

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda
The Centennial Towers
TBAE/TSBPA Board Room, Suite 370
505 E. Huntland Drive
Austin, Texas
Thursday, August 25, 2022
10:00 a.m. – Conclusion

1. **Preliminary Matters**
 - A. Call to order
 - B. Roll call
 - C. Excused and unexcused absences
 - D. Determination of a quorum
 - E. Recognition of guests
 - F. Chair's opening remarks
 - G. Public comments
 2. **Approval of June 2, 2022 Board Meeting Minutes (Action)**
 3. **Executive Director Report (Information)**
 4. **Approval of the FY23 Operating Budget (Action)**
 5. **Board Member Learning and Envisioning**
"A Review of TBAE Audits"
 6. **Enforcement Cases (Action)**
Review and possibly adopt ED's recommendation in the following enforcement cases:
 - A. **Registrant/Non-Registrant Cases:**

Case No. 044-22L	Hooker, Jerry Wayne	L. Arch. #2802
Case No. 071-22N	Loggins, James	Non-Registrant
- Debra Dockery
Darren James
Debra Dockery
- Debra Dockery
- Julie Hildebrand
- Julie Hildebrand
- Julie Hildebrand
- Lance Brenton

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B. Continuing Education:

Case No. 087-22I	Boguess, Carolina Leonor	RID #11943
Case No. 159-22A	Borden, Brooke Taylor	Arch. #27045
Case No. 165-22A	Cutshall, Brent	Arch. #26488
Case No. 176-22I	De Leon, Rodolfo	RID #8840
Case No. 166-22A	DeVoss, Thomas Arlen	Arch. #23533
Case No. 161-22I	Horan, Megan Rose	RID #11865
Case No. 157-22A	Jackson, Scott D.	Arch. #28458
Case No. 158-22I	Kelley, Nina Kathryn	RID #9422
Case No. 164-22L	Kinkaid, Chris	L. Arch. #2234
Case No. 192-22A	Perez, Julio Gabriel	Arch. #25338
Case No. 112-22A	Snyder, Wayne C.	Arch. #4642
Case No. 163-22A	Suttles, Paul G.	Arch. #26722
Case No. 162-22A	Weitzman, Maria Carolina	Arch. #15620

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

- 7. Executive Director Annual Performance Evaluation (Action)** Debra Dockery
A. Report on findings based upon performance evaluation.
B. Consider and possibly act upon any personnel action.
that may be proposed by the Board.

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

- 8. Resolution Honoring Katherine Keen Crain (Action)** Debra Dockery
- 9. Approval of the Proposed 2023 Board Meeting Dates (Action)** Debra Dockery
Thursday, February 23, 2023
Thursday, June 22, 2023
Thursday, August 24, 2023
Tuesday, November 14, 2023

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda
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Thursday, August 25, 2022
10:00 a.m. – Conclusion

- | | |
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| 10. Reports on National Regulatory Boards and Board Member and Staff Committee Service <i>(Information)</i> | Debra Dockery |
| 11. Report on Conferences and Meetings <i>(Information)</i>
A. NCARB Annual Business Meeting – June 2-5
B. ASID Texas Chapter: Celebrating Design Texas 2022 – Aug 11-12 | Debra Dockery |
| 12. Report on Upcoming Conferences and Meetings <i>(Information)</i>
A. 2022 LRGV-AIA Conference – Sep 8 -10
B. CLARB Annual Meeting – Sep 21- 22
C. NCARB Member Board Chairs & Executives Leadership Summit – Oct 14-15
D. TxA Annual Conference & Expo – Oct 26 – 29
E. CIDQ Annual Business Meeting – Nov 11-12 | Debra Dockery |
| 13. Board Member Comments/Future Agenda Items <i>(Information)</i> | Debra Dockery |
| 14. Upcoming Board Meeting <i>(Information)</i>
Thursday, November 17, 2022 | Debra Dockery |
| 15. 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
AXP	Architectural Experience Program
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	International Design Continuing Education Council
IDEC	Interior Design Educators Council
IIDA	International Interior Design Association
LARE	Landscape Architect Registration Examination
MBA	Member Board Administrator (within NCARB)
NAAB	National Architectural Accrediting Board
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and 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 June 2, 2022 Board Meeting
 J.W. Marriott, 110 E. 2nd St., Austin, TX
 10:00 a.m. until completion of business

<u>AGENDA ITEMS</u>	<u>DESCRIPTIONS</u>																
1A. Call to Order	Ms. Dockery called the meeting to order at 10:00 a.m.																
1B. Roll Call	<p>Mr. James called the roll.</p> <p><u>Present Board Members</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Debra Dockery</td> <td style="width: 50%;">Chair, Architect</td> </tr> <tr> <td>Tim Bargainer</td> <td>Vice-Chair, Landscape Architect</td> </tr> <tr> <td>Darren James</td> <td>Secretary/Treasurer, Architect</td> </tr> <tr> <td>Jennifer Walker</td> <td>Architect</td> </tr> <tr> <td>Rosa Salazar</td> <td>Registered Interior Designer</td> </tr> <tr> <td>Joyce Smith</td> <td>Public Member</td> </tr> <tr> <td>Fernando Trevino</td> <td>Public Member</td> </tr> </table> <p>The following members attended the meeting virtually:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Lauren Taylor</td> <td style="width: 50%;">Public Member</td> </tr> </table> <p>Robert (Bob) Wetmore, Architect, was absent for the beginning of the meeting, but joined later.</p>	Debra Dockery	Chair, Architect	Tim Bargainer	Vice-Chair, Landscape Architect	Darren James	Secretary/Treasurer, Architect	Jennifer Walker	Architect	Rosa Salazar	Registered Interior Designer	Joyce Smith	Public Member	Fernando Trevino	Public Member	Lauren Taylor	Public Member
Debra Dockery	Chair, Architect																
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Jennifer Walker	Architect																
Rosa Salazar	Registered Interior Designer																
Joyce Smith	Public Member																
Fernando Trevino	Public Member																
Lauren Taylor	Public Member																
1C. Excused and Unexcused Absences	None.																
1D. Determination of a Quorum	A quorum was present.																
1E. Recognition of Guests	Ms. Hildebrand noted that Alfred Vidaurri and Mike Armstrong from NCARB were expected to visit the meeting later.																
1F. Chair’s Opening Remarks	Ms. Dockery began her opening remarks by noting it had been a few years of firsts regarding Board meetings. Initially with all virtual meetings, then hybrid meetings, and now with a Board meeting occurring off-premises at the NCARB Annual Meeting. She thanked Ms. Hildebrand for rescheduling the Board meeting to coincide with the NCARB meeting, thus saving the Board members an additional trip to Austin.																

	<p>Ms. Dockery previewed what she described as an interesting agenda for the day, referring specifically to the Board’s consideration of the NCARB resolutions and the strategic planning session. Ms. Dockery was looking forward to hearing the Board’s input on the NCARB resolutions. Additionally, she welcomed the opportunity to engage with strategic planning, since it would allow the Board members to take a step back from a possible “siloesd” perspective – whether it be as a member of a large firm or a small firm, corporate work versus public, etc. – and take a broader look at what was impacting the professions, with a specific emphasis from the public members on what was impacting the public health, safety, and welfare. As such, she was looking forward to full input from the Board members on these topics.</p>
<p>1G. Public Comments</p>	<p>None.</p>
<p>2. Approval of February 24, 2022 Board Meeting Minutes</p>	<p>A MOTION WAS MADE AND SECONDED (Smith/Salazar) TO APPROVE THE FEBRUARY 24, 2022, BOARD MEETING MINUTES.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>3. Executive Director’s Report A. Summary of Executive Accomplishments</p>	<p>Ms. Dockery invited Ms. Hildebrand to deliver the Executive Director’s report.</p> <p>Ms. Hildebrand discussed the summary of staff accomplishments as described on page 15 of the board materials and referred the Board to those materials as a supplement to her verbal presentation.</p> <p>Ms. Hildebrand directed the Board to the report on agency trends beginning on page 17 and provided a summary of the information.</p> <p>In particular, Ms. Hildebrand noted the continued growth year-over-year in applicants and new registrants and remarked that TBAE had passed a milestone of 20,000 registrants.</p> <p>Ms. Dockery noted that, in the past, the historical ratio of in-state registrants to out-of-state had been about 70/30, but in recent years had moved past 65/35 and was now transitioning toward 60/40.</p> <p>Ms. Hildebrand also updated the Board on scholarship applications. She noted there had been growth, but that staff was working to get the word out to even more potential applicants.</p> <p>Mr. James asked whether the efforts to publicize the scholarship had been successful.</p>

<p>B. Operating Budget/Scholarship Fund: Presentation on 2nd Quarter Fiscal Year 2022 Expenditures/Revenue</p>	<p>Ms. Hildebrand said it was hard to say. Applications had increased, but she would like to see even more growth. She suggested one future course of action, if applications did not increase, would be to suspend collection of the scholarship fee from registrants.</p> <p>Ms. Dockery noted that she had been advocating for NCARB to offer one free exam re-take in the event of a failure. She noted that the current TBAE scholarship required a passing grade but asked whether this requirement could be changed.</p> <p>Ms. Hildebrand said she would check whether this was a requirement in the statute or the Board’s rules.</p> <p>Ms. Salazar and Ms. Dockery commented that this change could help aspiring registrants, especially those with financial need, to continue working toward registration despite exam failures.</p> <p>Ms. Smith said a failed exam could be a good learning experience and supported further consideration of scholarship support for failed exams.</p> <p>Ms. Hildebrand referred the Board to the FY 2022 budget on page 19 of the Board materials and provided an update of the current state of the agency’s finances and budgetary line items.</p> <p>Mr. Bargainer asked when the last SWCAP payment related to office space would be made.</p> <p>Ms. Hildebrand noted that much of the SWCAP payment was related to previous use of state office facilities. She shared her understanding that the last SWCAP payment related to office facilities would be made in FY 23, and after that the SWCAP payment should drop to approximately \$20,000.</p> <p>Mr. Wetmore joined the meeting.</p>
<p>4. Proposed FY23 Operating Budget Discussion</p>	<p>Ms. Hildebrand referred the Board to the early draft for the FY 2023 budget on page 21. She provided an analysis of her early estimates of budget line items for FY 2023 and compared those projections to the observed budget for FY 2022.</p> <p>With respect to salaries, Ms. Smith asked what process the agency used to set budget numbers for salaries and wages, specifically whether the agency compared to other agencies.</p> <p>Ms. Hildebrand stated that the agency tried to compare itself and maintain competitive parity with other governmental agencies, but not necessarily the private sector. She noted that this was of particular importance when the agency hired new employees.</p>

Mr. James asked whether the projections accounted for the increased number of registrations year-over-year.

Ms. Hildebrand stated that they did, but that she would continue to monitor the FY 2022 numbers before providing a final proposed budget to the Board in August.

Ms. Hildebrand invited the Board to provide any feedback on the early projections and also inquired whether the Board would prefer to have a dedicated meeting of the budget committee prior to consideration of the final draft budget in August.

Ms. Dockery asked Ms. Hildebrand to consider a 6% increase in salaries over the prior year rather than the 3% included in the initial estimate, given the concerns about inflation and the need to be fair to staff.

Mr. Wetmore supported this suggestion, with the aim to help employee retention.

Mr. James noted recent retirements at the agency and asked how salaries for employees replacing retirees compared to their predecessors.

Ms. Hildebrand stated that the agency had replaced retirees in the past year with either less-experienced employees, or with current employees covering duties of a retiree in addition to previous responsibilities. As a result, the agency had been able to save money on salaries, but Ms. Hildebrand noted that this trend may not hold as other employees retire. She expected that the potential retirement of the Board's legal assistant could result in the need to hire a replacement, as well as another attorney.

Mr. James asked Ms. Hildebrand to make accommodations in the budget to account for these possibilities, to ensure the agency could get the right staff in place to be successful.

Mr. Bargainer asked Ms. Hildebrand to consider contingency plans for what could happen to the Board's financial position if a recession were to occur, perhaps by benchmarking from the 2008 recession.

Ms. Hildebrand stated from her recollection that TBAE had seen a drop in revenues of approximately 10% following the previous recession. She shared her belief that the Board could cover losses from a recession by drawing upon the fund balance but said she would prepare a report to show the Board what that might look like.

Ms. Dockery suggested that the members of the budget committee could have a look at the final draft budget prior to the full Board meeting and be ready to share their thoughts at the meeting. She suggested an in-person meeting of the budget committee might not be necessary.

<p>5. Enforcement Cases Review and possibly adopt ED's recommendation in the following cases</p> <p>5A. Registrant/Non-Registrant Cases</p>	<p>Ms. Dockery asked Mr. Brenton to present the enforcement cases for Board consideration.</p> <p>Brimhall, Peggy Charlet (#290-18N) Mr. Brenton directed the Board to the written materials for the case beginning on page 22 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/James) TO ENTER THE AGREED ORDER, INCLUDING THE FINDINGS OF FACT AND CONCLUSIONS OF LAW, WHICH IMPOSES AN ADMINISTRATIVE PENALTY OF \$4,000 WITH THE FIRST PAYMENT OF \$1,000 DUE WITHIN 90 DAYS, A SECOND PAYMENT OF \$1,000 PAYABLE WITHIN ONE YEAR, A THIRD PAYMENT OF \$1,000 PAYABLE WITHIN TWO YEARS, AND A FOURTH PAYMENT OF \$1,000 PAYABLE WITHIN THREE YEARS.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>HM General Contractors (#151-21N) Mr. Brenton directed the Board to the written materials for this case beginning on page 31 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/Walker) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$10,000 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED MARCH 24, 2022.</p> <p>Ms. Walker noted that this action was proposed against a firm. She asked whether other action had been or would be taken against individuals affiliated with the firm.</p> <p>Mr. Brenton responded that a warning had been issued to a draftsman with firm for a first-time violation of the Board's title rules.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>McCullough, Ricardo (#204-19N and SOAH Case No. 459-22-1033) Mr. Brenton directed the Board to the written materials for this case beginning on page 32 and provided a summary of the case as well as staff's recommendation.</p>
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	<p>A MOTION WAS MADE AND SECONDED (Walker/Bargainer) TO ACCEPT THE ORDER OF THE BOARD, WHICH INCORPORATES THE STAFF’S NOTICE OF HEARING, FORMAL CHARGES AND ORDER NO. 2 OF DEFAULT DISMISSAL AND REMAND ISSUED BY ALJ ROBERT H. PEMBERTON ON JANUARY 19, 2022, AND WHICH IMPOSES AN ADMINISTRATIVE PENALTY IN THE SUM OF \$21,000, AND ORDERS THE RESPONDENT TO CEASE-AND-DESIST FROM FURTHER VIOLATIONS OF CHAPTER 1051 AND BOARD RULES.</p> <p>Mr. Bargainer asked whether the Respondent had repayment options for paying the administrative penalty.</p> <p>Mr. Brenton stated that, if the Respondent contacted the agency about a payment plan, staff would attempt to work out a payment plan.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>5B. Continuing Education Cases:</p>	<p>Mr. Brenton directed the Board to written materials for the continuing education cases beginning on page 46, which contained summaries of the cases as well as staff’s recommendations.</p> <p>Ms. Dockery stated that, unless any Board members needed to recuse themselves from any case, she would entertain a motion to accept staff’s recommendations for all the continuing education cases.</p> <p>Ms. Salazar stated that she knew Ms. Elizabeth Longren and would recuse herself from considering that case.</p> <p>Ms. Walker stated that she would recuse herself from consideration of the case involving Mr. Angell.</p> <p>Mr. Brenton read a statement into the record from Mr. Winslow, who was unable to attend the Board meeting due to COVID 19. Mr. Winslow stated that he agreed to pay his administrative penalty, that he apologized for misjudging the CE requirements but emphasized that he did not intend to mislead. He said he has been licensed in Texas for over 40 years.</p> <p>A MOTION WAS MADE AND SECONDED (James/Wetmore) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN THE FOLLOWING CONTINUING EDUCATION CASES:</p> <p>Bromberg, Ariel (#081-22A) Deeley, Paul McKnight, Jr. (#080-22A) Hendricks, William Brent (#050-22L) Hindman, Janet Dean (#073-22I) Hill, Andrea Brammer (#117-22I) Lorance, Bill W. (#111-22A) Ross, Seanna Marie (#093-22I) Winslow, Stephen J. (#091-22A)</p>

	<p>THE MOTION PASSED UNANIMOUSLY.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Smith) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN CASE #088-22A, Bradley Earl Angell.</p> <p>THE MOTION PASSED UNANIMOUSLY, WITH MS. WALKER IN RECUSAL.</p> <p>A MOTION WAS MADE AND SECONDED (Wetmore/James) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN CASE #078-22A, Elizabeth Rapier Lonngren.</p> <p>THE MOTION PASSED UNANIMOUSLY, WITH MS. SALAZAR IN RECUSAL.</p>
	<p>The Board took a break at 11:10 and reconvened at 11:22 a.m.</p>
<p>6. NCARB FY22 Resolutions To Be Acted Upon at the 2022 Annual Business Meeting</p>	<p>Ms. Dockery directed the Board to the report on NCARB resolutions beginning on page 56 of the Board materials. Ms. Dockery provided a summary of each resolution as described in the Board materials and invited the Board’s input on how she should vote as the Board’s delegate at the upcoming NCARB meeting.</p> <p>The Board engaged in extended discussion regarding Resolution 2022-2, which would adopt amendments to the model law by defining the term “responsible control” to replace a previous definition of “responsible charge.”</p> <p>Ms. Dockery summarized the proposed amendment and the reason for the change, explained that adopting of the resolution would not obligate Texas to change its laws or rules, provided background on her participation on the committee which issued the proposed resolution, summarized an objection by the Mississippi Board to the resolution, and led the discussion of the resolution by Board members and staff.</p> <p>After Ms. Dockery finished her summary of the resolutions, Mr. Wetmore made a motion for Ms. Dockery to be the voting delegate at the NCARB national meeting. Ms. Smith seconded the motion. The motion passed unanimously.</p>
<p>7. Executive Director Annual Performance Evaluation Discussion</p>	<p>Ms. Dockery noted that the Board would be evaluating the Executive Director’s performance at the August meeting and invited the executive performance committee to provide any recommendations they might have on the format of the evaluation.</p> <p>Ms. Smith stated that it might be too late in the year for the committee to meet and make changes before the evaluation in August. She suggested that, if the Board wanted to provide guidance on any issues with the current format, the committee could meet in the fall to discuss those issues and make recommendations to the Board.</p>

	<p>To that end, Ms. Hildebrand suggested that the current evaluation form could be edited to include comment spaces that the Board members could use to provide feedback on the evaluation itself.</p> <p>Ms. Dockery expressed her support for the plan outlined by Ms. Smith and said the current evaluation form would be sent to the Board members in the next few weeks.</p>
<p>8. Reports on National Regulatory Boards and Board Member and Staff Committee Service</p>	<p>Ms. Smith shared her experience on the Professional Conduct committee. She said she had one more meeting with that committee in the following week, and that after that she would be moving to the credentials committee.</p> <p>Ms. Dockery said she would continue to serve on the NCARB Certification Alternative Review team, which considers NCARB certification for individuals with deficiencies in education compared with the current educational requirements.</p> <p>Ms. Dockery invited the Board members to make themselves available to the national committees, which she said could be very rewarding experiences.</p>
<p>9. Report on Conferences and Meetings A. NCARB Regional Summit/MBE Workshop – March 3-4 B. ASLA Conference – April 19</p>	<p>Ms. Hildebrand attended the state ALSA conference in San Antonio along with Mr. Bargainer. TBAE staff members Jessica Ramirez and Steve Ramirez also attended the meeting and made a presentation, which was very well received.</p>
<p>10. Report on Upcoming Conferences and Meetings A. NCARB Annual Meeting – June 2 B. 2022 LRGV-AIA Conference – Sep 8 C. CLARB Annual Meeting – Sep 21 D. TxA Annual Conference – Oct 25 E. CIDQ Annual Delegates Meeting – Nov 11</p>	<p>Ms. Hildebrand reported on the upcoming meetings and locations and said she would update Board members on attendance opportunities.</p>
<p>11. 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 received.</p>

	The Board took a break at 12:10 and reconvened at 12:57 p.m.
<p>12. Strategic Planning Workshop</p> <p>A. Overview of Strategic Plan Requirements</p> <p>B. Mission</p> <p>C. Internal/External Assessment</p> <p>D. Goals and Action Plans</p> <p>E. Redundancies and Impediments</p>	<p>Ms. Dockery invited Ms. Hildebrand to address the Board on the strategic planning process.</p> <p>Ms. Hildebrand directed the Board to the written materials for the agenda item beginning on page 177 of the Board materials and provided a summary of those materials. She discussed the legal requirement for agencies to engage in the strategic planning process, the staff input that goes into the process, and the timeline for the current strategic plan.</p> <p>Ms. Dockery led the Board in a discussion of trends that might be addressed in the strategic plan. The Board identified several topics to consider, including resiliency and sustainability of design; a possible push toward specialization in the professions, such as certifications in sustainability, historic preservation, etc.; the impact that a future recession might have on the professions; the potential impact of COVID on students, interns, and applicants; automation and artificial intelligence; and efforts to diversify the professions.</p> <p>At 1:50, Alfred Vidaurri, President of NCARB, and Michael Armstrong, CEO of NCARB, joined the meeting to introduce themselves and welcome the Board to the annual meeting.</p> <p>Ms. Hildebrand discussed the “redundancies and impediments” portion of the strategic plan, led the Board in a discussion of the redundancies and impediments that have been identified by staff, and asked the Board members for any input on additional items.</p>
<p>13. Adjournment</p>	THE MEETING ADJOURNED AT 2:18 PM.

APPROVED BY THE BOARD:

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

TBAE Staff Accomplishments: August 2022 Board Meeting

June

- Board Meeting
- Strategic Plan Submitted
- NCARB Annual Meeting – Austin, TX
- NCARB Committee Chairs Strategy Session
- NCARB Committee Chairs Orientation
- CLARB BOD Meeting
- CLARB Leadership Advisory Council Meeting
- National Council of State Legislators National Occupation Licensing Summit – Las Vegas, NV
- Two Years Later: Long-Term Regulation Impacts from the Pandemic
- All-Staff Meeting and Luncheon
- CLARB/ASLA Licensure Web Summit
- Monthly Managers Meeting
- Bi-Weekly State of Texas Regulatory Executive and Sub-Team Meetings

July

- NCARB Licensure Research and Development Task Force Intro Meeting
- Monthly Managers Meeting
- Bi-Weekly State of Texas Regulatory Executive and Sub-Team Meetings

August

- New Website Go-Live
- ASID Student Conference – Dallas – Registration
- CLARB Regional Meeting
- Board Meeting
- UT Professional Practice Presentation – Registration and Enforcement
- NCARB Licensure R&D Task Force Kick-Off Meeting – Spokane, WA
- Monthly Managers Meetings
- Bi-Weekly State of Texas Regulatory Executive Meetings

September

- Building Communities Conference (LRGVAIA) – Enforcement
- DIR Texas CISO-ISO Conference – Information Security
- CLARB Leadership Advisory Council Meeting
- CLARB Annual Meeting – Omaha, NE

October

- NCARB Member Board Chairs and Executives Conference
- Texas Society of Architects Annual Conference – El Paso, TX

November

- CIDQ Annual Meeting – Los Angeles, CA
- Board Meeting

December

- NCARB Committee Summit – Washington, DC
- CLARB Leadership Advisory Council Meeting – Reston, VA

January

- 88th Legislative Session Convenes

February

- Board Meeting

March

- NCARB MBE Meeting and Regional Summit
- NCARB Licensure R&D Task Force Meeting

April

- Texas ASLA – Ft. Worth, TX

Applicants		New Registrants		Registrants (active)		The Rest	
1156 Fiscal Year to Date	+84 (1072) Year-over-Year	943 FYTD	+90 (853) YOY	20100 As of month ended	+377 (19723) YOY	A survey of the Registration Division's additional accomplishments and activities	
By-examination applications received FYTD, by profession: Architect: 396 RID: 104 <u>LA: 66</u> Subtotal: 566		By-examination registrations issued FYTD, by profession: Architect: 259 RID: 103 <u>LA: 34</u> Subtotal: 396		Architects Resident: 8713 <u>Nonresident: 5594</u> Subtotal: 14307		3259 exam results received FYTD 2999 Arch 0 RID 260 LA	
Reciprocal applications received FYTD, by profession: Architect: 532 RID: 6 <u>LA: 52</u> Subtotal: 590		Reciprocal registrations issued FYTD, by profession: Architect: 499 RID: 0 <u>LA: 48</u> Subtotal: 547		RIDs Resident: 3721 <u>Nonresident: 279</u> Subtotal: 4000		1468 Continuing Education audits conducted FYTD	43 referred to Investigations FYTD
<h1>About this report</h1> <p>FYTD: Fiscal Year to Date. Compares current data to that of the beginning of the current fiscal year.</p> <p>YOY: Year-over-Year. Compares current data to that of 12 months prior.</p>				Landscape Architects Resident: 1237 <u>Nonresident: 556</u> Subtotal: 1793		29 scholarship applications approved FYTD	
				All registrants Resident: 13671 <u>Nonresident: 6429</u> Total: 20100		135 Certificates of Standing issued FYTD	

Cases Opened		Cases Dismissed		Days to Investigate a Case		Cases Resolved (as of month ended)	
213 Fiscal Year to Date		119 Fiscal Year to Date		38 Current 90 Day Avg		66	
+5 Year Over Year		-2 Year Over Year		63 FY Avg to Date		37 Warning(s) by Executive Director	0 Voluntary Surrender(s)
86 Case(s) referred to Legal Fiscal Year to Date		Dismissal details TDLR: 111 Other: 8*		Context Typical target: 115-330 (2018-19) SDSI avg. actual: 110 (2018)		29 Disciplinary Action(s) by Board	55 *Notice(s) of Violation
		*e.g. No evidence, not a violation, criminal history provisional registration, contract dispute				2 *Complaint(s) Filed at SOAH	0 *Informal Conference(s)

*Matters are ongoing and not yet resolved

Customer Service		Newsletter		Employee Engagement		Contact volume (to front desk alone)	
32,989 Customers surveyed		1,618 Responses		463 Most recent score (2022)		2,343 Calls Fiscal Year to Date	
85% Read at least half (2018)		21,000+ Recipients		443 Avg. score since 2016		545 Emails FY to Date	
93% Customer satisfaction (2022)		"Disciplinary Actions" Most-read topic (2018)		Strengths: Strategic Workplace Supervision	Weaknesses: Pay Benefits Development	Avg. monthly calls FYTD: 234	Avg. monthly emails FYTD: 55

**Texas Board of Architectural Examiners
Actual 2022 Budget**

			FY 2022 Amended Budget	FY 2022 Rev./Exp. as of 05-31-22	FY 2022 Percentage Earned/Spent
Revenues:					
	Licenses & Fees		\$ 2,915,555	\$ 2,215,647	75.99%
	Business Registration Fees		\$ 159,368	\$ 114,530	71.87%
	Late Fee Payments		\$ 153,873	\$ 131,353	85.36%
	Other		\$ -	\$ 6,015	
	Interest		\$ -	\$ 3,032	
	Potential Draw on Fund Balance		\$ 118,703		
	Total Revenues		\$ 3,347,499	\$ 2,470,576	73.80%
Expenditures:					
	Salaries and Wages		\$ 1,738,910	\$ 1,270,247	73.05%
	Payroll Related Costs		\$ 601,589	\$ 435,550	72.40%
	Professional Fees and Services		\$ 25,000	\$ 8,587	34.35%
	Professional Fees and Services - IT/IS		\$ 12,000	\$ 10,506	87.55%
	Board Travel		\$ 24,000	\$ 4,977	20.74%
	Staff Travel		\$ 20,000	\$ 10,458	52.29%
	Materials and Supplies		\$ 6,000	\$ 2,798	46.64%
	Materials and Supplies - Postal		\$ 6,500	\$ 7,952	122.34%
	Materials and Supplies - IT/IS		\$ 50,000	\$ 16,227	32.45%
	Communication and Utilities		\$ 43,000	\$ 38,015	88.41%
	Repairs and Maintenance		\$ 1,000	\$ 264	26.40%
	Rentals and Leases - Equipment and Space		\$ 8,500	\$ 11,047	129.97%
	Rentals and Leases - Office Space		\$ 138,000	\$ 103,521	75.02%
	Printing and Reproduction		\$ 5,000	\$ 5,887	117.74%
	Membership Dues (Other)		\$ 16,000	\$ 14,234	88.96%
	Board/Staff Training and Conference Fees (Other)		\$ 22,000	\$ 12,233	55.61%
	Operating Expenditures (Other)		\$ 20,000	\$ 20,996	104.98%
	SWCAP Payment (Other)		\$ 100,000	\$ 50,019	50.02%
	GR Payment (Other)		\$ 510,000	\$ -	0.00%
	Total Expenditures		\$ 3,347,499	\$ 2,023,520	60.45%
	Excess/ (Deficiency) of Rev over Exp.		-	\$ 447,056	
	Funding for 8 months		\$ 2,231,443		
	Excess Fund Balance		\$ 1,350,211		
	Total Fund Balance		\$ 3,581,654		
	Administrative Penalties Collected			\$ 33,410.00	
	Transferred to Comptroller			\$ (28,660.00)	
	Balance Pending Transfer			\$ 4,750.00	

**Texas Board of Architectural Examiners
Fiscal Year 2022 Budget
Scholarship Fund**

	FY 2022 Actual Sept 1, 2021 - May 31, 2022
ARE Grant Fund Beginning Balance	111,114.52
Revenues:	
ARE Grant Licensing Fees	\$ 19,245.00
Expenditures:	
ARE Grant Payments	\$ 10,500.00
Fund Balance Ending	\$ 119,859.52

Number of Scholarships Awarded **21**
Frequency per Fiscal Year----September 30, January 31, and May 31

	FY 2022 Budget	FY 2022 Rev./Exp. Expected as of 08-31-22	FY 2023 Proposed Budget
Revenues:			
Licenses & Fees	\$ 2,915,555	\$ 3,041,516	\$ 3,041,516
Business Registration Fees	\$ 159,368	\$ 157,913	\$ 157,913
Late Fee Payments	\$ 153,873	\$ 177,413	\$ 177,413
Other	\$ -	\$ 4,675	\$ -
Interest	\$ -	\$ 3,032	\$ 4,000
Convenience Fees		\$ 73,000	\$ 73,000
Potential Draw on Fund Balance	\$ 118,703		
Total Revenues	\$ 3,347,499	\$ 3,457,548	\$ 3,453,842
Expenditures:			
Salaries and Wages	\$ 1,738,910	\$ 1,738,910	\$ 1,791,077
Payroll Related Costs	\$ 601,589	\$ 601,589	\$ 626,876
Professional Fees and Services	\$ 25,000	\$ 9,000	\$ 25,000
Professional Fees and Services - IT/IS	\$ 12,000	\$ 12,500	\$ 25,000
Board Travel	\$ 24,000	\$ 10,000	\$ 23,000
Staff Travel	\$ 20,000	\$ 20,000	\$ 21,000
Materials and Supplies	\$ 6,000	\$ 6,000	\$ 6,000
Materials and Supplies - Postal	\$ 6,500	\$ 9,000	\$ 10,000
Materials and Supplies - IT/IS	\$ 50,000	\$ 35,000	\$ 26,000
Communication and Utilities	\$ 43,000	\$ 45,000	\$ 65,000
Repairs and Maintenance	\$ 1,000	\$ 1,000	\$ 1,000
Rentals and Leases - Equipment and Space	\$ 8,500	\$ 14,000	\$ 14,000
Rentals and Leases - Office Space	\$ 138,000	\$ 138,500	\$ 143,000
Printing and Reproduction	\$ 5,000	\$ 6,000	\$ 7,000
Membership Dues (Other)	\$ 16,000	\$ 15,500	\$ 16,000
Board/Staff Training and Conference Fees (Other)	\$ 22,000	\$ 26,000	\$ 25,000
Operating Expenditures (Other)	\$ 20,000	\$ 21,500	\$ 22,000
Convenience Fees		\$ 73,000	\$ 73,000
SWCAP Payment (Other)	\$ 100,000	\$ 100,000	\$ 100,000
GR Payment (Other)	\$ 510,000	\$ 510,000	\$ 510,000
Total Expenditures	\$ 3,347,499	\$ 3,392,499	\$ 3,529,953
Excess/ (Deficiency) of Rev over Exp.	-	\$ 65,049	(76,111)

Note: When the Board materials were initially provided to the Board, they included an earlier version of the proposed budget. On the day of the Board meeting, the executive director submitted the above version of the budget to the Board. Since the executive director's presentation and the Board's consideration of the budget were based on this version, it has been substituted for the previous version in this record of the Board's meeting. This is the budget that was approved by the Board at its meeting.

Fund Balance Projections

FY	Revenue	Change	Expenditures	Change	Difference	Fund Balance	Percent of Full Year
2021	\$3,269,559		\$ 3,162,353		\$ 107,206	\$ 3,185,595	101%
2022	\$3,409,586	4.3%	\$ 3,282,495	3.8%	\$ 127,091	\$ 3,312,686	101%
2023	\$3,405,539	-0.1%	\$ 3,452,953	5.2%	\$ (47,414)	\$ 3,265,272	95%
2024	\$3,490,677	2.5%	\$ 3,584,165	3.8%	\$ (93,488)	\$ 3,171,784	88%
2025	\$3,577,944	2.5%	\$ 3,720,363	3.8%	\$(142,419)	\$ 3,029,365	81%
2026	\$3,667,393	2.5%	\$ 3,861,737	3.8%	\$(194,344)	\$ 2,835,021	73%
2027	\$3,759,078	2.5%	\$ 4,008,483	3.8%	\$(249,405)	\$ 2,585,615	65%

FY	Revenue	Change	Expenditures	Change	Difference	Fund Balance	Percent of Full Year
2021	\$3,269,559		\$3,162,353		\$ 107,206	\$ 3,185,595	101%
2022	\$3,409,586	4.3%	\$3,282,495	3.8%	\$ 127,091	\$ 3,312,686	101%
2023	\$3,405,539	-0.1%	\$3,452,953	5.2%	\$ (47,414)	\$ 3,265,272	95%
2024	\$3,064,985	-10.0%	\$3,584,165	3.8%	\$(519,180)	\$ 2,746,092	77%
2025	\$3,141,610	2.5%	\$3,720,363	3.8%	\$(578,754)	\$ 2,167,338	58%
2026	\$3,220,150	2.5%	\$3,861,737	3.8%	\$(641,587)	\$ 1,525,751	40%
2027	\$3,300,654	2.5%	\$4,008,483	3.8%	\$(707,830)	\$ 817,921	20%

TBAE Audits and Recent Audits of Related State Agencies

Texas State Auditor's Office

- TBAE Audit, January 2018
- Prior TBAE Audits
- Relevant Highlights from Other Recent Audits

Texas Comptroller of Public Accounts

- TBAE Post-Payment Audit, June 2017
- Relevant Highlights from Other Recent Audits

State Office of Risk Management

- TBAE Risk Management Program Review, Annual
- TBAE Continuity of Operations Plan Review, Annual

Other Audits

- Department of Public Safety
- Texas Workforce Commission

**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: 044-22L
Respondent: Jerry Wayne Hooker
Location of Respondent: Houston, TX
Instrument: Report and Notice of Violation

Findings:

- Jerry Wayne Hooker (Respondent) is not and has never been registered as an architect in the State of Texas. Respondent is, however, a registered landscape architect in the State of Texas and has been assigned TBAE landscape architect registration number 2802.
- Respondent is a co-owner and principal of the Mirador Group, LLC. The Mirador Group is registered as an architectural firm with the State of Texas and has been assigned Business Registration Number 1815.
- On or about May 8, 2020, the Board issued a Warning to Respondent in TBAE Case No. 117-20L based on findings that Respondent utilized the term “architecture” to describe services he provided in a biography section on his firm’s website.
- On or about October 12, 2021, while acting on behalf of his firm, The Mirador Group, Respondent utilized an Instagram profile for the firm that published a post indicating that the firm had received an award for design work on the project *Giorgetti Houston*. The post stated that Respondent acted as an architect on the project.

Applicable Statutory Provisions and Rules:

- By utilizing an advertisement that identified Respondent as an architect, Respondent violated Tex. Occ. Code §§1051.701(a) and Board Rule §1.123(c).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$3,000**, and which Orders the Respondent to cease and desist any and all violations of Occupations Code Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated April 7, 2022.

**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: 071-22N
Respondent: James Loggins
Location of Respondent: Houston, TX
Instrument: Revised Report and Notice of Violation

Findings:

- James Loggins (Respondent) is not and has never been registered as an architect in the State of Texas.
- On or about June 30, 2021, while working on behalf of architectural firm PGAL Inc., Texas registered architect J.G. issued sealed architectural plans and specifications for the project *Milan Laser Hair Removal – Galleria* in Houston, TX.
- On or about November 24, 2021, Respondent issued a set of architectural plans and specifications for the project *Milan Laser Hair Removal – Conroe* in Conroe, TX, in that Respondent submitted the plans to the City of Conroe Building Inspections and Permits Division for the purpose of obtaining a building permit. The architectural plans for the project were largely identical to those issued for the project in Houston, with minor changes. The plans were issued under the title block of “Architect PGAL Inc.” and were sealed with the architectural seal of Texas registered architect J.G. However, J.G. did not consent to the use of his architectural seal on the plans, was unaware of the existence of the project, and in no way participated in the preparation of plans for the project.

Applicable Statutory Provisions and Rules:

- By issuing architectural plans and specifications for the project, *Milan Laser Hair Removal – Conroe*, under the purported business title “Architect – PGAL Inc.” and sealed with J.G.’s Texas architectural seal without J.G.’s permission, Respondent engaged in the unregistered practice of architecture and the unauthorized use of a seal in violation of Tex. Occ. Code §1051.702 and 22 Tex. Admin. Code 1.104(c)(2).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$5,000**, and which Orders the Respondent to cease and desist any and all violations of Occupations Code Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated July 20, 2022.

**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:	087-221
Respondent:	Carolina Leonor Boggess
Location of Respondent:	San Antonio, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Carolina Leonor Boggess is registered as a registered interior designer in Texas with registration number 11943.
- Based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 5.79(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated March 31, 2022.

**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: 159-22A
Respondent: Brooke Taylor Borden
Location of Respondent: Houston, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Brooke Taylor Borden (hereafter “Respondent”) is registered as an architect in Texas with registration number 27045.
- On May 16, 2022, 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, 2021 through December 31, 2021.
- On May 17, 2022, Respondent replied that she could not produce a detailed record of her continuing education activities for the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of continuing education activities for the audit period of January 1, 2021 through December 31, 2021, Respondent violated 22 Tex. Admin. Code § 1.69(g). The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated June 10, 2022.

**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: 165-22A
Respondent: Brent Cutshall
Location of Respondent: Austin, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Brent Cutshall (hereafter “Respondent”) is registered as an architect in Texas with registration number 26488.
- On April 18, 2022, 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, 2021 through December 31, 2021.
- On May 30, 2021, Respondent replied that he could not produce a full detailed record of his continuing education activities for the audit period. He was able to provide acceptable documentation for the completion of five hours of continuing education.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of continuing education activities for the audit period of January 1, 2021 through December 31, 2021, Respondent violated 22 Tex. Admin. Code § 1.69(g). The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.

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 23, 2022.

**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:	176-221
Respondent:	Rodolfo De Leon
Location of Respondent:	San Antonio, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Rodolfo De Leon (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 8840.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 6 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 5.79(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$600** as set forth in the Report and Notice of Violation dated June 30, 2022.

**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: 166-22A
Respondent: Thomas Arlen DeVoss
Location of Respondent: Los Angeles, CA
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Thomas Arlen DeVoss (hereafter “Respondent”) is registered as an architect in Texas with registration number 23533.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 6.5 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code §1.69. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 1.69(j)(1). The Board’s standard assessment for false certification is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,050** as set forth in the Report and Notice of Violation dated June 23, 2022.

**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: 161-22I
Respondent: Megan Rose Horan
Location of Respondent: Dallas, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Megan Rose Horan (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 11865.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 8 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 5.79(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$400** as set forth in the Report and Notice of Violation dated June 23, 2022.

**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:	157-22A
Respondent:	Scott D. Jackson
Location of Respondent:	Anthem, AZ
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Scott D. Jackson (hereafter “Respondent”) is registered as an architect in Texas with registration number 28458.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$800** as set forth in the Report and Notice of Violation dated June 10, 2022.

**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: 158-221
Respondent: Nina Kathryn Kelley
Location of Respondent: Buda, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Nina Kathryn Kelley (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 9422.
- Based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 5.79(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated June 10, 2022.

**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: 164-22L
Respondent: Chris Kinkaid
Location of Respondent: University Park, Texas
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Chris Kinkaid (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 2234.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 3.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 3.69(j)(1). The Board’s standard assessment for falsely certifying is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,300** as set forth in the Report and Notice of Violation dated June 30, 2022.

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

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

Case Number: 192-22A
Respondent: Julio Gabriel Perez
Location of Respondent: Mesquite, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Julio Gabriel Perez (hereafter “Respondent”) is registered as an architect in Texas with registration number 25338.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 9 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code §1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$300** as set forth in the Report and Notice of Violation dated June 30, 2022.

**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: 112-22A
Respondent: Wayne C. Snyder
Location of Respondent: Los Angeles, CA
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Wayne C. Snyder (hereafter “Respondent”) is registered as an architect in Texas with registration number 4642.
- Based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when he had not completed sufficient continuing education to make this certification.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b) The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with compliance with continuing education requirements at the time of his registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § [1.69(j)(1)]. The Board’s standard assessment for falsely certifying is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,700** as set forth in the Report and Notice of Violation dated April 28, 2022.

**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: 163-22A
Respondent: Paul G. Suttles
Location of Respondent: Austin, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Paul G. Suttles (hereafter “Respondent”) is registered as an architect in Texas with registration number 26722.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$800** as set forth in the Report and Notice of Violation dated June 23, 2022.

**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: 162-22A
Respondent: Maria Carolina Weitzman
Location of Respondent: Houston, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Maria Carolina Weitzman (hereafter “Respondent”) is registered as an architect in Texas with registration number 15620.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 4.5 hours of qualifying continuing education credit during the audit period of January 1, 2021 through December 31, 2021.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified compliance with continuing education requirements when she had not completed sufficient continuing education to make this certification.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during each calendar year, Respondent violated 22 Tex. Admin. Code § 1.69(b). The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with compliance with continuing education requirements at the time of her registration renewal, Respondent provided the Board with false information in violation of 22 Tex. Admin. Code § 1.69(j)(1). The Board’s standard assessment for false certification is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,250** as set forth in the Report and Notice of Violation dated June 23, 2022.

The TEXAS BOARD OF ARCHITECTURAL EXAMINERS



Be It Known That Katherine Crain

Has distinguished herself by her long years of dedicated service to all the people who live, work, and play in the built environment of the State of Texas; and

WHEREAS, Ms. Crain is a native Texan, hailing from the city of Houston in Harris County; and

WHEREAS, Ms. Crain graduated the University of Texas at Austin with a bachelor's degree in Spanish; and

WHEREAS, Ms. Crain has worked tirelessly in the legal profession since 1977; and

WHEREAS, Ms. Crain joined the Legal Division of the Texas Board of Architectural Examiners in January of 2002, and

WHEREAS, Ms. Crain has also served Travis County as a commissioned Notary Public continuously since 1982, and

WHEREAS, Ms. Crain, along with her husband Neil, wrote and published a well-received 2013 book about the 350-year history of wine in Texas; and

WHEREAS, Ms. Crain's encyclopedic knowledge of agency processes, records, and history has been an invaluable and irreplaceable resource for the agency;

WHEREAS, Ms. Crain has proven to be an exceptional coworker, friend, and problem-solver to each of her colleagues throughout the years, and will be sorely missed; and

WHEREAS, Ms. Crain has played an invaluable role in the protection of the public health, safety, and welfare throughout the Lone Star State, now, therefore, be it

RESOLVED

That the Texas Board of Architectural Examiners, in Formal Meeting assembled this 25th day of August, 2022, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this

RESOLUTION OF APPRECIATION

To Katherine Crain, and have caused a copy of this Resolution to be included within the minutes of this Board.

Debra Dockery, FAIA
Chair

Tim Bargainer, PLA, ASLA
Vice-Chair

Darren L. James, FAIA
Secretary/Treasurer