

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda
The Centennial Towers
TBAE/TSBPA Board Room, Suite 370
505 E. Huntland Drive, Austin, Texas
Thursday, February 22, 2024
10:00 a.m. – Conclusion

1. **Preliminary Matters**
 - A. Call to order Rosa Salazar
 - B. Roll call Joyce Smith
 - C. Excused and unexcused absences Rosa Salazar
 - D. Determination of a quorum Rosa Salazar
 - E. Recognition of guests Rosa Salazar
 - F. Chair's opening remarks Darren James
 - G. Public comments Rosa Salazar
2. **Approval of November 14, 2023 Board Meeting Minutes (Action)** Rosa Salazar
3. **Approval of February 1, 2024 Board Meeting Minutes (Action)** Rosa Salazar
4. **Approval of February 15, 2024 Board Meeting Minutes (Action)** Rosa Salazar
5. **Introduction of New Board Members (Information)** Darren James
 - Eva Read-Warden, AIA, Architect Member**
(Appointed Term: Dec 15, 2023 – Jan 31, 2027)
 - Justin Stuart Hiles, AIA, Architect Member**
(Appointed Term: Dec 15, 2023 – Jan 31, 2029)
 - Michael A. Ebbeler, Jr., Public Member**
(Appointed Term: Dec 15, 2023 – Jan 31, 2027)
6. **Introduction of New Executive Director (Information)** Darren James
7. **Resolution Honoring Glenda Best and Julie Hildebrand (Action)** Darren James
8. **Executive Director Report (Information)** Julie Hildebrand
 - A. Summary of Executive Accomplishments
 - B. Operating Budget/Scholarship Fund: Presentation on 1st Quarter FY 2024 Expenditures/Revenues
9. **Fiscal Years 2025 – 2029 Strategic Plan Discussion (Information)** Julie Hildebrand
 - A. Strategic Plan Instructions
 - B. Internal/External Assessment
 - C. Future Issues/Trends and Special Initiatives

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- 10. Enforcement Cases (Action)** Lance Brenton
Review and possibly adopt ED's recommendation in the following enforcement cases:
- A. Registrant/Non-Registrant Cases:**
- | | | |
|------------------|---------------------------|----------------|
| Case No. 173-23N | Diaz, Luis | Non-Registrant |
| Case No. 175-23N | Lewis, Claude A. III | Non-Registrant |
| Case No. 228-23A | Lewis, Sr., Nathan Eugene | Arch. #10326 |
| Case No. 212-22N | Spearman, Kevin | Non-Registrant |
- B. Continuing Education Cases:**
- | | | |
|------------------|------------------------|--------------|
| Case No. 064-24A | Aidlin, Joshua William | Arch. #29367 |
| Case No. 016-24A | Bernard, Marsha | Arch. #10120 |
| Case No. 028-24A | Clarke, John C. | Arch. #25508 |
| Case No. 065-24A | Gannon, Christopher J. | Arch. #27688 |
| Case No. 029-24I | Glass, Rebekka Jean | RID #11332 |
| Case No. 063-24I | Hahn, Inda Louisa | RID #10697 |
| Case No. 009-24A | Haley, Braden Gregory | Arch. #21952 |
| Case No. 233-23A | Long, Julia W. | Arch. #19727 |
| Case No. 197-23L | May, Tiffany Delynn | L.A. #3676 |
| Case No. 213-23I | Mayfield, Kelie Ann | RID #11327 |
| Case No. 011-24A | Ortley, Lester Kurt | Arch. #19036 |
| Case No. 061-24I | Phan, Lisa Renee | RID #11368 |
| Case No. 062-24A | Sarate, Cecilia | Arch. #27390 |
| Case No. 025-24A | Tran, Jenny Thu | Arch. #26359 |
| Case No. 141-23I | Wallander, Erin | RID #12532 |
- The Board may meet in closed session pursuant to TEX. GOV'T CODE ANN. §551.071(1) to confer with legal counsel.*
- 11. Consideration of Proposed Amendments for Adoption (Action)** Lance Brenton
Consideration of proposed amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, and 5.39, relating to the implementation of Senate Bill 422 (88th R.S.) and the temporary registration of qualifying military service members.
- 12. Reports on National Regulatory Boards and Board Member and Staff Committee Service (Information)** Rosa Salazar

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|------------|---|--------------|
| 13. | Report on Conferences and Meetings <i>(Information)</i>
NCARB Futures Symposium - Dec 7
2024 FARB Forum on Professional Regulation – Jan 25
SNCARB Educators & Practitioners Conference – Feb 3 | Rosa Salazar |
| 14. | Report on Upcoming Conferences and Meetings <i>(Information)</i>
A. NCARB FY24 Regional Summit – March 1
B. ASLA Texas Conference – April 24
C. NCARB Annual Business Meeting – June 13 | Rosa Salazar |
| 15. | Board Member Comments/Future Agenda Items <i>(Information)</i> | Rosa Salazar |
| 16. | Upcoming Board Meetings <i>(Information)</i>
Thursday, May 23, 2024
Thursday, August 22, 2024
Thursday, November 24, 2024 | Rosa Salazar |
| 17. | Adjournment | Rosa Salazar |

NOTE: *Items may not necessarily be considered in the order they appear on the agenda.*

- ◆ *The Chair of the Board will be present and preside over the meeting from the location identified in this agenda. The open portions of the meeting will be open to the public at that location. Note that some Board members may attend the meeting by videoconference call.*
- ◆ *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

People with disabilities who plan to attend this meeting and who need auxiliary aid 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 the November 14, 2023, Board Meeting
Centennial Building, 505 E. Huntland Dr., Ste. 350
Austin, TX 78752
10:00 a.m. until completion of business

<u>AGENDA ITEMS</u>	<u>DESCRIPTIONS</u>										
1A. Call to Order	Mr. James called the meeting to order at 10:04 a.m.										
1B. Roll Call	<p>Ms. Dockery called the roll.</p> <p><u>Present Board Members</u></p> <table> <tr> <td>Darren James</td><td>Chair, Architect</td></tr> <tr> <td>Debra Dockery</td><td>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> </table> <p>Rosa Salazar joined the meeting by video link.</p> <p>Tim Bargainer was absent but later joined the meeting by video link during the discussion of Agenda Item 4 (Annual Report – FY23 (Trend Analysis)).</p> <p>Fernando Trevino informed the Board of his absence in advance of the meeting.</p>	Darren James	Chair, Architect	Debra Dockery	Architect	Jennifer Walker	Architect	Rosa Salazar	Registered Interior Designer	Joyce Smith	Public Member
Darren James	Chair, Architect										
Debra Dockery	Architect										
Jennifer Walker	Architect										
Rosa Salazar	Registered Interior Designer										
Joyce Smith	Public Member										
1C. Excused and Unexcused Absences	<p>Mr. James called for a motion on the excused absence of Mr. Trevino.</p> <p>A MOTION WAS MADE AND SECONDED (Smith/Dockery) TO EXCUSE THE ABSENCE OF FERNANDO TREVINO.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>										
1D. Determination of a Quorum	A quorum was present and remained present throughout the meeting.										
1E. Recognition of Guests	Mr. James acknowledged the following members of TBAE staff and guests in attendance: Julie Hildebrand, Executive Director; Lance Brenton, General Counsel; Glenn Garry, Communications Manager; Dale Dornfeld, IT Manager; Pim Mayo, Assistant General Counsel; and Jessica Ramirez, Legal Assistant.										
1F. Chair's Opening Remarks	Mr. James noted that this is his first meeting serving as chair. He opened by thanking Ms. Dockery for her leadership, guidance, the advice she has given him through the years, and the example she has set as chair. Mr. James										

	<p>acknowledged that the agency is in a period of transition, not only on the Board level but also in managing the executive director succession and other staff turnover. Mr. James said he was aware of the impending changes at the time he agreed to become chair and is comfortable presiding over change, as he has previous experience with leadership change in other organizations. Nonetheless, he said will lean on the Board and staff throughout the process.</p> <p>Mr. James highlighted his recent experience participating in the convocation for new architects at the annual meeting of the Texas Association of Architects. He said it was a very fun event that included stories of how these mostly young architects have arrived at the point of licensure. He particularly enjoyed seeing the pride and excitement of the families as they celebrated the accomplishments of their loved ones.</p> <p>In closing, Mr. James said he is hopeful, excited, and thankful heading into the Thanksgiving season.</p>
1G. Public Comments	No public comments were offered.
2. Approval of August 17, 2023, Board Meeting Minutes	<p>A MOTION WAS MADE AND SECONDED (Walker/Smith) TO APPROVE THE AUGUST 17, 2023, BOARD MEETING MINUTES.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
3. Executive Director's Report A. Summary of Executive Accomplishments B. Operating Budget/Scholarship Fund: Presentation on 4 th Quarter FY 2023 Expenditures/Revenue	<p>Mr. James invited Ms. Hildebrand to deliver the Executive Director's report.</p> <p>Ms. Hildebrand discussed the summary of staff accomplishments beginning on page 21 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 22 of the board materials and provided a summary of that information.</p> <p>Ms. Hildebrand referred the Board to the FY 2023 budget on page 25 of the board materials and provided a final summary of the Board's observed line items for the 2023 fiscal year.</p> <p>Ms. Hildebrand referred the Board to page 26 of the board materials and addressed the current state of the scholarship fund balance.</p>

<p>4. Annual Report – FY23 (Trend Analysis)</p>	<p>Mr. James invited Mr. Garry to present the FY 2023 Annual Report Trend Analysis.</p> <p>Mr. Garry discussed the trend analysis report beginning on page 27 of the board materials and referred the Board to those materials as a supplement to his verbal presentation.</p> <p>Mr. Garry addressed the relatively high number of complaints, dismissals, and case actions in the period from 2017 through 2019, as shown on page 34 of the Board materials. He said these increases were correlated with the receipt of complaints from the Texas Department of Licensing and Regulation.</p> <p>On that point, Ms. Walker asked why the number of complaints from TDLR had decreased so dramatically since that period.</p> <p>Mr. Brenton noted that many TDLR cases are referred to TBAE based on incorrect or incomplete information being included on the submittal form, when an underlying violation has not actually occurred. He said it is his understanding that TDLR has become better at filtering these cases out, which has decreased the number of total case referrals and case dismissals by TBAE.</p> <p>Ms. Dockery noted that most of the growth in registrant numbers is in out-of-state reciprocal registrants rather than new in-state registrants. She noted that only one third of the growth in architect registration numbers came from residents, while the number of in-state RIDs and landscape architects decreased by 54 and 19 individuals, respectively, year over year. Ms. Dockery also noted that the number of exam results is down. Ms. Dockery stated that while the overall picture of registrant numbers may look positive, closer examination reveals underlying concerns with in-state registrations. Ms. Dockery predicted that, in an economic downturn, out-of-state registrants would be less likely to renew, negatively impacting overall registration numbers and the availability of professionals in Texas. These numbers and the “silver wave” of impending baby boomer retirements help motivate Ms. Dockery’s efforts to help and encourage individuals in Texas to become registered.</p> <p>Ms. Walker suggested that staff could include data that shows the number of in-state versus out-of-state registrants over time within the trend report.</p> <p>Ms. Hildebrand noted Ms. Walker’s suggestion.</p> <p>Ms. Smith asked whether there is more the agency can do to encourage eligible individuals to become registered.</p>
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	<p>Ms. Hildebrand discussed the agency's efforts to increase awareness of pathways to registration through presentations to schools and other stakeholder groups.</p> <p>Mr. James noted that the agency should continue to share information and have a strong relationship with TxA, which can help address these issues through advocacy and education.</p> <p>Ms. Salazar said the reduced numbers of RIDs is concerning. She echoed Mr. James's comment and suggested the agency should collaborate with external stakeholders to determine why these trends are occurring.</p> <p>Mr. Bargainer asked whether the agency could review historical data for benchmarks in which registrations have decreased. Specifically, whether a pattern could be established or whether this is a unique situation.</p> <p>Ms. Hildebrand said the most recent comparison for an overall reduction of registration numbers occurred in 2008 and 2009. She said there may have been a smaller dip earlier in the 2000s. She noted that, traditionally, the agency has focused on total registration numbers in its reports to the Board and external stakeholders, rather than breaking these numbers down by residency. So, she would have to look closer to determine whether the current divergence matches a previous trend. With respect to RID registrants, Ms. Hildebrand noted that, as the deadline approaches for grandfathered RIDs to complete the examination, some will not renew, thereby contributing to the decrease in in-state RID registrants. For the next meeting, Ms. Hildebrand said she would provide a breakdown of the long-term trend in in-state and out-of-state registrations and the Board could decide whether those numbers should be tracked on an ongoing basis.</p> <p>Mr. Garry noted that the deadline for grandfathered RIDs to pass the CIDQ exam is 2027. He said this deadline impacts 657 RID registrants at the current time.</p> <p>Ms. Smith asked whether it is possible that this deadline will be extended into the future.</p> <p>Mr. Garry said this would require a change in the law by the legislature.</p> <p>Ms. Salazar noted that the current deadline is itself an extension of the previous 2017 deadline. She said it is unclear whether the legislature would approve another extension.</p>
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<p>5. Enforcement Cases Review and possibly adopt ED's recommendation in the following enforcement cases:</p> <p>A. Registrant/Non-Registrant Cases:</p>	<p>Mr. James asked Mr. Brenton to present the following enforcement cases for Board consideration.</p> <p>Cheung, Siu-Hong (#181-23A) Mr. Brenton directed the Board to the written materials for the case beginning on page 36 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Walker/Dockery) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$5,000 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED SEPTEMBER 13, 2023.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Frausto, David (#173-20N) Mr. Brenton directed the Board to the written materials for the case beginning on page 37 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Salazar) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$15,000 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 THIRD REVISED REPORT AND NOTICE OF VIOLATION DATED SEPTEMBER 27, 2023.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Little, James A. (#054-20N) Mr. Brenton directed the Board to the written materials for the case beginning on page 38 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Walker/Bargainer) TO ENTER THE PROPOSED ORDER OF THE BOARD, WHICH INCORPORATES STAFF'S NOTICE OF HEARING; FORMAL CHARGES; SOAH DEFAULT DISMISSAL ORDER ISSUED BY ALJ LINDA J. BURGESS ON AUGUST 9, 2023; AND SOAH'S LETTER DATED AUGUST 28, 2023. THE ORDER IMPOSES AN ADMINISTRATIVE PENALTY IN THE SUM OF \$10,000, AND ORDERS THE RESPONDENT TO CEASE AND DESIST FROM ENGAGING IN ANY CONDUCT THAT VIOLATES TEXAS</p>
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	<p>OCCUPATIONS CODE, CHAPTER 1051 OR 22 TEXAS ADMINISTRATIVE CODE, CHAPTER 1.</p> <p>Ms. Walker noted that the Respondent is located in Massachusetts. Given the threat to the public health, safety, and welfare, she suggested the agency should notify the Massachusetts governing board about the entry of this disciplinary order.</p> <p>Mr. Brenton agreed to do so.</p> <p>Ms. Smith asked whether the Respondent is registered as an architect in another jurisdiction.</p> <p>Mr. Brenton said he is not aware of the Respondent being registered in any state.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>N Engineering Group, LLC (#146-23N)</p> <p>Mr. Brenton directed the Board to the written materials for the case beginning on page 53 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Dockery/Smith) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND 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 REVISED REPORT AND NOTICE OF VIOLATION DATED SEPTEMBER 6, 2023.</p> <p>Mr. Bargainer's connection dropped and he was not present for the vote.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Mr. Bargainer rejoined the call following the vote.</p> <p>Peters, Alvin Gary (#184-23A)</p> <p>Ms. Dockery recused herself from consideration of this case because Mr. Peters is an acquaintance.</p> <p>Mr. Brenton directed the Board to the written materials for the case beginning on page 55 and provided a summary of the case as well as staff's recommendation.</p>
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<p>B. Continuing Education Cases:</p>	<p>A MOTION WAS MADE AND SECONDED (Walker/Bargainer) 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 AUGUST 30, 2023.</p> <p>THE MOTION PASSED UNANIMOUSLY, WITH MS. DOCKERY IN RECUSAL.</p> <p>Mr. Brenton directed the Board to written materials for the continuing education cases beginning on page 56 of the board materials, which include summaries of the cases as well as staff’s recommendations.</p> <p>Mr. James stated that, unless any Board members need to recuse themselves from any case, he would entertain a motion to accept staff’s recommendations for all the continuing education cases. There were no recusals.</p> <p>A MOTION WAS MADE AND SECONDED (Dockery/Walker) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN THE FOLLOWING CONTINUING EDUCATION CASES:</p> <p>Case No. 024-24A Brown, Thomas H. Jr. Arch. #28184; Case No. 232-23A Jallali, Hamid Cyrus Arch. #10962; Case No. 195-23I Jung, Lindsay Carolyn RID #11481; and Case No. 194-23L Nikolai, Paul Michael LA #2491</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>6. Draft Amendments for Proposal Consideration of draft amendments to Board Rules 1.29, 3.29, and 5.39, relating to the implementation of Senate Bill 422 (88th R.S.) and the temporary registration of qualifying military service members.</p>	<p>Mr. Brenton referred the Board to the summary and associated Board materials for this rulemaking action on page 60 of the Board materials. 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 (Walker/Smith) TO APPROVE THE DRAFT AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.29, 3.29, AND 5.39 FOR PUBLICATION AND PROPOSAL IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER.</p> <p>Ms. Dockery asked what would be the appropriate certification or standard of eligibility for a person seeking temporary registration under the draft rule.</p> <p>Mr. Brenton responded that under subsection (c)(3) of the draft rules, applicants would be required to submit a written request for review of eligibility, documentation of qualifying licensure in another jurisdiction, proof of residency in Texas, a copy of the applicant’s military ID card, and</p>

	<p>proof the military service member is stationed at a military installation in Texas. Additionally, under subsection (c)(1)(A) the applicant must demonstrate that he or she holds a current architectural license in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for architectural registration in Texas. He noted that this final requirement is the general standard that all reciprocal registrants are required to meet to become registered in Texas. He said the Board is obligated to adopt this rule due to a specific requirement in SB 422, even though a person qualifying for temporary registration under the draft rule would already qualify for permanent registration under the generally-applicable rule.</p> <p>Ms. Walker noted that a qualifying applicant would receive a temporary registration without the payment of a registration fee, which is one benefit that is not available under the generally-applicable rule.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>7. Resolution Honoring Debra J. Dockery, FAIA</p>	<p>Mr. James noted it is Ms. Dockery's last Board meeting. He said staff have prepared a resolution recognizing Ms. Dockery's contributions to the Board, which he read into the record:</p> <p>Be It Known That Debra Dockery, FAIA Has distinguished herself by her many years of dedicated service to all the people who live, work, and play in the built environment of the State of Texas; and</p> <p>WHEREAS, Ms. Dockery is a sixth-generation South Texan, hailing from the city of San Antonio in Bexar County; and</p> <p>WHEREAS, Ms. Dockery graduated from Texas A&M University with a bachelor's degree in Environmental Design and a master's degree in Architecture; and</p> <p>WHEREAS, Ms. Dockery thereafter became licensed as an Architect in Washington in 1982 and, much more importantly, in Texas in 1987, bearing Texas Architectural Registration Number 11930; and</p> <p>WHEREAS, Ms. Dockery has served as President of the San Antonio Chapter of the American Institute of Architects and as Vice President of the Texas Society of Architects; and</p> <p>WHEREAS, Ms. Dockery was appointed by Governor Rick Perry in 2011 as a Member of the Texas Board of Architectural Examiners and subsequently served the people of Texas in several important Board roles, including as a member of the HB 2284 Review Committee and, in 2015, upon her</p>

	<p>appointment by Governor Greg Abbott, as the first woman to serve as Chair of the Board; and</p> <p>WHEREAS, Ms. Dockery has played an invaluable role not only in the protection of the public health, safety, and welfare both within and without the Lone Star State, but also via her deep and longstanding commitment to young people interested in a career in architecture and to emerging young professionals, and</p> <p>WHEREAS, Ms. Dockery was inducted into the 2017 American Institute of Architects College of Fellows, an honor of which only three percent of AIA members can boast, now, therefore, be it</p> <p>RESOLVED That the Texas Board of Architectural Examiners, in formal meeting assembled this 14th day of November, 2023, 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 Debra Dockery, FAIA, and have caused a copy of this Resolution to be included within the minutes of this Board.</p> <p>The Board adopted the resolution by acclamation.</p> <p>Mr. James thanked and congratulated Ms. Dockery.</p> <p>Ms. Dockery thanked the Board for the recognition. She said her service on the Board has been a wonderful experience. She said in a way she is sad to leave the Board, but that she will continue to follow the Board's work and promote licensure and the health, safety, and welfare in our professions.</p> <p>Mr. Brenton said that staff have written a letter to Ms. Dockery thanking her for her service on the Board. He read the letter into the record:</p> <p>"Madame Chair,</p> <p>Please allow us, all twenty staff of the Texas Board of Architectural Examiners, to share some thoughts on the bittersweet occasion of your departure from the position of Chair of the Board. In the years since you first joined the Board, many of us on staff have been lucky enough to get to know you.</p> <p>And of what we've learned about you, the most striking thing is your willingness to go the extra mile in helping aspiring architects. Whether it's guiding aspiring professionals in your own firm or through portfolio review on the national level, we have noticed your admirable devotion to bringing</p>
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	<p>others into the profession. You've been a mentor, a coach, and a cheerleader for untold numbers of young Texans, and the built environment is all the better for it.</p> <p>Some of us on staff have been around long enough to remember the somewhat stormy times that occurred prior to and early on in your tenure. Your level-headed and astute contributions helped lead the profession, and the agency, safely through the obstacle course that was the "overlap" controversy, among others.</p> <p>In more recent years, the waters have calmed. We think that is, in large part, because of your expert leadership as Captain. We're especially thankful for the careful navigation on unpredictable seas, because frankly we're in the boat every day.</p> <p>At the national level, too, you have protected the interests of the citizens of Texas. Your commitment to serving is never more clear than when viewed through the lens of your service on numerous NCARB committees, and highlights your priority of service over advocacy. You speak up often at national meetings even when it isn't easy, but when you do, it is with professionalism, passion, and a strong knowledge of the topic.</p> <p>It's been a pleasure to know you, an honor to work alongside you, and an inspiration to watch your efforts. Twelve years is a long time, but they have been pleasant and productive years throughout. Here's your TBAE staff wishing your next twelve years are filled with exciting projects and fulfilling professional and personal relationships.</p> <p>And please remember, we're only an hour up the road from you, so you're welcome to say hi anytime you like. Well, OK, maybe these days it's more like two or three hours up the road. But the offer will always stand.</p> <p>Warmest regards,</p> <p>The Staff of the Texas Board of Architectural Examiners"</p> <p>Ms. Smith echoed the staff's comments. She thanked Ms. Dockery for her leadership and said, in her role as a public member of the Board, it was particularly helpful to Ms. Smith to be able to draw upon Ms. Dockery's knowledge to gain deeper understanding of the regulated professions.</p> <p>Ms. Dockery thanked the staff and Ms. Smith for their comments. She said it has been her pleasure to work alongside her fellow Board members and staff. She said she is certainly willing to assist the Board in the future, whether through volunteer work or sharing her perspective. She knows she is leaving the agency in excellent hands, but after 13 years it is time to turn the reins over to those who will be charting the next course.</p>
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8. Board Officers Elections	<p>Mr. James said the Board would hold elections to fill officer positions on the Board.</p> <p>First, he opened nominations for vice-chair.</p> <p>Ms. Walker nominated Ms. Salazar to be vice-chair.</p> <p>Mr. James asked if there were any additional nominations for vice-chair. There were none.</p> <p>Mr. James opened nominations for secretary-treasurer.</p> <p>Ms. Dockery nominated Ms. Smith as secretary-treasurer.</p> <p>Mr. James asked if there were any additional nominations for secretary-treasurer. There were none.</p> <p>Mr. James called for a vote to elect Ms. Salazar as vice-chair. Ms. Salazar was elected in a unanimous vote.</p> <p>Mr. James called for a vote to elect Ms. Smith as secretary-treasurer. Ms. Smith was elected in a unanimous vote.</p>
9. Reports on National Regulatory Boards and Board Member and Staff Committee Service	<p>Mr. James invited the Board members and staff to provide updates on their service with national regulatory Board committees.</p> <p>Ms. Hildebrand said she is serving on the ICOR Overlap Committee. She said the associated subcommittees are wrapping up their work. After that, the committee will be reviewing the subcommittee findings and then developing final recommendations to go to the ICOR Board in January. At that point, they will be talking about deliverables from the project.</p> <p>Ms. Hildebrand is also serving on the NCARB Licensure Research and Development Task Force. She said they are waiting for the Competencies Task Force to finish its work, which is expected in January. Then, the task force will be considering whether to recommend the adoption of additional paths to architect registration. She said the task force will be attending the NCARB Committee Summit to collaborate and discuss current issues with other NCARB committees.</p> <p>Ms. Salazar said she is also assisting with the ICOR practice overlap project. Recently, the interior design and architect groups met to discuss categories of overlap. This work included the adoption of definitions and a review of CIDA standards to help define the qualifications of interior designers and identify appropriate overlap. Ms. Salazar said this work has occurred during two face-to-face meetings, which ended on a positive note with a report being returned to the steering committee.</p>

	<p>Mr. James said he is serving on the NCARB Region 3 Education Committee. He said the committee is hosting a conference on February 3 at UNC Charlotte. The topics will include AI, diverse pathways to licensure, NAAB accreditation, and the analysis of practice findings. The conference is expected to include educators from around the region.</p> <p>Ms. Dockery said she is reviewing portfolios pursuant to her service on the NCARB Certification Alternative Review Team. Additionally, she has volunteered to serve in the pool for NAAB accreditation teams, but she hasn't been called for a visit yet.</p> <p>Mr. Brenton said he is serving on the NCARB Credentials Committee. He said this is a big year for the committee due to the recent governance changes at NCARB, which he summarized. Mr. Brenton said the committee would be sending a call for nominations to the NCARB membership in November or December.</p> <p>Ms. Smith is also serving on the Credentials Committee. She said the committee had made recommendations to the NCARB Board regarding the information nominees should submit for consideration by the membership at elections.</p> <p>Mr. James thanked Board members and staff for their service representing Texas.</p>
<p>10. Report on Conferences and Meetings</p> <p>A. CLARB Annual Meeting – Sep. 20-22.</p> <p>B. TxA Annual Conference & Expo – Nov. 2-4</p>	<p>Mr. James invited the Board members to report on conferences and meetings.</p> <p>Ms. Smith attended the CLARB Annual Meeting and she was interested to hear about the work CLARB has done to gather information on international licensing standards. She also enjoyed the conversation addressing landscape architects and practice overlap as it relates to the ICOR process. Additionally, she was pleased to learn that landscape architects have been designated as a STEM profession.</p> <p>Mr. James attended the TxA Annual Conference and said he and Ms. Hildebrand participated in a panel with TxA about the various duties of TxA versus TBAE, the state of the two organizations, and how we can collaborate, where appropriate. Mr. James congratulated Ms. Dockery on her receipt of a TxA Presidential Citation for her public service and achievements.</p> <p>Ms. Dockery also attended and noted Mr. James had received TxA's Award for Community Service. She congratulated him for this honor.</p>

<p>C. CIDQ Annual Delegates Meeting – Nov. 10-11</p>	<p>Ms. Salazar attended the CIDQ Annual Meeting. She remarked upon the keynote address, which discussed the intersection between AI, interior design, and the regulatory landscape. Additionally, Ms. Salazar updated the Board on CIDQ’s proposed changes to the bylaws. She said these changes would have modified the eligibility requirements for membership on the CIDQ Board, but the effort was tabled to allow membership more time for consideration.</p> <p>Mr. James said AI, and the regulation thereof, would be one of our greatest challenges in the next few years. He encouraged members to learn what they can about AI and bring it back to the Board, because it will inform strategic discussions in the future.</p> <p>Ms. Smith also attended the CIDQ meeting and commended Ms. Salazar and Ms. Hildebrand on their presentation to attendees about practice overlap.</p>
<p>11. Report on Upcoming Conferences and Meetings</p> <p>A. NCARB Regional Summit – Mar. 1-2</p> <p>B. ASLA Texas Conference – Apr. 25-27</p> <p>C. NCARB Annual Business Meeting – June 13-14</p>	<p>Mr. James informed the Board of upcoming conferences and said communications about the conferences would be forthcoming from staff.</p>
<p>12. Agency Succession Plan</p>	<p>Mr. James said the Board would enter into executive session under the authority of Tex. Govt. Code §551.074.to discuss personnel issues, specifically the implementation of the agency succession plan to hire an executive director.</p> <p>The Board entered into executive session at 11:23 a.m.</p> <p>The Board reconvened in open session at 12:41 p.m. During the executive session, the Board reviewed draft documents prepared by staff to guide the hiring process. Mr. James noted that the Board had discussed the pending retirement of the executive director and that he would entertain any relevant motions to guide the process to select a successor.</p> <p>Ms. Salazar moved to post the vacancy announcement internally and externally to Texas agencies. Ms. Smith seconded the motion.</p>

	<p>Mr. James called for a vote. The motion passed unanimously.</p> <p>Ms. Dockery moved to adopt the following timeline for the hiring process:</p> <ul style="list-style-type: none"> • December 1 through January 15, 2024 – vacancy announcement posted; • January 16 through January 22, 2024 – staff screening of applicants; • January 23 through January 31, 2024 – individual selection of top five candidates by Board members; • February 1, 2024 – virtual Board meeting to select applicants to interview; • February 5, 2024 – staff scheduling of interviews; • February 15, 2024 – board meeting to conduct interviews and select a candidate; • February 16, 2024 – chair offers the position to the selected candidate; • March 1, 2024 – hire date; and • March 1 through March 31, 2024 – staff onboarding and training under Ms. Hildebrand. <p>The motion was seconded by Ms. Walker.</p> <p>Mr. James called for the vote. The motion passed unanimously.</p> <p>Ms. Walker moved to adopt staff’s draft job description, with a change to the minimum qualifications to include a degree in law, and to remove the physical demands of the position that the employee be able to walk, stand, and climb stairs; occasionally stoop, kneel, or crouch; and occasionally lift or move items up to 15 pounds.</p> <p>The motion was seconded by Ms. Smith.</p> <p>Mr. James called for a vote. The motion passed unanimously.</p> <p>Ms. Dockery moved to authorize staff to prepare the applicant qualifications table with the minimum qualifications to match the job description and posting requirements that were adopted by the Board in the previous motion.</p> <p>The motion was seconded by Ms. Smith.</p> <p>Mr. James called for a vote. The motion passed unanimously.</p> <p>Mr. James thanked Ms. Hildebrand and Ms. Best for their work in preparing such a comprehensive road map for the succession process. He said it has made this conversation and process so much easier, at least on the front end.</p>
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13. Development of TBAE Strategic Framework	<p>Mr. James said the Board would address strategic planning next. He said this was a matter that has been championed by Mr. Bargainer and asked him to set the table for the discussion.</p> <p>Mr. Bargainer discussed what he had learned at CLARB presentations on strategic planning and visioning. He shared his opinion that it is important for the Board to get outside their box and set the strategic direction of the agency. He said this is something the Board should spearhead early in the next executive director's tenure. He asked Ms. Hildebrand to share her initial plan.</p> <p>Ms. Hildebrand directed the Board to page 78 of the Board materials, which includes a description of her proposed cyclical process to guide the Board's strategic discussions moving forward. She discussed her thoughts on implementing the Board's feedback on strategic planning in light of the state's required strategic planning process. She also shared impressions she had gathered in her research on strategic planning and in attending relevant programs given by stakeholder organizations.</p> <p>Mr. James suggested an item be placed on the February meeting agenda in which Ms. Hildebrand could address the boundaries of the Board's authority as it relates to strategic planning and outline pertinent topics that could spark conversations by the Board. He said this could be used to create an outline of items to be addressed by the new executive director when they come aboard.</p> <p>Ms. Hildebrand said she would do so.</p>
14. Board Member Comments/Future Agenda Items	<p>Mr. James asked if the Board members had any comments or suggestions on future agenda items. No suggestions were received.</p> <p>Ms. Dockery said she is humbled by the recognition she received during the meeting. She said she fully expects to be replaced by the next Board meeting but said she would continue to fulfill her duties until that occurs.</p> <p>Ms. Smith asked whether Ms. Dockery would be able to continue serving on NCARB committees after leaving her position on the TBAE.</p> <p>Ms. Dockery said she was able continue to serve on NCARB committees.</p>
15. Upcoming Board Meeting	<p>Thursday, February 1, 2024 Thursday, February 15, 2024 Thursday, February 22, 2024 Thursday, May 23, 2024 Thursday, August 22, 2024 Thursday, November 21, 2024</p>

16. Adjournment	The meeting adjourned at 12:59 p.m.
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APPROVED BY THE BOARD:

DARREN L. JAMES, FAIA
Chair
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of February 1, 2024 Board Meeting
Centennial Building, 505 E. Huntland Dr., Ste. 350
Austin, TX 78752
10:00 a.m. until completion of business

<u>AGENDA ITEMS</u>	<u>DESCRIPTIONS</u>																		
1A. Call to Order	Mr. James called the meeting to order at 10:00 a.m.																		
1B. Roll Call	<p>Joyce Smith called the roll.</p> <p><u>Present Board Members</u></p> <table> <tr> <td>Darren James</td><td>Chair, Architect</td></tr> <tr> <td>Rosa Salazar</td><td>Vice-Chair, Registered Interior Designer</td></tr> <tr> <td>Joyce Smith</td><td>Secretary/Treasurer, Public Member</td></tr> <tr> <td>Jennifer Walker</td><td>Architect</td></tr> <tr> <td>Fernando Trevino</td><td>Public Member</td></tr> <tr> <td>Tim Bargainer</td><td>Landscape Architect</td></tr> <tr> <td>Eva Read-Warden</td><td>Architect</td></tr> <tr> <td>Justin Hiles</td><td>Architect</td></tr> <tr> <td>Michael Ebbeler</td><td>Public Member</td></tr> </table>	Darren James	Chair, Architect	Rosa Salazar	Vice-Chair, Registered Interior Designer	Joyce Smith	Secretary/Treasurer, Public Member	Jennifer Walker	Architect	Fernando Trevino	Public Member	Tim Bargainer	Landscape Architect	Eva Read-Warden	Architect	Justin Hiles	Architect	Michael Ebbeler	Public Member
Darren James	Chair, Architect																		
Rosa Salazar	Vice-Chair, Registered Interior Designer																		
Joyce Smith	Secretary/Treasurer, Public Member																		
Jennifer Walker	Architect																		
Fernando Trevino	Public Member																		
Tim Bargainer	Landscape Architect																		
Eva Read-Warden	Architect																		
Justin Hiles	Architect																		
Michael Ebbeler	Public Member																		
1C. Excused and Unexcused Absences	None.																		
1D. Determination of a Quorum	A quorum was present.																		
2. Board Reviews the Executive Director Employment Application Matrix to Select the Top Candidates for Job Interviews	Mr. James stated the Board would enter into executive session to discuss personnel matters under the authority of Tex. Govt. Code §551.074. The executive session convened at 10:03 a.m. The Board reconvened in open session at 10:33 a.m. Mr. James noted that no final action, decision, or vote regarding any matter was considered or discussed during the executive session.																		
3. Board Develops the Interview Questions	The Board met in executive session as stated above.																		

5. Possible Discussion Regarding Matters Discussed in Closed Session	<p>A MOTION WAS MADE AND SECONDED (Hiles/Walker) TO SELECT THE FOLLOWING INTERVIEW CANDIDATES FOR THE EXECUTIVE DIRECTOR POSITION:</p> <p>LANCE BRENTON BOYD BUSH JASON DEBORD PATRICK FORTNER RALPH HARPER TIFFANY WHITE</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
11. Adjournment	<p>The meeting adjourned at 10:35 a.m.</p>

APPROVED BY THE BOARD:

DARREN L. JAMES, FAIA
Chair
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of February 15, 2024 Board Meeting
Centennial Building, 505 E. Huntland Dr., Ste. 350
Austin, TX 78752
9:00 a.m. until completion of business

AGENDA ITEMS	DESCRIPTIONS																		
1A. Call to Order	Mr. James called the meeting to order at 9:04 a.m.																		
1B. Roll Call	<p>Joyce Smith called the roll.</p> <p><u>Present Board Members</u></p> <table> <tr> <td>Darren James</td><td>Chair, Architect</td></tr> <tr> <td>Rosa Salazar</td><td>Vice-Chair, Registered Interior Designer</td></tr> <tr> <td>Joyce Smith</td><td>Secretary/Treasurer, Public Member</td></tr> <tr> <td>Jennifer Walker</td><td>Architect</td></tr> <tr> <td>Fernando Trevino</td><td>Public Member</td></tr> <tr> <td>Tim Bargainer</td><td>Landscape Architect</td></tr> <tr> <td>Eva Read-Warden</td><td>Architect</td></tr> <tr> <td>Justin Hiles</td><td>Architect</td></tr> <tr> <td>Michael Ebbeler</td><td>Public Member</td></tr> </table>	Darren James	Chair, Architect	Rosa Salazar	Vice-Chair, Registered Interior Designer	Joyce Smith	Secretary/Treasurer, Public Member	Jennifer Walker	Architect	Fernando Trevino	Public Member	Tim Bargainer	Landscape Architect	Eva Read-Warden	Architect	Justin Hiles	Architect	Michael Ebbeler	Public Member
Darren James	Chair, Architect																		
Rosa Salazar	Vice-Chair, Registered Interior Designer																		
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Fernando Trevino	Public Member																		
Tim Bargainer	Landscape Architect																		
Eva Read-Warden	Architect																		
Justin Hiles	Architect																		
Michael Ebbeler	Public Member																		
1C. Excused and Unexcused Absences	Mr. Trevino was not present at roll call but arrived shortly thereafter. Otherwise, there were no absences.																		
1D. Determination of a Quorum	A quorum was present.																		
2. Board Conducts Job Interviews with Five Top Selected Candidates to Fill the Executive Director Position	Mr. James stated the Board would enter into executive session to discuss personnel matters under the authority of Tex. Govt. Code §551.074. The executive session convened at 9:07 a.m. The Board reconvened in open session at 3:37 p.m. Mr. James noted that no final action, decision, or vote regarding any matter was considered or discussed during the executive session.																		
3. Board Discusses Selection of Final Candidate for Executive Director	The board met in executive session as stated above.																		

4. Possible Discussion Regarding Matters Discussed in Closed Session	<p>A MOTION WAS MADE AND SECONDED (Walker/Smith) TO SELECT LANCE BRENTON AS THE FINAL CANDIDATE FOR THE EXECUTIVE DIRECTOR POSITION WITH A SALARY OF \$152,000.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>A MOTION WAS MADE AND SECONDED (Salazar/Bargainer) TO AUTHORIZE DARREN JAMES TO NEGOTIATE THE OFFER FOR THE EXECUTIVE DIRECTOR POSITION AS NECESSARY, INCLUDING THE SELECTION OF A SECOND CANDIDATE IF NEEDED.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
5. Adjournment	<p>The meeting adjourned at 3:44 p.m.</p>

APPROVED BY THE BOARD:

DARREN L. JAMES, FAIA
Chair
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

E v a M . R e a d - W a r d e n | A I A

The Arkitex Studio, Inc

Eva arrived in Bryan, Texas, in 1994, after living and working in Mississippi, Pennsylvania, and New Mexico. She joined The Arkitex Studio Inc in 1997 and became a partner in 2008. She has a particular passion for projects that serve the community and for historic buildings and places. Though locations and projects have been diverse, the challenge of turning ideas into reality for both clients and community has been a common thread. Eva relishes this challenge and enjoys helping people and organizations through the process of seeing a vision realized.

Eva has enjoyed involvement in the AIA throughout her career. She has served the AIA Brazos chapter twice as president and as Chapter Director in 2018. Eva chaired the Texas Society of Architects (TxA) Historic Resources Committee from 2012 through 2015. She was Secretary of the TxA Board in 2019-2020, President Elect in 2021, and President in 2022. Eva has also been the Texas representative for the AIA National Small Firms Exchange in 2020-2021, and in 2023-2024 serves on the AIA Board Knowledge Committee. She currently serves her local community on the City of Bryan Historic Landmark Commission.

Eva is married to Robert Warden, an architecture professor at Texas A&M University, and the mother of 2 adult daughters, Rachel and Lois.

Justin S. Hiles | AIA VLK Architects

Justin Hiles is an accomplished Architect dedicated to advancing the architectural profession and advocating for its best interests. Throughout his tenure at VLK Architects, Justin has held various roles contributing significantly to the firm's growth and success, while additionally holding leadership positions in nonprofit organizations to champion the profession.

His service as the President of the Fort Worth Chapter of American Institute of Architects (AIA) fostered collaboration with fellow chapter Presidents and leaders from the Texas Society of Architects. These engagements provided invaluable guidance to TSA members navigating the challenges posed by the COVID-19 Pandemic and addressing equity and justice issues prevalent in the nation. He led groups of Architects in Austin, Texas, and Washington D.C., leveraging his expertise to address critical issues with Representatives and Senators. Justin was most recently appointed by Governor Greg Abbott to the nine-member Texas Board of Architectural Examiners (TBAE).

Justin's professional journey is marked by a series of remarkable achievements. He has spearheaded some of VLK's most prestigious projects, including groundbreaking initiatives like the firm's first Career & Technical Education Center and first two automotive dealership projects. His leadership prowess culminated in his appointment to Architecture Director, where he oversaw the successful execution of projects in the Fort Worth office. Subsequently, Justin assumed the role of Chief Operations Officer, overseeing operations across all firm offices and ensuring excellence in service delivery.

Currently serving as the firm's inaugural Chief Information Officer, Justin is entrusted with defining and executing the organization's information technology strategy, aligning it with overarching objectives. This pivotal role underscores his commitment to leveraging technological innovations to enhance employee productivity and client satisfaction.

In addition to his professional achievements, Justin holds a Master of Architecture Degree and a Bachelor of Science Degree in Architecture, both from the University of Texas at Arlington. Justin is a Registered Architect in the State of Texas, is NCARB certified, and a LEED Accredited Professional. He is an active member of AIA, having served as Treasurer, in addition to serving as President, contributing his expertise to the organization's growth and development as a board member for five years.

Justin's impact transcends his professional endeavors, as he is widely recognized as a leader and public face of VLK Architects. His presence is felt through public presentations, representation at board meetings, city council sessions, and bond development meetings, solidifying his reputation as a distinguished figure in the architectural community.

Michael A. Ebbeler, Jr.

Public Member – Texas Board of Architectural Examiners

Born in the Midwest, family moved to Texas when he was five, knows nothing but and is a genuine Texan for sure.

Education: University of Texas Austin, St. Edwards Univ., Austin

Statutory and volunteer related: Sitting member on the Texas Board of Architectural Examiners, six years on the Rehabilitation Council of Texas, elected three terms as Chair, Served 10 years as a Steering Committee volunteer for the Lone Star Paralysis Foundation, Staff member for U.S. Cong. Bill Archer of Houston, Intern St. of Tx Office of St. Fed Relations., intern Legislative div of Gov. Bill Clements., Sec. of St. Jack Rains.

Professionally: Principal of Echelon Natural Resources LLC, Houston, President of Peach Creek Operating Co., Houston. Formally VP Business Dev Unwired Nation, Austin, Loan Officer Plains Capital, Iwayloan, Austin. Momentum Securities, Houston, Costal Gas Mktg, Houston

Personal interests are hunting, fishing, and amateur road racing.

The TEXAS BOARD OF ARCHITECTURAL EXAMINERS



Be It Known That Glenda Best

Has distinguished herself by her many 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. Best was born in the dual-island nation of Trinidad and Tobago, moving to Texas in 1998; and

WHEREAS, Ms. Best's career began in the field of Human Resources, including completion of an internship as a Management Analyst with the Department of Defense in Mannheim, Germany and at the Pentagon; and

WHEREAS, Ms. Best earned her undergraduate degree in Human Resource Management from Cipriani College of Labour and Co-operative Studies in Trinidad, and her MBA from Concordia University in Austin; and

WHEREAS, Ms. Best served, starting in 2001, as a Program Specialist Supervisor and as Performance and Accountability Manager at the Texas Youth Commission, which is now known as the Texas Juvenile Justice Department; and

WHEREAS, Ms. Best joined TBAE in January of 2010 and currently serves as Operations Manager, overseeing agency operations and acting as Board Liaison, and

WHEREAS, Ms. Best surely is well-known by every Board Member since 2010 for her tireless support; by state oversight agencies for earning the highest marks on Policy and Procedures audits; and by her colleagues for being a mentor, for having a passion for staff development, and perhaps most of all for being the consummate host, organizer, baker, and chef for dozens of agency special events, and

WHEREAS, Ms. Best has earned and kept the true respect and affection of her colleagues since day one, and will be dearly missed by her colleagues and by those seated in this Board Room, now, therefore, be it

RESOLVED

That the Texas Board of Architectural Examiners, in formal meeting assembled this 22nd day of February, 2024, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this

RESOLUTION OF APPRECIATION

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

The TEXAS BOARD OF ARCHITECTURAL EXAMINERS



Be It Known That Julie Hildebrand

Has distinguished herself by her many 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. Hildebrand was born in the state of Ohio, but moved to Texas at six months of age; and

WHEREAS, since being born in Ohio was not Ms. Hildebrand's fault and was remedied briskly, Ms. Hildebrand can therefore rightfully be considered a native Texan or, at the very least, the very closest thing to it, growing up in Nassau Bay, in Harris County; and

WHEREAS, Ms. Hildebrand earned her undergraduate degree in Sociology/Social Work from the University of Texas at Austin, and soon after earned her law degree from Texas Tech University in Lubbock; and

WHEREAS, Ms. Hildebrand subsequently served as a Staff Attorney at the Texas Medical Board, before moving to the Texas State Board of Pharmacy, where she served Assistant General Counsel and Litigation Counsel, and then served as General Counsel and ultimately Executive Director of the Texas State Board of Dental Examiners, and

WHEREAS, Ms. Hildebrand has served with distinction in a list of national council positions and task forces too long to list herein, but some highlights of which are current membership on the Practice Overlap Steering Committee of ICOR, and past volunteer positions in each of the national councils for the Board's three professions; and

WHEREAS, Ms. Hildebrand was appointed Executive Director of the Texas Board of Architectural Examiners in April of 2015, serving to this day with the complete trust, respect, and admiration of her staff, who will miss her dearly, now, therefore, be it

RESOLVED

That the Texas Board of Architectural Examiners, in formal meeting assembled this 22nd day of February, 2024, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this

RESOLUTION OF APPRECIATION

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

Darren L. James, FAIA
Chair

Rosa Salazar, RID, IIDA, ASID
Vice-Chair

TBAE Staff Accomplishments: February 2024 Board Meeting

November

- Texas Society of Architects Annual Convention – Fort Worth, TX
- E-Records Conference – IT and Legal
- ARPL 2023 Legislative Recap & 2024 Outlook
- El Paso Texas Tech and Community College – Registration and Enforcement
- CIDQ Annual Meeting – Louisville, KY
- UT-Arlington – Registration and Enforcement
- Board Meeting
- CLARB/ASLA Licensure Summit
- OAG Open Government Conference – Legal
- NCARB, Region 3 Meeting
- CLARB Digital Seals and Signatures
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

December

- ICOR Practice Overlap Steering Committee Meeting #1
- NCARB Futures Symposium – Washington, DC
- NCARB Committee Summit – Washington, DC
- Texas Workforce Commission Personnel Policies and Procedures System Review
- ICOR Practice Overlap Steering Committee Meeting #2
- Landscape Architecture Around the World: Results of the First Global Job Task Analysis
- Worker's Compensation Coordinator Training – HR
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

January

- NCARB Regional Realignment Webinar
- NCARB, Region 3 Pre-BOD Meeting
- New Board Member Orientation
- CLARB Leadership Development Webinar Series: CLARB's DEI Journey
- CLARB Design Meets Dialogue: Demonstrating Value for People and Community
- Federation of Associations of Regulatory Boards' Annual Forum – Presenter
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

February

- Board Meeting – Executive Director Interview Candidate Selection
- NCARB, Region 3 Educators and Practitioners Conference – Licensing and Executive
- CLARB Design Meets Dialogue: Building from Familiar Examples and Imagery
- International Interior Design Association SHIFT 2024 Dallas – Licensing
- CLARB Leadership Development Program: Foresight
- Board Meeting – Executive Director Interviews and Candidate Selection
- CLARB Design Meets Dialogue: Engaging your Audience Through a Virtual Tour
- South Plains College and Texas Tech – Licensing
- Board Meeting – Regular Business
- NCARB Member Board Executive Workshop – Savannah, GA
- State of Texas Regulatory Executive and Licensing Sub-Team Meetings

March

- New Executive Director Orientation and On-Boarding
- NCARB Regional Summit – Savannah, GA
- ICOR Meeting – Savannah, GA
- NCARB Licensure Research and Development Meeting – Long Beach, CA

April

- 2024 Texas ASLA Conference

May

-

June

- NCARB Annual Business Meeting

Applicants		New Registrants		Registrants (active)		The Rest	
532	+25 (507)	399	-12 (411)	20554	+328 (20226)	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:		By-examination registrations issued FYTD, by profession:		Architects		1370 exam results received FYTD 1206 Arch 0 RID 164 LA	
Architect: 220 RID: 39 LA: 32 Subtotal: 291		Architect: 117 RID: 36 LA: 27 Subtotal: 180		Resident: 8836 Nonresident: 5971 Subtotal: 14807			
Reciprocal applications received FYTD, by profession:		Reciprocal registrations issued FYTD, by profession:		RIDs		526 Continuing Education audits conducted FYTD	
Architect: 204 RID: 6 LA: 31 Subtotal: 241		Architect: 196 RID: 2 LA: 21 Subtotal: 219		Resident: 3613 Nonresident: 305 Subtotal: 3918		23 referred to Investigations FYTD	
About this report				Landscape Architects		11 scholarship applications approved FYTD	
				Resident: 1226 Nonresident: 603 Subtotal: 1829			
				All registrants		68 Certificates of Standing issued FYTD	
Resident: 13675 Nonresident: 6879 Total: 20492							
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.							

Cases Opened		Cases Dismissed		Days to Investigate a Case		Cases Resolved by Legal (as of December 31, 2023)	
120	+17	62	+20	87	58	11	2
Fiscal Year to Date	Year Over Year	Fiscal Year to Date	Year Over Year	January 2024	FY Avg to Date	Warnings by Executive Director	Voluntary Surrenders
52		Dismissal details		Context		9	23
Cases referred to Legal Fiscal Year to Date		TDLR: 62 Other: 0 *e.g. No evidence, not a violation.		Typical target: 115-330 (2022-23) SDSI avg. actual: 110 (2018)		Disciplinary Actions by Board	*Notices of Violation
						1	0
						*Complaints Filed at SOAH	*Informal Conference(s)

*Matters are ongoing and not yet resolved

Customer Service		Newsletter		Employee Engagement		Contact volume (to front desk alone)	
32,989	1,618	85%	21,000+	463	443	3,227	800
Customers surveyed	Responses	Read at least half (2018)	Recipients	Most recent score (2022)	Avg. score since 2016	Calls Fiscal Year to Date	Emails FY to Date
93%		"Disciplinary Actions"		Strengths:	Weaknesses:	Avg. monthly calls FYTD:	Avg. monthly emails FYTD:
Customer satisfaction (2022)		Most-read topic (2018)		Strategic Workplace Supervision	Pay Benefits Development		

Texas Board of Architectural Examiners
Actual 2024 Budget

	FY2024 Budget	FY2024 As of 11/30/2023
Total Beginning Fund Balance		3,492,280.18
Revenues:		
Licenses & Fees	\$ 3,140,000	\$ 738,562
Business Registration Fees	\$ 160,000	\$ 33,030
Late Fee Payments	\$ 175,000	\$ 43,275
Other	\$ -	\$ 545
Interest	\$ 50,000	\$ 44,754
Convenience Fees	\$ 79,000	\$ 19,099
Draw on Fund Balance		\$ -
Total Revenues	\$ 3,604,000	\$ 879,265
Expenditures:		
Salaries and Wages	\$ 1,883,000	\$ 466,441
Payroll Related Costs	\$ 659,000	\$ 157,138
Professional Fees and Services	\$ 30,000	\$ 4,974
Professional Fees and Services - IT/IS	\$ 20,000	\$ 2,958
Board Travel	\$ 20,000	\$ 6,738
Staff Travel	\$ 26,000	\$ 14,790
Materials and Supplies	\$ 8,000	\$ 2,001
Materials and Supplies - Postal	\$ 11,000	\$ 3,456
Materials and Supplies - IT/IS	\$ 25,000	\$ 2,717
Communication and Utilities	\$ 60,000	\$ 11,397
Repairs and Maintenance	\$ 3,000	\$ -
Rentals and Leases - Equipment and Space	\$ 14,000	\$ 3,934
Rentals and Leases - Office Space	\$ 148,000	\$ 36,608
Printing and Reproduction	\$ 7,000	\$ 2,077
Membership Dues (Other)	\$ 17,000	\$ 9,824
Board/Staff Training and Conference Fees (Other)	\$ 36,000	\$ 1,785
Operating Expenditures (Other)	\$ 23,000	\$ 7,016
Convenience Fees	\$ 79,000	\$ 19,205
SWCAP Payment (Other)	\$ 25,000	\$ -
GR Payment (Other)	\$ 510,000	\$ -
Total Expenditures	\$ 3,604,000	\$ 753,060
Excess/ (Deficiency) of Rev over Exp.	-	126,204

Funding for 8 months		\$ 2,414,680
Excess Fund Balance		\$ 1,203,805
Total Fund Balance	\$ -	\$ 3,618,485

FY 23 Balance Pending Transfers	\$ 710.00
Administrative Penalties Collected	\$ 18,355.00
Transferred to Comptroller	\$ -
FY 23 Balance Pending Transfer	\$ 19,065.00

**Texas Board of Architectural Examiners
Fiscal Year 2023 Budget
Scholarship Fund**

	FY 2024 Actual Sept 1, 2023 - Aug 31, 2024
ARE Grant Fund Beginning Balance	117,360.37
Revenues:	
FY23 Transferred in FY24	
ARE Grant Licensing Fees	\$ 6,087.00
Interest	\$ 1,532.47
FY24 Pending Transfer	\$ (6,087.00)
Expenditures:	
ARE Grant Payments	\$ (6,000.00)
Trust Fees	\$ (47.28)
Fund Balance Ending	\$ 112,845.56

Number of Scholarships Awarded 12
Frequency per Fiscal Year----September 30, January 31, and May 31



LEGISLATIVE BUDGET BOARD

Instructions for Preparing and Submitting Agency Strategic Plans

Fiscal Years 2023 to 2027

**LEGISLATIVE BUDGET BOARD STAFF
OFFICE OF THE GOVERNOR, BUDGET AND POLICY DIVISION**

WWW.LBB.TEXAS.GOV

FEBRUARY 2022

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LETTER TO AGENCY ADMINISTRATORS

TO: State Agency Administrators

FROM: Sarah Hicks, Director, Governor's Office Budget and Policy Division, Office of the Governor
Jerry McGinty, Director, Legislative Budget Board

SUBJECT: Agency Strategic Plan Instructions

The *Instructions for Preparing and Submitting Agency Strategic Plans* for fiscal years 2023 to 2027, issued jointly by the Office of the Governor, Budget and Policy Division (OOG), and the Legislative Budget Board (LBB), are available for download at www.gov.texas.gov/bpp and www.lbb.texas.gov/Agencies_Portal.aspx. We appreciate your attention to this process and look forward to working with you to ensure agency strategic plans are robust, useful, and focused.

Agency submission and posting requirements include:

- five submission dates for requesting changes to agency budget structures, beginning in March (see Pages 3–4);
- a single submission date for strategic plans and approved performance measure definitions on June 1 (see Page 4);
- submission of a biennial report on customer service within the strategic plan;
- electronic submission of the strategic plan, including the report on customer service, to the LBB as PDF documents. Agencies will upload their PDF documents using the LBB application (Document Submissions) located on the LBB's website at docs.lbb.state.tx.us;
- posting of the strategic plan, including the report on customer service, to the agency website; and
- electronic-only distribution of copies of the strategic plan; (no printed copies are required).

Agencies that experience difficulties accessing or printing the instructions should contact the LBB Application Support Team at 512-463-3167.

STRATEGIC PLANNING AND BUDGETING

INTRODUCTION

Strategic planning is a long-term and future-oriented process of assessment, goal setting, and decision making. It includes a multiyear view of objectives and strategies for accomplishing agency goals. The strategic planning process requires each agency to clearly define the results it seeks to achieve and identify factors that drive program performance and influence future planning, resource allocation, and operating decisions.

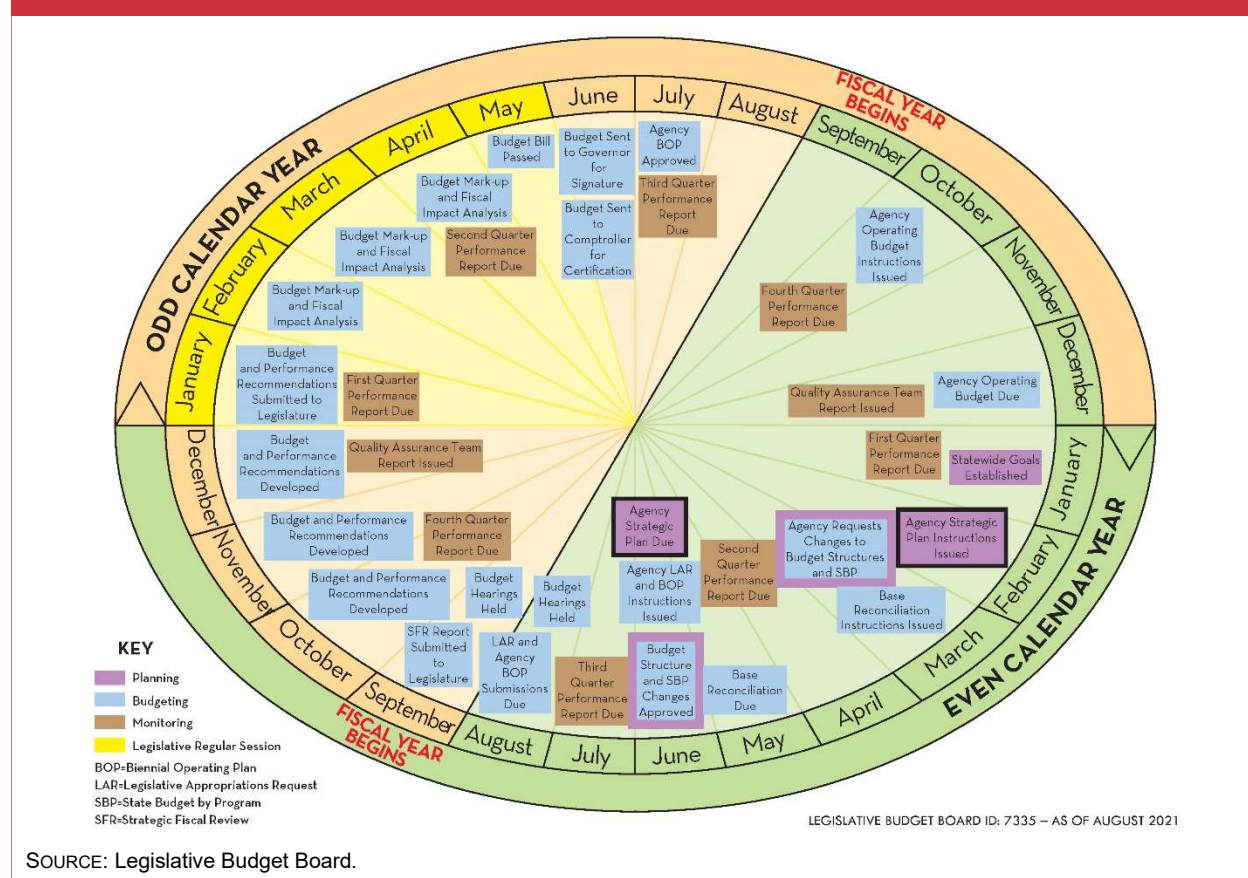
The strategic planning process incorporates and sets direction for all agency operations. The process ensures effective long-range planning to maximize the efficient use of state resources to serve the agency's core mission. The strategic plan is the formal document that communicates the agency's goals, directions, and outcomes to various audiences, including the Governor, the Legislature, the agency's staff, constituency groups, and the public. The Texas Government Code, Chapter 2056, requires strategic planning for all agencies in the executive branch of state government.

The plan's format is intended to enable agency leadership to be concise in developing a strategic vision, agency goals, and action items to achieve those goals. Therefore, the strategic plan should be prepared principally by agency executive leadership. Although a cross section of agency staff may support the plan development, strategic plan document preparation should not utilize excess agency resources or necessitate hiring outside contractors or consultants.

STATE BUDGET CYCLE

Figure 1 shows the two-year state budgeting cycle, which is subject to change. Deadline information regarding the strategic planning and budgeting process is outlined in black.

FIGURE 1
TEXAS BUDGET CYCLE



STRATEGIC PLAN SUBMISSION COMPONENTS

Each agency's strategic plan submission is divided into two sections: (1) the primary strategic plan, including statements of agency mission, goals, action plan, and identification of any redundancies and impediments; and (2) supplemental elements, including a description of the budget structure connected to the strategic plan, and other statutorily required information. These planning elements are in addition to the strategic planning requirements for state agencies set in the Texas Government Code, Chapter 2056. To the extent possible, agencies should coordinate the development of their strategic plans with these other elements and, as appropriate, cross-reference these plans and efforts.

Agency submissions include the following components in this order:

- I. Strategic Plan
 - A. Title Page (template provided)
 - B. Table of Contents
 - C. Agency Mission
 - D. Agency Goals and Action Plan (template provided)
 - E. Redundancies and Impediments (template provided)
- II. Supplemental Schedules
 - A. Budget Structure – Goals, Objectives, and Performance Measures
 - B. List of Measure Definitions
 - C. Historically Underutilized Business Plan
 - D. Statewide Capital Plan (if applicable)
 - E. Health and Human Services Strategic Plan (if applicable)
 - F. Agency Workforce Plan
 - G. Workforce Development System Strategic Planning (if applicable)
 - H. Report on Customer Service

BUDGET STRUCTURE CHANGE

In developing strategic plans for 2023 to 2027, agencies may choose to add, modify, or delete budget structure elements (e.g., goals, strategies, and performance measures) from those contained in the 2022–23 General Appropriations Act. To make such changes, agencies must submit a request to the Office of the Governor (OOG), Budget and Policy Division, and the Legislative Budget Board (LBB) using the template for requesting changes to agency budget structures (see Appendix 5).

An agency is not required to connect each element of its budget structure to its strategic plan. This budget structure will be the basic structure for agency submission of Legislative Appropriations Requests (LAR). Structures may evolve during the budget and legislative processes. The OOG and the LBB expect that budget structure change requests will maintain or increase the transparency of agency operations.

Figure 2 shows the submission due dates for requested budget structure changes by agency.

Texas State Library, Texas State Publications Depository Program

Email: ref@tsl.texas.gov

Legislative Reference Library

Email: lrl.techservices@lrl.texas.gov

STRATEGIC PLANS ON AGENCY WEBSITES

Each agency is required to post the strategic plan, including the report on customer service, to the agency website.

APPENDICES

The instructions include **appendices**, beginning on page 14, that provide templates, submission schedules, and other resources to assist agencies in their strategic plan submissions:

1. Title Page Example
2. Format for Agency Operational Goals and Action Plans
3. Strategic Plan Statutory Considerations
4. Redundancies and Impediments Template
5. Template for Requesting Change(s) to Agency Budget Structures
6. Examples of Performance Measure Definitions
7. Format for Reporting Alignment with Texas Workforce System Strategic Plan
8. Customer Service Survey
9. Economic and Population Forecast

PART 1. STRATEGIC PLAN

This section describes components of the main body of an agency's strategic plan.

TITLE PAGE

The title page for an agency's strategic plan must contain the information listed in the example provided in Appendix 1.

TABLE OF CONTENTS

A table of contents must identify all strategic planning elements, appendices, and any additional materials.

AGENCY MISSION

An agency mission is the reason for an agency's existence. The mission succinctly identifies what the agency does, why, and for whom, and grounds its statements of purpose in enabling statutes or constitutional provisions.

An agency may include an optional statement on philosophy—an expression of core values and operating principles for the conduct of the agency in carrying out its mission. The agency philosophy is derived in conjunction with the agency's mission. It defines the way the agency conducts business by articulating management policies and principles. The philosophy defines a customer-oriented approach for producing and delivering government services.

AGENCY GOALS AND ACTION PLAN

Each agency shall identify core operational goals. The strategic planning process entails a thorough re-examination of an agency. Agencies are not necessarily bound to the goals established in the prior strategic plan or the current General Appropriations Act. Operational goals are the general ends toward which agencies direct their efforts. A goal addresses issues by stating policy intention and is both qualitative and quantifiable, but not quantified. Goals are ranked for priority and should stretch and challenge an agency but be realistic and achievable.

In developing an agency's strategic goals, agency leadership must focus on the following statewide objectives of ensuring that the agency is:

1. accountable to tax and fee payers of Texas;
2. efficient by producing maximum results with no waste of taxpayer funds and by identifying any function or provision considered redundant or not cost-effective;
3. effective by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve;
4. attentive to providing excellent customer service; and
5. transparent such that agency actions can be understood by any Texan.

The agency shall identify how each goal supports these statewide objectives. In addition, the agency shall identify key action items necessary to ensure that the goal is accomplished on or before August 31, 2027, and provide a date by which the action items will be accomplished. Agencies shall provide this information in a format consistent with the Agency Operational Goals and Action Plan (see Appendix 2).

Appendix 3 provides additional considerations that an agency may be required to address in its strategic plan.

Please note that in Part 2, Schedule A (Budget Structure), agencies are required to connect identified budget objectives and strategies to their related operation goals and action plans contained in Part 1. Strategic Plan.

REDUNDANCIES AND IMPEDIMENTS

Each agency shall identify all services, state statutes, and state rules or regulations applicable to the agency that merit additional executive and legislative review that may pose barriers to the economic prosperity of Texans or reduce the agency's effectiveness and efficiency in achieving its core mission. Examples include state services, laws, and regulations that may: (1) establish barriers to entry for new competition or otherwise limit free market participation; (2) impose excessive or burdensome regulatory costs; (3) result in economic inefficiencies due to administrative or procedural delays; or (4) are performed by another agency or result in unnecessary redundancies for agency staff or stakeholders. The agency

shall include a rationale of why the service, statute, or regulation is problematic and the agency's recommended change, including recommendations for elimination or amendment.

In addition, each agency shall identify any state services, state laws, or state regulations administered by the agency that are redundant, distract from the core mission of the agency, or produce workload costs for agency staff or regulated entities that may exceed assumptions that existed when the law or regulation was implemented. Please include any instances in which the continued implementation of the law or regulation may result in an imbalanced cost-benefit outcome for the state or stakeholders. If applicable, the agency shall make recommendations based on best practices observed from the private sector or activities of other governmental entities.

Each agency shall format its response using the Redundancies and Impediments template provided in Appendix 4.

PART 2. SUPPLEMENTAL ELEMENTS

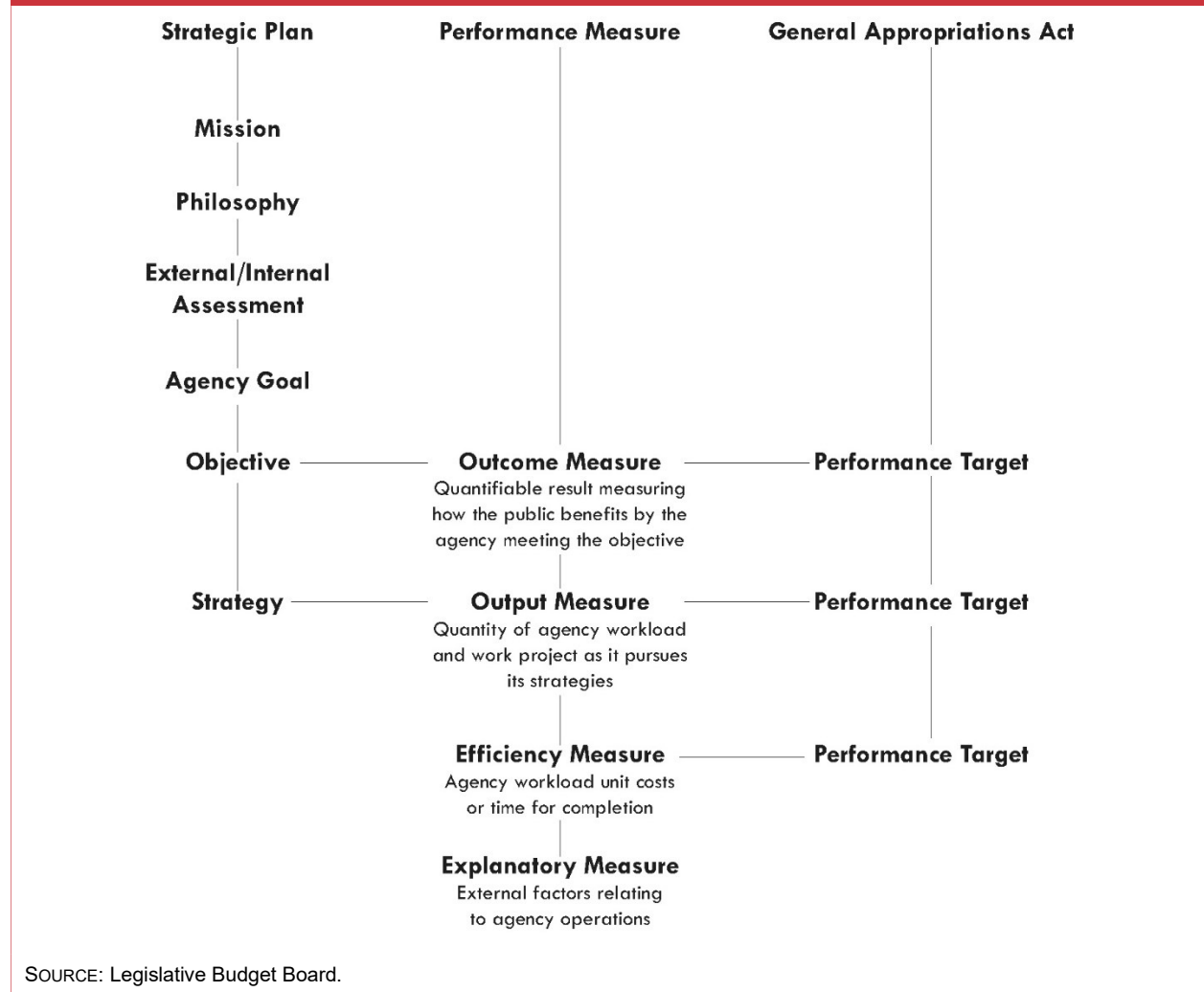
SCHEDULE A: BUDGET STRUCTURE

Through this schedule, the agency will list (1) agency goals, (2) objectives with their related outcome measures, and (3) strategies with their related output, efficiency, and explanatory measures that constitute the agency's budget structure. The schedule will include descriptions of the goals, objectives, and strategies, and the names of performance measures within their appropriate objectives and strategies.

Agencies should take this opportunity to ensure performance measures exist for high-priority and significant programs. These elements should be listed in the order in which they would appear in the agency's bill pattern in a general appropriations bill.

Figure 4 shows the structure of agency goals, objectives, strategies, and performance measures in the Strategic Planning and Budgeting System.

FIGURE 4
STRATEGIC PLANNING AND BUDGETING SYSTEM



AGENCY GOALS

Agency goals are the general ends toward which agencies direct their efforts. Goals address issues by stating policy intention. They are both qualitative and quantifiable, but not quantified. Goals are ranked for priority and should stretch and challenge an agency but should be realistic and achievable.

OBJECTIVES

Objectives are clear targets for specific action and are connected directly to agency goals. They mark quantifiable interim steps toward achieving an agency's long-range mission and goals. Objectives are measurable, time-based statements of intent. They emphasize the results of agency actions at the end of a specific period.

For each objective, please identify all related Strategic Planning Goals.

OUTCOME MEASURES

Outcome measures are indicators of the actual effect on a stated condition or problem. They are tools to assess the effectiveness of an agency's performance and the public benefit derived from it. An outcome measure typically is expressed as a percentage, rate, or ratio.

STRATEGIES

Strategies are methods to achieve goals and objectives. Formulated from goals and objectives, a strategy is the means for transforming inputs into outputs and, ultimately, outcomes with the best use of resources. A strategy includes budgetary and other resources.

For each strategy, please identify all related Strategic Planning Goals and Action Plans.

OUTPUT MEASURES

Output measures are tools, or indicators, for counting the services and goods produced by an agency. The number of individuals receiving a service and the number of services delivered are typical measures of output.

EFFICIENCY MEASURES

Efficiency measures are indicators that quantify an agency's cost, unit cost, or productivity associated with a given outcome or output. Efficiency measures typically are expressed in unit costs, units of time, or other ratio-based units.

EXPLANATORY MEASURES

Explanatory measures are quantitative indicators that provide additional information that contributes to the understanding of an agency's operating environment.

REQUESTING CHANGES TO THE BUDGET STRUCTURE

The agency's strategic plan is used as a starting point for developing the agency's budget structure. An agency's budget structure need not necessarily mirror its strategic plan. Any changes to an agency's budget structure from that in place for the 2022–23 biennium must be requested in writing by the agency's strategic plan due date in Figure 2 on page 3 using the template shown in Appendix 5 and available at http://www.lbb.texas.gov/Agencies_Portal.aspx. Changes must be approved by the OOG and the LBB.

NOTE ON BUDGET STRUCTURE ELEMENTS

Budget structure elements are limited to 35 and 70 characters (including spaces) for short names and full names, respectively. Descriptions for performance measures are limited to 500 characters and will print in an agency's bill pattern only if the measure is considered a key measure. Agencies should consider renaming elements to limit abbreviations so that a member of the Legislature or the public may understand more readily the title and purpose of the goal, strategy, or measure.

SCHEDULE B: PERFORMANCE MEASURE DEFINITIONS

Each agency must enter all approved performance measure definitions in the Automated Budget and Evaluation System of Texas (ABEST) by the submission due date of its strategic plan (see Appendix 11 for the submission schedule). Additionally, each agency must submit Schedule B, Performance Measure Definitions, as part of its strategic plan. This schedule contains the definitions for all approved measures in the agency's strategic planning and budget structure.

A performance measure's definition must explain the measure and the methodology for its calculation and provide enough information that it can be understood clearly. The description of a measure's calculation must be detailed enough to enable replication. Definitions submitted with the agency's strategic plan must include all the following elements:

- definition—provides a brief explanation of what the measure is, with enough detail to give an overall understanding of the measure;
- purpose—explains what the measure is intended to show and why it is important;
- data source—describes where the information comes from and how it is collected;
- methodology—describes clearly and specifically how the measure is calculated;
- data limitations—identifies any limitations about the measurement data, including factors that may be beyond the agency's control;
- calculation method—identifies whether the information is cumulative or noncumulative;
- new measure—identifies whether the measure is new, has changed significantly, or continues without change from the previous biennium; and
- target attainment—identifies whether actual performance that is higher or lower than targeted performance is desirable (e.g., a disease rate lower than targeted is desirable).

NOTE

For ABEST reporting purposes, all outcome and explanatory measures are noncumulative because they are reported only once a year.

Appendix 6 provides examples of definitions in the proper format. Additional information appears in the *Guide to Performance Measure Management*, 2012, published by the State Auditor's Office (www.sao.texas.gov/reports/main/12-333.pdf), and the guidelines in the LBB's *ABEST Instructions for Finalizing Budget Structures and Defining Measures*, February 2022 (www.lbb.texas.gov/Agencies_Portal.aspx → Instructions → Strategic Plan Instructions).

SCHEDULE C: HISTORICALLY UNDERUTILIZED BUSINESS PLAN

The Texas Government Code, Section 2161.123, requires agencies that complete a strategic plan pursuant to the Texas Government Code, Chapter 2056, to include a written plan for increasing their use of historically underutilized businesses (HUB) in purchasing and public works contracting. The plan must include a policy or mission statement relating to increasing the agency's use of HUBs, goals to be met by the agency in carrying out the policy or mission, and specific programs that the agency must conduct to meet the goals stated in the plan, including a specific program to encourage contractors to use HUBs as partners and subcontractors.

SCHEDULE D: STATEWIDE CAPITAL PLANNING (IF APPLICABLE)

The Eighty-seventh Legislature, General Appropriations Act (GAA), 2022–23 Biennium, Article IX, Section 11.03, requires all state agencies and institutions of higher education to supply capital planning information relating to projects for the 2022–23 biennium to the Bond Review Board. Based on information submitted by agencies and institutions, the Bond Review Board is required to compile a statewide capital expenditure plan for the 2024–25 biennium for submission to the Governor and the LBB. Agencies will submit capital plans separately to the Bond Review Board in accordance with instructions issued by the board.

The Bond Review Board provides resources to guide agencies in the submission of capital planning information at the following website: www.brb.state.tx.us/programs_capital_planning.aspx.

SCHEDULE E: HEALTH AND HUMAN SERVICES STRATEGIC PLANNING (IF APPLICABLE)

The Texas Government Code, Chapter 531, requires the Executive Commissioner of Health and Human Services to develop a coordinated state strategic plan for health and human services for submission to the Governor, Lieutenant Governor, and Speaker of the House. Chapter 531 also requires all health and human services agencies to submit strategic plans and biennial updates to the Health and Human Services Commission.

SCHEDULE F: AGENCY WORKFORCE PLAN

The Texas Government Code, Section 2056.0021, requires each state agency to conduct a strategic planning staffing analysis and to develop a workforce plan that follows guidelines developed by the State Auditor's Office. The workforce plan addresses the agency's critical staffing and training needs, including the need for experienced employees to impart knowledge to their potential successors.

Agencies should refer to the State Auditor's Office Workforce Planning website to complete their plans. This website (<http://www.hr.sao.texas.gov/WorkforceAnalysis>) contains a Workforce Planning Guide, Workforce Plan Questionnaire, tools, and other helpful information. An agency must include this plan as an appendix to its strategic plan.

OPTIONAL

Agencies that have participated in a Survey of Employee Engagement may incorporate elements of the most recent survey results into this schedule.

SCHEDULE G: WORKFORCE DEVELOPMENT SYSTEM STRATEGIC PLAN (IF APPLICABLE)

The Texas Government Code, Sections 2308.104 and 2308.1015, requires that the Texas Workforce Investment Council develop a single strategic plan for the Texas workforce system, which must include goals, objectives, and performance measures for the workforce system and those state agencies that administer workforce programs or services. The statute further mandates that, upon approval of the strategic plan by the Governor, each agency administering a workforce program shall use that strategic plan in developing the agency's operational plan.

The approved *Texas Workforce System Strategic Plan (FY 2016–FY 2023)* is available at: [https://gov.texas.gov/uploads/files/organization/twic/Texas_Workforce_System_Strategic_Plan_\(FY2016-FY2023\).pdf](https://gov.texas.gov/uploads/files/organization/twic/Texas_Workforce_System_Strategic_Plan_(FY2016-FY2023).pdf).

To demonstrate alignment with the state workforce system strategic plan, the six partner agencies, identified in this section, shall submit information within their strategic plans using the template provided in Appendix 7. The information will address key initiatives the agency has taken to fulfill objectives that are critical to achieve systems goals specified in the system strategic plan. Additionally, the agency will describe approaches and strategies that it will employ to build internal organizational and staff competence in each of the three strategic pillars noted in the system strategic plan. Additional direction is provided in Appendix 7.

System partner agencies with workforce programs or services include the following agencies:

- Texas Department of Criminal Justice – Windham School District;
- Texas Education Agency;
- Texas Higher Education Coordinating Board;
- Texas Juvenile Justice Department;
- Texas Veterans Commission; and
- Texas Workforce Commission.

SCHEDULE H: REPORT ON CUSTOMER SERVICE

The Texas Government Code, Chapter 2114, requires state agencies and institutions of higher education to submit a Report on Customer Service to the OOG and the LBB no later than June 1, 2022. Agencies should include this report within their strategic plans due on the same date. Chapter 2114 also requires agencies and institutions of higher education to develop customer service standards and implement customer satisfaction assessment plans. Agencies and institutions that previously have not prepared a compact with Texans or appointed a customer relations representative (i.e., newly established agencies) must include this information in their required reports on customer service.

Pursuant to Chapter 2114, the LBB and OOG are required jointly to develop a standardized method to measure customer service satisfaction and establish standardized performance measures for agencies. Appendix 8 provides customer service survey questions for agencies to include, with a corresponding scale, to measure customer satisfaction. These standardized questions should be in addition to survey questions that address customer satisfaction specific to the agencies' programs and services. Additionally, standard measures are provided in the following sections for inclusion in reports.

An agency's report on customer service contains the following five elements:

1. an inventory of external customers served by each strategy in the 2022–23 GAA and a brief description of the types of services provided to them, including a description of how customers are defined (e.g., by unique customers, total customer encounters, or some other measure);
2. a brief description of the methods the agency used to gather information from agency or institution customers;
3. a chart showing the levels of customer-determined service quality and other relevant information received for each customer group, and each statutorily identified customer service quality element included in the customer service survey in Appendix 8, including the following elements:
 - a. facilities, including the customer's ability to access the agency, the office location, signs, and cleanliness;
 - b. staff, including employee courtesy, friendliness, and knowledgeability, and whether staff adequately identify themselves to customers by name, including the use of name plates or tags for accountability;
 - c. communications, including toll-free telephone access, the average time a customer spends on hold, call transfers, access to live staff, letters, electronic mail, and any applicable text messaging or mobile applications;
 - d. Internet site, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or complaints;
 - e. complaint handling process, including whether it is easy to file a complaint and whether responses are timely;
 - f. ability to timely serve customers, including the amount of time a customer waits for service in person, by phone, by letter, or on a website; and
 - g. brochures or other printed information, including the accuracy of that information;
4. an analysis of the findings identified from the customer satisfaction assessment – this analysis must include an identification of changes that would improve the survey process, and summary findings regarding the quality of service provided and improvements to be made in response to this assessment; and
5. performance measure information for customer service standards and customer satisfaction (e.g., wait times, complaints, responses), in addition to the standard measures shown in this section; estimated performance for fiscal year 2022 must be included for both agency-specific and standard measures.

OUTCOME MEASURES

- Percentage of Surveyed Customer Respondents Expressing Overall Satisfaction with Services Received: The total number of agency survey respondents indicating that they are satisfied or very satisfied with the agency, divided by the total number of agency survey respondents. Measure is based on responses to question 8 of Appendix 8 Customer Service Survey.

OUTPUT MEASURES

- Total Customers Surveyed: The number of customers who receive access to surveys regarding agency services. This number includes all customers who receive surveys in person or by phone, mail, email, website, or any other means.
- Response Rate: The percentage of total customers surveyed who completed the survey.

- Total Customers Served: Total number of customers receiving services through the agency's programs.

EFFICIENCY MEASURES

- Cost per Customer Surveyed: Total costs for the agency to administer customer surveys divided by the total number of customers surveyed.

EXPLANATORY MEASURES

- Total Customers Identified: The total population of customers in all unique customer groups.
- Total Customer Groups Inventoried: The total number of unique customer groups identified for each agency program. Customer groups served by more than one agency program should be counted only once.

APPENDIX 1. TITLE PAGE

The title page for an agency's strategic plan must include the elements shown in the example below.

AGENCY STRATEGIC PLAN		
FISCAL YEARS 2023 TO 2027		
BY		
AGENCY, DEPARTMENT, BOARD, OR COMMISSION		
Board Member	Dates of Term	Hometown
DATE OF SUBMISSION		
SIGNED: _____		
APPROVED: _____		

APPENDIX 2. FORMAT FOR AGENCY OPERATIONAL GOALS AND ACTION PLANS

AGENCY OPERATIONAL GOAL AND ACTION PLAN
<p style="text-align: center;">SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p style="text-align: center;">DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORT EACH STATEWIDE OBJECTIVE</p> <p>1. Accountable to tax and fee payers of Texas.</p> <p>2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.</p> <p>3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.</p> <p>4. Attentive to providing excellent customer service.</p> <p>5. Transparent such that agency actions can be understood by any Texan.</p>
<p style="text-align: center;">DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM</p>

APPENDIX 3. STRATEGIC PLAN

STATUTORY CONSIDERATIONS

The following are subject areas that agencies should address, if applicable, in their strategic plans, but should not be additional reports, schedules, or sections of the strategic plan. Any references to these issues should be integrated into the discussion of the agency's operational goals and action plan, as submitted in the format provided in Appendix 2. Inclusion of discussion on the items listed below, pursuant to Texas Government Code, Section 2056.002, is left to agency discretion.

EXTERNAL/INTERNAL ASSESSMENT

In the strategic plan, agencies may consider including an evaluation of key factors that influence the agency. Detailed evaluation of trends, conditions, opportunities, and obstacles directs the development of each element of the strategic plan. An external/internal assessment may include the following information:

- an identification of groups of people served by the agency and of priority and other service populations in accordance with current law, and how those populations are expected to change within the timeframe of the strategic plan;
- an analysis of current agency resources for meeting current needs and expected needs, and a broad summary of additional resources necessary to meet future needs;
- an analysis of expected changes in services provided by the agency due to changes in state or federal law;
- further description of means and strategies for meeting the agency's needs, including future needs, and achieving its goals;
- a broad summary of the capital improvement needs of the agency during the period covered by the plan, and a prioritization of those needs (see Part 2. Supplemental Elements for related requirement); and
- an identification of each geographic region of Texas that the agency serves, including the Texas–Louisiana and the Texas–Mexico border regions, and, if appropriate, the agency's measures and strategies for serving each region.

External factors may include economic conditions, global competitiveness impact, population shifts, technological advances, geographical changes, and statutory changes. The Comptroller of Public Accounts (CPA) provides a long-term forecast of the state's economy and population for use in the external/internal assessment. A summary of this forecast is provided in Appendix 9. The agency uses the summary to the extent that variables important to agency activities are included in the forecast. A more complete set of variables is available for agency use through the CPA's Revenue Estimating Division. All data and projections obtained from sources other than the CPA must be referenced in footnotes. Internal factors may include management policies, resource constraints, organizational structure, automation, staff, and operational procedures.

INFORMATION RESOURCES PLANNING

Agencies should examine technology solutions that advance the mission of the agency and align with statewide technology principles and priorities, pursuant to the Texas Government Code, Section 2056.002(b)(11). The agency should provide a description of the agency's information resources (IR) management organization, policies, and practices; a description of how the agency's IR programs support and promote its mission, goals, and objectives and the goals and policies of the State Strategic Plan for IR Management; and other planning components that the Department of Information Resources (DIR) may prescribe.

For reference, the *2020–2024 State Strategic Plan for Information Resources Management* is available at: <https://dir.texas.gov/sites/default/files/2020-2024%20State%20Strategic%20Plan%20for%20Information%20Resources%20Management.pdf>.

Submit questions regarding the information resources planning section to: techplan@dir.texas.gov.

ENHANCING MILITARY FACILITIES

If applicable, a state agency should include an analysis of the agency's expected expenditures that relate to federally owned or operated military installations or facilities, or communities where such an installation or facility is located, pursuant to the Texas Government Code, Section 2056.002(b)(10). Agencies are encouraged to make this evaluation using the most current criteria provided by the Texas Military Preparedness Commission. If an agency determines that the expenditure will enhance the military value of a federally owned or operated military installation or facility based on the base realignment and closure criteria, the agency should make that expenditure a high priority.

CONTRACT MANAGER TRAINING

Agencies that contract with other state agencies, federal or local governments, or private enterprise should describe the training requirements for their contract managers, pursuant to the Texas Government Code, Section 2056.002(b)(9).

APPENDIX 4. FORMAT FOR REPORTING REDUNDANCIES AND IMPEDIMENTS

REDUNDANCIES AND IMPEDIMENTS (REPEAT SECTION AS NECESSARY FOR EACH IDENTIFIED REDUNDANCY AND IMPEDIMENT)	
SERVICE, STATUTE, RULE, OR REGULATION (PROVIDE SPECIFIC CITATION IF APPLICABLE)	
DESCRIBE WHY THE SERVICE, STATUTE, RULE, OR REGULATION IS RESULTING IN INEFFICIENT OR INEFFECTIVE AGENCY OPERATIONS	
PROVIDE AGENCY RECOMMENDATION FOR MODIFICATION OR ELIMINATION	
DESCRIBE THE ESTIMATED COST SAVINGS OR OTHER BENEFIT ASSOCIATED WITH RECOMMENDED CHANGE	
NATURAL DISASTER-RELATED REDUNDANCIES AND IMPEDIMENTS (IF APPLICABLE)	
SERVICE, STATUTE, RULE, OR REGULATION (PROVIDE SPECIFIC CITATION IF APPLICABLE)	
DESCRIBE WHY THE SERVICE, STATUTE, RULE, OR REGULATION IS RESULTING IN INEFFICIENT OR INEFFECTIVE AGENCY OPERATIONS	
PROVIDE AGENCY RECOMMENDATION FOR MODIFICATION OR ELIMINATION	
DESCRIBE THE ESTIMATED COST SAVINGS OR OTHER BENEFIT ASSOCIATED WITH RECOMMENDED CHANGE	

AGENCY STRATEGIC PLAN

FISCAL YEARS 2023 TO 2027

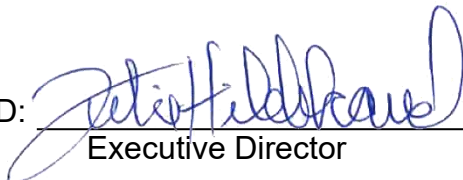
BY THE

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Member	Dates of Term	Hometown
Debra J. Dockery, FAIA – Chair	05/10/11 – 01/31/23	San Antonio
Tim A. Bargainer, PLA, ASLA, CLARB – Vice-Chair	08/12/20 – 01/31/25	Georgetown
Darren L. James, FAIA – Secretary/Treasurer	08/12/20 – 01/31/25	Lewisville
Jennifer Walker, AIA & LEED	01/15/16 – 01/31/27	Lampasas
Robert Scott Wetmore, AIA	01/15/16 – 01/31/27	Austin
Rosa Grace Salazar	07/26/18 – 01/31/23	Lubbock
Joyce J. Smith, CPA, CGMA	07/26/18 – 01/31/23	Burnet
Fernando Trevino	07/26/18 – 01/31/25	San Antonio
Lauren Taylor	08/06/21 – 01/31/27	Denton

June 2, 2022

SIGNED: _____



Executive Director

APPROVED BY THE FULL BOARD

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TBAE Mission

The mission of the Texas Board of Architectural Examiners (TBAE) is to serve the State of Texas by protecting and preserving the health, safety, and welfare of the Texans who live, work, and play in the built environment through the regulation of the practice of architecture, landscape architecture, and interior design. TBAE's mission is grounded in its enabling statutes, Chapters 1051 – 1053 of the Texas Occupations Code.

TBAE's Strategic Plan ensures that the agency not only carries out its mission, but also is:

1. Accountable to the public who uses and inhabits the built environment, registrants, and all other stakeholders.
2. Efficient by producing maximum results with no waste of collected funds and by identifying any function or provision that is redundant or not cost effective.
3. Effective by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve.
4. Attentive to providing excellent customer service.
5. Transparent such that agency actions can be understood by any Texan.

About TBAE

A. Agency Overview and Organizational Aspects

TBAE operates under the Self-Directed, Semi-Independent (SDSI) program established by the 77th Texas Legislature. TBAE's participation in SDSI removes the agency from the appropriations process, ensures accountability to stakeholders, and requires the agency to operate as a business. SDSI agencies must adopt their own budgets and establish registration fees to cover all operational costs. Additionally, each agency submits an annual payment (\$510,000 in TBAE's case) to the general revenue fund.

TBAE is overseen by a Board of nine gubernatorial appointees. Four Board members are registered architects, three are public members, one is a registered interior designer, and one is a registered landscape architect. The Chair is selected by the Governor from among the Board members, and typically the group meets four times a year to make or amend rules and decide enforcement cases.

TBAE has a staff of 19 full-time equivalent positions and operates with an annual budget of \$3.3M. TBAE Staff is divided into three broad functional units: Registration, Enforcement, and Administration. Each division is responsible for executing particular operational aspects of the Board's statutory charge and mission. While separation of the units allows staff to fully engage in their respective areas of expertise, close collaboration and cross-training allows the agency as a whole to remain flexible for most any event.

B. Current Activities

Through the third quarter of fiscal year 2022, TBAE is operating under a balanced budget. As a result, for the eighteenth year in a row, TBAE did not raise registration fees. With such fiscal responsibility, TBAE has a healthy fund balance at 92% of its annual budget. However, it is expected that the fund balance will need to be spent down to the amount set by policy within the coming years due to increased expenses resulting from the state-required move to privately leased office space.

Looking at registration trends on May 31, 2022, TBAE has seen a 2.8% annual increase for active architect registrants, a 0.2% annual decrease for active registered interior designers, and a 0.2% increase for active landscape architect registrants. The increase in active registrants has slowed since FY18 and is likely to continue to level off in future years.

In the enforcement unit, TBAE is on track to open approximately 314 complaints in FY22. Through May 31, 2022, the enforcement unit has closed 96 cases, with 16 resulting in disciplinary action by TBAE. This pace should keep us on track to avoid a backlog in cases.

C. External/Internal Assessment Issues and Trends

In conducting an external/internal assessment, the Board collected and analyzed information from several sources including an Industry Environmental Scan, Customer Service Survey, Survey of Employee Engagement, and a Board Strategic Planning Session. The Board conducted a thorough analysis of its past, current, and future position and its expectations for external and internal change. The following current and future major issues may affect the Board's operations and results in meeting the needs of its stakeholders.

- Use of Technology by the Professions
- Specialization and Certification
- Increase of Multidisciplinary Approach to Design and Large Firms
- Mobility of Registrants and the Need for Minimal Barriers and Alternative Paths to Practice
- Assurance of Licensee Competency
- Environmental and Societal Shifts' Effect on Design, Including Climate Change and Pandemic Mitigation
- The Role of Cybersecurity to Protect Individual and Business Security
- Economic Forecasts in the Design Industry and Nationally
- Workforce Demographics and Diversity, Equity, and Inclusion

TBAE Operational Goals and Action Plans

Registration Goal: TBAE will administer a registration program to ensure that only qualified professionals become registered in Texas.

Specific Action Items to be Achieved Throughout the Strategic Plan Period

1. Ensure the professional qualifications of those practicing the regulated professions by setting appropriate requirements for education, experience, and examination.
2. Increase public and professional awareness of TBAE's mission, activities and services to ensure voluntary compliance with the regulatory requirements and protection of the public health, safety, and welfare.
3. Foster partnerships with related organizations in order to facilitate consistent regulation of the professions and further the Board's mission and goals.
4. Anticipate and respond to an evolving registrant pool, with specific attention to the following factors:
 - changing demographics of registrants, exam candidates, and future professionals; and
 - reducing barriers to registration, alternative paths to registration and registrant mobility.
5. Review the current use of technology in the regulated professions and by the agency to ensure that state laws, rules, and services are keeping pace with the impacts of technology, and to improve operational efficiency, effectiveness, and customer service.
6. Continue to monitor and update TBAE rules to ensure alignment and relevancy and eliminate redundancies and impediments.
7. Enhance organizational effectiveness and improve the quality of customer service in all programs, by reviewing state and national standards with the aim of continuous operational improvement. TBAE will look to maximize administrative leanness, while not sacrificing agency agility and responsiveness.
8. Ensure that disaster preparedness and leadership succession planning are strong and that cross-component working groups are developed to ensure the continuity of agency effectiveness and efficiency.
9. Protect fiscal soundness through policies, procedures, and preparation for expected revenue and expenditure fluctuations, with a focus on linking revenues to expenditures.
10. Ensure TBAE's cybersecurity standards are sufficient to protect individuals' and businesses' private information from being compromised.

TBAE's Registration Goal and Action Plan Supports Each Statewide Objective Accountable • Efficient • Effective • Transparent • Customer Service

All of the Statewide Objectives were considered as a roadmap in developing the Action Items listed above. Each Action Item speaks directly to at least one Statewide Objective, and most address more than one Statewide Objective. Taken together, the Action Items pursuant to the Registration Goal make great strides toward bolstering all of the State's Objectives and toward high performance overall.

Enforcement Goal: TBAE will protect the public health, safety, and welfare with an effective, responsive, and consistent enforcement program.

Specific Action Items to be Achieved Throughout the Strategic Plan Period

1. Ensure that all complaints and known violations are investigated and appropriate voluntary or disciplinary action is taken against all violators.
2. Investigate and prosecute complaints in a thorough and timely manner.
3. Pursue compliance with disciplinary actions and conditions.
4. Establish regulatory standards of practice for the regulated professions.
5. Increase public and professional awareness of TBAE's mission, activities, and services to ensure a better understanding of the regulatory requirements, voluntary compliance with the regulatory requirements and protection of the public health, safety, and welfare.
6. Foster partnerships with related organizations in order to facilitate consistent regulation of the professions and further the Board's mission and goals.
7. Review the current use of technology in the regulated professions and by the agency to ensure that state laws, rules, and services are keeping pace with the impacts of technology, and to improve operational efficiency, effectiveness, and customer service.
8. Continue to monitor and update TBAE rules to ensure alignment and relevancy and eliminate redundancies and impediments.
9. Enhance organizational effectiveness and improve the quality of customer service in all programs, by reviewing state and national standards with the aim of continuous operational improvement. TBAE will look to maximize administrative leanness, while not sacrificing agency agility and responsiveness.
10. Ensure that disaster preparedness and leadership succession planning is strong and that cross-component working groups are developed to ensure the continuity of agency effectiveness and efficiency.
11. Protect fiscal soundness through policies, procedures, and preparation for expected revenue and expenditure fluctuations, with a focus on linking revenues to expenditures.
12. Ensure TBAE's cybersecurity standards are sufficient to protect individuals' and businesses' private information from being compromised.

TBAE's Enforcement Goal and Action Plan Supports Each Statewide Objective
Accountable • Efficient • Effective • Transparent • Customer Service

All of the Statewide Objectives were considered as a roadmap in developing the Action Items listed above. Each Action Item speaks directly to at least one Statewide Objective, and most address more than one Statewide Objective. Taken together, the Action Items pursuant to the Enforcement goal make great strides toward bolstering all of the State's Objectives and toward high performance overall.

Redundancies and Impediments

Service, Statute, Rule or Regulation (Provide Specific Citation, if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with the Recommended Change
<p>Annual \$510,000 SDSI payment, Tex. Gov't Code 472.102(c)</p> <p>Remittance of all administrative penalties to General Revenue, Tex. Gov't Code 472.110(d)</p>	<p>Expenditures, most of which are fixed, are set to outpace revenues in coming years. Absent a reduction in legislatively mandated expenditures, higher registration fees will be required resulting in greater barriers to entering or continuing in the regulated professions.</p>	<p>Respectfully, TBAE suggests a review of the two legislative requirements noted in this section. An evaluation of whether the requirements accomplish the state's goals of reducing barriers and maximizing results may be in order.</p>	<p>If these legislatively mandated expenditures are eliminated, TBAE would expect for the need to increase renewal fees to be significantly delayed, which would reduce impediments to continued or initial registration.</p>

TBAE is facing difficult demographic and financial realities and likely will need to raise registration fees in the future. TBAE projects that by FY27, renewal fees may climb by approximately \$8 for an annual registration renewal unless one or more of the fixed costs noted above are decreased. TBAE well understands that increased fees can be a barrier to registration and is proud to have avoided raising fees for eighteen continuous years. But in light of the required \$510,000 annual SDSI payment to General Revenue and the 2013 requirement to remit all enforcement penalties to General Revenue, the agency has little choice but to consider raising revenue via fee increases.

In FY21, pursuant to a required rule review, TBAE was able to do a full self-evaluation of all of TBAE's rules. Additionally, TBAE will continue to evaluate throughout the strategic planning period with the goal of reducing any barriers to the economic prosperity of Texas and making the agency more effective and efficient in achieving its core mission and will report any additional recommendations to the Governor's office.

Supplemental Schedule A: Budget Structure and Performance Measures

As a self-directed, semi-independent agency, TBAE does not operate under a traditional budget structure within the general appropriations bill. Instead, TBAE is required to adopt a budget annually using generally accepted accounting principles. Therefore, TBAE does not operate under a Goal-Objective-Strategy model and does not submit data to the Automated Budget Evaluation System of Texas (ABEST).

In lieu of reporting to ABEST, TBAE is required to submit an annual report to the Governor, Legislature, and the Legislative Budget Board, which includes trend performance data related to TBAE's goals and other data related to its administrative and fiscal operations. TBAE additionally submits a quarterly report to all parties. TBAE's trend performance data measures related to its goals are listed below.

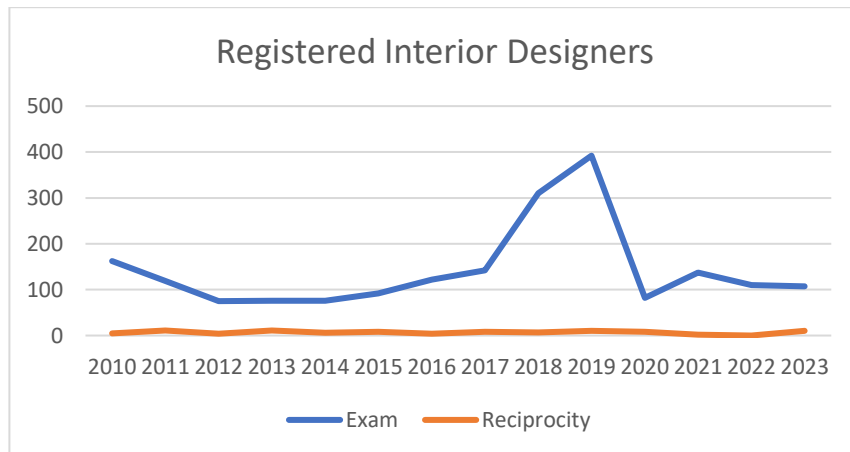
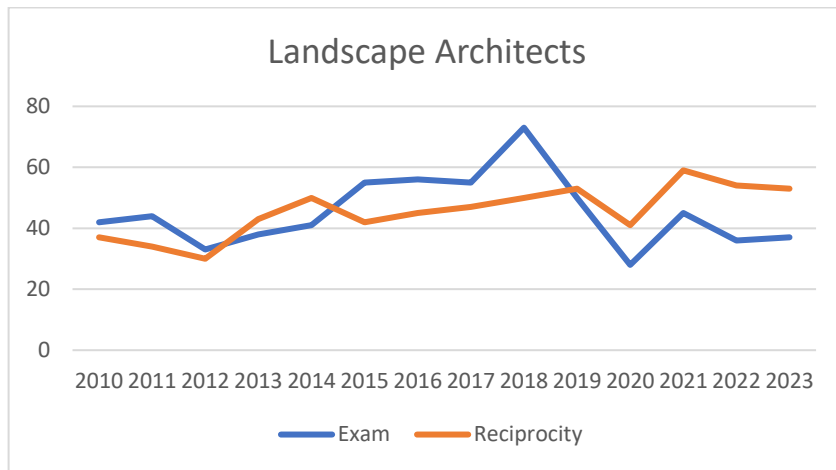
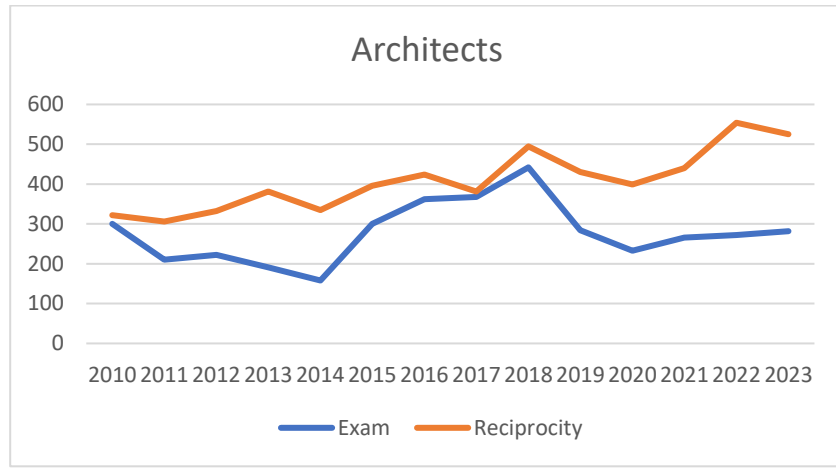
Measures Related to the Registration Goal:

- Number of Registrants by Type and Status
- Average Time to Issue a Registration
- Number of Examination Candidates

Measures Related to the Enforcement Goal:

- Number of Cases Opened by Staff and Public
- Number of Cases Closed by Dismissal and Enforcement Action
- Number of Enforcement Actions by Sanction Type
- Number of Cases Closed through Voluntary Compliance
- Amount of Administrative Penalties Assessed and the Rate of Collection of Assessed Administrative Penalties
- Number of Cases Opened that Allege HSW and Disposition
- Average Time to Resolve a Complaint

Exam vs Reciprocity Registrations



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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number: 173-23N
Respondent: Luis Diaz
Location of Respondent: Houston, TX
Instrument: Report and Notice of Violation

Findings:

- Luis Diaz (hereafter “Respondent”) is not and has never been registered as an architect in the State of Texas.
- At all times relevant to this matter, Respondent has been the sole managing member of Diaz Design and Build, LLC. Diaz Design Build, LLC is not and has never been registered as a firm which may be lawfully held out to the public as offering or providing architectural services in Texas.
- On or about December 20, 2022, Respondent engaged in the unauthorized practice of architecture, in that Respondent prepared and issued architectural plans for *HomeSteady Assisted Living – Assisted Living Facility* located at 1103 Spring Meadow Lane in Spring, Texas 77373, which were submitted to Harris County Engineering Department for regulatory approval.

Applicable Statutory Provisions and Rules:

- An architectural plan or specification for the construction of any new building or for the modification of any existing building intended for use as an institutional residential facility shall be prepared by an architect, under the supervision and control of an Architect, or by an engineer pursuant to 22 Tex. Admin. Code § 1.210(c) or (e) of this title, regardless of: (1) the number of stories or square footage of the building; and (2) whether the building is privately or publicly owned. 22 Tex. Admin. Code § 1.214(a).
- “Institutional residential facility” means a building intended for occupancy on a 24-hour basis by persons who are receiving custodial care from the proprietor or operator of the building. Hospitals, dormitories, nursing homes and other assisted living facilities, and correctional facilities are examples of buildings that may be Institutional Residential Facilities. 22 Tex. Admin. Code § 1.5(34).
- By preparing and issuing architectural plans for *HomeSteady Assisted Living – Assisted Living Facility* located at 1103 Spring Meadow Lane in Spring, Texas 77373, Respondent violated Tex. Occ. Code § 1051.701(a).

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 Texas Occupations Code, Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated August 31, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number: 175-23N
Respondent: Claude A. Lewis, III
Location of Respondent: Houston, TX
Instrument: Revised Report and Notice of Violation

Findings:

- Claude A. Lewis, III (hereafter “Respondent”) is not and has never been registered as an architect in the State of Texas.
- At all times relevant to this matter, Respondent was the managing member of CAL3Designs, LLC. CAL3Designs, LLC is not and has never been registered as a firm which may be lawfully held out to the public as offering or providing architectural services in Texas.
- On or about July 8, 2020, while acting on behalf of CAL3Designs, LLC, Respondent offered to engage in the practice of architecture, in that Respondent issued an “Architectural Drafting Contract” for a project identified as *Miquel Apartments* located in Houston, Texas. In the contract, Respondent offered “architectural services,” including “complete architectural drawings for a 10 unit apartment complex.” Respondent executed the contract under the title “Architectural/Drafter” and the contract includes references to Respondent as the “Architect Designer/Drafter.”
- Subsequently, beginning on or about September 1, 2020, Respondent engaged in the practice of architecture, in that Respondent prepared and issued architectural plans for the *Miquel Apartments* project pursuant to the offer to provide architectural plans.
- On or about May 23, 2023, Respondent utilized a LinkedIn.com profile which improperly used the term “architectural” to describe services offered by Respondent’s firm in Texas, in that the profile identifies the firm as “an architectural design company.”

Applicable Statutory Provisions and Rules:

- By preparing and issuing architectural plans for *Miquel Apartments*, pursuant to an offer to provide architectural services, while improperly using the term “architect” to describe Respondent and “architectural” to describe services offered or provided by Respondent’s firm in Texas, Respondent violated Tex. Occ. Code § 1051.701(a).
- By improperly using the terms “architect” and “architectural” to describe Respondent and describe services offered by Respondent’s firm in Texas, Respondent violated 22 Tex. Admin. Code § 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 **\$4,000** and which Orders the Respondent to cease and desist any and all violations of Tex. Occ. Code, Ch. 1051 and Board rules, as set forth in the Revised Report and Notice of Violation dated December 12, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	228-23A
Respondent:	Nathan Eugene Lewis, Sr.
Location of Respondent:	Sugar Land, TX
Nature of Violation:	Violation of Elimination of Architectural Barriers Act
Instrument:	Report and Notice of Violation

Findings:

- Nathan Eugene Lewis, Sr. (hereafter “Respondent”) is registered as an architect in Texas with registration number 10326.
- Previously, on April 7, 2022, the Executive Director issued a Written Warning to Respondent based on findings that Respondent failed to timely submit documents to the Texas Department of Licensing and Regulation (TDLR) for accessibility review. The Written Warning notified Respondent that any future violation would merit more significant disciplinary action.
- On or about January 20, 2023, Respondent issued architectural plans and specifications for *Houston MRI* in Friendswood, Texas, a nonexempt project which is subject to the requirements of Tex. Gov’t Code § 469.101. However, Respondent did not submit the plans for accessibility review until April 11, 2023.

Applicable Statutory Provisions and Rules:

- A design professional with overall responsibility for the design of a nonexempt building or facility shall submit plans and specifications to a registered accessibility specialist no later than 20 days after issuance. Tex. Gov’t Code §§ 469.101-.102.
- By failing to submit plans and specifications on a project for accessibility review no later than the 20th day after issuance, Respondent violated Tex. Gov’t Code § 469.102(b) and 16 Tex. Admin. Code § 68.50, which provide grounds for disciplinary action pursuant to Tex. Occ. Code § 1051.752(2) and 22 Tex. Admin. Code § 1.170(a).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** as set forth in the Report and Notice of Violation dated October 17, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number: 212-22N
Respondent: Kevin Spearman
Location of Respondent: Houston, TX
Instrument: Second Revised Report and Notice of Violation

Findings:

- Kevin Spearman (hereafter “Respondent”) is not and has never been registered as an architect in the State of Texas.
- At all times relevant to this matter, Respondent was the principal and owner of Bellacasa Design Associates, Inc. D/B/A Kevin Spearman Design Group, Inc., which is not and has never been registered as a firm that may be lawfully held out to the public as offering or providing architectural services in Texas.
- On or about February 6, 2020, while acting on behalf of Kevin Spearman Design Group, Inc., Respondent offered to engage in the practice of architecture, in that Respondent issued a proposed Agreement for Interior Design Services for a residential project located in Houston, Texas, under which the firm would provide “architectural interior design service” including the production of “architectural drawings reflecting changes to plans” and “recommendations regarding interior architectural design, space planning and livability.” Under the proposal, “time required by interior architect for CAD design is billed separately as noted in contract per CLIENT approval.”
- On or about July 28, 2022, while acting on behalf of Kevin Spearman Design Group, Inc., Respondent improperly used terms that use a form of the words “architect” or “architecture” to describe Respondent’s firm and/or describe services offered by Respondent’s firm in Texas, as follows:
 - a website which improperly used the term “architect,” in that the website described the firm as having a design team that included “architects, builders, and associates.”
 - a Facebook profile which improperly used the term “architecture,” in that the profile stated the firm offered services include “interior architecture.”
 - a Houzz.com profile which improperly used the term “architectural,” in that the profile stated that the firm offered services including “interior design [and] interior architectural design” and “architectural design.”

Applicable Statutory Provisions and Rules:

- By issuing a proposed Agreement for Interior Design Services under which his firm would provide “architectural interior design service” including the production of “architectural drawings reflecting changes to plans” and “recommendations regarding interior architectural design, space planning and livability,” Respondent offered to practice architecture in violation of Tex. Occ. Code § 1051.701(a)-(b).

- By improperly using the terms “architect,” “architecture,” and “architectural” to describe services offered by Respondent and/or Respondent’s firm in Texas, Respondent violated Tex. Occ. Code § 1051.701(b) and 22 Tex. Admin. Code § 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 Texas Occupations Code, Chapter 1051 and Board rules, as set forth in the Second Revised Report and Notice of Violation dated January 18, 2024.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	064-24A
Respondent:	Joshua William Aidlin
Location of Respondent:	San Francisco, CA
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Joshua William Aidlin (hereafter “Respondent”) is registered as an architect in Texas with registration number 29367.
- 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, 2022 through December 31, 2022.
- 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 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. 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 December 19, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	016-24A
Respondent:	Marsha Bernard
Location of Respondent:	Austin, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Marsha Bernard (hereafter “Respondent”) is registered as an architect in Texas with registration number 10120.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only five hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.

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.

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 October 26, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	028-24A
Respondent:	John C. Clarke
Location of Respondent:	Sausalito, CA
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- John C. Clarke (hereafter “Respondent”) is registered as an architect in Texas with registration number 25508.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- 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.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period ended.

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 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. The Board’s standard assessment for falsely certifying is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$900** as set forth in the Report and Notice of Violation dated November 27, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	065-24A
Respondent:	Christopher J. Gannon
Location of Respondent:	Austin, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Christopher J. Gannon (hereafter “Respondent”) is registered as an architect in Texas with registration number 27688.
- On September 15, 2023, 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, 2022 through December 31, 2022.
- Subsequently, Respondent replied that he could not produce a full detailed record of Respondent’s continuing education activities for the audit period. Respondent was able to provide acceptable documentation for the completion of only four hours of continuing education.
- Respondent claimed eight hours of supplemental continuing education that were completed after 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, 2022 through December 31, 2022, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

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 December 28, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	029-24I
Respondent:	Rebekka Jean Glass
Location of Respondent:	Austin, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Rebekka Jean Glass (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 11332.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only ten hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- 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.
- Respondent claimed two hours of supplemental continuing education that were completed after the audit period.

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. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying 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 § 5.79. The Board’s standard assessment for falsely certifying is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 5.175(f)(6).

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 October 31, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	063-24I
Respondent:	Inda Louisa Hahn
Location of Respondent:	Austin, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Inda Louisa Hahn (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 10697.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period.

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. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 5.175(f)(6).

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 December 19, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	009-24A
Respondent:	Braden Gregory Haley
Location of Respondent:	New Braunfels, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Braden Gregory Haley (hereafter “Respondent”) is registered as an architect in Texas with registration number 21952.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period.

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.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

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 October 18, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	233-23A
Respondent:	Julia W. Long
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Julia W. Long (hereafter “Respondent”) is registered as an architect in Texas with registration number 19727.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only five hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- Respondent claimed seven hours of supplemental continuing education that were completed after the audit period.

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.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$350** as set forth in the Report and Notice of Violation dated October 12, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	197-23L
Respondent:	Tiffany Delynn May
Location of Respondent:	West Palm Beach, FL
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Revised Report and Notice of Violation

Findings:

- Tiffany Delynn May (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 3676.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only eight hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.

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. 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 Revised Report and Notice of Violation dated December 20, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	213-23I
Respondent:	Kelie Ann Mayfield
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Kelie Ann Mayfield (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 11327.
- Previously, on June 8, 2017, the Board issued an Order to Respondent in TBAE Case No. 161-17I based on findings that Respondent failed to timely complete continuing education requirements and falsely certified compliance with continuing education requirements. Under the terms of the Order, Respondent was ordered to pay an administrative penalty of \$1,200.
- In the current matter, based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- 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.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period ended.

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. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying 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 § 5.79. The Board’s standard assessment for falsely certifying is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 5.175(f)(6).

Action Recommended by Executive Director:

- The standard penalty for a first-time violation of these rules is \$900. However, since Respondent has previously been subject to discipline for failure to comply with continuing education requirements, she is subject to increased penalties under 22 Tex. Admin. Code §§ 5.187(5) and 5.242(k). Therefore, the Executive Director recommends that the Board 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 October 31, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	011-24A
Respondent:	Lester Kurt Ortley
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Lester Kurt Ortley (hereafter “Respondent”) is registered as an architect in Texas with registration number 19036.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- 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 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. 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 October 18, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	061-24I
Respondent:	Lisa Renee Phan
Location of Respondent:	Garland, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Lisa Renee Phan (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 11368.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period.

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. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 5.175(f)(6).

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 December 19, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	062-24A
Respondent:	Cecilia Sarate
Location of Respondent:	Berkeley, CA
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Cecilia Sarate (hereafter “Respondent”) is registered as an architect in Texas with registration number 27390.
- 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, 2022 through December 31, 2022.
- Respondent claimed 12 hours of supplemental continuing education that were completed after the audit period.

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.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

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 December 19, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	025-24A
Respondent:	Jenny Thu Tran
Location of Respondent:	Katy, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Jenny Thu Tran (hereafter “Respondent”) is registered as an architect in Texas with registration number 26359.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2022 through December 31, 2022.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period.

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.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

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 October 26, 2023.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise and assist the Board in addressing this matter.

Case Number:	141-23I
Respondent:	Erin Wallander
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Revised Report and Notice of Violation

Findings:

- Erin Wallander (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 12532.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only five 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.
- Respondent claimed seven hours of supplemental continuing education that were completed after the audit period ended.

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. The standard administrative penalty assessed for this violation is \$100 per hour of deficiency.
- By falsely certifying 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 § 5.79. The Board’s standard assessment for falsely certifying is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 5.175(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$850** as set forth in the Revised Report and Notice of Violation dated November 17, 2023.

Proposed Amendments to Rules 1.29, 3.29, and 5.39
Relating to Temporary Registration of Military Service Members

Summary

To implement SB 422 (88th R.S.) the Board proposed amendments to §§ 1.29, 3.29, and 5.39 at the June Board meeting. The proposed amendments were submitted to the governor's office, which recommended a minor modification to the draft language in subsections (c)(6) of each rule. Staff agreed with that modification and included it in the proposed rules that were submitted to the Texas Register. The proposed rules were published in the January 12, 2024, edition of Texas Register, and no comments have been received. Staff recommends that the Board adopt the proposed amendments.

Background

Recently, Senate Bill 422 was enacted, amending Chapter 55 of the Texas Occupations Code. Chapter 55 addresses various exceptions and amendments to licensing laws benefiting military service members, military veterans, and military spouses. SB 422 makes two changes in the law that must be implemented in the Board's rules.

First, the new law makes it easier for a military service member to engage in a business or occupation in Texas, extending provisions that previously applied only to military spouses. Under newly-amended Tex. Occ. Code §55.0041(a), a military service member may engage in a business or occupation for which a license is required without obtaining the applicable license if the military service member is currently licensed in good standing by another jurisdiction that has licensing requirements that are substantially equivalent to Texas requirements. A military service member seeking to practice under this provision is required to notify the licensing entity, submit proof of residency and military identification, and receive confirmation of qualification to practice from the state agency. *See* Tex. Occ. Code §55.0041(b). The law also authorizes state agencies to adopt rules to issue a temporary license to an individual who qualifies to practice their profession under §55.0041(a). *See* Tex. Occ. Code §55.0041(f). A license issued under that provision must expire not later than the third anniversary of the date the agency provided the confirmation and may not be renewed. A state agency may not charge a fee for the issuance of the license. A military service member subject to this law is required to comply with all other laws and regulations applicable to

the business or occupation in this state. *See* Tex. Occ. Code §55.0041(c). SB 422 further amended §55.0041 by clarifying that a divorce or similar event does not impact a military spouse's authorization to practice an occupation under §55.0041. Finally, §55.041 was amended to require an agency to verify an applicant's qualifying out-of-state-licensure within 30 days of receiving an application under §55.0041.

Second, SB 422 amends Tex. Occ. Code §55.005, which is intended to provide an expedited license procedure for a military service member, military veteran, or military spouse that qualifies for a permanent license under Tex. Occ. Code §55.004. Previously, a state agency was required by §55.005 to issue a license "as soon as practicable" upon the receipt of a qualifying application for licensure. SB 422 modifies this provision to require an agency to issue a license no later than 30 days after receiving a qualifying application.

Previously, the Board adopted Board Rules 1.29, 3.29, and 5.39 to implement the various provisions contained within Chapter 55. To implement SB 422, Staff has prepared amendments to these rules.

Proposed Amendments

The proposed amendments to Board Rules 1.29, 3.29, and 5.39 that were published in the Texas Register are attached. The amendments are summarized as follows:

- Subsection (b)
 - For qualifying military service members, military veterans, and military spouses, requires the Board to process an application for permanent registration and issue the registration within 30 days.
- Subsection (c)
 - Extends a previously-adopted temporary registration procedure to qualifying military service members. Previously, only qualifying military spouses could receive a temporary registration under the rules.
 - Requires the Board to verify an individual's eligibility for temporary registration within 30 days of receipt of a qualifying application.
 - A military spouse's temporary registration is not impacted by a divorce or similar event. Following the Board's approval of draft language, the governor's office

suggested a modification to clarify that the three-year temporary registration of a divorced military spouse would not be impacted by the relocation of the military service member. This modification, which is identified in red within the attached copies of the proposed rules, is appropriate and was included in the proposed rule prior to publication in the Texas register.

- Non-substantive housekeeping amendments:
 - Subsections 3.29(b)(2)(A) and 5.39(b)(2)(A)
 - Subsections 1.29(c)(7), 3.29(c)(7), and 5.39(c)(7)
 - Subsections 1.29(c)(8)(B), 3.29(c)(8)(B), and 5.39(c)(8)(B)

Staff Recommendation

Approve amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, and 5.39, as published in the Texas Register, for final adoption.

RULE §1.29 Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "Military service member" means a person who is on active duty.

(4) "Military spouse" means a person who is married to a military service member.

(5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty.

(b) Architectural registration eligibility requirements for military service members, military veterans, and military spouses.

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active architectural registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration in this state; or

(B) Held an active architectural registration in this state within the five years preceding the application.

(3) Not later than 30 days[As soon as practicable] after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

(c) Alternative temporary registration procedure for an individual who is a military service member or military spouse[spouses].

Proposed Rule 1.29

(1) An individual who is a military service member or[A] military spouse may qualify for a temporary architectural registration if the individual[spouse]:

(A) holds a current architectural license or registration in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for architectural registration in this state;

(B) notifies the Board in writing of the individual's[spouse's] intent to practice Architecture in this state;

(C) submits to the Board required information to demonstrate eligibility for temporary architectural registration; and

(D) receives a verification letter from the Board that:

(i) the Board has verified the individual's[spouse's] license or registration in the other jurisdiction; and

(ii) the individual[spouse] is issued a temporary architectural registration.

(2) The Board will review and evaluate the following criteria when determining whether another jurisdiction's licensing requirements are substantially equivalent to the requirements for an architectural registration in Texas:

(A) whether the other jurisdiction requires an applicant to pass the Architect Registration Examination (ARE);

(B) any experience qualifications required by the jurisdiction to obtain the license or registration; and

(C) any education credentials required by the jurisdiction to obtain the license or registration.

(3) The individual[military spouse] must submit the following information to the Board to demonstrate eligibility for temporary architectural registration:

(A) a written request for the Board to review the individual's[military spouse's] eligibility for temporary architectural registration;

(B) sufficient documentation to verify that the individual[military spouse] is currently licensed or registered in good standing in another jurisdiction and has no restrictions, pending enforcement actions, or unpaid fees or penalties relating to the license or registration;

(C) proof of residency in this state;

(D) a copy of the individual's military [spouse's]identification card; and

Proposed Rule 1.29

(E) proof the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in Texas.

(4) Not later than the 30th day after the date an individual submits the information described by paragraph (3) of this subsection, the Board shall provide the verification described by paragraph (1)(D) of this subsection if the individual is eligible for a temporary registration under this subsection.

(5[4]) A temporary architectural registration issued under this subsection expires three years from the date of issuance or when the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is no longer stationed at a military installation in Texas, whichever occurs first. The registration may not be renewed.

(6) In the event of a divorce or similar event that affects an individual's status as a military spouse, the spouse's registration will continue in effect until the registration expires ~~three years from the date of issuance~~ as described by paragraph (5) of this subsection.

Commented [LB1]: Required by governor's office

(7[5]) Except as provided under this[the] subsection, an individual[a military spouse] who receives a temporary architectural registration under this subsection is subject to and shall comply with all applicable laws, rules, and standards governing the Practice of Architecture in this state.

(8[6]) A temporary architectural registration issued under this subsection may be revoked if the individual[military spouse]:

(A) fails to comply with paragraph (7[5]) of this subsection; or

(B) the individual's[military spouse's] license or registration required under paragraph (1)(A[a]) of this subsection expires or is suspended or revoked.

(9[7]) The Board shall not charge a fee for the issuance of a temporary architectural registration under this subsection.

RULE §3.29 Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "Military service member" means a person who is on active duty.

(4) "Military spouse" means a person who is married to a military service member.

(5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty.

(b) Landscape architectural registration eligibility requirements for military service members, military veterans, and military spouses.

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active landscape architectural registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration[the license] in this state; or

(B) Held an active landscape architectural registration in this state within the five years preceding the application.

(3) Not later than 30 days[As soon as practicable] after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

(c) Alternative temporary registration procedure for an individual who is a military service member or military spouse[spouses].

(1) An individual who is a military service member or[A] military spouse may qualify for a temporary landscape architectural registration if the individual[spouse]:

(A) holds a current landscape architectural license or registration in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for landscape architectural registration in this state;

(B) notifies the Board in writing of the individual's[spouse's] intent to practice Landscape Architecture in this state;

(C) submits to the Board required information to demonstrate eligibility for temporary landscape architectural registration; and

(D) receives a verification letter from the Board that:

(i) the Board has verified the individual's[spouse's] license or registration in the other jurisdiction; and

(ii) the individual[spouse] is issued a temporary landscape architectural registration.

(2) The Board will review and evaluate the following criteria when determining whether another jurisdiction's licensing requirements are substantially equivalent to the requirements for a landscape architectural registration in Texas:

(A) whether the other jurisdiction requires an applicant to pass the Landscape Architect Registration Examination (LARE);

(B) any experience qualifications required by the jurisdiction to obtain the license or registration; and

(C) any education credentials required by the jurisdiction to obtain the license or registration.

(3) The individual[military spouse] must submit the following information to the Board to demonstrate eligibility for temporary landscape architectural registration:

(A) a written request for the Board to review the individual's[military spouse's] eligibility for temporary landscape architectural registration;

(B) sufficient documentation to verify that the individual[military spouse] is currently licensed or registered in good standing in another jurisdiction and has no restrictions, pending enforcement actions, or unpaid fees or penalties relating to the license or registration;

(C) proof of residency in this state;

(D) a copy of the individual's military [spouse's]identification card; and

(E) proof the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in Texas.

(4) Not later than the 30th day after the date an individual submits the information described by paragraph (3) of this subsection, the Board shall provide the verification described by paragraph (1)(D) of this subsection if the individual is eligible for a temporary registration under this subsection.

(5[4]) A temporary landscape architectural registration issued under this subsection expires three years from the date of issuance or when the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is no longer stationed at a military installation in Texas, whichever occurs first. The registration may not be renewed.

(6) In the event of a divorce or similar event that affects an individual's status as a military spouse, the spouse's registration will continue in effect until the registration expires three years from the date of issuance as described by paragraph (5) of this subsection.

(7[5]) Except as provided under this[the] subsection, an individual[a military spouse] who receives a temporary landscape architectural registration under this subsection is subject to and shall comply with all applicable laws, rules, and standards governing the practice of Landscape Architecture in this state.

(8[6]) A temporary landscape architectural registration issued under this subsection may be revoked if the individual[military spouse]:

(A) fails to comply with paragraph (7[5]) of this subsection; or

(B) the individual's[military spouse's] license or registration required under paragraph (1)(A[a]) of this subsection expires or is suspended or revoked.

(9[7]) The Board shall not charge a fee for the issuance of a temporary landscape architectural registration under this subsection.

RULE §5.39 Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "Military service member" means a person who is on active duty.

(4) "Military spouse" means a person who is married to a military service member.

(5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty.

(b) Interior design registration eligibility requirements for military service members, military veterans, and military spouses.

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active interior design registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration[the license] in this state; or

(B) Held an active interior design registration in this state within the five years preceding the application.

(3) Not later than 30 days[As soon as practicable] after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

(c) Alternative temporary registration procedure for an individual who is a military service member or military spouse[spouses].

(1) An individual who is a military service member or[A] military spouse may qualify for a temporary Interior Design registration if the individual[spouse]:

(A) holds a current interior design license or registration in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for Interior Design registration in this state;

(B) notifies the Board in writing of the individual's[spouse's] intent to practice Interior Design in this state;

(C) submits to the Board required information to demonstrate eligibility for temporary Interior Design registration; and

(D) receives a verification letter from the Board that:

(i) the Board has verified the individual's[spouse's] license or registration in the other jurisdiction; and

(ii) the individual[spouse] is issued a temporary Interior Design registration.

(2) The Board will review and evaluate the following criteria when determining whether another jurisdiction's licensing requirements are substantially equivalent to the requirements for an Interior Design registration in Texas:

(A) whether the other jurisdiction requires an applicant to pass the Council for Interior Design Qualification (CIDQ) examination;

(B) any experience qualifications required by the jurisdiction to obtain the license or registration; and

(C) any education credentials required by the jurisdiction to obtain the license or registration.

(3) The individual[military spouse] must submit the following information to the Board to demonstrate eligibility for temporary Interior Design registration:

(A) a written request for the Board to review the individual's[military spouse's] eligibility for temporary Interior Design registration;

(B) sufficient documentation to verify that the individual[military spouse] is currently licensed or registered in good standing in another jurisdiction and has no restrictions, pending enforcement actions, or unpaid fees or penalties relating to the license or registration;

(C) proof of residency in this state;

(D) a copy of the individual's military [spouse's] identification card; and

(E) proof the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in Texas.

(4) Not later than the 30th day after the date an individual submits the information described by paragraph (3) of this subsection, the Board shall provide the verification described by paragraph (1)(D) of this subsection if the individual is eligible for a temporary registration under this subsection.

(5[4]) A temporary Interior Design registration issued under this subsection expires three years from the date of issuance or when the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is no longer stationed at a military installation in Texas, whichever occurs first. The registration may not be renewed.

(6) In the event of a divorce or similar event that affects an individual's status as a military spouse, the spouse's registration will continue in effect until the registration expires **three years from the date of issuance**as described by paragraph (5) of this subsection.

(7[5]) Except as provided under this[the] subsection, an individual[a military spouse] who receives a temporary Interior Design registration under this subsection is subject to and shall comply with all applicable laws, rules, and standards governing the practice of Interior Design in this state.

(8[6]) A temporary Interior Design registration issued under this subsection may be revoked if the individual[military spouse]:

(A) fails to comply with paragraph (7[5]) of this subsection; or

(B) the individual's[military spouse's] license or registration required under paragraph (1)(A[a]) of this subsection expires or is suspended or revoked.

(9[7]) The Board shall not charge a fee for the issuance of a temporary Interior Design registration under this subsection.

AN ACT

relating to the authority of certain military service members to engage in a business or occupation in this state.

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

SECTION 1. Section 55.004(d), Occupations Code, is amended to read as follows:

(d) A state agency that issues a license that has a residency requirement for license eligibility shall adopt rules regarding documentation necessary for an applicant who is a military service member or military spouse ~~[applicant]~~ to establish residency for purposes of this subsection, including by providing to the agency a copy of the permanent change of station order for the applicant or the applicant's spouse ~~[military service member to whom the spouse is married]~~.

SECTION 2. Section 55.0041, Occupations Code, is amended to read as follows:

Sec. 55.0041. RECOGNITION OF OUT-OF-STATE LICENSE OF MILITARY SERVICE MEMBERS AND MILITARY SPOUSES ~~[SPOUSE]~~. (a) Notwithstanding any other law, a military service member or military spouse may engage in a business or occupation for which a license is required without obtaining the applicable license if the member or spouse is currently licensed in good standing by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in

1 this state.

2 (b) Before engaging in the practice of the business or
3 occupation, the military service member or military spouse must:

4 (1) notify the applicable state agency of the member's
5 or spouse's intent to practice in this state;

6 (2) submit to the agency proof of the member's or
7 spouse's residency in this state in accordance with rules adopted
8 under Section 55.004(d) and a copy of the member's or spouse's
9 military identification card; and

10 (3) receive from the agency confirmation that:

11 (A) the agency has verified the member's or
12 spouse's license in the other jurisdiction; and

13 (B) the member or spouse is authorized to engage
14 in the business or occupation in accordance with this section.

15 (c) The military service member or military spouse shall
16 comply with all other laws and regulations applicable to the
17 business or occupation in this state.

18 (d) A military service member or military spouse may engage
19 in the business or occupation under the authority of this section
20 only for the period during which the military service member or,
21 with respect to a military spouse, the military service member to
22 whom the [~~military~~] spouse is married is stationed at a military
23 installation in this state but not to exceed three years from the
24 date the member or spouse receives the confirmation described by
25 Subsection (b)(3).

26 (d-1) Notwithstanding Subsection (d), in the event of a
27 divorce or similar event that affects a person's status as a

1 military spouse, the spouse may continue to engage in the business
2 or occupation under the authority of this section until the third
3 anniversary of the date the spouse received the confirmation
4 described by Subsection (b)(3).

5 (e) A state agency that issues a license shall adopt rules
6 to implement this section. The rules must establish a process for
7 the agency to:

8 (1) identify, with respect to each type of license
9 issued by the agency, the jurisdictions that have licensing
10 requirements that are substantially equivalent to the requirements
11 for the license in this state; and

12 (2) not later than the 30th day after the date a
13 military service member or military spouse submits the information
14 described by Subsections (b)(1) and (2), verify that the member or
15 [a-military] spouse is licensed in good standing in a jurisdiction
16 described by Subdivision (1).

17 (f) In addition to the rules adopted under Subsection (e), a
18 state agency that issues a license may adopt rules to provide for
19 the issuance of a license to a military service member or military
20 spouse to whom the agency provides confirmation under Subsection
21 (b)(3). A license issued under this subsection must expire not
22 later than the third anniversary of the date the agency provided the
23 confirmation and may not be renewed. A state agency may not charge
24 a fee for the issuance of the license.

25 SECTION 3. Section 55.005(a), Occupations Code, is amended
26 to read as follows:

27 (a) A state agency that issues a license shall, not later

1 than the 30th day [~~as soon as practicable~~] after the date a military
2 service member, military veteran, or military spouse files an
3 application for a license:

4 (1) process the application; and

5 (2) issue the license to an applicant who qualifies
6 for the license under Section 55.004.

7 SECTION 4. Section 55.005(a), Occupations Code, as amended
8 by this Act, applies only to an application for a license submitted
9 on or after the effective date of this Act. An application
10 submitted before the effective date of this Act is governed by the
11 law in effect on the date the application was submitted, and the
12 former law is continued in effect for that purpose.

13 SECTION 5. Not later than December 1, 2023, a state agency
14 to which Section 55.0041, Occupations Code, as amended by this Act,
15 applies shall adopt rules to implement that section.

16 SECTION 6. This Act takes effect September 1, 2023.

<hr/> <p>President of the Senate</p>	<hr/> <p>Speaker of the House</p>
<p>I hereby certify that S.B. No. 422 passed the Senate on April 13, 2023, by the following vote: Yeas 30, Nays 0.</p>	

	<hr/> <p>Secretary of the Senate</p>
<p>I hereby certify that S.B. No. 422 passed the House on May 24, 2023, by the following vote: Yeas 135, Nays 3, one present not voting.</p>	

	<hr/> <p>Chief Clerk of the House</p>
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Approved:

<hr/> <p>Date</p>

<hr/> <p>Governor</p>
