

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting by Videoconference/Telephone Call During Disaster Due to COVID-19

Tuesday, August 25, 2020

9:00 a.m. – Conclusion

Due to Governor Greg Abbott's March 13, 2020 proclamation of a state of disaster affecting all counties in Texas due to the Coronavirus (COVID-19) and the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act, this meeting will be held by video conference call, as authorized under Texas Government Code section 551.127.

Members of the public will have access and a means to participate in this meeting, by two-way communication, by registering for the conference at:

<https://attendee.gotowebinar.com/register/4590041441113173772>.

Registration is free and required to participate in the meeting. After registering, registrants will receive a confirmation email from GoToWebinar and instructions on how to join the webinar.

An electronic copy of the agenda and meeting materials may be found at

https://www.tbae.texas.gov/content/documents/TBAE/agendas/BoardNoteBook_Aug2020.pdf

A recording of the meeting may be obtained by contacting Katherine Crain at katherine.crain@tbae.texas.gov.

A public comment period will be provided at the beginning of the meeting. Registrants may provide comment by utilizing the "Raise Hand" feature in the webinar. The meeting organizer will contact those who have raised their hands and arrange for comment. When the Board reaches the public comment item, the Chair will recognize commenters by name and provide the commenter an opportunity to speak. According to 22 Tex. Admin. Code §7.06, each member of the public shall be allotted five (5) minutes to make a presentation to the Board. The five-minute period may be extended at the Board's discretion.

The Board will meet at the above-stated time to consider and take appropriate action on the items listed below.

Agenda

1. **Preliminary Matters** Debra Dockery
 - A. Call to order
 - B. Roll call
 - C. Excused and unexcused absences
 - D. Determination of a quorum
 - E. Chair's opening remarks
 - F. Public comments

2. **Approval of May 21, 2020 Board Meeting Minutes (Action)** Debra Dockery

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3. **Executive Director Report** (*Information*) Julie Hildebrand
 - A. Summary of Executive Accomplishments
 - B. Operating Budget/Scholarship Fund: Presentation on 3rd Quarter FY 2020 Expenditures/Revenues

4. **FY21 Operating Budget** (*Action*) Joyce Smith
Julie Hildebrand

5. **Discussion of the Agency's Response to the COVID-19 Outbreak and Any Need to Request Gubernatorial Suspension of Laws or Agency Rules** (*Action*) Julie Hildebrand

6. **Proposed Rules for Adoption** (*Action*) Lance Brenton

Adoption of amendments to 22 Tex. Admin. Code §5.183 implementing House Bill 2847 (86th Leg., R.S.), relating to the elimination of administrative penalties for certain nonregistered persons and the elimination of criminal offenses for violating Texas Occupations Code Chapter 1053.

7. **Enforcement Cases** (*Action*) Lance Brenton

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

 - A. **Registrant/Non-Registrant Cases:**

Case No. 005-20A	Aguilar, Elkin	Arch #21362
Case No. 045-20A	Doan, Trung Huu	Arch #18310
SOAH Docket No. 459-20-2638;	Foster, Bob Ryan	Non-Registrant
TBAE Case No. 080-16N		
Case No. 072-20N	Gibbs, Donald	Non-Registrant
Case No. 265-19A	Husmann, Robert Steven	Arch #9374
Case No. 262-19A	Nevins, Donald A.	Arch #27954
 - B. **Continuing Education Cases:**

Case No. 170-20A	Batten, Quinton Floyd	Arch #23622
Case No. 064-20A	Cardello, Jonathan William	Arch #25837
Case No. 150-20A	Coffman, Jeffrey Scott	Arch #26717
Case No. 120-20I	Frani, Carolyn	RID #11525
Case No. 076-20I	McHenry, Suzanne	RID #10945
Case No. 158-20I	Prosser, Stephanie Linn	RID #6620
Case No. 147-20I	Rose, Grace M.	RID #2351
Case No. 073-20I	Scarborough, Hugh Shaffer	RID #10448
Case No. 151-20I	Troia, Maria Elizabeth	RID #10452
Case No. 066-20A	Wren, Justin Stewart	Arch #25064

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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- | | |
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| 8. Board Member Learning and Envisioning – Continuing Education
<i>(Information)</i> | Mike Alvarado |
| 9. Approval of the Proposed 2021 Board Meeting Dates <i>(Action)</i>
Thursday, February 25, 2021
Thursday, June 22, 2021
Thursday, August 26, 2021
Thursday, November 16, 2021 | Debra Dockery |
| 10. Executive Director Annual Performance Evaluation <i>(Action)</i>
A. Report on findings based upon performance evaluation
B. Consider and possibly act upon any personnel action that may be proposed by the Board.

<i>The Board may meet in closed session pursuant to TEX. GOV'T CODE ANN. §551.074 to confer on personnel matters</i> | Debra Dockery |
| 11. Approval of Resolution Honoring <i>(Action)</i>
A. Charles H. "Chuck" Anastos, AIA – Architect Board Member
<i>Term: April 11, 2008 – January 31, 2019</i>
B. Michael Chad Davis – Landscape Architect Board Member
<i>Term: April 11, 2013 – January 31, 2019</i> | Debra Dockery |
| 12. Report on Conferences and Meetings <i>(Information)</i>
2020 NCARB Annual Business Meeting – <i>Virtual, June 18</i>
Digital Model Workgroup meeting – <i>July 21</i> | Debra Dockery |
| 13. Report on Upcoming Conferences and Meetings <i>(Information)</i>
A. CLARB Annual Meeting/50 th Anniversary – <i>September 8</i>
B. CIDQ Council of Delegates Virtual Meeting – <i>November 12</i> | Debra Dockery |
| 14. Board Member Comments/Future Agenda Items <i>(Information)</i> | Debra Dockery |
| 15. Upcoming Board Meetings <i>(Information)</i>
Thursday, November 19, 2020 | Debra Dockery |
| 16. 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) workdays 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)
CIDQ	Council for Interior Design Qualification
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
NCEES	National Council of Examiners for Engineering & Surveying
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
TBPELS	Texas Board of Professional Engineers and Land Surveyors
TxA	Texas Society of Architects
TSPE	Texas Society of Professional Engineers

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of May 21, 2020 Board Meeting
By Videoconference/Telephone Call During Disaster Due to COVID-19
 William P. Hobby Jr. Building, 333 Guadalupe Street
 Tower III, Conference Room 102
 Austin, TX 78701
 10:00 a.m. until completion of business

<u>AGENDA ITEMS</u>	<u>DESCRIPTIONS</u>																
	Mr. Glenn Garry (Communications Manager) provided general information on how the meeting by videoconference would be conducted.																
1A. Call to Order	Ms. Dockery called the meeting to order at 10:03 a.m.																
1B. Roll Call	<p>Ms. Hildebrand called the roll.</p> <p>The following Board members acknowledged their presence for the meeting:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Debra Dockery</td> <td style="width: 50%;">Chair, Architect Member</td> </tr> <tr> <td>Robert (Bob) Wetmore</td> <td>Vice-Chair, Architect Member</td> </tr> <tr> <td>Joyce J. Smith</td> <td>Secretary/Treasurer, Public Member</td> </tr> <tr> <td>Michael (Chad) Davis</td> <td>Landscape Architect Member</td> </tr> <tr> <td>Jennifer Walker</td> <td>Architect Member</td> </tr> <tr> <td>Rosa G. Salazar</td> <td>Registered Interior Designer</td> </tr> <tr> <td>Fernando Trevino</td> <td>Public Member</td> </tr> <tr> <td>Chase Bearden</td> <td>Public Member</td> </tr> </table>	Debra Dockery	Chair, Architect Member	Robert (Bob) Wetmore	Vice-Chair, Architect Member	Joyce J. Smith	Secretary/Treasurer, Public Member	Michael (Chad) Davis	Landscape Architect Member	Jennifer Walker	Architect Member	Rosa G. Salazar	Registered Interior Designer	Fernando Trevino	Public Member	Chase Bearden	Public Member
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Fernando Trevino	Public Member																
Chase Bearden	Public Member																
1C. Excused and Unexcused Absences	<p>Charles (Chuck) Anastos Architect Member</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/Smith) TO APPROVE THE EXCUSED ABSENCE OF MR. ANASTOS.</p> <p>Julie Hildebrand (Executive Director) requested roll call from the Board members on the vote and received the following responses:</p> <p>Debra Dockery – Yes Bob Wetmore – Yes Joyce Smith – Yes Chad Davis – Yes Jennifer Walker – Yes Chase Bearden – Yes Rosa Salazar – Yes Fernando Trevino – Yes</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>																

<p>1D. Determination of a Quorum</p>	<p>Ms. Hildebrand confirmed attendees by roll call.</p> <p>A quorum was present.</p>
<p>1E. Chair’s Opening Remarks</p>	<p>Ms. Dockery acknowledged the possible occurrence of technical difficulties during the conference call meeting. She stated that Staff would monitor the platform to ensure the continued presence of a quorum throughout the meeting. She noted that the meeting would continue if connection with any Board member was lost but a quorum was maintained. In the event of a disconnection, she asked Board members to reconnect if possible. In the event of her own disconnection, Ms. Dockery stated that the Vice Chair Mr. Wetmore would preside until such time that Ms. Dockery was able to reconnect or the meeting was adjourned. In the event that a quorum was lost, Ms. Dockery stated that the Board would recess until a quorum was reconvened.</p>
<p>1F. Public Comments</p>	<p>Ms. Dockery outlined the procedure for a member of the public to provide comment to the Board and opened the meeting for public comment. Mr. Garry responded that Catherine Belan had requested an opportunity to speak. Ms. Belan, the Respondent in a pending case before the Board, was recognized and asked to provide her comment.</p> <p>Ms. Belan stated that she was trying to find out what she needed to do. Ms. Hildebrand explained that Ms. Belan’s disciplinary case would be considered by the Board later in the meeting along with the other enforcement matters. Ms. Hildebrand stated that Ms. Belan could make a comment now, but that the vote would be taken later.</p> <p>Ms. Belan asked whether she could make a comment at the time the case was considered.</p> <p>Lance Brenton (General Counsel) stated that Ms. Belan was subject to a default hearing at the State Office of Administrative Hearings. Mr. Brenton invited Ms. Belan to provide her comment to the Board later in the meeting when it considered her case, if that was her preference.</p> <p>Ms. Hildebrand asked Mr. Garry to recognize Ms. Belan for comment at the time her case was considered by the Board.</p> <p>Mr. Garry stated that Samuel Anderson wished to provide a comment. Mr. Anderson was recognized and invited to provide comment. Mr. Anderson addressed the Board and stated that his continuing education case would be heard by the Board today. He apologized for the violation and asked to address the Board at the time his case was considered.</p> <p>Ms. Hildebrand noted that Mr. Anderson would provide a comment when the Board heard his enforcement case.</p>

	<p>Mr. Garry stated that no other person had asked to address the Board.</p>
<p>2. Approval of February 20, 2020 Board Meeting Minutes</p>	<p>A MOTION WAS MADE AND SECONDED (Walker/Salazar) TO APPROVE THE FEBRUARY 20, 2020 BOARD MEETING MINUTES.</p> <p>Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:</p> <p>Debra Dockery – Approved Bob Wetmore – Approved Joyce Smith – Approved Chad Davis – Approved Jennifer Walker – Approved Chase Bearden – Approved Rosa Salazar – Approved Fernando Trevino – Approved</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>3. Executive Director’s Report</p> <p>A. Summary of Executive Accomplishments</p> <p>B. Operating Budget/Scholarship Fund: Presentation on 2nd Quarter FY 2020 Expenditures/Revenue</p>	<p>Ms. Dockery invited Ms. Hildebrand to deliver the Executive Director’s report.</p> <p>Ms. Hildebrand referred the Board to her report in the supplemental materials previously provided to the Board and invited any questions from the Board.</p> <p>There were no questions from the Board members.</p>
<p>4. Discussion of the Agency’s Response to the COVID-19 Outbreak and Any Need to Request Gubernatorial Suspension of Laws or Agency Rules</p>	<p>Ms. Dockery invited Ms. Hildebrand to address the Board regarding the agency’s response to the COVID-19 outbreak.</p> <p>Ms. Hildebrand began her presentation by stating that the staff has been healthy. The majority of the workforce had been teleworking since the outbreak but she had allowed up to five (5) people in the office at a time in order to process mail and checks, obtain supplies and/or prepare for the upcoming move. She had informed the State Auditor’s office and the Comptroller’s office that TBAE had been processing checks once per week, which was common across all agencies. Furthermore Ms. Hildebrand stated that all travel had ceased. With respect to disruptions for registrants, Ms. Hildebrand noted that registrants were able to renew their registrations online, so there were no delays in the renewal process. In addition, the</p>

agency had waived late fees on a case by case basis for cause. Additionally, to address the possibility that registrants may be facing layoffs or other stoppages in work, fees to change registration status to inactive were being waived. Finally, the agency had temporarily suspended audits of continuing education (CE) compliance, and any registrant with a pending audit had been allowed an extension, if needed. Ms. Hildebrand also noted that staff had been conducting outreach to remind registrants that continuing education could be completed on-line and that this year's continuing education could be completed any time before the end of the calendar year. Ms. Hildebrand did note that some registrants had asked whether the Board would eliminate the continuing education requirement for the year due to COVID-19. Ms. Hildebrand noted that only the governor had the authority to waive a law or rule due to an emergency; under the process set up by the governor, the agency would be required to submit a request to the governor's office to waive any CE requirements.

Ms. Hildebrand stated that she had not requested a waiver thus far. She noted that this was based partially on the availability of online CE as well as the fact that registrants still had until the end of the year to complete CE requirements.

But she also wanted to present the issue to the Board to receive guidance on how to proceed.

Ms. Hildebrand provided three options for the Board's consideration. The first would be the status quo – a temporary abatement of CE audits, but no general waiver of CE requirements for 2020. Second, Ms. Hildebrand suggested the Board could ask the governor to temporarily increase the number of self-directed CE allowable for annual compliance. Third, the Board could ask the governor to waive the CE requirement for 2020. Ms. Hildebrand invited input from the Board on these alternatives.

Ms. Dockery noted that the Board had heard from registrants who had expressed concern about completing CE requirements while responding to unexpected challenges like homeschooling kids and keeping business afloat or even unemployment. She said she wanted to hear from the other Board members on this topic in light of any challenges they were facing.

Mr. Wetmore stated that, in his office, every other week, they offered a continuing education class for all employees. However, during the crisis, they had not been able to offer those classes and instead had to rely upon online classes. Mr. Wetmore stated that it had not yet been an issue for him, but that he knew other registrants may be facing additional challenges.

Mr. Bearden indicated his preference for keeping the status quo, given that registrants still had until December 31 to complete CE. He also noted that

	<p>the agency could continue to monitor the situation and reserve the option of addressing the matter later in the year.</p> <p>Mr. Davis provided a summary of how his firm had been addressing the crisis, including having employees work from home. He also described his work group’s attendance at two online CE courses, which he said was a good alternative to in-person CE. He agreed with Mr. Bearden that the status quo should be continued, with the possibility of addressing the matter later in the year if necessary.</p> <p>Ms. Smith was also in favor of maintaining CE requirements under the status quo. She also asked, how long would it take to get a response if the agency requested a waiver of laws or rules from the governor?</p> <p>Ms. Hildebrand said she was not sure, but she would expect it would be at least a few weeks.</p> <p>Ms. Salazar agreed with the other Board members in maintaining the status quo. She noted that she had young kids at home but had been able to complete CE from Zoom and webinars. She said the industry had stepped up to provide flexible and creative alternatives for CE, so much so that she had felt she couldn’t take advantage of all that was available.</p> <p>Ms. Walker agreed with a continuation of the status quo. As a mother to young children, she stated she was initially overwhelmed by the challenges presented by the outbreak but had been feeling more comfortable recently. Given that the year was not yet half over, she felt the Board could allow the situation to play out further and review the issue later in the year, if it became necessary.</p> <p>Mr. Trevino stated that TREC, his licensing agency, had allowed extended license renewals to provide more time for individuals to respond to the crisis, so he felt a continuation of the status quo was appropriate, given the time left in the year.</p> <p>Ms. Dockery noted the consensus opinion of the Board to maintain the status quo and to reassess the situation at the next Board meeting.</p> <p>Ms. Hildebrand stated that she would place the item of the agenda for August.</p>
<p>5. Office Relocation Update</p>	<p>Ms. Hildebrand stated that she had been sending weekly emails on the office relocation project. In summary, she noted that everything was moving along. She said that the move-in date had been rescheduled from June 1 due to construction delays. She said this was a good thing because it would allow staff more time to prepare for the move. Ms. Hildebrand</p>

	<p>expected construction to be completed by June 30, with furniture delivered by early July and move-in on July 15.</p>
<p>6. Strategic Plan, Customer Service Survey, and Survey of Employee Engagement Results</p>	<p>Ms. Dockery asked Ms. Hildebrand to present agenda item 6.</p> <p>Ms. Hildebrand directed the Board to page 22 of the Board materials. She stated that the Strategic Plan is filed every two years and this year’s report was due June 1, 2020. Ms. Hildebrand provided a summary of the report as described beginning on page 22 of the Board materials and invited comments from the Board, particularly on Section C, “External/Internal Assessment Issues and Trends”; and whether the SDSI payment and administrative penalties should be included in the “Redundancies and Impediments” section of the report.</p> <p>Mr. Bearden suggested that the agency not address the SDSI payment as an impediment in the report, given that the state budget would be stretched thin due to the COVID-19 crisis. He stated that the issue could be reassessed in the future, once the state is on better footing.</p> <p>Mr. Davis stated that this was a rare moment where he had to disagree with Mr. Bearden. Mr. Davis stated that the agency only has one opportunity every two years to address the SDSI payment and that it was important to be consistent in expressing disagreement with the amount of the payment. He noted that the SDSI payments were not based on any equal apportionment between the SDSI agencies and that this burden falls much more heavily on some registrants than others. From the perspective of a citizen of the state, Mr. Davis expressed his concern that this did not reflect good governance or equitable governance. With respect to budgetary difficulties that the state would be facing, Mr. Davis noted the state’s large rainy-day fund and suggested that the current crisis should qualify for reliance upon this fund.</p> <p>Mr. Davis also addressed the fund balance. He expressed his concern about the impact to the fund balance resulting from the cost of TBAE’s move to the new office, as well as the increased rent payments for private rental space. He suggested that these costs be highlighted in the report to the governor to provide a better understanding of how the fund balance would be impacted in the future.</p> <p>Ms. Dockery sought clarification about whether Mr. Davis was suggesting that the expected reduction in the fund balance be addressed in the Strategic Plan.</p> <p>Mr. Davis replied that the issue could be addressed in the Strategic Plan, provided that the impact was significant and the Board agreed. He was concerned that someone who read the Strategic Plan and saw that the agency had a 98% fund balance would conclude that the agency’s financial</p>

position was better than it really was, given the significant additional expenses that the agency was facing.

Ms. Hildebrand suggested that she could address this concern in the strategic plan by providing a forecast of the expected decrease in the fund balance over the next four years.

Ms. Dockery invited Ms. Hildebrand to address the results of the Customer Service Survey, and Survey of Employee Engagement.

Ms. Hildebrand provided a summary of the Customer Service Survey results. Notably, TBAE received a 94% satisfaction rate.

Ms. Hildebrand referred the Board to the Survey of Employee Engagement on page 27 of the Board materials and provided a summary thereof.

Ms. Dockery requested that the Board members vote on the Strategic Plan as drafted or with amendments and opened the floor to a motion.

A MOTION WAS MADE AND SECONDED (Davis/Smith) TO APPROVE THE STRATEGIC PLAN WITH AMENDMENTS TO INCLUDE LANGUAGE UNDER ITEM B –TO REFLECT THE FISCAL IMPACTS OF MOVING FROM A STATE-OWNED FACILITY TO A MARKET RATE FACILITY AND TO CONTINUE TO INCLUDE THE ANNUAL \$510,000 SDSI PAYMENT AS AN IMPEDIMENT.

Mr. Wetmore questioned whether the motion was asking for a reduction or an annulment of the SDSI payment? Ms. Dockery answered that the plan was asking for a legislative review of the SDSI payment.

Ms. Dockery asked Ms. Hildebrand to record the vote. Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:

Debra Dockery – Yes
Bob Wetmore – Yes
Joyce Smith – Yes
Chad Davis – Yes
Jennifer Walker – Yes
Chase Bearden – Yes
Rosa Salazar – Yes
Fernando Trevino – Yes

THE MOTION PASSED UNANIMOUSLY.

Mr. Davis referred to page 36 of the Survey of Employee Engagement and noted that there were several survey questions that resulted in negative responses by 5.6% of surveyed employees, which he noted would be equivalent to one person providing a negative response on any given

	<p>question. He noted that these survey questions related to unfair treatment, ethics in the workplace, and a failure to adequately address harassment in the workplace. Mr. Davis reiterated the overall strong ratings that the agency had received in the employee survey, which he felt was indicative of a very strong management team. But he also expressed concern that any employee would feel that harassment was not adequately addressed. Mr. Davis asked Ms. Hildebrand to describe how the human resources department would handle those types of issues.</p> <p>Ms. Hildebrand expressed her own concern about these survey responses. She stated that it hurt her heart and bothers her that somebody would feel that way. Ms. Hildebrand described the processes in place for employees to file complaints with HR. She also identified alternative procedures for the general counsel to take on responsibilities if the complaint involved HR personnel. Ms. Hildebrand stated that she relied upon the HR department heavily to ensure that the agency was following the required procedures, whether that involved the consideration of complaint or other process such as hiring. She also highlighted her ability to rely upon in-house counsel for advice, as well as the attorney general’s office. Ms. Hildebrand acknowledged the possibility that HR investigations could result in outcomes or decisions that not everybody would agree with, but she emphasized the importance that correct procedures were in place to ensure that everybody had an opportunity to be heard.</p> <p>Mr. Davis thanked Ms. Hildebrand for the information. He said it was important for Board members and employers to ensure that items do not get lost in high scores. He said that employees needed to feel comfortable that a network was available to them. He thanked Ms. Hildebrand and Ms. Brister for their efforts and emphasized the importance to Board members that these issues were appropriately addressed by the agency.</p>
<p>7. Proposed FY21 Operating Budget Discussion</p>	<p>Ms. Hildebrand directed the Board to page 72 of the Board materials to discuss the proposed budget for FY2021. Ms. Hildebrand provided an analysis of revenues and expenditures for the current year and discussed her projections for the upcoming year. In particular, Ms. Hildebrand discussed the expectations for how the COVID-19 crisis and office move would impact the agency’s finances.</p> <p>Ms. Hildebrand also addressed the governor’s May 20th letter directing state agencies to prepare a plan to decrease general revenue appropriations by 5% for the 2010-2021 biennium. Ms. Hildebrand provided a summary of her planned response to the governor’s office, noting the agency’s status as an SDSI agency and possible sources of cost savings. Ms. Hildebrand also suggested that convening the budget committee might be helpful in light of the challenges associated with the COVID-19 crisis.</p> <p>Mr. Davis thanked Ms. Hildebrand and staff for the thorough presentation of the dynamic factors involved in presenting the budget for FY21. Mr.</p>

	<p>Davis noted that after employee payroll, the SDSI payment to general revenue, and SWCAP, the agency had very little in discretionary expenditures to cut. This illustrated the difficulty for small agencies, with high fixed costs, to respond nimbly to difficult conditions. He opined that licensing fees as well as business registration fees might be reduced as a result of layoffs, significant delays in projects for all three professions, and out-of-state registrants dropping their Texas registrations. He suggested that this may require the Board to dip into the fund balance even more than originally expected.</p> <p>Ms. Dockery stated that she would consider the establishment of a budget committee and thanked Ms. Hildebrand for her informative presentation during this dynamic situation.</p>
<p>8. Update on the Letter to Region 3 Regarding NCARB Disciplinary Database</p>	<p>Ms. Dockery provided an update on TBAE’s efforts to address the disciplinary database and related issues with NCARB. Ms. Dockery reminded the Board that this matter was a topic of consideration during previous Board meetings. Ms. Dockery provided a summary of previous developments and discussions of the issue at the NCARB Regional Meeting. She noted that those discussions had resulted in NCARB taking another look at their practices and scaling back. She referred the Board to the letter from NCARB which is included in the Board materials on page 73. Ms. Dockery summarized and discussed the steps outlined by NCARB to address the issue. Ms. Dockery stated it was the right move for TBAE to speak up and share its concerns with NCARB.</p> <p>Ms. Smith complimented the Chair and thanked Board leadership for addressing the matter with NCARB.</p>
<p>9. Proposed Rules for Adoption</p> <p>A. Adoption of amendments to 22 Tex. Admin. Code §§1.5, 1.65, 3.5, 3.65, 5.5, and 5.75 implementing Senate Bill 37 (86th Tex Leg., R.S.), which repealed a requirement for the Board to deny</p>	<p>Mr. Brenton referred the Board to the summary and associated Board materials for this rulemaking action beginning on page 74. He summarized those materials, provided staff’s recommendation, and invited any questions or comments from the Board.</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/Davis) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.5, 1.65, 3.5, 3.65, 5.5, AND 5.75 FOR FINAL ADOPTION.</p> <p>Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:</p> <p>Debra Dockery – Yes Bob Wetmore – Yes Joyce Smith – Yes Chad Davis – Yes Jennifer Walker – Yes Chase Bearden – Yes Rosa Salazar – Yes</p>

<p>registration renewal to persons who default on certain student loans.</p> <p>B. Adoption of amendments to 22 Tex. Admin. Code §§1.26, 1.27, 1.149, 1.153, 3.26, 3.27, 3.149, 3.153, 5.36, 5.37, 5.158, 5.162 implementing House Bill 1342 (86th Tex. Leg., R.S.), relating to the effect of certain criminal offenses on eligibility for registration.</p> <p>C. Adoption of amendments to 22 Tex. Admin. Code §5.183 implementing House Bill 2847 (86th Leg., R.S.), relating to the elimination of administrative penalties for nonregistered persons and the elimination of criminal offenses for violating Texas Occupations Code Chapter 1053.</p>	<p>Fernando Trevino – Yes</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Mr. Brenton referred the Board to the summary and associated Board materials for this rulemaking action beginning on page 91. He summarized those materials, provided staff’s recommendation, and invited any questions or comments from the Board.</p> <p>A MOTION WAS MADE AND SECONDED (Smith/Davis) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.26, 1.27, 1.149, 1.153, 3.26, 3.27, 3.149, 3.153, 5.36, 5.37, 5.158 AND 5.162 FOR FINAL ADOPTION.</p> <p>Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:</p> <p>Debra Dockery – Yes Bob Wetmore – Yes Joyce Smith – Yes Chad Davis – Yes Jennifer Walker – Yes Chase Bearden – Yes Rosa Salazar – Yes Fernando Trevino – Yes</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Mr. Brenton explained to the Board that item C would not be considered at this Board meeting due to a publishing error by the Texas Register. He stated that this item would be considered at the August Board meeting.</p>
<p>10. Enforcement Cases Review and possibly adopt ED’s</p>	<p>Ms. Dockery asked Mr. Brenton to present the disciplinary cases.</p>

<p>recommendation in the following enforcement cases:</p>	
<p>10A. Registrant/Non-Registrant Cases:</p>	<p>Belan, Catherine (#325-17N) (SOAH Docket Case No. 459-20-1258) Mr. Brenton directed the Board to the written materials for this case beginning on page 135 of the Board packet. Mr. Brenton provided a history of the proceeding at SOAH, summarized the Notice of Hearing, Formal Charges, Conditional Order of Default Dismissal and Remind filed by SOAH ALJ Meitra Farhadi, and the proposed Order of the Board on page 135 of the Board materials. Mr. Brenton provided staff’s recommendation that the Board adopt the proposed Order of the Board.</p> <p>Ms. Dockery invited Ms. Belan to make her presentation to the Board. Ms. Belan asked, “what happens from here on?”</p> <p>Ms. Dockery explained that the Board would entertain a motion and a vote on this item, and if it was approved the action would move forward.</p> <p>Ms. Belan stated that she did not know what to say. She said “I don’t know where you’re coming up with the fact that I represented myself as an architect because I know after I let the license lapse, I have been very specific about saying that I have a degree in architecture but I do not have a license. So, I don’t understand that - the item that you brought up from 2003. The term, the one – what source are you using for the unauthorized term of the word architect?”</p> <p>Ms. Dockery responded that Ms. Belan was given the opportunity to present her arguments in front of SOAH and noted that she hadn’t done so. Ms. Dockery stated that this proceeding is not the time to do that.</p> <p>Ms. Belan responded, “Well then just let me say that if it’s from my old website, that my sister was working on for me and then she suddenly passed. I just haven’t even been able to make myself go look at that website to make any changes to it. I don’t know what to tell you other than I don’t have three thousand dollars, much less ten. But there’s nothing I can do at this point, obviously.”</p> <p>Ms. Dockery thanked Ms. Belan for her attendance at the meeting and called for a motion if there was nothing further.</p> <p>A MOTION WAS MADE AND SECONDED (Davis/Bearden) TO ENTER THE ORDER OF THE BOARD ON PAGE 135 OF THE BOARD MATERIALS.</p> <p>Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:</p> <p>Debra Dockery – Yes Bob Wetmore – Yes</p>

Joyce Smith – Yes
Chad Davis – Yes
Jennifer Walker – Yes
Chase Bearden – Yes
Rosa Salazar – Yes
Fernando Trevino – Yes

THE MOTION PASSED UNANIMOUSLY.

Dunaway, James S. (#259-19A)

Mr. Brenton provided a summary of this matter as described on page 143 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$1,000 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED FEBRUARY 21, 2020.

Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:

Debra Dockery – Yes
Bob Wetmore – Yes
Joyce Smith – Yes
Chad Davis – Yes
Jennifer Walker – Yes
Chase Bearden – Yes
Rosa Salazar – Yes
Fernando Trevino – Yes

THE MOTION PASSED UNANIMOUSLY.

Felan, Russell D. (#265-17N) (SOAH Docket No. 459-20-2740)

Mr. Brenton provided a summary of this matter as described on page 144 of the Board materials.

A MOTION WAS MADE AND SECONDED (Bearden/Walker) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$3,000 AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED APRIL 7, 2020.

Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:

Debra Dockery – Yes
Bob Wetmore – Yes
Joyce Smith – Yes
Chad Davis – Yes

Jennifer Walker – Yes
Chase Bearden – Yes
Rosa Salazar – Yes
Fernando Trevino – Yes

THE MOTION PASSED UNANIMOUSLY.

Martin, David E. (#057-20A)

Mr. Brenton provided a summary of this matter as described on page 145 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Bearden) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$1,500 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED APRIL 9, 2020.

Mr. Wetmore stated that he would recuse himself from consideration because he knows the Respondent.

Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:

Debra Dockery – Yes
Bob Wetmore – Recused
Joyce Smith – Yes
Chad Davis – Yes
Jennifer Walker – Yes
Chase Bearden – Yes
Rosa Salazar – Yes
Fernando Trevino – Yes

THE MOTION PASSED UNANIMOUSLY.

Monroe, Ludie B. (#269-19N)

Mr. Brenton provided a summary of this matter as described on page 146 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$2,500 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED FEBRUARY 21, 2020.

Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:

Debra Dockery – Yes
Bob Wetmore – Yes
Joyce Smith – Yes

	<p>Chad Davis – Yes Jennifer Walker – Yes Chase Bearden – Yes Rosa Salazar – Yes Fernando Trevino – Yes</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>O’Dell, Carl Gene (#330-19A) Mr. Brenton provided a summary of this matter as described on page 147 of the Board materials.</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/Bearden) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$1,250 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED JANUARY 10, 2020.</p> <p>Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:</p> <p>Debra Dockery – Yes Bob Wetmore – Yes Joyce Smith – Yes Chad Davis – Yes Jennifer Walker – Yes Chase Bearden – Yes Rosa Salazar – Yes Fernando Trevino – Yes</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>10B. Continuing Education Cases:</p>	<p>Ms. Dockery suggested that the Board consider and vote upon the continuing education cases as a group unless there were recusals. No recusals were noted.</p> <p>Ms. Dockery inquired whether Mr. Anderson was still in attendance at the meeting and if he would like to address the Board.</p> <p>Mr. Garry stated that Mr. Anderson had to step away from the meeting, but he wanted to thank the Board for considering his case and expressed contrition.</p> <p>The Board considered and voted upon the continuing education cases as a group.</p> <p>A MOTION WAS MADE AND SECONDED (Bearden/Trevino) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTIES AS SET FORTH IN THE REPORT AND</p>

	<p>NOTICES OF VIOLATION FOR EACH OF THE FOLLOWING CONTINUING EDUCATION CASES:</p> <p> Case No. 069-20A Anderson, Samuel Mather Arch#23362 Case No. 062-20L Brusveen, Kyle Jordan LA#3071 Case No. 068-20A Cotera, Juan E. Arch#5789 Case No. 065-20A Ford, Andrew Scott Arch#24654 Case No. 061-20A Hawks, Stephen Douglas Arch#15568 Case No. 369-19A Henderson, Mark Wayne Arch#13114 Case No. 060-20A Lambert, Robert Douglas Arch#12493 Case No. 067-20A Li, Xiaohai Arch#23260 Case No. 472-18L Powell, James Craig LA#2288 Case No. 071-20I Rachlin, Laura A. RID#10745 Case No. 059-20L Rector, Richard R. LA#1029 Case No. 074-20I Sonnier, Erin RID#10194 Case No. 052-20I Stockard, Pamela J. RID#5905 </p> <p>Ms. Hildebrand requested roll call from the Board members on the vote and received the following responses:</p> <p> Debra Dockery – Yes Bob Wetmore – Yes Joyce Smith – Yes Chad Davis – Yes Jennifer Walker – Yes Chase Bearden – Yes Rosa Salazar – Yes Fernando Trevino – Yes </p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>11. Executive Director Annual Performance Evaluation Discussion</p>	<p>Ms. Dockery informed the Board members that the Executive Director’s Performance Evaluation would take place in August. Ms. Dockery referred to the proposed timeline on page 161 of the board materials. She proposed that the Board continue to use the same form as in the past.</p> <p>Mr. Wetmore inquired how the scores would be calculated if a Board member left a rating criterium blank. He was concerned that it might be counted as a zero when the ratings were considered cumulatively, thus negatively impacting the average rating.</p> <p>Ms. Dockery shared her understanding that non-ratings or “n/a” ratings would not be considered in the total average rating.</p> <p>Ms. Smith and Mr. Wetmore expressed their agreement on that principle, and no other Board members expressed disagreement.</p>
<p>12.</p>	

<p>Report on Conferences and Meetings</p> <p>A. NCARB Regional Summit – Cambridge, MA</p> <p>B. NCARB/TBAE Presentation – TX Tech University, April 3</p> <p>C. Board Member/Executive Director Personal Financial Filing Statement Deadline – July 31</p>	<p>Ms. Dockery stated that she had already given her report on the meeting in Cambridge, MA and the results of the Board’s letter to NCARB.</p> <p>Ms. Dockery asked whether any Board members wished to provide a report on that or any other meeting. No other reports were offered.</p> <p>Ms. Dockery reminded the Board members that the deadline for filing Personal Financial Statements had been extended to July 31st due to the COVID-19 Disaster Declaration.</p>
<p>13. Report on Upcoming Conferences and Meetings</p> <p>2020 NCARB Annual Business Meeting – Virtual, Jun 18</p>	<p>Ms. Dockery noted that the NCARB meeting would have been held in Austin but had been converted to a virtual meeting due to the Coronavirus. She encouraged Board members to participate in the virtual meeting.</p> <p>Ms. Hildebrand commented that Ms. Dockery was listed as the voting member of the Board. She noted that the voting would be limited to elections, as the resolutions had been postponed until next year.</p>
<p>14. Resolution Honoring Tony Whitt</p>	<p>Ms. Dockery stated that the Board members were previously informed that TBAE’s very valued employee, Tony Whitt had retired. She then read the following Resolution into the record:</p> <p>BE IT KNOWN THAT ANTHONY “TONY” WHITT Has distinguished himself by his more than two decades of dedicated employment with the State of Texas, including service at the Texas Real Estate Commission and the Texas Board of Architectural Examiners, and</p> <p>WHEREAS, Mr. Whitt will retire from his State of Texas employment on the 31st day of May 2020; and</p> <p>WHEREAS, Mr. Whitt provided more than seven years of dedicated service to the Texas Real Estate Commission; and</p> <p>WHEREAS, Mr. Whitt provided more than thirteen years of dedicated service as a Licensing Specialist with the Texas Board of Architectural Examiners; and</p> <p>WHEREAS, Mr. Whitt for the past decade also served as the Texas Board of Architectural Examiners’ Continuing Education Coordinator, responsible for ensuring compliance with the Board’s continuing education requirements; and</p>

	<p>WHEREAS, Mr. Whitt was responsible, during his time with the Texas Board of Architectural Examiners, for a long and steady line of innovations, improvements, and enhancements to the Board’s continuing education program processes; and</p> <p>WHEREAS, Mr. Whitt has been welcomed at many professional conferences, conventions, and trade shows to discuss and explain the Board’s continuing education program to registrants, future registrants, continuing education providers, and other stakeholders, now, therefore, be it</p> <p>RESOLVED That the Texas Board of Architectural Examiners, in Formal Meeting assembled this 21st day of May 2020, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this</p> <p>RESOLUTION OF APPRECIATION To Anthony “Tony” Whitt and have caused a copy of this Resolution to be included within the minutes of this Board.</p> <p>Ms. Dockery stated that if there was no objection, the resolution would be adopted by acclamation.</p> <p>THE BOARD APPROVED THE RESOLUTION BY ACCLAMATION.</p>
<p>15. Board Member Comments/Future Agenda Items</p>	<p>Ms. Dockery asked if the Board members had any comments or suggestions on future agenda items. No suggestions were offered.</p> <p>Mr. Davis thanked Ms. Dockery and the staff for a great job in organizing the meeting.</p> <p>Mr. Bearden agreed and noted that he had participated in a number of virtual meetings recently and this particular call had been the most seamless meeting that he had attended.</p> <p>Mr. Wetmore and Ms. Smith expressed their agreement.</p>
<p>16. Upcoming Board Meetings</p> <p>Tuesday, August 25, 2020 Thursday, November 19, 2020</p>	<p>Ms. Dockery stated that the next Board meeting would be on August 25, 2020.</p>

17. Adjournment	THE MEETING WAS ADJOURNED AT 12:41 P.M.
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APPROVED BY THE BOARD:

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

TBAE Staff Accomplishments: August 2020 Board Meeting

May

- LAAB Standards Review
- CLARB Virtual Board of Directors Meeting
- NCARB Model Law Task Force Meeting
- Virtual Board Meeting Training and Planning
- TBAE Board Meeting
- Resolved ARE Scheduling Issues with NCARB, Essential Business
- CAPPS – User Acceptance Testing – Finance (Weekly)
- Continue Work from Home and Business Continuity Planning
- Daily Updates to Governor
- Weekly Managers Meetings
- Weekly SDSI Executive Meetings
- Weekly State of Texas Regulatory Executive Meetings
- Cabling Estimates
- Office Permitting and Bidding
- Office Build-Out – Weekly Construction Manager and Furniture Meetings

June

- Resolved ARE Scheduling Issues with NCARB, Essential Business
- CLARB Virtual Board of Directors Meeting
- The Why and How of BIM Implementation
- Work from Home Considerations for Employers
- NCARB Virtual Annual Business Meeting
- Strategic Plan Submission
- CAPPS – User Acceptance Testing – Finance (Weekly)
- Continue Work from Home and Business Continuity Planning
- Daily Updates to Governor
- Weekly Managers Meetings
- Weekly SDSI Executive Meetings
- Weekly State of Texas Regulatory Executive Meetings
- Office Build-Out – Weekly Construction Manager and Furniture Meetings

July

- Reality Capture Overview for Owners and Their Teams
- NCARB Examination Development and Delivery
- Digital Model Workgroup
- NCARB into the Future: Remote Proctoring 101
- CLARB Virtual Board of Directors Meeting
- CAPPS – User Acceptance Testing – Finance (Weekly)
- Continue Work from Home and Business Continuity Planning
- Weekly Updates to Governor
- Weekly Managers Meetings



- Weekly SDSI Executive Meetings
- Weekly State of Texas Regulatory Executive Meetings
- Office IT, Furniture, Fixtures and Equipment Installed
- Office Move-In



August

- NCARB Incidental Practice Task Force
- Budget Committee Meeting
- Inside NCARB By the Numbers
- CLARB Regional Meeting – Presenter
- CLARB Web Licensure Summit
- NCARB Services to Member Boards: Records, Transmittals
- TBAE Board Meeting
- NCARB into the Future: Remote Proctoring 201
- CAPPs – Soft Go-Live – Finance
- Continue Work from Home and Business Continuity Planning
- Weekly Updates to Governor
- Weekly Managers Meetings
- Weekly SDSI Executive Meetings
- Weekly State of Texas Regulatory Executive Meetings
- Office Move-In, Complete IT Projects



September

- CAPPs – Go-Live – Finance
- CLARB Board of Directors Meeting
- CLARB Annual Meeting and 50th Anniversary
- Continue Work from Home and Business Continuity Planning
- Weekly Updates to Governor
- Weekly Managers Meetings
- Monthly SDSI Executive Meetings
- Weekly State of Texas Regulatory Executive Meetings



October

- NCARB Incidental Practice Task Force



November

- CIDQ Annual Meeting
- NCARB Incidental Practice Task Force
- TBAE Board Meeting

Applicants		New Registrants		Registrants (active)		The Rest
915	-423	742	-394	19443	+347	A survey of the Registration Division's additional accomplishments and activities
Fiscal Year to Date	Year-over-Year	FYTD	YOY	As of month ended	YOY	

By-examination applications received FYTD, by profession:

Architect:	358
RID:	37
LA:	85
Subtotal:	480

By-examination registrations issued FYTD, by profession:

Architect:	215
RID:	82
LA:	27
Subtotal:	324

Architects

Resident:	8645
<u>Nonresident:</u>	<u>5056</u>
Subtotal:	13701

2345

exam results received FYTD
2127 Arch | 0 RID | 218 LA

Reciprocal applications received FYTD, by profession:

Architect:	379
RID:	7
LA:	49
Subtotal:	435

Reciprocal registrations issued FYTD, by profession:

Architect:	371
RID:	7
LA:	40
Subtotal:	418

RIDs

Resident:	3758
<u>Nonresident:</u>	<u>266</u>
Subtotal:	4024

822

Continuing Education audits conducted FYTD

33

referred to Investigations FYTD

About this report

FYTD: Fiscal Year to Date. Compares current data to that of the beginning of the current fiscal year.

YOY: Year-over-Year. Compares current data to that of 12 months prior.

Landscape Architects

Resident:	1218
<u>Nonresident:</u>	<u>500</u>
Subtotal:	1718

16

scholarship applications approved FYTD

All registrants

Resident:	13621
<u>Nonresident:</u>	<u>5822</u>
Total:	19443

119

Certificates of Standing issued FYTD

Cases Opened		Cases Dismissed		Days to Investigate a Case		Cases Resolved (as of month ended)	
177	-142	99	-93	100	63	62	0
Fiscal Year to Date	Year-over-Year	FYTD	YOY	April, 2020	FY Average to Date	Warning(s) by Executive Director	Voluntary Surrender(s)
111 Case(s) referred to Legal		Dismissal details TDLR: 90 Other: 9* <small>*e.g. No evidence; not a violation.</small>		Context Typical target: 115-330 (2018-19) SDSI avg. actual: 110 (2018)		45 Disciplinary Action(s) by Board	65 *Notice(s) of Violation
						3 *Complaint(s) Filed at SOAH	0 *Informal Conference(s)

*Matters are ongoing and not yet resolved

Customer Service (2020)		Newsletter		Employee Engagement		Contact volume (to front desk alone)	
22,915	1,234	85%	21,000+	439	419	385	92
Customers surveyed	Responses	Read at least half (2018)	Recipients	Most recent score (2020)	Avg. score since 2010	Calls (July)	Emails (July)
94% Customer satisfaction		"Disciplinary Actions" Most-read topic (2018)		Strengths: Supervision Strategic Workplace	Weaknesses: Pay Benefits Development	Avg. monthly calls FYTD: 354	Avg. monthly emails FYTD: 80

**Texas Board of Architectural Examiners
Actual 2020 Budget**

	FY 2020 Approved Budget	FY 2020 Expenditures as of 5-31-20	FY 2020 Percentage Earned/Spent
Revenues:			
Licenses & Fees	\$ 2,852,329	\$ 2,096,893	73.52%
Business Registration Fees	\$ 127,000	\$ 108,045	85.07%
Late Fee Payments	\$ 135,000	\$ 108,233	80.17%
Other	\$ 5,000	\$ 2,584	51.68%
Interest	\$ 44,000	\$ 27,528	62.56%
Potential Draw on Fund Balance	\$ -		
Total Revenues	\$ 3,163,329	\$ 2,343,283	74.08%
Expenditures:			
Salaries and Wages	\$ 1,688,262	\$ 1,219,735	72.25%
Payroll Related Costs	\$ 584,067	\$ 416,391	71.29%
Professional Fees & Services	\$ 30,000	\$ 10,235	34.12%
Travel			
Board Travel	\$ 24,000	\$ 8,889	37.04%
Staff Travel	\$ 19,000	\$ 9,473	49.86%
Office Supplies	\$ 9,000	\$ 2,439	27.10%
Postage	\$ 12,000	\$ 5,517	45.98%
Communication and Utilities	\$ 18,000	\$ 12,818	71.21%
Repairs and Maintenance	\$ 1,000	\$ 176	17.60%
SWCAP Payment with Office Rental	\$ 116,000	\$ 140,310	120.96%
Equipment Leases--Copiers	\$ 8,000	\$ 4,737	59.21%
Printing	\$ 9,000	\$ 4,552	50.58%
Operating Expenditures	\$ 28,000	\$ 26,268	93.81%
Registration Fees--Employee Training	\$ 10,000	\$ 10,680	106.80%
Membership Dues	\$ 21,000	\$ 13,095	62.36%
Payment to GR	\$ 510,000	\$ 382,500	75.00%
IT Upgrades	\$ 55,000	\$ 48,116	87.48%
Information Security	\$ 21,000	\$ 5,413	25.78%
Total Expenditures	\$ 3,163,329	\$ 2,321,344	73.38%
Excess/ (Deficiency) of Rev over Exp.	-	\$ 21,939	0.69%

Funding for 8 months	\$ 2,108,675
Excess Fund Balance	\$ 944,858
Total Fund Balance	\$ 3,053,533

Administrative Penalties Collected \$ 61,641.04

General Revenue Collected \$ -

**Texas Board of Architectural Examiners
Fiscal Year 2020 Budget
Scholarship Fund**

	FY 2020 Budget	FY 2020 Actual Sept. 1, 2019--May 31,2020
Operating Fund Beginning Fund Balance:	-	-
Adjusted Beginning Balance	-	-
Scholarship Fund Beginning Balance	\$ 69,919.23	
Total Beginning Scholarship Fund Balance	\$ 69,919.23	\$ 69,919.23
Revenues:		
Scholarship Fees	-	\$ 18,210.82
Total Revenues	-	\$ 18,210.82
Expenditures:		
Operating Expenditures-Scholarship Payments		\$ 5,594.51
Total Expenditures		\$ 5,594.51
Excess/(Deficiency) of Rev. over Exp.	\$ 69,919.23	\$ 82,535.54
Fund Balance	\$ 69,919.23	\$ 82,535.54

Number of Scholarships Awarded

11

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

**Texas Board of Architectural Examiners
Proposed Fiscal Year 2021 Budget**

	FY 2020 Approved Budget	FY 2020 Projected through 8/31/20	FY 2021 Proposed Budget
Revenues:			
Licenses & Fees	\$ 2,852,329	\$ 2,867,000	\$ 2,823,345
Business Registration Fees	\$ 127,000	\$ 150,883	\$ 148,468
Late Fee Payments	\$ 135,000	\$ 145,309	\$ 142,984
Other	\$ 5,000	\$ 2,789	\$ 2,500
Interest	\$ 44,000	\$ 27,528	\$ -
Potential Draw on Fund Balance	\$ -		
Total Revenues	\$ 3,163,329	\$ 3,193,509	\$ 3,117,297
Expenditures:			
Salaries and Wages	\$ 1,688,262	\$ 1,609,513	\$ 1,688,262
Payroll Related Costs	\$ 584,067	\$ 553,048	\$ 584,067
Professional Fees & Services	\$ 30,000	\$ 12,000	\$ 30,000
Travel			
Board Travel	\$ 24,000	\$ 8,889	\$ 18,000
Staff Travel	\$ 19,000	\$ 9,473	\$ 15,000
Office Supplies	\$ 9,000	\$ 9,000	\$ 9,000
Postage	\$ 12,000	\$ 6,500	\$ 7,000
Communication and Utilities	\$ 18,000	\$ 21,449	\$ 23,000
Repairs and Maintenance	\$ 1,000	\$ 1,000	\$ 1,000
SWCAP Payment with Office Rental	\$ 116,000	\$ 206,272	\$ 127,000
Equipment Leases--Copiers	\$ 8,000	\$ 6,266	\$ 7,000
Printing	\$ 9,000	\$ 5,412	\$ 6,000
Operating Expenditures	\$ 28,000	\$ 116,000	\$ 28,000
Registration Fees--Employee Training	\$ 10,000	\$ 10,680	\$ 10,000
Membership Dues	\$ 21,000	\$ 20,116	\$ 21,000
Payment to GR	\$ 510,000	\$ 510,000	\$ 510,000
Information Technology	\$ 55,000	\$ 77,511	\$ 48,000
Information Security	\$ 21,000	\$ 12,411	\$ 28,000
Total Expenditures	\$ 3,163,329	\$ 3,195,540	\$ 3,160,329
Excess/ (Deficiency) of Rev over Exp.	-	(2,031)	(43,032)

Fund Balance History and Projections

FY	Revenue	Change	Expenditures	Change	Difference	Fund Balance	Percent of Full Year
2015	\$2,782,188		\$2,591,481		\$190,707	\$2,562,810	95%
2016	\$2,860,095	2.80%	\$2,708,509	4%	\$151,586	\$2,714,396	95%
2017	\$2,925,191	2.28%	\$2,849,378	5%	\$75,813	\$2,603,969	91%
2018	\$3,140,258	7.35%	\$2,961,177	4%	\$179,081	\$2,731,815	92%
2019	\$3,288,788	4.73%	\$2,999,280	1%	\$289,508	\$3,082,242	103%
2020	\$3,193,509	-2.90%	\$3,195,540	6%	-\$2,031	\$3,080,211	96%
2021	\$3,117,297	-2.39%	\$3,160,329	-1%	-\$43,032	\$3,037,179	96%
2022	\$3,195,229	2.50%	\$3,264,337	3%	-\$69,108	\$2,968,071	91%
2023	\$3,275,110	2.50%	\$3,355,739	3%	-\$80,629	\$2,887,443	86%
2024	\$3,356,988	2.50%	\$3,449,699	3%	-\$92,711	\$2,794,731	81%
2025	\$3,440,913	2.50%	\$3,546,291	3%	-\$105,378	\$2,689,353	76%
2026	\$3,526,935	2.50%	\$3,645,587	3%	-\$118,652	\$2,570,701	71%
2027	\$3,615,109	2.50%	\$3,747,664	3%	-\$132,555	\$2,438,147	65%

Unaudited

Proposed Amendments to Rule 5.183

Relating to the Elimination of Administrative Penalties for Nonregistrant Interior Designers and Repeal of Criminal Liability for Violations of Occupations Code Chapter 1053

Background

Recently, the legislature enacted HB 2847. This bill made two changes to the law impacting TBAE. First, amendments to Tex. Occ. Code §1051.451 eliminated the Board’s authority to impose administrative penalties against a nonregistrant for conduct related to the practice of interior design. Second, the bill repealed Tex. Occ. Code §1053.351, which previously made it a Class C misdemeanor criminal offense to knowingly violate Occupations Code §1053.151 (use of the term “registered interior designer” or words that imply a person is a registered interior designer by a nonregistrant) or a standard of conduct adopted under Occupations Code Chapter 1053 (the chapter regulating registered interior designers). Previously the Board had adopted provisions in Board Rule 5.183 implementing its former authority to impose administrative penalties against nonregistrants and addressing criminal liability as a potential remedy for violations of Chapter 1053. Therefore, it is necessary for the Board to engage in rulemaking to update these obsolete provisions.

The Board considered these statutory changes at the November 2019 Board meeting and proposed amendments to 22 Tex. Admin. Code §§5.183. The proposed rules were published in the May 22, 2020 issue of the Texas Register (45 TexReg 3423). No comments were received on the proposed rules. The proposed amendments are attached to this summary, along with relevant excerpts from HB 2847, for the Board’s review.

Proposed Amendments

The proposed amendments include the following changes to Board Rule 5.183:

- Under subsection (a), “Criminal prosecution in a court of appropriate jurisdiction” and “imposition of an administrative penalty” are repealed as potential remedies for a nonregistrant who violates Occupations Code Chapter 1053 or 22 Texas Administrative Code Chapter 5. Additionally, “denial of registration as a Registered Interior Designer, if applicable,” is added as a possible remedy, to clarify preexisting authority granted to the Board under Tex. Occ. Code §1053.251(c).
- Former subsections (c) and (d) are repealed, as they describe the Board’s procedures to impose an administrative penalty against a nonregistrant. In place of these provisions, amended subsection (c) is proposed. Subsection (c) describes the procedure the Board would use to issue a cease and desist order if a nonregistrant is violating Occupations Code Chapter 1053 or 22 Texas Administrative Code Chapter 5. This amended rule and the process it adopts are based on preexisting authority of the Board contained in Tex. Occ. Code §1051.504.
 - Adoption of this amendment will enable the Board to meet its statutory obligation under Tex. Occ. Code §1051.501 to ensure that enforcement action is taken against an individual who violates a law under the Board’s jurisdiction.
- Subsection (d) implements the statutory repeal of administrative penalties against nonregistrants, and states that, if a nonregistrant commits a violation that would otherwise result in an administrative penalty under Board Rules 5.187 and/or 5.242, the person would be subject to a remedy described in subsection (a) instead.
- Since “Nonregistrant” is a defined term in Board Rule 5.5, this term has been substituted for “person who is not a registered interior designer” throughout the rule to provide for consistency.

Staff Recommendation

Staff recommends that the Board approve the proposed amendments to 22 Tex. Admin. Code §5.183 for final adoption.

§5.183 Violation by One Not a Registered Interior Designer.

(a) A Nonregistrant ~~[person who is not a Registered Interior Designer]~~ who violates Texas Occupations Code Chapter 1053 or this chapter ~~[any of the laws or rules over which the Board has jurisdiction]~~ is subject to any or all of the following:

(1) judicial proceedings for injunctive relief;

(2) issuance of a cease and desist order from the Board; or ~~[criminal prosecution in a court of appropriate jurisdiction;]~~

(3) denial of registration as a Registered Interior Designer, if applicable.

~~[(3) imposition of an administrative penalty;~~

~~(4) issuance of a cease and desist order from the Board.]~~

(b) In taking action against a Nonregistrant ~~[person who is not a Registered Interior Designer]~~, the Board may be represented by agency staff, the Texas Attorney General, by a county or district attorney, or by other counsel as necessary.

(c) The following process shall be used to issue a cease and desist order to a Nonregistrant:

(1) If the Executive Director determines that a Nonregistrant is violating, or has violated, Texas Occupations Code Chapter 1053 or this Chapter, the Executive Director may issue to the Nonregistrant a written notice describing the alleged violation and the Executive Director's intention to request that the Board issue a cease and desist order. The written notice shall offer the Nonregistrant an opportunity to request a hearing before an Administrative Law Judge at the State Office of Administrative Hearings.

(2) If the Nonregistrant does not request a hearing before the 22nd day after the date of receiving notice, the board may:

(A) issue a cease and desist order; and

(B) refer the violation to the attorney general for further action.

(3) If the Nonregistrant requests a hearing before the 22nd day after the date of receiving notice, the board shall hold the hearing at the State Office of Administrative Hearings not later than the 30th day after the date the board receives the request for the hearing. A hearing under this section is subject to Chapter 2001, Government Code.

(d) Notwithstanding any other law or rule, the Board shall not impose an administrative penalty against a Nonregistrant for a violation of Texas Occupations Code Chapter 1053 or this Chapter. If a Nonregistrant has committed a violation that would otherwise result in the imposition of an administrative penalty under Board Rules §5.187 and/or §5.242, the Board shall consider a remedy described in subsection (a) of this section in lieu of an administrative penalty.

~~[(c) The Executive Director may recommend and the Board may, after notice and an opportunity for hearing, impose an administrative penalty in the manner prescribed in Subchapter I of the Architects' Practice Act and otherwise as permitted by law and Board rules.]~~

~~[(d) A person charged with a violation may request a hearing to contest a proposed administrative penalty that has been recommended by the Executive Director:~~

~~(1) A request for a hearing must be received in the Board's office no later than the 20th day after the date the person receives notice that the Executive Director has recommended the imposition of an administrative penalty.~~

~~(2) The hearing shall be conducted by an Administrative Law Judge at the State Office of Administrative Hearings under provision of the Administrative Procedure Act, Texas Government Code Annotated, Chapter 2001, and this subchapter.~~

~~(e) If a person charged with a violation agrees to a proposed administrative penalty recommended by the Executive Director, the Board may approve the Executive Director's recommendation and order payment of the proposed penalty without a hearing.~~

~~(f) Within thirty (30) days after the date on which the Board's order imposing an administrative penalty or taking other final agency action in a contested case proceeding becomes final, the person charged must pay the administrative penalty and otherwise ensure compliance with the terms set forth in the Board's Final Order or file a petition for judicial review with a district court in Travis County as provided by Subchapter G, Chapter 2001, Government Code.~~

~~(g) If the Executive Director determines that a Nonregistrant is violating, or has violated, a statutory provision or rule enforced by the Board, the Executive Director may:~~

~~(1) issue to the Nonregistrant a written notice describing the alleged violation and the Executive Director's intention to request that the Board impose administrative penalties and issue a cease and desist order. The written notice shall offer the Nonregistrant an opportunity to resolve all matters contained in the written notice by means of an agreed order or other instrument deemed appropriate by the Executive Director and of the Nonregistrant's ability to request an informal conference as well as of his or her right to request a hearing before an Administrative Law Judge at the State Office of Administrative Hearings; and~~

~~(2) take any other action and impose any other penalty described in this section or permitted by law.]~~

Excerpt of

H.B. No. 2847

(an excerpt of) AN ACT

relating to the licensing and regulation of certain occupations, activities, and agreements; providing a civil penalty; authorizing fees; requiring an occupational registration and an occupational license.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

(Articles 1 through 12 not relevant to TBAE)

ARTICLE 13. INTERIOR DESIGNERS

SECTION 13.001. Section 1051.451, Occupations Code, is amended to read as follows:

Sec. 1051.451. IMPOSITION OF ADMINISTRATIVE PENALTY. (a)
Except as provided by Subsection (b), the [The] board may impose an administrative penalty on a person who engages in conduct for which the person is subject to disciplinary action under this subtitle, regardless of whether the person holds a certificate of registration issued under this subtitle.

(b) The board may not impose an administrative penalty under

this subtitle on a person for conduct related to the practice of interior design unless the person holds a certificate of registration as an interior designer.

SECTION 13.002. Section 1053.251(a), Occupations Code, is amended to read as follows:

(a) On a determination that a ground for disciplinary action exists under Section 1053.252, the board shall:

(1) revoke, suspend, or refuse to renew a certification of registration;

(2) reprimand a certificate holder; or

(3) impose an administrative penalty on a certificate holder [~~person~~] under Subchapter I, Chapter 1051.

SECTION 13.003. Subchapter H, Chapter 1053, Occupations Code, is repealed.

SECTION 13.004. Sections 1051.451 and 1053.251(a), Occupations Code, as amended by this article, apply only to the imposition of an administrative penalty for a violation that occurs on or after the effective date of this Act. The imposition of an administrative penalty for a violation that occurs before the effective date of this Act is governed by the law in effect on the date the violation occurred, and the former law is continued in effect for that purpose.

SECTION 13.005. The repeal by this article of Subchapter H,

Chapter 1053, Occupations Code, does not apply to an offense committed under that subchapter before the effective date of the repeal. An offense committed before the effective date of the repeal is governed by the law as it existed on the date the offense was committed, and the former law is continued in effect for that purpose. For purposes of this section, an offense was committed before the effective date of the repeal if any element of the offense occurred before that date.

(Articles 14 and 15 not relevant to TBAE)

ARTICLE 16. IMPLEMENTATION; EFFECTIVE DATE

SECTION 16.001. The Texas Commission of Licensing and Regulation and the Texas Department of Licensing and Regulation are required to implement a provision of this Act only if the legislature appropriates money specifically for that purpose. If the legislature does not appropriate money specifically for that purpose, the commission and the department may, but are not required to, implement a provision of this Act using other appropriations available for that purpose.

SECTION 16.002. This Act takes effect September 1, 2019.

President of the Senate

Speaker of the House

I certify that H.B. No. 2847 was passed by the House on April 25, 2019, by the following vote: Yeas 130, Nays 5, 2 present, not voting; that the House refused to concur in Senate amendments to H.B. No. 2847 on May 23, 2019, and requested the appointment of a conference committee to consider the differences between the two houses; and that the House adopted the conference committee report on H.B. No. 2847 on May 26, 2019, by the following vote: Yeas 100, Nays 42, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 2847 was passed by the Senate, with amendments, on May 21, 2019, by the following vote: Yeas 30, Nays 1; at the request of the House, the Senate appointed a conference committee to consider the differences between the two houses; and that the Senate adopted the conference committee report on H.B. No. 2847 on May 26, 2019, by the following vote: Yeas 29, Nays 2.

Secretary of the Senate

APPROVED: _____

Date

Governor

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

Case Number: 005-20A
Respondent: Elkin Aguilar
Location of Respondent: Houston, Texas
Instrument: Agreed Order

Action Recommended by Executive Director:

- The Executive Director recommends the Board move to accept the attached Agreed Order.

IN THE MATTER OF
ELKIN AGUILAR

§
§
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BEFORE THE TEXAS BOARD

OF

Texas Architect
Registration Number 21362
and Registered Interior Designer
Number 12494

ARCHITECTURAL EXAMINERS

AGREED ORDER

On this day, the Texas Board of Architectural Examiners (hereafter “the Board”) considered the matter of ELKIN AGUILAR, hereinafter referred to as Respondent.

Information received by the Board produced evidence that Respondent may be subject to discipline pursuant to Texas Occupations Code §§ 53.021, 1051.752(1)&(3) and 1053.252(1). Respondent waived notice and hearing and agreed to the entry of this Order approved by Julie Hildebrand, Executive Director, on March 31, 2020. Upon recommendation of its Executive Director, the Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. Prior to the institution of agency proceedings, notice of the matters specified below in the Findings of Fact was served on Respondent, and Respondent was given an opportunity to show compliance with all requirements of law for the retention of the registration.
2. Respondent waived notice and hearing and agreed to the entry of this Order.
3. Respondent is registered as an architect in the State of Texas bearing registration number 21362, in current status.

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4. Respondent is registered as an interior designer in the State of Texas bearing registration number 12494, in current status.
5. On or about May 21, 2019, in the 178th District Court of Harris County, Texas, under Case Number 162548301010, Respondent entered a plea of guilty to the offense of Indecency with a Child Sexual Contact, a second-degree felony offense committed on September 1, 2015. As a result of the plea, proceedings against Respondent were deferred without entering an adjudication of guilt and Respondent was placed on deferred adjudication community supervision for a period of ten (10) years.
6. There is no evidence of any prior or subsequent criminal conduct.
7. Respondent is abiding by the terms of the Order of Deferred Adjudication and is scheduled to complete deferred adjudication community supervision on May 20, 2029.
8. Respondent has submitted documentation from Donica Jones (M.A, LPC-S, LSOTP, NCC), the owner and clinical director of Houston Transitions to Wellness and Counseling, Inc., stating that Respondent enrolled in treatment at the facility on June 27, 2019. According to Ms. Jones, Respondent is considered low-risk for recidivism based on the results of the Static-99R risk measurement. Additionally, Ms. Jones stated, “based on all historical information and observed information, Mr. Elkin Aguilar would remain a low risk if allowed to maintain his license and employment. Should he lose the ability to work his risk would actually increase as he would lack the ability to meet basic needs. Therefore, we have no reason to not recommend that Mr. Aguilar be allowed to maintain his license as an architect and employment in the state of Texas.”
9. Respondent expressed regret for his actions and emphasized his effort to learn from his past misconduct through the guidance of therapy.

10. The Board's review of the grounds for potential ineligibility has been made on the basis of Respondent's disclosures. Respondent is advised that the provision of any incomplete, incorrect or misleading information to the Board in this proceeding could result in subsequent revocation of registration.

CONCLUSIONS OF LAW

1. The Board possesses jurisdiction over Respondent's conduct and may, after notice and hearing, impose an administrative penalty and/or revoke, suspend, or refuse to renew a certificate of registration for violations of the Board's laws and rules. *See* Tex. Occ. Code §§1051.401, 1051.451, 1051.501(b); 1051.751 1053.251, and 22 Tex. Admin. Code §§ 1.141 and 5.151.
2. Under Tex. Occ. Code §53.021, a licensing authority may suspend or revoke a license, disqualify a person from receiving a license, or deny to a person the opportunity to take a licensing examination on the grounds that the person has been convicted of a sexually violent offense, as defined by Article 62.001, Code of Criminal Procedure.
3. A licensing authority may consider a person to have been convicted of an offense regardless of whether the person was placed on deferred adjudication, if the person was charged with any offense described by Article 62.001(5), Code of Criminal Procedure and, after consideration of the factors described by Sections 53.022 and 53.023(a), the licensing authority determines that the person may pose a continued threat to public safety, or employment of the person in the licensed occupation would create a situation in which the person has an opportunity to repeat the prohibited conduct. *See* Tex. Occ. Code §53.021(d).
4. The second-degree felony offense of Indecency with a Child, Sexual Contact, is defined as a "reportable conviction or adjudication" and "sexually violent offense" under Texas Code of Criminal Procedure, Articles 62.001(5) and (6), respectively.

5. After consideration of the factors in Tex. Occ. Code §§ 53.022 and 53.023 and 22 TEX. ADMIN. CODE §§ 1.149 and 5.158, the Board finds that Respondent's unrestricted practice of architecture or interior design could pose a continued threat to public safety and/or employment of Respondent as an architect or registered interior designer could create a situation in which Respondent has an opportunity to repeat the conduct which led to his deferred adjudication. However, the Board finds that the risk posed by the continued registration of Respondent may be adequately remediated by Respondent's compliance with the stipulations outlined in this Order.
6. The evidence received is sufficient cause pursuant to Tex. Occ. Code §§ 53.021(a), 1051(1)&(3) and 1053.252(1) and 22 Tex. Admin. Code §§ 1.149 and 5.158 to take disciplinary action against Respondent.

ORDER

I. SANCTION

IT IS THEREFORE AGREED and ORDERED, subject to the ratification of the Texas Board of Architectural Examiners, that the architectural and interior design registrations of Respondent are hereby suspended, with the period of suspension stayed, and Respondent is hereby placed on probation in accordance with the terms of this Order, until such time that 1) Respondent successfully completes the period of community supervision imposed in Case Number 162548301010 and is successfully discharged therefrom, and 2) Respondent provides acceptable documentation of such discharge to this Board (hereafter "Probationary Period").

II. CONDITIONS OF PROBATION

During the Probationary Period, RESPONDENT SHALL be entitled to all the rights, benefits and privileges attributable to full registration along with all legal duties and responsibilities of registration, subject to the following conditions.

RESPONDENT SHALL comply in all respects with Texas Occupations Code Chapters 1051 and 1053, 22 Tex. Admin. Code Chapters 1 and 5, and this Order.

RESPONDENT SHALL fully comply with all the terms and conditions of the Order of Deferred Adjudication and Community Supervision entered against Respondent on or about May 21, 2019 by the 178th Judicial District Court of Harris County, Texas under Case Number 162548301010. Additionally, RESPONDENT SHALL provide a copy of this Agreed Order to his probation officer.

RESPONDENT SHALL CAUSE his probation officer to submit written reports to the Board on forms provided to the Respondent by the Board. The reports shall indicate the RESPONDENT'S compliance with the court-ordered community supervision and/or probation. The reports shall be furnished to the Board each and every three (3) month quarterly period until RESPONDENT is released from court-ordered community supervision and probation.

RESPONDENT SHALL NOT provide architectural or interior design services, or offer to provide architectural or interior design services, on any project for a facility where children commonly gather, including, but not limited to, schools, day-care facilities, playgrounds, public or private youth centers, public swimming pools, or video arcade facilities.

RESPONDENT SHALL, on a quarterly basis beginning three months after the entry of this order and continuing every three months thereafter until the end of the Probationary Period, identify all projects for which the Respondent has, in the previous three months: issued

architectural or interior design plans and specifications and/or construction documents; submitted documents to a building official or other governmental entity for permitting or regulatory approval; or provided architectural or interior design services of any kind. For purposes of this requirement, “identify” shall mean: the name and location of the project; the identity and contact information for the client; the building official and/or any other governmental entity responsible for regulatory approval of the project; the date of issuance of plans, if any; and a description of the nature of the services provided by Respondent. Upon receipt of this quarterly report, agency staff may perform an audit of these projects, at its discretion.

III. COMPLIANCE

If, during the Probationary Period, an additional allegation, accusation, or complaint is reported or filed against the Respondent’s registrations, the Probationary Period shall not expire and shall automatically be extended until the allegation, accusation, or petition has been acted upon by the Board.

If, during the Probationary Period, it is found that Respondent failed to comply with any of the terms and conditions of this Order, the stay of suspension may be lifted and the suspension of Respondent’s registrations enforced. The determination of whether the stay of suspension is lifted and the suspension enforced shall be the sole determination of the Board, which shall directly consider any evidence presented by Staff and Respondent and may, by majority vote, lift the stay of suspension and enforce the suspension of registrations for such a time to ensure the protection of the public health, safety, and welfare.

Respondent may be subject to revocation of registrations if Respondent’s community supervision is revoked and a judgement of conviction entered in Case No. 162548301010.

Nothing in this Order shall be interpreted to prohibit the Board from taking future disciplinary action against the Respondent for a violation of the laws and rules relating to the practice of architecture or interior design in Texas, including but not limited to Occupations Code Chapters 53, 1051, 1052, and 1053, and 22 Texas Administrative Code Chapters 1, 3, and 5, regardless of whether such violation is also a violation of this Order.

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

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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 this Order is a public record. 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 architectural and interior design registrations in the State of Texas, as a consequence of my noncompliance. I consent to the procedure outlined in this Order to consider the enforced suspension of my registrations in the event that I fail to comply with the terms and conditions of this Order.

DATED: June 1st, 2020.

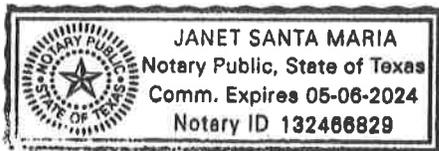


ELKIN AGUILAR, Respondent
Texas Architectural Registration No. 21362
Texas Interior Design Registration No. 12494

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Before me, the undersigned notary public, on this day personally appeared ELKIN AGUILAR, 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 Elkin Aguilar on the 1st day of June, 2020.



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
_____ 2020, by ELKIN AGUILAR, Respondent, and said Order is final.

Effective this the ____ day _____ 2020.

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: 045-20A
Respondent: Trung Huu Doan
Location of Respondent: Houston, TX
Instrument: Report and Notice of Violation

Findings:

- Trung Huu Doan (hereafter “Respondent”) is registered as an architect in Texas with registration number 18310.
- From February 28, 2019 through November 8, 2019, Respondent’s architectural registration was delinquent due to his failure to complete the renewal process.
- On or about October 18, 2019, Respondent issued sealed architectural plans for a project identified as “River Pointe Church – West End” located at 802 Shepherd, Houston, TX.
- At the time Respondent provided architectural services for this project, his registration was expired and he was not authorized to provide architectural services during this period.

Applicable Statutory Provisions and Rules:

- By using the title “architect” and providing architectural services and sealing plans for a project at a time when his certificate of registration was not in good standing, Respondent violated Tex. Occ. Code §§1051.351(a) and 1051.752(1) and 22 Tex. Admin. Code §§1.182(b), 1.123, and 1.148(c).

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 17, 2020.

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

Case Number:	080-16N
SOAH Docket Number:	459-20-2638
Respondent:	Bob Ryan Foster
Location of Respondent:	Baytown, Texas
Instrument:	Order of the Board

Action Recommended by Executive Director:

- **The Executive Director recommends that the Board enter the attached Order of the Board.**

and incorporated by reference as a part of this Order. The Board adopts the Order and all findings therein. The Order was properly served on all parties and Respondent was given an opportunity to file a motion to set aside the default not later than 20 days from the date of the Order signed on May 18, 2020. No motion to set aside the default was filed by Respondent. The Board finds that it is authorized to enter a default order pursuant to Texas Government Code §2001.056.

The Board, after review and due consideration of the Order and Respondent's presentation during the open meeting, if any, adopts the proposed findings of fact and conclusions of law as stated in Staff's Notice of Hearing and Formal Charges, which are attached hereto and incorporated by reference for all purposes. Additionally, the Board adopts the recommended penalty identified in the Notice of Hearing and Formal Charges.

NOW, THEREFORE IT IS ORDERED THAT RESPONDENT SHALL cease and desist from engaging in any conduct that violates Texas Occupations Code, Chapter 1051 or 22 Texas Administrative Code Chapter 1. RESPONDENT SHALL NOT engage in or offer to engage in the practice of architecture as defined by Tex. Occ. Code Chapter 1051, unless and until Respondent becomes registered by the Board as an architect. This Order does not prohibit Respondent from acting within any exception set out in Tex. Occ. Code §§1051.601–1051.606, provided that Respondent complies with all limitations of the exception.

RESPONDENT SHALL NOT use any form of the word "architect" or "architecture" to describe Respondent or services provided by Respondent in the State of Texas unless and until Respondent becomes registered by the Board as an architect.

RESPONDENT SHALL NOT accept employment with, knowingly provide services for or on behalf of, or hold any ownership or managerial authority in, any firm, partnership, corporation, or association that represents to the public that the entity is engaged in the practice of

architecture or is offering architectural services, or otherwise uses any form of the word “architect” or “architecture” in any manner in its name, unless any practice of architecture or performance of architectural service on behalf of the entity is performed by and through a duly registered architect and the entity is duly registered as a firm which may practice architecture in Texas.

RESPONDENT SHALL pay to the Board an administrative penalty in the amount of Fourteen Thousand Dollars (\$14,000). The administrative penalty must be postmarked or delivered to the Board’s office within thirty (30) days after the date on which this Order becomes final.

Entered this the 25th day of August 2020.

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

ATTACHMENT: ORDER NO. 3 – CONDITIONAL ORDER OF DEFAULT DISMISSAL AND REMAND;
STAFF’S NOTICE OF HEARING AND FORMAL CHARGES

SOAH DOCKET NO. 459-20-2638

TEXAS BOARD OF ARCHITECTURAL EXAMINERS, Petitioner	§ § §	BEFORE THE STATE OFFICE
v.	§	OF
BOB RYAN FOSTER, Respondent	§ §	ADMINISTRATIVE HEARINGS

ORDER NO. 3
CONDITIONAL ORDER OF
DEFAULT DISMISSAL AND REMAND

This matter was set for telephonic hearing on May 12, 2020, before Administrative Law Judge (ALJ) Sarah Starnes. General Counsel Lance Brenton appeared on behalf of the staff (Staff) of the Texas Board of Architectural Examiners (Board). Respondent Bob Ryan Foster did not appear and was not represented at the hearing. The ALJ admitted Staff's Exhibits 1, 6, 7, and 9, and took judicial notice of SOAH's file in this matter, including Order No. 2, which set the telephonic hearing. Upon finding proof of adequate notice to Respondent,¹ the ALJ granted Staff's oral motion for default.

Due to Respondent's failure to appear, this matter may be dismissed from the docket of the State Office of Administrative Hearings and returned to the Board for informal disposition on a default basis in accordance with Texas Government Code § 2001.056. **IT IS, THEREFORE, ORDERED** that this case is **CONDITIONALLY DISMISSED AND REMANDED** pursuant to 1 Texas Administrative Code § 155.501(d). **This order of dismissal will become final, without further action by the ALJ, unless Respondent files a motion to set aside the default not later than 20 days from the date of this order.** Such a motion must show good cause for reopening the hearing, or show that the interests of justice require setting aside the default dismissal.

SIGNED May 18, 2020.


SARAH STARNES
ADMINISTRATIVE LAW JUDGE
STATE OFFICE OF ADMINISTRATIVE HEARINGS

¹ 1 Tex. Admin. Code § 155.501(d)(1). The ALJ only reviewed the adequacy of the notice and not the sufficiency of Staff's factual allegations.

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

In the Matter of

BOB RYAN FOSTER

STAFF'S NOTICE OF HEARING

SOAH Docket No. 459-20-2638

Respondent: BOB RYAN FOSTER
FOSTER HOME DESIGNS
7402 FM 1942 Road
Baytown, TX 77521

In accordance with Section 2001.051 et seq., Texas Government Code, you are hereby notified that a hearing will be held before an Administrative Law Judge (ALJ) on March 18, 2020 at 9:00 o'clock a.m., at the State Office of Administrative Hearings, William P. Clements Building, 300 West 15th Street, 4th Floor, Austin, TX 78701, regarding the Formal Charges filed by the Texas Board of Architectural Examiners and attached and incorporated by reference as a part of this notice.

The hearing is to be held under the legal authority and jurisdiction of the Administrative Procedures Act, Texas Government Code §2001 et seq; Title I Part VII Texas Administrative Code Chapter 155; Texas Occupations Code §1051.401 and §1051.451 through §1051.455; and Board Rules 1.231 and 1.232 at 22 Texas Administrative Code.

The particular sections of statutes and rules involved in determining the charges are stated in the attached Formal Charges in connection to the facts or conduct alleged.

You are requested to enter an appearance in this proceeding by filing a written answer or other responsive pleading with the State Office of Administrative Hearings, P.O. Box 13025, Austin, Texas, 78711-3025, with a copy to the Staff (General Counsel), Texas Board of Architectural Examiners, 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942). Continuances are set by the Administrative Law Judge.

You have the right to appear at this hearing and to have legal representation at the hearing at your own expense. **FAILURE TO APPEAR AT THE HEARING IN PERSON OR BY LEGAL REPRESENTATIVE, REGARDLESS OF WHETHER AN APPEARANCE HAS BEEN ENTERED, WILL RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE PROPOSED RECOMMENDATION OF STAFF SHALL BE GRANTED BY DEFAULT.**

PARTIES THAT ARE NOT REPRESENTED BY AN ATTORNEY MAY OBTAIN INFORMATION REGARDING CONTESTED CASE HEARINGS ON THE PUBLIC

WEBSITE OF THE STATE OFFICE OF ADMINISTRATIVE HEARINGS AT www.soah.texas.gov, OR IN PRINTED FORMAT UPON REQUEST TO SOAH.

If it is determined that the Formal Charges are substantiated, then any prior disciplinary action that has been taken against your license will be considered when determining the appropriate sanction for these violation(s).

Issued, dated, and mailed this, the 13th day of February 2020.

TEXAS BOARD OF ARCHITECTURAL EXAMINERS



By: _____

JULIE HILDEBRAND
EXECUTIVE DIRECTOR

CERTIFICATE OF SERVICE

I, hereby certify that on February 13, 2020, a true and correct copy of the foregoing document was served upon Respondent by email and mailing same via first class mail to:

cfwfoster@hotmail.com; fosterhomedesigns@yahoo.com; and brfstr@yahoo.com

Mr. Bob Ryan Foster
Foster Home Designs
7402 FM 1942 Road
Baytown, TX 77521

_____/s/ LANCE BRENTON_____

In the Matter of § BEFORE THE TEXAS
BOB RYAN FOSTER, § BOARD OF ARCHITECTURAL
Respondent § EXAMINERS

FORMAL CHARGES

This is a disciplinary proceeding under Sections 1051.451 and 1051.455, Texas Occupations Code. Respondent, BOB RYAN FOSTER, does not hold a registration with the Texas Board of Architectural Examiners.

Written notice of the facts and conduct alleged to warrant imposition of an administrative penalty was sent to Respondent at Respondent's address of record and Respondent was given an opportunity to respond to the allegations prior to commencement of this proceeding.

CHARGE I.

On or about January 18, 2017, Respondent engaged in the unauthorized practice of architecture by preparing and issuing an architectural plan sheet for a project identified as "Spec House" while providing services under the name "Goose Creek Architecture." At the time that this architectural plan sheet was issued, Respondent was not registered as an architect.

The above action constitutes grounds for disciplinary action in accordance with Sections 1051.701(a); 1051.752(1); and/or 1051.801(a)(1)&(3) Texas Occupations Code and is a violation of 22 TEX. ADMIN. CODE 1.123(c).

CHARGE II.

On or about February 13, 2017 and June 26, 2017, Respondent engaged in the unauthorized use of the term "architect," in that he utilized a LinkedIn profile that used various forms of the terms "architect" or "architecture" to describe Respondent or the services he provides. At the time of this use, Respondent was not registered as an architect.

The above action constitutes grounds for disciplinary action in accordance with Sections 1051.701(a); 1051.752(1) and/or 1051.801(a)(3) Texas Occupations Code and is a violation of 22 TEX. ADMIN. CODE §1.123(c).

CHARGE III.

On or about November 6, 2019, Respondent engaged in the unauthorized use of the term "architecture" in that he utilized a website at foster-home-designs.business.site for his firm Foster Home Designs to offer and/or advertise services including "Specialty Architecture" and "Residential Architecture." At the time that this website was used, Respondent was not registered

as an architect, and the firm was not registered as a firm which may provide architectural services in Texas.

The above action constitutes grounds for disciplinary action in accordance with Sections 1051.701(a); 1051.752(1) and/or 1051.801(a)(3) Texas Occupations Code and is a violation of 22 TEX. ADMIN. CODE §1.123(c).

NOTICE IS GIVEN that, based on the Formal Charges, the Board will rely on its rules relating to disciplinary sanctions, including 22 Tex. Admin. Code §§ 1.141, 1.177, and 1.232 which can be found at www.tbae.state.tx.us.

NOTICE IS GIVEN that staff will present evidence in support of the recommended administrative penalty of \$14,000, pursuant to the Architects' Practice Act, Chapter 1051, Texas Occupations Code and the Board's rules.

NOTICE IS GIVEN that all statutes and rules cited in these Charges are incorporated as part of this pleading and can be found at the Board's website: <http://www.tbae.state.tx.us/LawsAndEnforcement/StatutesAndRules>.

Filed this the 11th day of February 2020.

TEXAS BOARD OF ARCHITECTURAL EXAMINERS



LANCE BRENTON, General Counsel
State Bar No. 24066924
Email: lance.brenton@tbae.state.tx.us
333 Guadalupe St., Tower II, Ste. 350
Austin, TX 78701
(512) 305-8519 (telephone)
(512) 305-8900 (fax)

**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: 072-20N
Respondent: Donald Gibbs
Location of Respondent: Houston, TX
Instrument: Report and Notice of Violation

Findings:

- Donald Gibbs (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- On or about February 9, 1998, in Case No. 448-97N the Texas Board of Architectural Examiners issued a Consent Order to Respondent, based on findings that Respondent improperly offered to provide architectural services and improperly used various forms of the title “architect” at a time when neither the Respondent nor his firm were registered to practice architecture. Respondent was ordered to cease and desist from engaging in the practice of architecture and from using any form of the word “architect” to describe himself or the work he performs in Texas until he becomes registered as an architect.
- At all times pertinent to the Report and Notice of Violation, Respondent’s firm, identified as “Donald Gibbs Design and Planning” was not registered with the Board as a firm which may lawfully be held out to the public as practicing or offering to engage in the practice of architecture.
- On or about August 28, 2019, Respondent utilized the title “Architect” and the term “architectural” to describe himself and the services he offers to a client by introducing himself as an “architect” and by offering his business card describing his services as “architectural planning.”

Applicable Statutory Provisions and Rules:

- By identifying himself as an “Architect” and describing his professional services as “architecture” on his business card, Respondent violated Govt. Code §§1051.701 and Tex. Admin. Code §1.123.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,500** as set forth in the Report and Notice of Violation dated May 8, 2020.

**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: 265-19A
Respondent: Robert Steven Husmann
Location of Respondent: Houston, TX
Instrument: Report and Notice of Violation

Findings:

- Robert Steven Husmann (hereafter “Respondent”) is registered as an architect in Texas with registration number 9374.
- From October 31, 2018 through July 5, 2019, Respondent’s architectural registration was delinquent due to his failure to complete the renewal process.
- From November 1, 2018 through July 5, 2019, Respondent issued sealed architectural plans for 11 projects.
- At the time Respondent provided architectural services for these projects, his registration was expired and he was not authorized to provide architectural services during this period.

Applicable Statutory Provisions and Rules:

- By using the title “architect” and providing architectural services and sealing plans for multiple projects at a time when his certificate of registration was not in good standing, Respondent violated Tex. Occ. Code §§1051.351(a) and 1051.752(1) and 22 Tex. Admin. Code §§1.82(b) and 1.148(c).

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 17, 2020.

**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: 262-19A
Respondent: Donald A. Nevins
Location of Respondent: Houston, TX
Instrument: Report and Notice of Violation

Findings:

- Donald A. Nevins (hereafter “Respondent”) is registered as an architect in Texas with registration number 27954.
- On April 30, 2019, Respondent issued architectural plans for a project identified as “True Form Gym.” The construction documents were issued for the purposes of permitting and/or regulatory review. However, Respondent failed to comply with the Board’s rules relating to sealing documents, in that documents within the plan set were not sealed, others were sealed but not signed, and others were sealed and signed, but were dated with the Respondent’s registration expiration date, rather than the date the documents were sealed, as required. Subsequently, the documents were submitted to the city of Tomball for review.

Applicable Statutory Provisions and Rules:

- By failing to seal construction documents that were issued for regulatory approval and/or permitting, Respondent violated 22 Tex. Admin Code §1.101 and 1.103.
- By failing to sign sealed construction documents that were issued for regulatory approval and/or permitting, Respondent violated 22 Tex. Admin Code §1.101 and 1.103.
- By signing and sealing construction documents issued for regulatory approval and/or permitting, but failing to affix the date of sealing, Respondent violated 22 Tex. Admin Code §1.101 and 1.103.

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 March 11, 2020.

**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:	170-20A
Respondent:	Quinton Floyd Batten
Location of Respondent:	Greenville, SC
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Quinton Floyd Batten (hereafter “Respondent”) is registered as an architect in Texas with registration number 23622.
- 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, 2019 through December 31, 2019, 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 11, 2020.

**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: 064-20A
Respondent: Jonathan William Cardello
Location of Respondent: Miami, FL
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Jonathan William Cardello (hereafter "Respondent") is registered as an architect in Texas with registration number 25837.
- On December 16, 2019, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2018 through December 31, 2018.
- On January 8, 2020, Respondent replied that he could not produce complete and accurate proof of his continuing education for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2018 through December 31, 2018, Respondent violated Board Rule 1.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities 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 11, 2020.

**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:	150-20A
Respondent:	Jeffrey Scott Coffman
Location of Respondent:	Fullerton, California
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Jeffrey Scott Coffman (hereafter "Respondent") is registered as an architect in Texas with registration number 26717.
- 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, 2018 through December 31, 2018, 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 April 30, 2020.

**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:	120-201
Respondent:	Carolyn Frani
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Carolyn Frani (hereafter “Respondent”) is a registered interior designer in Texas with registration number 11525.
- 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, 2018 through December 31, 2018.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of her online renewal that she was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.79. 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 April 9, 2020.

**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:	076-201
Respondent:	Suzanne McHenry
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Suzanne McHenry (hereafter “Respondent”) is a registered interior designer in Texas with registration number 10945.
- 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, 2018 through December 31, 2018.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of her online renewal that she was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.79. 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 March 31, 2020.

**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: 158-20I
Respondent: Stephanie Linn Prosser
Location of Respondent: San Antonio, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Stephanie Linn Prosser (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 6620.
- On December 16, 2019, 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, 2018 through December 31, 2018.
- On April 7, 2020, Respondent replied that due to loss of personal property 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, 2018 through December 31, 2018, Respondent violated Board Rule 5.79. The standard administrative penalty for failing to maintain a detailed record of continuing education activities 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 11, 2020.

**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: 147-20I
Respondent: Grace M. Rose
Location of Respondent: San Antonio, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Grace M. Rose (hereafter “Respondent”) is a registered interior designer in Texas with registration number 2351.
- 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, 2018 through December 31, 2018.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of her online renewal that she was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.79. 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 March 25, 2020.

**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:	073-201
Respondent:	Hugh Shaffer Scarbrough
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Hugh Shaffer Scarbrough (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 10448.
- On December 16, 2019, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2018 through December 31, 2018.
- On January 20, 2020, Respondent replied that he could not produce complete and accurate proof of claimed continuing education for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2018 through December 31, 2018, Respondent violated Board Rule 5.79. The standard administrative penalty for failing to maintain a detailed record of continuing education activities 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 March 31, 2020.

**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:	151-20I
Respondent:	Maria Elizabeth Troia
Location of Respondent:	San Antonio, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Maria Elizabeth Troia (hereafter "Respondent") is a registered interior designer in Texas with registration number 10452.
- 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, 2018 through December 31, 2018.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of her online renewal that she was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.79. 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 April 30, 2020.

**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:	066-20A
Respondent:	Justin Stewart Wren
Location of Respondent:	West Monroe, Louisiana
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

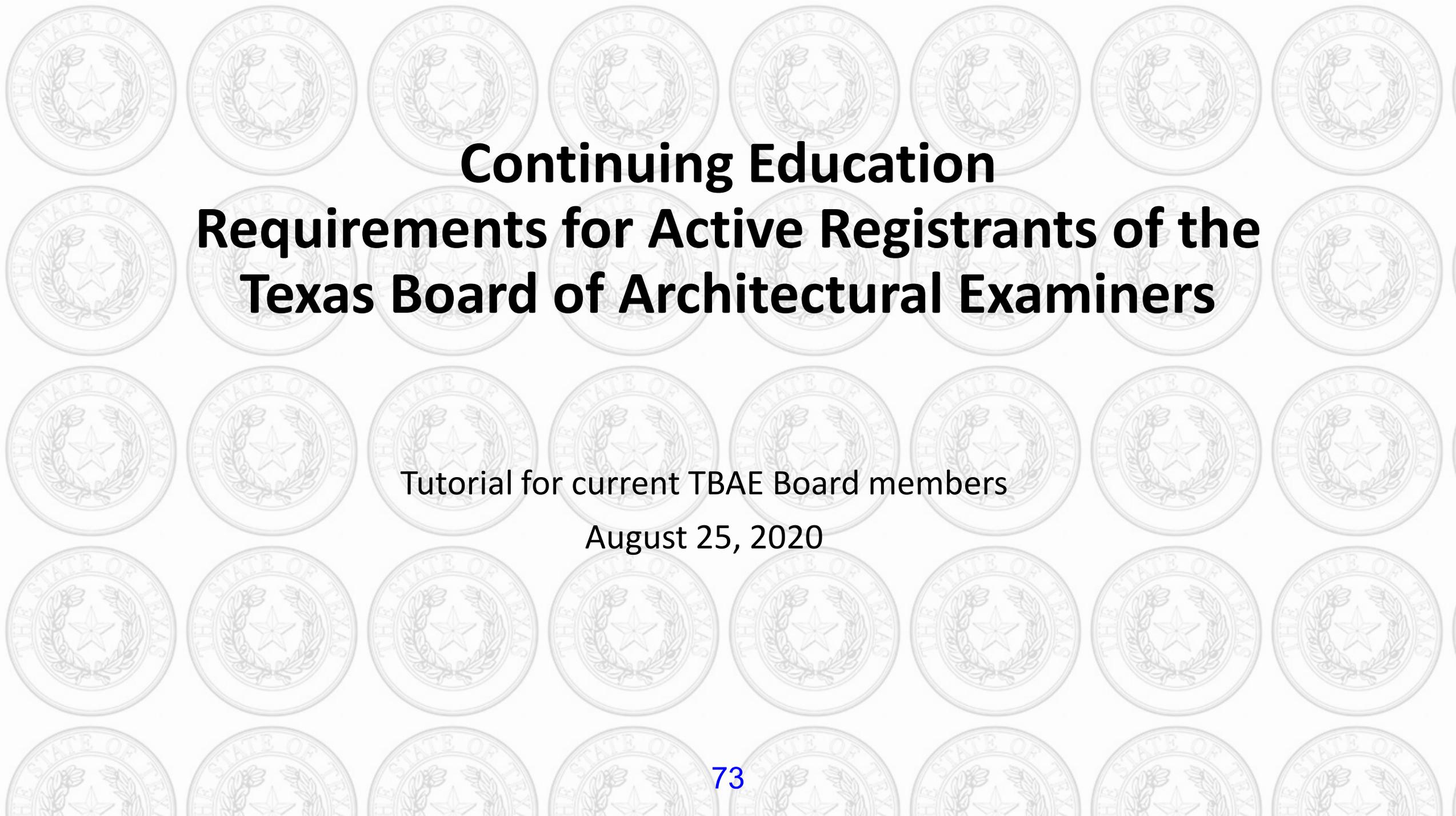
- Justin Stewart Wren (hereafter "Respondent") is registered as an architect in Texas with registration number 25064.
- On October 15, 2019, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2018 through December 31, 2018.
- On January 10, 2020, Respondent replied that that due to a move, he could not produce complete and accurate proof of his continuing education for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2018 through December 31, 2018, Respondent violated Board Rule 1.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities 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 March 13, 2020.

The background of the slide features a repeating pattern of the official seal of the State of Texas. Each seal is circular and contains a five-pointed star in the center, surrounded by a wreath. The words "THE STATE OF TEXAS" are inscribed around the perimeter of the seal. The seals are arranged in a grid, with some overlapping.

Continuing Education Requirements for Active Registrants of the Texas Board of Architectural Examiners

Tutorial for current TBAE Board members

August 25, 2020

Origination

Continuing Education for The Texas Board of Architectural Examiners was first established by the 76th Texas Legislature in the spring of 1999 per HB 1248 and made effective September 1, 1999.

At its meeting on May 19, 2000, the Board adopted the first rules requiring mandatory continuing education for each registrant in order to comply with the statute change enacted by the 76th Legislature. The rules took effect on September 1, 2000. The registrants were given a one-year period to begin compliance and reporting of hours would not be required until after September 1, 2001.

Original CE requirements in 2001:

Eight CEPH (Continuing Education Program Hours) required by birth month, yearly renewal.

All eight hours needed to be HSW (Health, Safety, and Welfare) related. Five hours of structured, up to three hours of self-directed.

Structured courses: in person instruction or online courses, with certificate of completion or proof of attendance. AKA “Classroom” courses.

Self-directed: Self study involving trade literature, online research, personal walking tours, etc.

One Hour of Barrier Free design content required.

(One Hour of Sustainable Design content requirement added to statute in 2007.)

Current CE requirements

In 2013, the CE requirements changed to the current standards:

Twelve CEPH Hours required per calendar year.

All twelve hours related to Health, Safety, and Welfare. Minimum of eight hours of structured courses, up to four hours of self-directed.

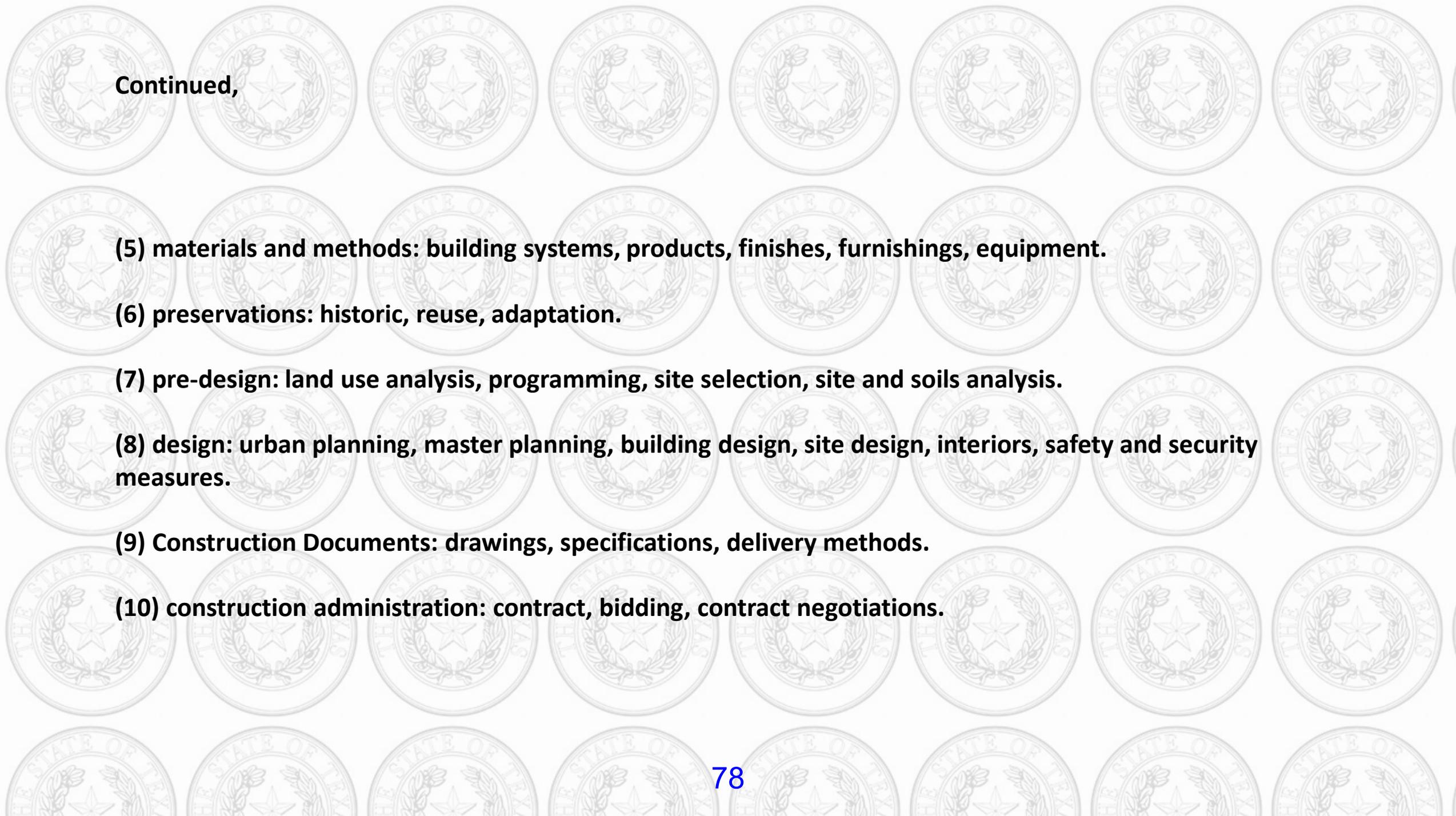
One Hour of Barrier Free design content required. Can be earned via self-study.

One Hour of Sustainable Design content required. Can be earned via self-study.

Current CE acceptable subjects per T.A.C. Rules 1.69, 3.69, 5.79

(a) Each Architect shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

- (1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.**
- (2) technical: surveying, structural, mechanical, electrical, communications, fire protection, controls.**
- (3) environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.**
- (4) occupant comfort: air quality, lighting, acoustics, ergonomics.**



Continued,

(5) materials and methods: building systems, products, finishes, furnishings, equipment.

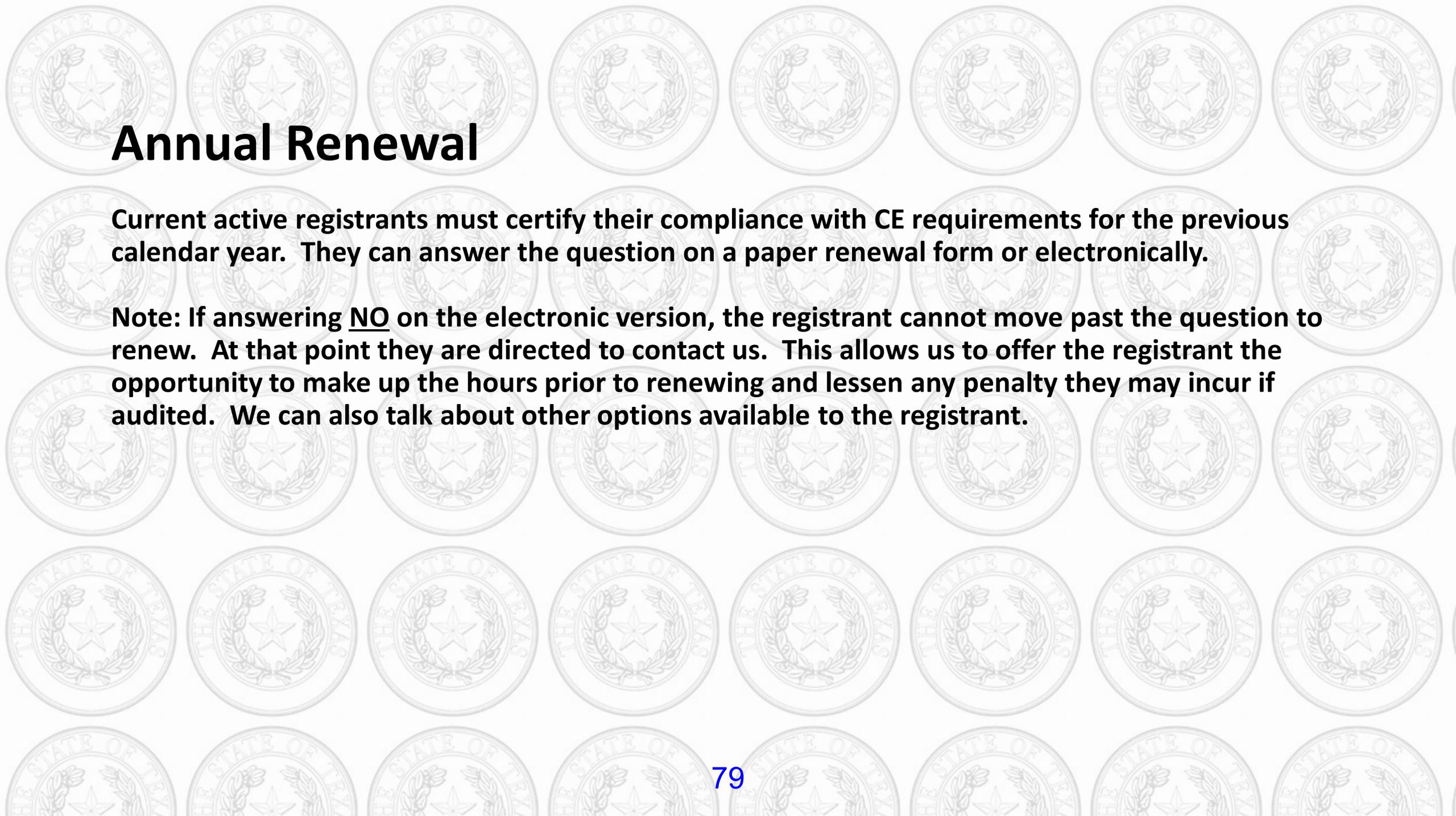
(6) preservations: historic, reuse, adaptation.

(7) pre-design: land use analysis, programming, site selection, site and soils analysis.

(8) design: urban planning, master planning, building design, site design, interiors, safety and security measures.

(9) Construction Documents: drawings, specifications, delivery methods.

(10) construction administration: contract, bidding, contract negotiations.

The background of the slide features a repeating pattern of the State of Texas seal. Each seal is circular and contains a five-pointed star in the center, surrounded by a wreath. The words "THE STATE OF TEXAS" are inscribed around the perimeter of each seal. The seals are arranged in a grid, with some appearing more prominent than others due to a slight offset or transparency effect.

Annual Renewal

Current active registrants must certify their compliance with CE requirements for the previous calendar year. They can answer the question on a paper renewal form or electronically.

Note: If answering NO on the electronic version, the registrant cannot move past the question to renew. At that point they are directed to contact us. This allows us to offer the registrant the opportunity to make up the hours prior to renewing and lessen any penalty they may incur if audited. We can also talk about other options available to the registrant.

Audit

Fifteen days after the end of the month, our IT staff randomly selects a percentage of Active registrants for an audit of their compliance with continuing education requirements. The selections are drawn from those Active registrants who timely renewed the previous month as well as those Active registrants who renewed late in previous months.

Our Continuing Education Coordinator takes the report and mails the letters to the registrants via mail merge. We request responses within 30 days, and about 75 percent of audited registrants do so. For those who do not, we send out secondary letters and communications over the next couple of months.

Normally after about three months, non-compliant registrants are then sent to enforcement for further action.

Enforcement and Legal

After review by the CE Coordinator, a registrant's CE file may be sent to the Enforcement Team if the registrant failed to respond to an audit, is unable to provide proof of completion of CE, has insufficient hours, or responded with CE hours earned in a year other than the year specified in the audit letter.

If the investigation substantiates the allegation of non-compliance, Enforcement will open a case on the registrant and forward to the Legal team. Enforcement will also check for previous violations on the registrant's record.

The Legal team will provide a final review of the evidence. If the evidence supports the finding that a violation has occurred, a Notice of Violation will be prepared for review and approval by the Executive Director. If the registrant accepts the Notice of Violation and recommended administrative penalty, the case is presented to the Board for entry of a final order. If the registrant does not accept the Notice of Violation, the case will be scheduled for a hearing at SOAH.

As with any other disciplinary case, final orders for CE cases are published in the newsletter as required by law.

Standard CE audit violations and recommended penalties

Failure to complete CE

If the registrant fails to complete CE in the appropriate calendar year, but later completes sufficient CE prior to renewing: \$500 for failure to timely complete

If the registrant fails to complete CE in the appropriate calendar year, and does not complete CE before renewal, regardless of whether CE was completed in the intervening period between renewal and audit: \$700 false certification + \$500 failure to timely complete = \$1,200

Completed CE but incorrect type

\$500 for failure to timely complete

Unable to Provide Proof of CE Completion

If the registrant claims CE was completed, but is unable to provide proof of completion: \$1,200 Failure to fulfill mandatory continuing education requirements, failure to maintain CE documents**

**** In compelling circumstances, Staff may consider other evidence of attendance if certificates are truly unavailable. Such evidence would include proof of registration, payment, concurrent location in city where CE was presented, sufficient explanation of why certificates cannot be located/retrieved, etc. If sufficient proof is offered, Staff may decrease or forego penalty as warranted. These matters can be discussed between CE coordinator and general counsel.**

Past Years Audit Results

Overall CE Audit results by Calendar Year

CY	2017	2018	2019
Total Registrants Audited per CY	1532	1522	1596
CE Registrant Audits forwarded to Enforcement	66	55	60
CE Registrant Audits resulting in Notice of Violation	36	50	39
% of Audits Penalized	2.35%	3.29%	2.44%

CE Communication and Resources

Continuing Education requirements are accessible on the TBAE website:

<https://www.tbae.texas.gov/Registrants/ContinuingEducation>

Reminders of annual requirements are e-mailed in July, October, and December.

TBAE has compiled a list of CE courses and providers that have been accepted in the past for an individual registrant's annual requirements. They can be accessed at the following link:

<https://www.tbae.texas.gov/Registrants/CEProviders>

CE Rules and Information

Jessica Ramirez: jessica.ramirez@tbae.texas.gov, 512-305-8544

Mike Alvarado: mike.alvarado@tbae.texas.gov, 512-305-8539

CE Presentations and Training

Glenn Garry: glenn.garry@tbae.texas.gov, 512-305-8536

Mike Alvarado: mike.alvarado@tbae.texas.gov, 512-305-8539

CE Legal

Katherine Crain: katherine.crain@tbae.texas.gov, 512-305-9040

The TEXAS BOARD OF ARCHITECTURAL EXAMINERS



Be It Known That Chuck H. Anastos

Has distinguished himself by his commitment and dedication to the protection of the people of the State of Texas, including by his service as a Member of the Texas Board of Architectural Examiners, and

WHEREAS, Mr. Anastos is an Architect in the State of Texas, bearing registration number 10133, issued in 1984; and

WHEREAS, Mr. Anastos is a Registered Interior Designer in the State of Texas, bearing registration number 3047, issued in 1993; and

WHEREAS, Mr. Anastos graduated Texas Tech University with a Bachelor of Architecture degree in August 1979; and

WHEREAS, Mr. Anastos and his wife, Tina, started Chuck Anastos Associates, Inc., an architecture and interior design firm in October of 1985, which later became Chuck Anastos Associates, LLC, a Texas Limited Liability Company; and

WHEREAS, Mr. Anastos has served as a volunteer with Big Brothers / Big Sisters, was a Board Member of Corpus Christi Drug Abuse Council, President of AIA Corpus Christi Chapter, participated in Leadership Corpus Christi, Chairman of Corpus Christi Municipal Arts Commission, Chairman of Corpus Christi Arts / Cultural Commission and Executive Committee Member, Two-term Chairman of the Corpus Christi Building Code Board of Appeals, Member of the Corpus Christi Development Services Technical Advisory Group, Director of the AIA Corpus Christi Chapter, and Facilities Chairman of the Art Museum of South Texas; and

WHEREAS, Mr. Anastos was appointed in 2008 to a six-year term to the Texas Board of Architectural Examiners by Governor Rick Perry, and reappointed to a second term, serving variously as Vice-Chair of the Board, as Chair of the Rules Committee, as Member of the Executive Director Review Committee, Joint Advisory Committee, Sub-Joint Advisory Committee, Architect / Engineer Negotiation Committee, Executive Committee, and as Chair of the Engineer Review Committee, now, therefore, be it

RESOLVED

That the Texas Board of Architectural Examiners, in Formal Meeting assembled this 25th day of August 2020, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this

RESOLUTION OF APPRECIATION

To Chuck H. Anastos, and have caused a copy of this Resolution to be included within the minutes of this Board.

Debra Dockery, FAIA
Chair

Bob Wetmore, AIA
Vice-Chair

Joyce J. Smith, CPA, CGMA
Secretary/Treasurer

The TEXAS BOARD OF ARCHITECTURAL EXAMINERS



Be It Known That

Michael "Chad" Davis

Has distinguished himself by his commitment and dedication to the protection of the people of the State of Texas, including by his service as a Member of the Texas Board of Architectural Examiners, and

WHEREAS, Mr. Davis is a Landscape Architect in the State of Texas, bearing registration number 1964, issued in May of 1999; and

WHEREAS, Mr. Davis graduated Texas Tech University with a Bachelor of Landscape Architecture degree in 1994; and

WHEREAS, Mr. Davis is a Principal and Director of Landscape Architecture at Parkhill, Smith & Cooper, headquartering in Lubbock while advising the firm's Landscape Architectural group and managing its Kindergarten through 12th Grade sector in Europe; and

WHEREAS, Mr. Davis has served as the President, Government Affairs, Chairman, and Student Scholarship Endowments Chairman for the Texas Chapter of the American Society of Landscape Architects (ASLA), President of the Texas Tech Museum Association, and in many other professional and civic roles throughout his career thus far; and

WHEREAS, Mr. Davis is the recipient of numerous awards and accolades, including the Kay Tiller Chapter Service Award and the Distinguished Member Award from the American Society of Landscape Architects, Texas Chapter; and

WHEREAS, Mr. Davis was appointed in 2013 to a six-year term to the Texas Board of Architectural Examiners by Governor Rick Perry, serving since that time in many important roles, including Vice-Chair of the Board and Chair of the Rules and Legislative Committees, now, therefore, be it

RESOLVED

That the Texas Board of Architectural Examiners, in Formal Meeting assembled this 25th day of August 2020, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this

RESOLUTION OF APPRECIATION

To Michael "Chad" Davis, and have caused a copy of this Resolution to be included within the minutes of this Board.

Debra Dockery, FAIA
Chair

Bob Wetmore, AIA
Vice-Chair

Joyce J. Smith, CPA, CGMA
Secretary/Treasurer

TBAE EVENT CALENDAR 2020

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 01 New Year's Day (Closed)
- 16 CLARB MBE (Julie)
- 20 M.L. King Day (Closed)

JULY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 03 Independence Day (Closed)
- 25 Office Relocation
- 31 Personal Financial Statement Filing Deadline

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 06 NCARB Model Law (Julie)
- 12 New Bd Mbr & Exec Orientation
- 17 Presidents' Day (Closed)
- 20 Board Meeting

AUGUST						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 11 Budget Committee Meeting
- 25 Board Meeting
2021 Budget Approval
2021 Board Meeting Approval
ED Evaluation
- 27 LBJ Holiday (Skeleton)

MARCH						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 02 TX Independence Day (Skeleton)
- 05 NCARB Regional Summit
Cambridge, MA
- 05 CLARB Board Meeting (Julie)
- 15 Spring Break

SEPTEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 01 Fiscal Year 2021 Begins
- 07 Labor Day (Closed)
- 08 CLARB Annual Meeting/50th Anniversary, New York City

APRIL						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Good Friday (Skeleton)
- 21 San Jacinto Day (Skeleton)

OCTOBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 29 TxA Annual Conference, Dallas

MAY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 08 NCARB Model Law Virtual (Julie)
- 21 Board Meeting (Virtual)
- 25 Memorial Day (Closed)

NOVEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 11 Veterans Day (Closed)
- 12 CIDQ Council of Delegates Mtg
Virtual meeting
- 19 Board Meeting
- 25 Agency Holiday (Skeleton)
- 26 Thanksgiving Day (Closed)
- 27 Day after Thanksgiving (Closed)

JUNE						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 04 CLARB Board Mtg (Julie)
- 19 Emancipation Day (Skeleton)
- 18 NCARB Annual Business Mtg (Virtual)

DECEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 21-23 Agency Holidays (Skeleton)
- 24 Christmas Eve (Closed)
- 25 Christmas Day (Closed)
- 31 Agency Holiday (4 hrs. Skeleton)