	Dinah J. Martinec
Location of Respondent:	Fort Worth, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Dinah J. Martinec (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 4794.
- On January 17, 2018, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- On February 14, 2018, Respondent replied that she could not produce complete and accurate proof of her continuing education for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2016 through December 31, 2016, Respondent violated Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated June 6, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 349-18A
Respondent: Peter Morgan Pennoyer
Location of Respondent: New York, New York
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Peter Morgan Pennoyer (hereafter “Respondent”) is a registered architect in Texas with registration number 18547.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2017 through December 31, 2017.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board’s standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated June 13, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 288-18A
Respondent: Frank Weir Ragland
Location of Respondent: Dallas, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Frank Weir Ragland (hereafter “Respondent”) is registered as an architect in Texas with registration number 14769.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.
- During the course of staff’s investigation regarding Respondent’s continuing education credits, Respondent failed to respond to a written request for information.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 1.69(g). The Board’s standard assessment for providing false information is **\$700**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 1.69(f). The standard administrative penalty assessed for this violation is **\$500**.
- By failing to respond to a written request for information within 30 days of staff’s requests, Respondent violated Board rule 1.171 which requires that an architect answer an inquiry or produce requested documents within 30 days of a request. The standard administrative penalty assessed for this violation is **\$250**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,450** as set forth in the Report and Notice of Violation dated May 3, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 192-18A
Respondent: Emily Elizabeth Sing
Location of Respondent: Houston, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Emily Elizabeth Sing (hereafter “Respondent”) is registered as an architect in Texas with registration number 18327.
- On September 15, 2017, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- On February 26, 2018, Respondent replied that she could not produce complete and accurate proof of her continuing education for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2016 through December 31, 2016, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated June 6, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	350-18I
Respondent:	Sandra Kay Standefer
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Sandra Kay Standefer (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 5860.
- On April 16, 2018, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- On May 14, 2018, Respondent replied that due to a move, she could not produce complete and accurate proof of continuing education for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2016 through December 31, 2016, Respondent violated Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated June 15, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	024-18L
Respondent:	Linda Diane Steinbrueck
Location of Respondent:	Driftwood, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Revised Report and Notice of Violation

Findings:

- Linda Diane Steinbrueck (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 1197.
- On March 15, 2017, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- On April 13, 2017, Respondent replied that she could not locate her continuing education certificates.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2016 through December 31, 2016, Respondent violated Board Rule 3.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Revised Report and Notice of Violation dated July 19, 2018.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 299-18I
Respondent: Bethany H. Taliaferro
Location of Respondent: Liberty Hill, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Bethany H. Taliaferro (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 10240.
- On April 16, 2018, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2017 through December 31, 2017.
- On April 27, 2018, Respondent replied that she could not locate her continuing education certificates.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2017 through December 31, 2017, Respondent violated Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated June 6, 2018.

Click [here](#) if you are having trouble viewing this message.

CLARB

Council of Landscape Architectural
Registration Boards

2018 Board of Directors and Committee on Nominations Elections

After reviewing nominations, conducting interviews, and careful consideration of references and competencies, the **Committee on Nominations has presented the slate of candidates** for the 2018 Board of Directors and Committee on Nominations elections.



Phil Meyer
President
(automatic succession)



Allison Fleury
President-Elect
[Read bio](#)
[Watch video](#)



Stan Williams
President-Elect
[Read bio](#)
[Watch video](#)



Karen Kiest
Vice President
[Read bio](#)
[Watch video](#)



Bob Mercier
Vice President
[Read bio](#)
[Watch video](#)



Michael Beresnak
Secretary
[Read bio](#)
[Watch video](#)



Bob Gunderson
Secretary
[Read bio](#)
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Patrick Beam
Region 2 Director
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Marjorie Pitz
Region 2 Director
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Dean Pearson
Region 4 Director
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Julie Hildebrand
MBE Director
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Edward Kinney
Committee on Nominations
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Todd Reade
Committee on Nominations
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Ellen White
Committee on Nominations
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How to Vote for Officers and Committee on Nominations Members

Each Member Board may cast one [ballot](#) in the election of officers and members of the Committee on Nominations. Each ballot must be accompanied by a [credentials letter](#) indicating your Board's voting delegate. Ballots and credentials letters may be mailed or emailed to [Andrea Elkin](#) so they are received at the CLARB office by Friday, September 21 or these items may be turned in at the Annual Meeting no later than noon on Friday, September 28.

How to Vote for Regional Directors

Each Member Board in Regions 2 and 4 may cast one vote in their respective Regional Director election. Regional elections will be held during the respective regional webcasts on August 14 (Region 2) and August 27 (Region 4).

Additional Information

[Visit the website](#) to learn more about the positions up for election, the candidates and the elections processes. If you have questions or would like more information, please refer to Article VII, Section 6 of the [Bylaws](#) or contact [Andrea Elkin](#).

[Preparing for the Bylaws Resolution Vote](#)

Through a bylaws change, CLARB will be able to evolve to meet ever-changing regulatory threats and sustain its ability to exist, defend common-sense regulation and promote standards of licensure for the protection of the public's health, safety and welfare.



In this summary video, Chris Hoffman, CLARB's Past President and Chair of the Committee on Nominations, explains the governance recommendations and benefits to members and the organization.

The recommendations will be voted on by Member Board Members present on Saturday, September 29 at the 2018 Annual Meeting in Toronto. Add this agenda item to your board meeting now to prepare your representing Member Board Member to vote on behalf of your board.

Governance Recommendations Benefits

- Ensures continued relevancy of landscape architectural regulation.
- Provides equal access to all board members.
- Creates new opportunities for leadership.
- Provides wider variety of ideas, talents and insights.
- Offers the ability to nominate for *all* positions.
- Allows continuation of member services and opportunities.

Documents and Resources

- [Resolution and Board of Directors' statement of support](#)
- [Color-coded bylaws revisions](#)
- [Summary of changes by article](#)
- [Redlined bylaws with explanatory comments](#)
- [Resource document](#)
- [FAQ document](#)

Evolving CLARB Leadership Webcast Series Recaps

- January: [Leadership Evolves](#)

- February: [The Pipeline Widens](#)
- March: [The Balanced Board](#)
- April: [Leadership Advisory Council](#)
- May: [Next Steps](#)



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Council of Landscape Architectural Registration Boards (CLARB)
1840 Michael Faraday Drive, Suite 200, Reston, Virginia 20190
info@clarb.org / www.clarb.org / 571-432-0332

CLARB

Resolution

WHEREAS, the Board of Directors has concluded that the organization's current governance structure and processes need additional flexibility to ensure effective leadership for the future;

WHEREAS, the Board of Directors assigned a work group to develop a set of recommendations to widen the leadership pipeline and to create a new hybrid structure to include appointed and elected members;

WHEREAS, the Board of Directors directed the task force to consider best practices in nonprofit governance for competency-based leadership identification and selection;

WHEREAS, the recommendations have been shared with the membership and opportunities for input have been provided;

WHEREAS the Board of Directors has considered the task force's report and agrees with its recommendations and the additional changes suggested by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the amendment of Articles I, II, IV, V, VI, VII, VIII, IX, X, XI and XII of the bylaws as shown on the attached red-lined versions of those articles, and approves the submission of those amendments to the members, in accordance with Article XII of the bylaws;

AND BE IT FURTHER RESOLVED that the amendments be published and submitted to the members for their approval, in accordance with Article VI, Section 5 of the bylaws.

Approved by the CLARB Board of Directors, March 2018

Supporting Statement

The proposed changes to the bylaws represent the culmination of nearly five years of discussion, research, analysis and feedback to ensure that CLARB’s governance structure and processes are aligned to best support our organization, our members and our stakeholders, and to ensure effective leadership for the future of the organization.

In accordance with our legal duty of care as Board members, our desire to be good and faithful stewards for the organization and our commitment to foresight, we reviewed best practices for organizations of our kind and reflected on our unique and valued culture.

We also considered the evolving legal, social, political, technological and economic environment. At the end of this lengthy, thorough process, we concluded that our governance structure must evolve in order to ensure effective future leadership — and these changes represent a reasoned, practical and sound approach.

While all of the changes are designed to promote flexibility, provide for a wider leadership pipeline and align with our strategic direction, perhaps the most critical concepts embodied in the new language are:

- Expansion of leadership identification goals to emphasize diversity of talents, competencies, perspectives, thinking styles and demographics; and
- Appointment of directors-at-large by the “Leadership Advisory Council” as a means for achieving the above goal.

We strongly believe these changes will help to ensure that, going forward, the organization has the talents, skills and perspectives necessary to ensure continued relevance in an environment where the pace of change is accelerating and where the pressures on occupational licensing are increasing.

Supporting Materials

- Summary of the changes by article
- Bylaws with proposed changes — color-coded by source/type of change
- Redlined bylaws

CLARB BYLAWS 2018

COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS, INC. BYLAWS (As Proposed March 2018)

ARTICLE I — NAME

The name of this organization shall be the Council of Landscape Architectural Registration Boards, Inc. (CLARB).

ARTICLE II — DEFINITIONS

The following terms shall have the following meanings when used in these bylaws:

- A. "CLARB" shall mean the Council of Landscape Architectural Registration Boards, Inc.;
- B. "Member board" shall mean the body that is legally authorized to examine, register or discipline landscape architects in a political jurisdiction and is a member of CLARB;
- C. "MBE" shall mean Member Board Executive, defined as a staff member who is broadly responsible for the management and administration of the member board; and
- D. "Examination(s)" shall mean any examination(s) prepared by CLARB.

ARTICLE III — RULES OF ORDER

CLARB shall be governed by Robert's Rules of Order Newly Revised when not in conflict with these bylaws.

ARTICLE IV — MISSION

The mission of CLARB is to foster the public health, safety and welfare related to the use and protection of the natural and built environment affected by the practice of landscape architecture.

To accomplish this mission, CLARB:

- A. Provides programs and services that ensure the competency of landscape architects and others involved in making decisions affecting the development and conservation of land by:
 1. Establishing and promoting consistent standards for their professional competency and

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- Orange = Supports the recommendation to make Board appointments based on desired competencies
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CLARB BYLAWS 2018

- conduct, and
 2. Examining and certifying their competency.
- B. Provides information and resources to those affected by the practice and regulation of landscape architecture, thereby **ensuring** that they are well-informed, educated and empowered regarding the value and benefits of the licensed practice of landscape architecture.

ARTICLE V — MEMBERSHIP

The membership of CLARB shall be the legally constituted member boards in good standing. Membership may be attained through approval by the Board of Directors.

Section 1. Qualifications and Eligibility

Member boards maintain good standing by abiding by **these bylaws** and paying all dues or other financial obligations to CLARB in a timely manner.

Every member board shall be required to accept the actions and decisions of CLARB and the Board of Directors. This acceptance shall extend to all CLARB services provided to member boards to the greatest extent permitted within the context of the laws of their jurisdiction.

Section 2. Removal

If, after written notification from the Board of Directors, a member board fails to pay its dues or other financial obligations to CLARB or shall persistently refuse to abide by these bylaws or the policies enacted by CLARB, the Board of Directors may recommend that such member board be removed from **the** membership. Upon such recommendation, the member board may be removed from membership in CLARB by an affirmative vote of not less than two-thirds (2/3) of all member boards voting at an annual **or special** meeting where a quorum is present.

Section 3. Organizational Structure

In order to establish closer communications between member boards and the Board of Directors, and to **further** assist CLARB in achieving its stated objectives, five **(5)** regions of CLARB are hereby established.

REGION I: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ontario, Pennsylvania, Rhode Island, Vermont **and** Virginia.

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CLARB BYLAWS 2018

REGION II: Illinois, Indiana, Iowa, Kentucky, Ohio, Michigan, Minnesota, Missouri, West Virginia and Wisconsin.

REGION III: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Puerto Rico.

REGION IV: Alberta, Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota and Wyoming.

REGION V: Alaska, Arizona, British Columbia, California, Hawaii, Idaho, Montana, Nevada, Northern Mariana Islands, Oregon, Utah and Washington.

There shall be an annual meeting of the member boards of each region. Each member board shall be required to be a member of its region. Regional membership shall be composed of member boards as defined in Article V, Section 1 of these bylaws. New members may be added to the regions by the Board of Directors as required. The Board of Directors may also adjust regional boundaries as needed.

Section 4. Member Services

Services provided to members of CLARB shall include, but not be limited to, the following:

A. Examination

CLARB shall produce examinations designed to test the knowledge, skills and abilities required for the practice of landscape architecture and shall issue appropriate descriptive material on the examination for use by the member boards and candidates. The procedures and charges shall be established by the Board of Directors.

B. Council Record and CLARB Certification

A Council Record is provided as a detailed, authenticated personal record of the activities and accomplishments in the landscape architectural profession and, by means of this record, to facilitate the process of reciprocal recognition of registration between jurisdictions.

CLARB shall, upon request of individual members of the landscape architectural profession, secure, authenticate and record factual data of the applicant's education, training, practice and character and compile the results. This record shall be forwarded to any jurisdiction upon the request of the applicant and payment of the fees stipulated therein.

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CLARB BYLAWS 2018

The Council Record is to be distinguished from CLARB Certification in that **the Record** makes no statements regarding the extent, character or quality of any examination taken by the applicant, nor of the grades that person received thereon.

CLARB Certification carries the recommendation that an applicant, because of having demonstrated competency, be accorded favorable consideration by any jurisdiction to which that person may apply for licensure/registration.

C. International Relations

CLARB may engage in the exploration and formulation of agreements with foreign countries to allow landscape architects to practice in countries other than their own.

ARTICLE VI — MEETINGS

Section 1. Annual Meeting

CLARB's annual meeting shall be held at a time and place determined by the Board of Directors. Notice of meetings shall be made to the **Member Board Executive (MBE)** of each member board **at least** ninety (90) days prior to such meeting.

Section 2. Special Meetings

Special meetings may be called by the president, with the approval of the Board of Directors, or by a majority of the member boards. Notice of the meetings shall be made to the **MBE** of each member board **at least** sixty (60) days prior to such meeting. The bylaws pertaining to procedures and conduct of business of the annual meeting shall apply to **special meetings**.

Section 3. Delegates and Credentials

Each member board is entitled to be represented at CLARB meetings. **As many delegates as are able to attend may represent a member board, but only one (1) vote may be cast on each motion for each member board by its credentialed delegate.** A letter of credential from the delegate's board shall identify **the voting** delegate attending the annual meeting or any **special meeting** of CLARB. The credentialed delegate must be a member **or staff** of the member board.

Section 4. Quorum

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CLARB BYLAWS 2018

A quorum for the transaction of business at **any** annual **or special** meeting shall be the majority of the member boards represented by one **(1)** or more delegates present.

Section 5. Resolutions and Other Motions

Resolutions are the substantive matters placed on the agenda for a CLARB meeting in accordance with this section. All resolutions to be considered at the annual **meeting or any special** meeting except those submitted by special committees and laudatory resolutions shall be submitted to the Board of Directors at a time determined by the Board of Directors.

The Board of Directors shall review each resolution for conformity with these bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of consistency **and** clarity and to avoid duplication. The Board of Directors shall publish and distribute all resolutions, except laudatory resolutions, to the member boards, not less than sixty (60) days prior to the annual **or special** meeting. If the Board of Directors takes a position on any resolution, **it** shall provide a position statement to be published with the resolution.

Only member boards or regions and the Board of Directors may offer resolutions to be presented at a CLARB meeting, amendments to resolutions to be presented at a CLARB meeting or amendments to resolutions. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any delegate or CLARB officer or director-**at-large**.

Section 6. Order of Business

An agenda outlining the order of business shall be prepared for all CLARB meetings. The agenda shall be prepared under the direction of the Board of Directors and provided to all member boards at least thirty (30) days before the date set for the particular meeting.

Section 7. Voting

The affirmative vote of the majority of the member boards represented at any CLARB meeting is required to pass any resolution except to amend the bylaws. Resolutions to amend the bylaws are governed by Article XII. There shall be no voting by proxy. Voting by **written** ballot is permitted only for the election of officers **of the Board of Directors** and for members of the **Leadership Advisory Council**. See Article VII, Section 5.

Section 8. Other Participants

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CLARB BYLAWS 2018

Officers and directors-at-large, member boards, persons designated by the Board of Directors and persons designated by the presiding officer shall have the privilege of the floor at CLARB meetings and may take part in the discussion and perform all functions of the delegates except to vote or, except as provided in Article VI, Section 5 with respect to officers and directors, to initiate action.

ARTICLE VII — BOARD OF DIRECTORS

Section 1. Duties

The Board of Directors shall have full control of the property, affairs and business of CLARB. It shall carry the responsibility for all activities of CLARB. It shall exercise all authority, rights and power granted to it by the laws of the District of Columbia and shall perform all duties required by said laws and these bylaws, in accordance therewith. It shall not delegate any of the authority, rights or power or any other duties imposed upon it by these bylaws or otherwise, unless said delegation is specifically provided for in these bylaws.

Section 2. Members

The Board of Directors shall consist of the officers as set forth in Article VII, Section 3 and at least six (6) and not more than eight (8) directors-at-large.

The majority of the members of the Board of Directors must be licensed landscape architects from a member board jurisdiction. The president, president-elect and immediate past president must be licensed landscape architects.

Members of the Board of Directors shall serve without compensation.

Section 3. Officers

The officers of the Board of Directors shall be a president, a president-elect, a treasurer and the immediate past president. All officers, except for the president and immediate past president, shall be elected by CLARB as specified in Article VII, Section 6.

Section 4. Nominations for Leadership

The Leadership Advisory Council shall be charged with identifying and vetting nominees and recommending candidates for service on the Board of Directors and the Leadership Advisory Council.

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CLARB BYLAWS 2018

The chair of the **Leadership Advisory Council** shall collect the names of potential candidates for all positions on the **Board of Directors** and the **Leadership Advisory Council**. In the event that there are not a sufficient number of nominations made by the membership, the **Leadership Advisory Council** may identify one (1) or more additional nominees for each position and shall distribute the final list of **candidates** to all member boards at least **ninety (90)** days prior to the annual meeting.

Section 5. Elections and Appointments

A. Appointment of Directors-at-Large

Directors-at-large shall be recommended by the Leadership Advisory Council and approved by the Board of Directors.

B. Election at the Annual Meeting

Elections shall be by written ballot at the annual meeting unless by a majority vote CLARB shall agree to waive the provision. A majority vote of the member boards represented and voting shall elect **officers of the Board of Directors and members of the Leadership Advisory Council**.

Where a majority vote has not been obtained on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot.

If there is a single nominee for each open office, the slate of nominees may be elected by acclamation of the membership without a formal vote.

Member boards that are not represented at the annual meeting by a delegate may submit their votes for **elections by written ballot**. Such written ballots shall be counted on the first ballot only in the event of non-majority vote.

C. Election of Officers in the Absence of an Annual Meeting

In the event that CLARB is unable to conduct an annual meeting before the end of a fiscal year, the following procedures shall apply:

- 1) Where there is a single nominee for an office whose election is uncontested by the membership, that person shall assume the office on the first day of the first month of the next fiscal year.

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CLARB BYLAWS 2018

- 2) If there is more than one (1) nominee for an office, the chair of the Leadership Advisory Council shall conduct the election for that office by written ballot no later than the last day of the first month of the fiscal year as set forth in Section 5, Item B, above, or as soon thereafter as practicable, time being of the essence.

D. Election of Officers in the Event of Catastrophe

In the event of a catastrophe where there are no officers able to conduct an election, CLARB's chief executive officer (CEO) shall convene a meeting of the Leadership Advisory Council as set forth in Article VII, Section 4, above as soon as practicable and conduct an election by written ballot as set forth in Article VII, Section 5, Item B, time being of the essence. If the CEO is unable to conduct such election, the statutory agent for CLARB shall conduct nominations and elections as set forth herein.

Section 6. Terms of Office

A. President

The president shall serve from the adjournment of the annual meeting or from the beginning of the fiscal year, whichever shall first occur, until the adjournment of the following annual meeting, or the end of the fiscal year, whichever shall first occur. The president-elect shall automatically assume the office of president.

B. President-Elect

The president-elect shall serve as such from the adjournment of the annual meeting at which such person is so elected or from the beginning of the fiscal year, whichever shall first occur, until the adjournment of the following annual meeting, the end of the fiscal year or when a successor is duly elected, whichever shall first occur.

C. Past President

The immediate past president shall serve as such from the adjournment of the annual meeting at which such person assumes the office or from the beginning of the fiscal year, whichever shall first occur, until the adjournment of the following annual meeting or the end of the fiscal year, whichever shall first occur.

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CLARB BYLAWS 2018

D. Treasurer

The treasurer shall serve for two (2) years from the adjournment of the annual meeting at which such person is so elected or from the beginning of the fiscal year, whichever shall first occur, until a successor is duly elected. Elections for the office of treasurer shall be held in odd-numbered years. No person shall serve more than two (2) successive terms as treasurer unless he/she was appointed to the office to fill a vacancy during the previous period.

E. Directors-at-Large

Directors-at-large shall serve for two (2) years from adjournment of the annual meeting or from the beginning of the fiscal year, whichever shall first occur, until their successors are duly appointed. No person shall serve more than two (2) successive terms as director-at-large unless he/she was appointed to the office to fill a vacancy during the previous period. As is possible, the terms may be staggered so that one half of the directors-at-large will be appointed each year.

No incumbent shall serve for more than one (1) year in succession as president or president-elect, provided, however, that an officer shall be eligible for re-election for the full term of office if during the period immediately prior thereto such officer had succeeded to or been elected to fill a vacancy.

Section 7. Vacancies and Removal from Office

A vacancy in the office of president shall be filled by the president-elect assuming the office. A vacancy in the office of president-elect, treasurer or director-at-large shall be filled by an appointee designated by the Board of Directors to complete the unexpired term.

An officer or director-at-large may be removed from office by a two-thirds (2/3) majority of the Board of Directors for conduct deemed detrimental or unbecoming to CLARB.

Section 8. President

The president shall:

- A. Preside at all meetings;
- B. Appoint all standing committees subject to the approval of the Board of Directors with the exception of the Leadership Advisory Council, which shall be elected by the membership in accordance with Article VII, Section 5;

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CLARB BYLAWS 2018

- C. Present to CLARB at the annual meeting a report of activities during the term of office as president;
- D. Appoint all members of special committees subject to the approval of the Board of Directors, unless a specific action of CLARB names the personnel of the committees;
- E. Be an ex officio member of all committees;
- F. Interpret these bylaws and the rules of order in the conduct of meetings; and
- G. Perform all duties pertaining to the office of president.

Section 9. President-Elect

The president-elect shall, in the absence or incapacity of the president, exercise the duties of and possess all the powers of the president.

Section 10. Treasurer

- A. **General Duties.** The treasurer shall exercise general supervision of CLARB's financial affairs and shall have the custody of its monies and securities except as otherwise provided in these bylaws. The treasurer shall oversee the collection of all monies due to CLARB and all disbursements of money of CLARB and may purchase, sell, assign and transfer such of its securities as are placed in the treasurer's charge. The treasurer shall supervise the keeping of the records and books of accounts of financial transactions of CLARB, and perform all duties required to be performed by law and these bylaws and the duties that are properly assigned by the Board of Directors.

The treasurer shall ensure the performance of an annual financial audit or review by a certified public accountant. The treasurer shall also perform the duties of secretary as provided by law or as delegated by the Board of Directors. With the approval of the Board of Directors, the treasurer may delegate some of the duties of secretary to the chief executive officer but may not delegate the signing of minutes or other official documents.

- B. **Reports.** The treasurer shall make a written report to CLARB at its annual meeting and at other meetings as required by the Board of Directors.
- C. **Delegation of Duties of the Treasurer.** The treasurer shall not authorize any person to sign any financial instrument, minutes, notice or agreement of CLARB that requires the signature of the treasurer, unless such delegation or authorization is expressly permitted by action of the Board of Directors. The treasurer may delegate to the CEO and other assistants the actual performance of the clerical, bookkeeping, statistical, collecting and recording work of the office and may authorize

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CLARB BYLAWS 2018

the **CEO** or any other officer to sign checks of CLARB within the practices and policies prescribed by the Board of Directors.

- D. Liability of the Treasurer.** The treasurer shall not be personally liable for any decrease in the capital, surplus, income balance or reserve of any funds or account resulting from any actions performed in good faith in conducting the usual business of the office.

Section 11. Directors-at-Large

Directors-at-large shall actively participate in the governance of CLARB, including assimilating information, attending meetings of the **Board of Directors** and participating in the decision-making process of the **Board of Directors**.

Directors-at-large are also responsible for bringing issues from the membership to the **Board of Directors** and for communicating the **Board of Directors'** decisions to the membership. Directors-at-large shall discharge their duties in good faith and in a manner that is in the best interests of the organization.

Section 12. Bonding

The Board of Directors shall determine who shall be bonded, and the cost of such bond shall be paid from the funds of **CLARB**.

Section 13. Meetings of the Board of Directors

The Board of Directors shall meet in order to transact business and shall hold at least two (2) meetings each year. One (1) meeting shall be held in conjunction with the annual meeting.

A special meeting or meetings may be held upon the call of the president, or upon written request of the majority of the Board of Directors. All members shall be given due notice in writing of the time and place of the meeting, although notice in writing may be waived by any member. A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE VIII — CHIEF EXECUTIVE OFFICER

Section 1. Appointment

The Board of Directors may employ a person to be known and designated as **chief executive officer (CEO)**. The salary and term of office shall be established by the Board of Directors.

Color Key for Changes:

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- **Dark Green** = Supports recommendation to change eligibility requirements to widen the pipeline and recognize non-landscape architect perspectives while still maintaining the importance of licensed professionals
- **Pink** = Supports recommendation to change the name and structure of the Committee on Nominations to better reflect the work the Committee does

CLARB BYLAWS 2018

Section 2. Duties

The **CEO** shall have management and administrative responsibility for the CLARB office and staff, and other CLARB affairs, subject to general direction and control of the Board of Directors.

The **CEO** shall be responsible for the hiring, supervision, compensation, promotion, demotion, termination and management of all other employees of CLARB, as well as all vendors, consultants and contractors of CLARB, within general budgetary guidelines determined by the Board of Directors. The **CEO** shall serve as spokesperson on established policy and positions. The **CEO** shall be supervised by the president and shall serve at the pleasure of the Board of Directors. The **CEO** shall serve on the Board of Directors as an ex officio director, without vote.

Section 3. Review

The **Executive Committee** shall conduct a performance review of the **CEO** annually with input from the Board of Directors.

ARTICLE IX — COMMITTEES

Section 1. Authorization and Appointment of Committees

Committees may be established to perform services for CLARB. Except as may be herein specifically provided, all committees shall be appointed as provided by **Article IX**, Section 5 of these bylaws and shall be under the jurisdiction of the Board of Directors, reporting to it when directed.

The Board of Directors may delegate to any of its officers the authority to supervise the work of any of the committees. The president shall have the power to make appointments of any unfulfilled or vacant committee membership **subject to the approval of the Board of Directors**.

The Board of Directors may at any time discontinue a committee, other than a standing committee established in the bylaws, or make any changes in a committee's personnel **for conduct deemed detrimental or unbecoming to CLARB** without regard to the terms of appointment **or election** of the committee members.

Section 2. Reports of Committees

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CLARB BYLAWS 2018

Each committee shall report in writing annually to the Board of Directors at least sixty (60) days prior to the annual meeting and shall make interim reports to the Board of Directors as directed.

Section 3. General Procedure of Committees

Every committee shall perform in accordance with these bylaws and with the directions of the Board of Directors. No committee, or any member or chairperson thereof, shall incur financial obligations **on behalf of CLARB** unless funds have been properly appropriated therefore as provided elsewhere herein and specific authorization has been given by the Board of Directors. No member or chairperson, or any committee, shall commit CLARB orally or otherwise to any matter unless specifically authorized to do so.

Section 4. Terms of Committee Appointments

The term of committee appointments shall expire at the adjournment of the annual meeting or at the end of the fiscal year, whichever shall first occur, except as otherwise provided by these bylaws.

Section 5. Standing Committees

The following committees are hereby authorized as basic to proper functioning of CLARB:

A. Audit and Finance Committee

The **Audit and Finance Committee** shall be **chaired by the treasurer** and prepare budgets, maintain financial policies and procedures, arrange for financial audits and perform other duties as determined by the Board of Directors.

B. Executive Committee

The **Executive Committee** shall be chaired by the president and composed of the president-elect, immediate past president and treasurer. The **CEO** shall serve on the **Executive Committee** as an ex officio member without vote. **Three (3)** voting members of the **Executive Committee** shall constitute a quorum.

The **Executive Committee** shall act on behalf of the Board of Directors to govern the affairs of CLARB between meetings of the Board of Directors, subject to general policies established by the Board of Directors. All actions of the **Executive Committee** must be ratified at the next meeting of the Board of Directors. The **Executive Committee** shall be responsible for providing a written review of the **CEO's** performance in accordance with Article VIII, Section 3.

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CLARB BYLAWS 2018

C. Exam Committee

The **Exam Committee** shall be responsible for the development of the examination and other duties as determined by the Board of Directors. The chair(s) of this committee shall be a licensed landscape architect.

D. Leadership Advisory Council

The immediate past president of CLARB will chair the **Leadership Advisory Council**, and **six (6) members** will be elected at large, each serving a **term of three (3) years**. **Leadership Advisory Council** members shall be ineligible for nomination to serve on the **CLARB Board of Directors during their term**, regardless of whether they serve the full term. **The majority of the members of the Leadership Advisory Council must be licensed landscape architects or MBEs.**

To be eligible for election to the **Leadership Advisory Council**, the candidate shall:

- I. Have current or past service on a board; and
- II. Have actively participated in CLARB.

The **Leadership Advisory Council** shall perform the duties as described in Article VII herein. **No person shall serve more than two (2) successive terms as a Leadership Advisory Council member unless he/she was appointed to the office to fill a vacancy during the previous period.**

Section 6. Committees of Special and Limited Function

Such committees may be appointed from time to time to perform special and limited functions as assigned. The president shall appoint these committees subject to the approval of the CLARB Board of Directors.

ARTICLE X — FINANCES, FUNDS, ACCOUNTING AND INVESTMENTS

Section 1. Dues and Fees

- A. **Membership Dues.** The annual membership dues for each member board shall be established by the Board of Directors.
- B. **Fees.** The fees for the examination shall be established by the Board of Directors.

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CLARB BYLAWS 2018

Section 2. Fiscal Year

CLARB's fiscal year shall begin October 1 and end September 30.

Section 3. Operating and Reserve Funds

The Board of Directors shall have charge of the investment of all funds of CLARB. It shall sell, purchase, transfer and convey securities and exercise all rights of proxy, or participation in reorganizations, of depositing securities and similar rights of CLARB with respect to its securities, or it may authorize such purchases, sales, transfers, conveyances and the exercise of any or all of said right.

The members of the Board of Directors shall not be personally liable for any decrease of the capital, surplus, income, balance or reserve of any fund or account resulting from any of their acts performed in good faith. The accounts of such investments shall be incorporated into the annual report to CLARB.

ARTICLE XI — AMENDMENTS

These bylaws may be amended by an affirmative vote of three-fourths (3/4) of member boards voting at an annual or special meeting where a quorum is present. Notice of the text or substance of any amendment shall be provided with the notice of the meeting. All amendments so adopted shall become effective immediately unless otherwise provided. There shall be no voting by proxy.

ARTICLE XII — INDEMNIFICATION

Except as provided below, CLARB shall indemnify in full:

- A. Any director-at-large, officer, CEO, consultant or former director-at-large, officer, consultant or employee of CLARB or any subsidiary of CLARB.
- B. Any member or former member of any CLARB committee against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine or penalty, or against the amount of any settlement deemed reasonable by the Board of Directors, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action, suit or proceeding of whatever nature brought against such person, or in which such person is made a party, or having been such director-at-large, officer, executive employee or committee member of or for CLARB. Such indemnification shall apply to any such person even

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CLARB BYLAWS 2018

though at the time of such claim, action, suit or proceeding, such person is no longer a director-at-large, officer, executive secretary, CEO, consultant or committee member of or for CLARB.

No indemnification shall be provided for any person with respect to any matter as to which such person shall have been grossly negligent or have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the Board of Directors decides that such person did not act in good faith in reasonable belief that his/her action was in the best interests of CLARB.

Expenses incurred by the person(s) described in the preceding paragraph may, with the approval of the Board of Directors, be advanced by CLARB in advance of the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of any undertaking by the recipient to repay all such advances in the event such person is adjudged to have engaged in intentional misconduct, or in the event the Board of Directors decides that such person is not entitled to indemnification.

CLARB shall have the power to purchase and maintain insurance on behalf of any person who is or was a director-at-large, officer, CEO, consultant or committee member of CLARB, or is or was serving at the request of CLARB or of the Board of Directors as a director-at-large or officer of another corporation, whether nonprofit or for profit, against any liability incurred by such person in any such person's status as such, whether or not CLARB would have the power to indemnify that person against such liability under this article or otherwise.

Any rights of indemnification hereunder shall not be exclusive and shall accrue to the estate of the person indemnified.

Any other present or former employee or agent of or for CLARB may be indemnified in like manner by vote of the Board of Directors.

#

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Summary of Changes to CLARB Bylaws March 2018

As a result of the Board of Directors' assessment of CLARB's governance structure and processes, a work group was charged with developing a set of recommendations to provide greater flexibility in structure and to widen the leadership pipeline to ensure the organization has access to the talents, competencies and perspectives needed to lead CLARB now and into an uncertain future. The proposed recommendations will require changes to the bylaws that are listed below summarized by article.

The Board is proposing the following changes:

1. Implementation of the recommended enhancements to CLARB's governance structure and processes:
 - Creation of a "hybrid" or "balanced" board of elected and appointed members to enable greater focus on competencies and diversity while maintaining member engagement in the process
 - Reduction of the number of officers by two, allowing for flexibility without changing the size of the board, as well as providing greater clarity for officer roles
 - Increase of the number of directors by up to two, enabling more opportunity to focus on competencies and diversity, while providing flexibility in size
 - Board appointments that emphasize a balanced board with desired competencies, talents, skills and perspectives
 - Changes to eligibility requirements to widen the pipeline and recognize the value of non-landscape architect (LA) perspectives while still maintaining the importance of licensed professionals
 - Changes to the name and structure of the Committee on Nominations to better reflect the work it does
2. Modest clean-up for clear, consistent and concise language throughout bylaws and to reflect current practice:
 - Standard capitalization of titles throughout
 - Consistent use of terms throughout
 - Removal of redundant words
 - Editing for clear, concise language
 - Update to chief executive references to reflect current title
3. Addition of the ability to hold special meetings to conduct CLARB business between annual meetings — creating flexibility and more opportunity for jurisdictions that are unable to travel to participate in critical conversations and decision making
4. Enabling the flexibility for the member board to identify any credentialed voting delegate from the jurisdiction on behalf of the member board

CLARB

Below is a summary of the substantive changes to the bylaws that support the Board of Directors' recommendations for enhancing CLARB's governance structure and process (as outlined in #1 above).

Article VI — Meetings

- Changed Committee on Nominations' name to Leadership Advisory Council
- Updated language to support recommendation to change name to directors-at-large

Article VII — Board of Directors

- Changed title to Board of Directors
- Section 2. Members
 - Identified all members of the Board of Directors including proposed positions of directors-at-large
 - Moved eligibility requirements for the Board of Directors from Section 4 and updated to support recommended requirements
 - Moved compensation from Section 4, which was removed
- Section 3. Officers
 - Updated officer positions to support recommendation to eliminate vice president and secretary positions
 - Added president to exception of election to provide clarity to process as outlined in Article VII, Section 6
- Section 4. Qualifications
 - Removed section and moved eligibility requirements to Section 2. Members
- Section 5. Nominations for Leadership
 - Changed Committee on Nominations' name to Leadership Advisory Council
 - Extended time for members to review recommendations for appointment/election, to ensure adequate transparency and checks of the process
- Section 6. Election and Appointments
 - Subsection A. Appointment of Directors-at-Large — Added language to support the recommendation to appoint directors-at-large
 - Subsection B. Election at the Annual Meeting —
 - Paragraph 1 — Updated language to support current practice of Board of Directors and Leadership Advisory Council elections concluding at the annual meeting
 - Paragraph 4 — Updated language for clarity and flexibility in receiving written ballots
 - Subsection C. Election of Officers in the Absence of an Annual Meeting, and Subsection D. Election of Officers in the Event of Catastrophe — Changed Committee on Nominations' name to Leadership Advisory Council
 - Subsection E. Election of Regional Directors — Removed to support the recommendation that regional directors transition to directors-at-large

CLARB

- Section 7. Terms of Office
 - Reordered subsections and added sub-headings for clarity
 - Subsections C. Vice President, and Subsection D. Secretary – Removed to support recommendation to eliminate vice president and secretary positions
 - Subsection E. Treasurer – Added term limit for treasurer position for consistency with other Board of Directors positions
 - Subsection G. Regional Directors – Updated language to support change to directors-at-large
 - Subsection H. MBE Director – Removed to support change to directors-at-large (Subsection G)
 - Paragraph 1 – Updated language to support elimination of vice president position
- Section 8. Vacancies and Removal from Office
 - Updated language to support transition to directors-at-large
 - Updated language for clarity and to align with best practice standards
- Section 9. The President
 - Added language to clarify the practice of election of the Leadership Advisory Council, as already outlined in Article VII, Section 5
- Section 10. President-Elect
 - Updated language to support recommendation to eliminate vice president position
- Section 11. Secretary
 - Removed to support recommendation to eliminate secretary position
- Section 12. Treasurer
 - Updated language to support treasurer assuming secretary’s duties
 - Updated language to provide clarity
- Section 13. Directors-at-Large
 - Updated language to support recommendation to change name to directors-at-large

Article IX — Committees

- Section 5. Standing Committees
 - Reordered subsections based on new alphabetical order because of modernization of Committee names
 - Subsection A. Executive Committee — Edited to support new Board of Directors structure
 - Subsection D. Leadership Advisory Council
 - Changed name to Leadership Advisory Council
 - Increased members from four to six
 - Extended term from two to three years
 - Updated eligibility requirements
 - Added term limit

Article XII — Indemnification

- Updated language to support recommendation to change name to directors-at-large

The Texas Board of Architectural Examiners



Be It Known That Sonya B. Odell, FASID, RID, AAHID

Has distinguished herself through her dedicated and conscious service as a member of the Board from 2011 through 2018, having been appointed by Governor Rick Perry; and during her term having served as Vice-Chairwoman of the Board; as Chair and a member of the Rules Committee; as Chair of the Executive Director Performance Review Committee; and

Whereas, Ms. Odell received a Master of Science in Design from The University of Tennessee and a Bachelor of Science in Interior Design from The University of Alabama; and

Whereas, Ms. Odell has served the public and further distinguished herself by serving on the Foundation for Interior Design Education Research (now CIDA – Council for Interior Design Accreditation) committee both as a visitor and as a Chair of the Accreditation Teams; and

Whereas, Ms. Odell has served as a Board of Regent on the American Academy of Healthcare Interior Designers for her volunteer work for the profession and for her mentorship to students and young professionals; and

Whereas, Ms. Odell was elevated to Fellowship in the American Society of Interior Designers and recognized with the Lifetime Award in 2017,

Now, Therefore, Be it Resolved, that the Texas Board of Architectural Examiners in Formal Meeting assembled the 21st Day of August, 2018, does publicly acknowledge its appreciation of outstanding Board service and have voted unanimously for the

Resolution of Commendation

to Sonya B. Odell, FASID, RID, AAHID, and have caused a copy of the Resolution to be included within the Minutes of the Board.

Debra Dockery, FAIA
Chair

Chad Davis
Vice-Chair

The Texas Board of Architectural Examiners



Be It Known That Paula Ann Miller

Has distinguished herself through her dedicated and conscious service as a member of the Board from 2011 through 2018, having been appointed by Governor Rick Perry; and during her term having served as Secretary/Treasurer of the Board; as Chair of the Budget Committee; as a member of the Executive Director Performance Review Committee; and

Whereas, Ms. Miller received a Master of Science in Accounting and a Master of Business Administration from the University of St. Thomas and a Bachelor of Science in Pre-Law from the University of Houston, is a graduate of the Owner/President Management program at Harvard Business School, and has obtained a Certificate of Educational Achievement in Business Valuations from the American Institute of Certified Public Accountants; and

Whereas, Ms. Miller has enriched her profession and provided a service to the public through her years as President of P.A. Miller Consulting, Inc., where she provides expert testimony in all types of litigation involving accounting reconstruction, lost profit analysis, financial modeling, damages, forensic investigations and the Foreign Corrupt Practices Act; and

Whereas, Ms. Miller has served as an Advisory Board Member of the World Affairs Council of Greater Houston, a participating member of the Harvard Business School Alumni Forum, and a member of the Board of Directors and President for the Harvard Business School Club of Houston; and

Whereas, Ms. Miller has served her community as an Advisory Board member for the Texas Accountants and Lawyers for the Arts, on the Board of Trustees for the Houston Ballet, as a Board member and Treasurer of Girls Inc., and as an Advisory Board member and member of the Finance Committee, Audit Committee, and Corporate Development Committee for the Alley Theatre in Houston, Texas,

Now, Therefore, Be it Resolved, that the Texas Board of Architectural Examiners in Formal Meeting assembled the 21st Day of August, 2018, does publicly acknowledge its appreciation of outstanding Board service and have voted unanimously for the

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to Paula Ann Miller, and have caused a copy of the Resolution
to be included within the Minutes of the Board.

Debra Dockery, FAIA
Chair

Chad Davis
Vice-Chair

TBAE Event Calendar 2018

January 2018							
Nº	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

01: New Year's Day (Closed)
01: NCARB AIA Students' Forum, Austin
15: Martin Luther King Day (Closed)
16: Survey of Employee Engagement (Jan 16-19)
19: Confederate Heroes Day (Skeleton Crew)
24: Texas Tech University
25: TWC EEO Policy Review

July 2018							
Nº	S	M	T	W	T	F	S
27	1	2	3	4	5	6	7
28	8	9	10	11	12	13	14
29	15	16	17	18	19	20	21
30	22	23	24	25	26	27	28
31	29	30	31				

04: Independence Day (Closed)
05: TBAE Holiday (Skeleton)
16: CAPPS Go Live - ★

February 2018							
Nº	S	M	T	W	T	F	S
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28			

01: Board Meeting - Rm III-102
12: CLARB MB Committee Meeting Washington, D.C.
13: Stephen F Austin University ID Program
15: Panel Discussion UT Arlington
19: Presidents Day (Closed)

August 2018							
Nº	S	M	T	W	T	F	S
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

08: METROCON18 - Dallas Market Center
21: Board Meeting - Rm III-102
27: LBJ's Birthday (Skeleton)

March 2018							
Nº	S	M	T	W	T	F	S
9					1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31

02: Texas Independence Day (Skeleton)
05: NCARB Outreach: Rice University; University of Houston, AIA Houston
08: NCARB 2018 Regional Summit Wichita, KS
12-16: Spring Break
30: Good Friday (Skeleton)

September 2018							
Nº	S	M	T	W	T	F	S
35							1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

03: Labor Day (Closed)
28: 2018 LREGV-AIA Building Communities Conference & Expo - South Padre Island
27: 2018 CLARB Annual Meeting Toronto, Canada
New Board Member Orientation (TBD)

April 2018							
Nº	S	M	T	W	T	F	S
14	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
16	15	16	17	18	19	20	21
17	22	23	24	25	26	27	28
18	29	30					

06: Southern Conference of NCARB Region 3 - Orlando, FL
18: 2018 TX ASLA Conference - Galveston, TX
20: Risk Management Review
30: Personal Financial Statement Filing Deadline

October 2018							
Nº	S	M	T	W	T	F	S
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

12: NCARB Member Board Chairs/ Member Board Executives Leadership Summit - St. Louis, MO

May 2018							
Nº	S	M	T	W	T	F	S
18			1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18	19
21	20	21	22	23	24	25	26
22	27	28	29	30	31		

22: Board Meeting - Rm III-102
28: Memorial Day (Closed)
24: Lampasas ISD Last Day of School
30: Austin ISD Last Day of School

November 2018							
Nº	S	M	T	W	T	F	S
44					1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	

08: TxA Design Expo - Ft. Worth, TX
09: 2018 CIOQ Council of Delegates Meeting (Nashville, TN)
11: Veterans' Day
15: Board Meeting - Rm III-102
21: TBAE Holiday (Skeleton)
22: Thanksgiving (Closed)
23: Day after Thanksgiving (Closed)

June 2018							
Nº	S	M	T	W	T	F	S
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

19: Emancipation Day (Skeleton)
22: CLARB Licensure Summit Columbus, OH
28: NCARB 2018 Annual Business Meeting - Detroit, MI

December 2018							
Nº	S	M	T	W	T	F	S
48							1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31					

24: Christmas Eve (Closed)
25: Christmas Day (Closed)
26: Day after Christmas (Closed)
27-28: TBAE Holiday (Skeleton)
31: TBAE Holiday (Skeleton)