

**MINUTES FOR BOARD MEETING OF THE NEVADA STATE BOARD OF ARCHITECTURE,
INTERIOR DESIGN AND RESIDENTIAL DESIGN (NSBAIDRD)**

January 16, 2019

The Gina Spaulding Boardroom

2080 East Flamingo Road, Suite 120, Las Vegas, NV 89119

Wednesday, January 16, 2019

Chairman Kimberly Ciesynski called the meeting to order at 8:31 a.m.

Roll Call: Kimberly Ciesynski, Chairman; James Mickey, Secretary/Treasurer; Gregory Erny; Ann Fleming; George Garlock; John Klai; John Morelli; William Snyder; Nathaniel Waugh.

Also in attendance: Monica Harrison, Executive Director; Louis Ling, Legal Counsel; Laura Bach, Chief Investigator; Terylle Kenani Aguada, Executive Assistant; Stacey Hatfield, Public Information Officer.

Ciesynski initiated the meeting by stating the Boards' current Mission Statement:

"The mission of the Nevada State Board of Architecture, Interior Design and Residential Design is to protect the health, safety and welfare of the public by assuring the quality of the built environment."

"The Nevada State Board of Architecture, Interior Design and Residential Design will empower and ensure that architects, registered interior designers and residential designers provide the highest quality of professional services."

AGENDA ITEM 1 Public Comment

There was no public comment.

AGENDA ITEM 2 Approval of Consent Agenda

Consent agenda included the following:

- A. Approval of Agenda
- B. Approval of Minutes: August 16, 2018 and October 24, 2018
- C. Secretary/Treasurer Report (reports and bank statements)
 1. Nevada Architect, Registered Interior Designer, and Residential Designer Licensing Statistics
 2. Wells Fargo Bank Statements
 3. First Independent Bank Statements
- D. Ratification of Reciprocal Licenses (see attached list)
- E. Firm Name Approval Requests
 1. Ark Studio
 2. BL Companies Nevada, Inc.
 3. Black Rock Custom Designs
 4. Daniel Downey Architecture Cht. Ltd.
 5. EBI Engineering, P.C.
 6. H + B Architects
 7. JMA Architects, LLC
 8. Ro Rockett Design Inc.

9. SEABURY FRITZ ARCHITECTS, INC
 10. Treehouse Design Group, Inc.
 11. Wenger & Associates, LLC
- F. Firm Registration Approval Requests
1. Aspen Street Architects, Inc.
 2. GT/AD Studio LLC
 3. KAA DESIGN GROUP NV, LLC
 4. W Partnership, Inc.

Architects: Registration by Reciprocity

7995	Kirk, Jude C.	8011	Goodwin, Steven Adams
7996	Zalewski, Mirela P.	8012	Burris, David Paul
7997	Ferguson, Jackson L.	8013	Hann, James Kenneth
7998	Lyon, Bruce L.	8014	Penny, Eric Douglas
7999	Brisley, Lawrence K.	8015	Pearce, Robert John
8000	Laase, Matthew E.	8016	Rosemann, Donald E.
8001	Safdie, Taal R.	8017	Thompson, Henry D
8002	Schroeder, Kay J.	8018	Wineberg, Carla
8003	Sim, Hyung-Joon	8019	Huber, Douglas E.
8004	Larson, Mark D.	8020	Campbell, Beth Ann
8005	Astle, Dane Richard	8021	Blumer, Jonathan Wallace
8006	Bundy, Timothy Dale	8022	Percich, Gregg Alan
8007	Chubb, Wayne Edward	8023	Faucher, Gregory E.
8008	Marinelli, Louis	8024	House Jr., Glenn Curtiss
8009	Eben, Jerome Leslie	8025	Kurtz, David A.
8010	Wenger, Gary Deane	8026	Williams, Rich Ward

Residential Designers: Registration by Reciprocity

371-RD	Hidey, Robert M.	374-RD	Isaman, William D.
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Motion: Garlock moved to approve the consent agenda items 2A, 2C-1 through 2E-6, and 2E-8 through 2F-4. Motion seconded by Erny.

Vote: All in favor. Motion passes.

AGENDA ITEM 2B Approval of Minutes: August 16, 2018 and October 24, 2018

Ciesynski requested the error on item 11A-4 of the October 24, 2018 Minutes be corrected to state that she recused herself before the motion was made, and to correct the typographical error of the date on the Licensing Statistics Report.

Motion: Waugh moved to approve the changes of the Minutes. Motion seconded by Klai.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-7 Firm Name Approval Request – JMA Architects, LLC

Motion: Garlock moved to approve the firm name approval request for "JMA Architects, LLC." Motion seconded by Erny

Garlock stated that he was under the impression that "JMA Architects" went out of business. He requested to have clarification of the firm's current existence and how the firm was resurrected. Harrison said that an employee of JMA Architects was present to represent the firm and introduced Jerry Vargas. Harrison asked Vargas if he could provide information regarding JMA's historical background, the different variations of the firm name and ownership.

Vargas responded that he was unsure of how the different variations of the firm name were generated but the JMA Architects, Inc was established about 15 to 20 years ago. He stated that the firm was purchased in 2008 or 2009 by Michael Baker International and has operated as a subsidiary. He also said that the firm currently has three employees, including himself and Erik Tuomy, the officer who holds 100 percent ownership. Vargas explained that the reason for requesting a firm approval of JMA Architects is because Michael Baker is looking to simplify tax issues in Pennsylvania and is proposing to transition from an "INC." to an "LLC." Harrison asked Vargas if Tuomy is still a shareholder of JMA Architects, Inc. and JMA Architectures Studios. Vargas confirmed that Tuomy is still a shareholder for both entities.

Erny said that JMA Architects, Inc. and JMA Architectures Studios are still active firm names and asked how those firms were both related to "JMA Architects, LLC." Erny requested for clarification because it seemed like the company transferred ownerships but the firm names have not. Vargas replied that he is unsure of the actual time frames of the firm transitions as he has only been with JMA Architects since August 2018. He stated that during the transition of the firm, staffing was affected by the recession and the firm had to downsize. He also said that the company has never closed or become inactive. Michael Baker International wanted to continue to develop the company as it felt that there was a tremendous amount of value in the firm name and their presence in Nevada. Vargas said that the formation of the firm and its transition has been an ongoing concern and is a pure oversight.

Garlock asked if Tuomy has been a shareholder with the other variations of the firm in the past and if he has continuously been with the same firm. Aguada replied that Tuomy is a principle of JMA Nevada Architecture and part shareholder for JMA Architecture Studio. Garlock and Klai questioned how the ownership or partnership of the firm is correlated and influenced by Baker. Klai questioned how the firm declared their shareholders when submitting to the Nevada Secretary of State. Erny asked to review the status of each JMA entity on the Nevada Secretary of State database to verify which firm is active or inactive.

Mickey asked Vargas if JMA Architects, Inc. and JMA Architecture Studio will become inactive if JMA Architects, LLC is approved. Vargas responded that JMA Architecture Studio will continue to be a DBA under JMA Architects, LLC.

Garlock stated that JMA is a high profile firm that has been in business for many years and is a highly respected corporation. He said that the Board needs to protect the public by making it certain that there is no misconception when people associate with JMA. He also stated that having a Board approved firm means that all matters of the firm are in order and in compliance.

Vote: All opposed. Motion denied

Motion: Garlock motioned to recall this item as a future agenda item at the next board meeting and requested for staff to receive clarification of the firm's historical shareholders to resolve the issue.

AGENDA ITEM 2E-9

Firm Name Approval Request – SEABURY FRITZ ARCHITECTS, INC.

Garlock thought there was an enforcement case related to this firm and Bach confirmed that there were no cases open with "SEABURY FRITZ ARCHITECTS, INC."

Motion: Waugh moved to approve the firm name approval request for "SEABURY FRITZ ARCHITECTS, INC." Motion seconded by Erny

Vote: All in favor. Motion passes.

AGENDA ITEM 4

Review and possible decision regarding application for architectural reciprocal registration of Matthew Jarmel pursuant to NRS 623.210 and NAC 623.410

Documentation of Jarmel's application for architectural reciprocal registration was presented in the board meeting eBook.

Motion: Waugh moved to approve the application for architectural reciprocal registration. Motion seconded by Snyder.

Vote: All in favor. Motion passes.

AGENDA ITEM 5

Review and possible decision regarding application for architectural reciprocal registration of Kenneth Mackenzie pursuant to NRS 623.210 and NAC 623.410

Documentation of Mackenzie's application for architectural reciprocal registration was presented in the board eBook.

Motion: Waugh moved to approve the application for architectural reciprocal registration. Motion seconded by Snyder.

Erny suggested that staff sent a courtesy notice to Mackenzie to inform him of his expired license in another jurisdiction. Harrison responded that staff will reach out to him.

Vote: All in favor. Motion passes.

AGENDA ITEM 7

Briefing of the June 2018 final audit report by the Executive Branch Audit Committee

Information regarding the June 2018 Final Audit Report by the Executive Branch Audit Committee (EBAC) were presented in the board meeting eBook.

Harrison said that the report reflects the progress of the EBAC recommendations for each of the 34 boards that were audited. She directed the Board to refer to page 248 of the eBook as it summarized each board's position in regards to the EBAC's recommendations. Harrison reported that our agency, the Nevada State Board of Architecture and Design, has fully implemented all recommendations made by the EBAC.

Erny stated that there was an item in the report that referred to the Attorney General's office and asked for an interpretation. Ling informed the Board that the Attorney General presented an opinion to Governor Sandoval that employees of the State's Occupational Licensing Boards are covered by the statute NRS 281.123. He stated that NRS 281.123 states that no state employees can make more than 95 percent of the Governor's salary. Ling said that the new Governor, Sisolak, could issue an Executive Order in favor of the opinion or it can be fixed by legislators. Harrison reminded the Board that this report is only part one of the EBAC audit and part two has not been released.

AGENDA ITEM 8 **Review and possible approval of the NSBAIDRD employee handbook's proposed changes**

Harrison presented the proposed changes of the NSBAIDRD employee handbook.

Motion: Garlock moved to approve the proposed changes of the NSBAIDRD handbook. Motioned seconded by Snyder.

Waugh pointed out a typographical error on page 5 of the handbook in the organizational chart. He stated that the title "chef investigator" needed to be corrected to "chief investigator."

Harrison gave praise and thanks to Hatfield for updating the handbook and thanked Erny for his assistance. Harrison said that she reviewed the handbook and removed some of the outdated language. It was further reviewed by Ling to ensure the handbook was in compliance with the labor laws.

Garlock asked if the NSBAIDRD handbook needed to be reviewed by the State for approval. Ling responded that the handbook is internal and specific to only govern the NSBAIDRD agency, therefore there is no requirement for the State to review.

Hatfield questioned if HIV Policy needed to be kept in the NSBAIDRD handbook, which is stated on the bottom of page 19. Ling replied that we can remove the HIV Policy as it is already covered under the American Disability Act (ADA).

Ling stated that the employees of this agency are not governed by the State employee handbook because this agency is not classified, but legislators and the EBAC have asked the boards to use the State employee handbook as a guide.

Mickey pointed out the typographical error in the chart on page 16 of the handbook. He stated that "mum payoff" should state "max payoff."

Motion: Garlock motioned to approve the NSBAIDRD employee handbook including the revisions that were discussed. Motion seconded by Snyder.

Vote: All in favor. Motion passes.

AGENDA ITEM 11 **Review and possible approval of the Master Calendar for FY2019-2020**

Harrison presented the proposed FY 2019-2020 Master Calendar in the board meeting eBook.

Motion: Waugh moved to approve the FY 2019-2020 Master Calendar. Motion seconded by Morelli.

Harrison informed the Board that the Continuing Education Seminar scheduled for December 5, 2019 will be held in Las Vegas instead of in Reno, and the Continuing Education Seminar in May will be in Reno instead of Las Vegas.

Harrison stated that the June Board Meeting has a tentative date of June 5, 2019. To accommodate AIA annual conference that is also scheduled in June and held in Las Vegas, Harrison proposed to change the Board Meeting to June 12, 2019. All members of the Board agreed to the proposed date change.

Vote: All in favor. Motion passes.

AGENDA ITEM 3A Deliberations/Action on Applications for Registration: Architects

Ciesynski welcomed the new registrants to the board and thanked their family and friends for sharing their special day. She also informed the audience of the process for the swear-in ceremony.

Mickey swore in the following individual as an architect:

1. Dr. Amy Ling.....8027

Motion: Garlock moved to approve the registration of the above referenced individual as an architect. Motion seconded by Snyder.

Erny asked Dr. Ling if her doctorate is in architecture. Dr. Ling replied it is indeed a doctorate in architecture that she received from the University of Hawaii. The Board applauded to congratulate Dr. Ling for her achievement.

Vote: All in favor. Motion passes.

**AGENDA ITEM 3B Deliberations/Action on Applications for Registration:
Registered Interior Design**

Mickey swore in the following individual as a registered interior designer:

1. M. Rayo Carrillo.....251-ID

Motion: Waugh moved to approve the registration of the above referenced individual as a registered interior designer. Motion seconded by Klai.

Vote: All in favor. Motion passes.

Ciesynski welcomed Randy Lavigne from the American Institute of Architects (AIA). Lavigne gave gratitude to the Board for allowing her to be a part of the registration swearing-in ceremony. Lavigne introduced herself and stated that she is the Executive Director of the AIA Nevada Chapter. She welcomed the new registrants into the design profession and said that there is no better time than now to become an architect or an interior designer. She also said that she wanted to give the new registrants the opportunity through the AIA to be a part of the community and possibly assist in solving the current issues of homelessness and affordable housing as it is increasing throughout the country. Lavigne congratulated the new registrants on their new achievement and said that they are now launched into the most exciting part of their career. She informed them that AIA is there for support

and resources. Lavigne introduced Caron Richardson, the program manager of AIA Nevada, who takes part in assisting new AIA members. Richardson acknowledged the new registrants and presented them with certificates on behalf of the AIA.

Ciesynski introduced Glenn Nowak of the University of Nevada, Las Vegas. Nowak thanked the Board for allowing him to share a few words at the board meeting. He introduced himself and stated that he is a registered architect in Nevada and also an Associate Professor at UNLV in the School of Architecture. Nowak said that it is always a privilege for him to take part in the ceremony to be able to recognize the UNLV alumni and welcome the former students into their design profession. As the only UNLV alumni in the group of new registrants, Nowak presented Carrillo with a UNLV pin and gave his congratulations. He expressed that the new registrants are an inspiration to the next generation of design professionals.

Ciesynski addressed the new registrants and said that they have been recognized for their achievement and that becoming registered design professionals, comes with great responsibilities. She also said that in Nevada, it is unique to have first-time registrants appear before the Board and sworn-in in person. The purpose of appearing before the Board is so that the registrants are able to meet the members and staff of the Board. Ciesynski encouraged the new registrants to contact the Board's staff if they need any guidance or support.

Harrison gave her congratulations to the new registrants and provided them with a couple reminders. She said that if the new registrants are planning to register their firm, please contact the board staff prior to contacting the Nevada Secretary of State as the process may be confusing to some. She also said that if the architect plans on seeking reciprocity in another jurisdiction, she encouraged her to obtain a NCARB certificate as it will provide mobility to practice in other jurisdictions. Harrison informed the new registrants that they are exempt from Continuing Education Units (CEU) for the first two years of their registration. She stated that they can start earning their CEU credits next year and carry them over for the following year.

Ciesynski mentioned that CIDQ has an ambassador program that allows designers to share information and current standards within the profession. She encouraged the new registrants to become a CIDQ ambassador and to stay informed of any updates in the profession.

Erny asked each registrant about their educational and career paths that each of them experienced on their journey to becoming a Nevada registered design professional. He also asked how long it took them to become registered, if they've experienced any hurdles along their path and for any positive or negative feedback about their experiences.

Carrillo responded and said that she graduated from college several years ago and procrastinated on completing the CIDQ exams. She said that part of the reason why it took her a while to pass the exams is because she was pregnant at the time and exams were transitioning to new formats. She also said that she joined the KGA firm and they encouraged her to pursue CIDQ certification.

Fleming praised Carrillo for her achievement and asked her about her fellow peers to see if they are interested in becoming registered. Carrillo replied that this was a personal achievement and sees that her peers are inspired and motivated.

Hatfield informed Carrillo and her colleagues that she is available to speak to their firms and associates to educate them on the paths and process of becoming a registered interior designer. Carrillo said that there are about eight people in their firm that are in the process of completing the exams and that they are interested in having Hatfield speak to their associates.

Dr. Ling shared that she graduated from college in 2013 and took a year break before preparing to take the ARE. She said that she failed the structural exam and that it took her a while to recover after failing. Although it took her a while to pass, she said that she actually passed all the exams before completing her hours. She also said that once she finally completed all her hours, she quickly submitted her Application for Registered Architect to receive her license right away. Mickey asked Dr. Ling which version of the ARE she took. Dr. Ling stated that she took all sections of the 4.0 ARE version.

Erny asked Dr. Ling how long was her path to licensure since it was rare to have a first-time registrant with a doctorate in architecture. Dr. Ling stated that within four years, she obtained her Bachelor's Degree in Sociology Criminology with a minor in Psychology. She later discovered that she was more passionate about architecture and pursued her Master's Degree at the University of Hawaii because of their great program.

Garlock said that being able to share their feedback is important and that the new registrants are very fortunate to have members of the Board who are part of national organizations. He informed the new registrants that Erny was a past president of NCARB and Ciesynski was a past president of NCIDQ. The feedback that has been shared today will also be shared with the national organizations to help make systems and processes better.

Klai shared that this celebratory gathering is unique to Nevada because the first-time registrants are able to receive their certificates in person and take an oath, rather than receiving a certificate in the mail. He said that the new registrants are very fortunate to experience this celebratory gathering and the Board is very proud of them.

Erny asked the new registrants if it was a burden for them to attend the board meeting and get sworn-in in person. Dr. Ling responded that she did not know what to expect for the ceremony but found it very helpful and enjoyed the gathering.

Mickey swore in the following individual as a registered interior designer:

2. Kathleen M. Lynch.....252-ID

Motion: Klai moved to approve the registration of the above referenced individual as a registered interior designer. Motion seconded by Snyder.

Vote: All in favor. Motion passes.

Lavigne gave congratulations and praise to Lynch on behalf of the AIA and presented her with a certificate. Lavigne encouraged Lynch to become an AIA member.

Ciesynski asked Lynch if she had any comments or feedback in regards to the processes and experiences she had on the path to obtaining her license. Lynch said that she has been registered in the state of Georgia for 13 years as a Registered Interior Designer and did not have this celebratory experience in Georgia when she received her license. She said that this was a nice and special celebration to receive a certificate and stamp. She also said that the ceremony and getting registered is more rewarding especially after putting in a lot of work to protecting the safety and welfare of the public and creating great designs.

Garlock stated that the NSBAIDRD has a very sophisticated staff. He encouraged the new registrants to contact board staff if they ever need any guidance and to use them as a resource, especially if it's in

regards to aiding and abiding with unlicensed individuals. He also advised them to take caution when working with unlicensed individuals or if they have any uncertainties. Ciesynski also added that every jurisdiction is different with different laws. She advised them to have caution before beginning any projects in other jurisdictions, and to contact the Board in that jurisdiction.

AGENDA ITEM 6 **Review and possible decision regarding continuing education hardship request of Judith Fermoile, Jamshi Berendji and Nancy Bohnett**

Background information in regards to Judith Fermoile, Jamshi Berendji and Nancy Bohnett's request for exemption from the continuing education unit (CEU) requirements from 2018 to renew their registration for 2019 was presented in the board meeting eBook.

Ciesynski said that Berendji was present in the audience and welcomed him.

Garlock asked why all three registrants have been placed under one item. Harrison responded that all individuals are requesting the same exemption. Erny stated that there must be a motion and vote for each individual, separately. Ling said that moving forward, CEU exemption requests must be presented as separate agenda items. Harrison agreed to the change moving forward.

Motion: Waugh moved to approve Berendji's request for exemption from the continuing education requirements from 2018 for his 2019 registration renewal. Motion seconded by Snyder.

Vote: All in favor. Motion passes.

Harrison informed the Board and Berendji that this request for CEU exemption only applies for 2019 registration renewal and the registrants must submit a new request for exemption every year.

Motion: Waugh moved to approve Fermoile's request for exemption from the continuing education requirements from 2018 for her 2019 registration renewal. Motion seconded by Erny.

Vote: All in favor. Motion passes.

Motion: Waugh moved to approve Bohnett's request for exemption from the continuing education requirements from 2018 for her 2019 registration renewal. Motion seconded by Klai.

Vote: All in favor. Motion passes.

AGENDA ITEM 10 **Continuing Education Committee Report and possible decision regarding increasing the registration fee for future NSBAIDRD/AIA continuing education events**

The statistics report of past NSBAIDRD/AIA continuing education events was presented in the board meeting eBook.

Harrison said the committee met on December 11, 2018 to develop the agenda for the 2019 continuing education seminars. The committee members were Mickey, Harrison, Hatfield, Erny, Richardson and Lavigne. Harrison said that they discussed who would present at the seminars and discussed the locations of the seminars. As requested by some of the seminar attendees and to accommodate the 2019 AIA annual convention held in Las Vegas, the committee decided to switch the May seminar location to Reno and the December seminar location to Las Vegas. Hatfield confirmed that the May 9,

2019 seminar will be held at the Silver Legacy in Reno and the December 5, 2019 seminar will be held at the World Market Center in Las Vegas.

Harrison reported that based on the feedback from the previous CEU seminar, registrant's would like to have better qualified speakers. To be able to provide better speakers for the seminar, the AIA and the Board may need to increase the seminar registration fee.

Harrison said that AIA and NSBAIDRD cannot provide the same courses and/or speakers every year and it may be difficult to get those courses approved by AIA. Hatfield said that building officials can present a course on codes without cost, but their presentation may be a bit too dry for the attendees. She also shared that AIA is currently trying to get a speaker from EduCode who is trained to speak about code and can make the presentation a little more exciting. An EduCode presenter will have a travel costs and a speaker's fee.

Klai asked what the total cost of expenses for previous seminars were. Harrison reported that the total expenses for the 2018 seminar were \$8,884 for both the May and December seminar. Ciesynski asked what AIA's responsibilities for the seminar were. Harrison responded that AIA does 80 percent of the workload to put together the seminar and registration. She said that Hatfield and she do not mind taking on more responsibilities but AIA expects to be compensated for their time and efforts. Hatfield reported that to help cover some of the costs, sponsors have paid \$3,000. Harrison said that if there are any leftover funds from the previous year, the funds are rolled over to the following year's budget. Hatfield added that the funds are split in half between AIA and NSBAIDRD. Only the leftover funds from NSBAIDRD are rolled over to the following year.

Waugh asked if the purpose of the increase was to meet AIA's expectations or is it something to additional for the seminar presentations. Hatfield replied that the sponsors for the 2019 seminar are still uncertain and the committee is seeking better speakers this year that will be more costly. She said that without the secured sponsors, they are unsure if they will be able to both cover the costs and be able to get the better speakers. Mickey said the Board should be cautious before increasing the fee because the registrants may want to substantiate the reason for the increase. Garlock stated that jumping from \$45 to \$90 is too much.

Motion: Waugh motioned to increase the CEU seminar registration fee from \$45 to \$65 to meet the suggestion by halfway as it is more palatable for the attendees. Motion seconded by Erny.

Erny suggested that the Board absorbed some of the cost from the Boards' reserved funds. Hatfield responded that the increase to \$65 might not cover all the costs and the final expenses have not been determined. She referred to the page 415 of the board eBook to reference past seminars and the increases in fees. Garlock stated that if there is a pushback from the registrants after increasing the fees and the attendance of seminar drops, than it may result in another issue for the Board.

Vote: Klai and Morelli opposed and all others in favor. Motion passes.

AGENDA ITEM 12A-1 Case No. 19-016N In the matter of Bonita Casey

The Respondent is alleged to have violated NRS 623.360.1(a) (b) and (c) by holding herself out as a registered interior designer and engaging in the practice of registered interior design without having a certificate of registration with this Board.

Staff received information regarding Respondent that she had been hired to specify the FF&E as part of the remodel of the Lodge at Mt. Charleston. Further investigation revealed the Respondent, who is not registered entered in to agreements to provide services that fall under the practice of registered interior design and specified the FF&E for a commercial office as well as two rooms at the Lodge at Mt. Charleston.

The Respondent was sent a Notice of Charges concerning this matter. The Respondent's case was discussed with Executive Director Harrison and the decision was made to offer the Respondent an opportunity to settle this matter informally rather than face a disciplinary hearing before the Board. A settlement agreement was negotiated incorporating a Guilt Clause with an Administrative Penalty of \$5,000 plus Investigative Costs in the amount of \$1,500.

Staff recommended approval of the settlement agreement.

Motion: Waugh moved to approve the settlement agreement. Motion seconded by Morelli.

Klai asked Bach, how the respondent will submit payment. Bach responded that Casey has made arrangements for monthly payments.

Vote: All in favor. Motion passes.

AGENDA ITEM 12A-2 Case No. 19-028N In the matter of Robert Schnautz and River Studio Architects

The Respondent is alleged to have violated NRS 623.360.1(a) (b) and (c) by holding himself out as an architect and engaging in the practice of architecture without having a certificate of registration with this Board.

During a reciprocity interview when asked if the Respondent had prepared any drawings or entered into a proposal he responded that he had prepared a conceptual drawing despite answering "no" to the question that asks "*Have you or any firm or business at which you practice architecture provided a proposal to a client, entered into a contract or agreement with a client, prepared drawings for a client, or otherwise performed architectural work for a project located or contemplated in Nevada?*" Staff requested a copy of the drawings which consisted of a site plan. Staff asked if this were the entirety of the drawings prepared as there is usually a floor plan and elevations. The Respondent answered that he had not been truthful on his application and had in fact entered into a proposal and prepared design development drawings.

The Respondent was sent a Notice of Charges concerning this matter. The Respondent's case was discussed with Executive Director Harrison and the decision was made to offer the Respondent an opportunity to settle this matter informally rather than face a disciplinary hearing before the Board. A settlement agreement was negotiated incorporating a Guilt Clause and an Effect on Licensure Clause with an Administrative Penalty of \$10,000 plus Investigative Costs in the amount of \$1,000.

Staff recommended approval of the settlement agreement.

Motion: Waugh moved to approve the settlement agreement. Motion seconded by Erny.

Klai asked Bach, how the respondent will submit payment. Bach stated that Schnautz has made an initial payment of \$5,000 and will continue to make monthly payments of \$1,000.

Mickey asked if this was the only property that Schnautz was involved with and Bach responded, yes. Garlock asked if the respondent is currently in the Reciprocity Application process and Bach replied, yes. He also asked if their Reciprocity Application will be placed on hold until the settlement has been paid in full. Bach responded that Board staff does not hold an application if the applicant is still making payments but it is possible for their license to be suspended or revoked if the applicant is not in compliance with the settlement agreement.

Vote: All in favor. Motion passed

AGENDA ITEM 12B **Discussion and possible decision regarding closure of enforcement cases:**

Bach recommended the following cases for closure without disciplinary action:

19-013N	19-015N	19-017R	19-018N	19-020N
19-021N	19-022N	19-024N	19-026N	

Motion: Waugh moved to approve the closure of the above referenced cases without disciplinary action. Motion seconded by Morelli.

Klai asked how many more cases are in pending status. Bach stated that there are currently eight open cases.

Vote: Ciesynski recused herself and all others in favor Motion passes.

AGENDA ITEM 12C **Enforcement Report**

Bach stated that she had nothing to report.

Erny asked what the financial status was for respondents who are submitting payments. Bach said that there is approximately \$4,000 in fines and payments that are still pending and there currently is one individual who has not submitted any payment. Klai asked what the monthly average amount of receiving payments is. Bach replied that there is roughly \$2,000 in monthly payments received and seven individuals submitting monthly payments.

AGENDA ITEM 13A **Architect Report - Discussion and possible decision regarding which board members and staff will attend the 2019 Regional Summit in Nashville, TN on March 8-9, 2019**

This information was presented to the Board in the board meeting eBook.

Harrison informed the Board that the Regional Summit will be held in Nashville and confirmed which Board members will attend. Garlock and Snyder agreed that they will attend the Summit as the funded delegates. Harrison stated that Mickey will attend because he is funded by WCARB, Erny is attending as past President of NCARB and Ciesynski will attend as she is the Board Chair. Harrison asked Klai, Fleming, Morelli and Waugh if they were interested in attending the summit. Klai, Fleming and Waugh stated that they are not able to attend but Morelli said that he would. Harrison stated that she will also

attend as she is funded as a Member Board Executive and Hatfield will be the only individual from staff to attend.

Motion: Waugh moved to approve the board members a staff that will attend the Regional Summit. Motion seconded by Erny.

Vote: All in favor. Motion passes.

AGENDA ITEM 13B Architect Report – FYI: NCARB Fast Fact – December 2018

This information was presented to the Board in the board meeting eBook.

AGENDA ITEM 13C Architect Report – FYI: NCARB Board of Directors Brief – December 2018

This information was presented to the Board in the board meeting eBook.

AGENDA ITEM 13D Architect Report – FYI: NCARB November 2018 Update

This information was presented to the Board in the board meeting eBook.

AGENDA ITEM 14 Residential Design Report

Morelli reported that the Residential Design (RD) Examination is scheduled for Thursday, February 7, 2019. Notices for the RD Exam registration were sent and posted on December 4, 2018. He said that the deadline for submissions was January 7, 2019. He reported that two candidates will take the exam in Reno and five candidates in Las Vegas.

Erny asked if there were possibilities for candidates to submit late registrations to sit for the exam. Harrison said that the deadline was on January 7, 2019 but staff can sometimes make exceptions for late submissions.

AGENDA ITEM 15 Registered Interior Design Report

Fleming shared that she attended the last CIDQ conference in Nashville where they introduced the new President, Jim Klawiter. She also shared that the one of the major discussions that took place at the conference was the in regards to the definition of Interior Design. Fleming reported that the definition was written in 2004 and a task-force committee was created and led by Caren Martin to update the language. She said that the consensus was the definition was too lengthy and there were requests to streamline the definition.

Ciesynski stated that the definition had been written by CIDQ but should be written by the Council for Interior Design Accreditation (CIDA). She also said that the definition did not include the different types of interior design and does not distinguish the difference between Interior Design, Certified Interior Design and Registered Interior Design. Erny agreed that the definition needs to have more distinction. Fleming said that there will potentially be another draft before the definition becomes

official. Ciesynski stated that she did reach out to Kimberly Woods to obtain a version of the definition that is more understandable and can be shared with the State Legislatures and the public.

Fleming also reported that CIDQ introduced a new Director, Annmarie Jackson, who specializes in Healthcare Interior Design. She said that Jackson spoke at the conference to inform the other designers of the Certification she received from the American Academy of Healthcare Interior Design. Fleming expressed that it is great that healthcare design is becoming more of a sector and a developed subject.

Fleming said that she has continued to take part in the CIDQ Alternative Review Path (ARP) Committee. She reported that the committee is still getting ARP applications and that most of the applicants are passing.

AGENDA ITEM 15A Registered I Interior Design Report – Q Connection First Quarter 2019

This information was presented to the Board in the board meeting eBook.

AGENDA ITEM 16 Public Member Report

Waugh reported that he attended the Professional Conduct Committee meeting at NCARB and was able to experience the NCARB disciplinary process. He said that the committee also made numerous recommendations for the board of directors. He said that he will not be able to attend the annual NCARB meeting this year as he will be graduating with his Bachelor's degree in May 2019.

Waugh said that he spoke with Darryl Hamm, NCARB Public Director, to express his interest in exploring the idea of possibly running for Public Director in a few years.

AGENDA ITEM 17 Executive Director Report

Harrison stated that the 2019 renewal season had ended and 3,031 registrants have renewed. She said that staff will send out another reminder to registrants who still have not renewed. She also said that the Continuing Education Audit will start in March.

Harrison reminded the Board that the future board meetings will be scheduled for March 6, 2019, June 12, 2019 and August 21, 2019. She also reminded that the August board meeting will be held in Reno. Harrison provided the Board with a few office updates. She shared that she recently hired a new administrative assistant, Leilani Quenga, and a part-time clerk, Tanya Escalera. Harrison said that it's been a little rough processing registration renewals with limited staff and having to train new staff. She gave praise to Aguada and Bach for assisting in completing registration renewals and keeping up with the business volumes. She also reported that in the month of December, she and Aguada were able process numerous reciprocity applications.

Harrison advised the Board that they will need to discuss the Blue Book soon and would like to have an idea of who will take part of the NCIRC meetings. She shared that historically, only one board member from each discipline serve at the NCRIC meeting. Harrison said that Ciesynski would attend on behalf of the Registered Interior Design and as the Board Chair. Snyder agreed to represent Architecture and Morelli agreed to represent Residential Design.

Harrison said that the Board will be co-hosting a Design Professional and Builder Meet and Greet at the Nevada Legislative Building on February 15, 2019 during the second week of session. She stated that this Board has partnered with the Board of Engineers, Contractors Board and the Landscape Board. Harrison informed the Board that Hatfield will send out invitations to the legislators and registrants and will also create flyers to distribute.

Ling stated that staff needs to be prepared to speak to the legislators about registered interior designers. He said that it would be a good idea to have an elevator speech prepared to inform the legislators about what the Board does and provide information about each profession.

AGENDA ITEM 18 Board Counsel Report

Ling reported an update on the Rusk case. He said that he wanted the opportunity to file the last word in the proceeding in front of the Supreme Court. He stated that his request to file the reply was granted but was only given five days to submit it. Ling said that he has submitted everything that he needed to for the court to make a decision. He also reported that he has checked the status of the case prior to the board meeting and no updates have been made.

Ling said that it was a positive move for the Board to have been granted to file the final word. He said that it allowed him to correct any half-truths, to set the record straight, and give the court a reason to grant the Board's petition. Once Ling receives an update, he will notify Harrison.

AGENDA ITEM 19 Public Information Report

Hatfield shared a live version of the Board's Twitter page. She said that she has already posted items on Twitter from today's board meeting and tagged AIA and UNLV in the feed. She also shared a content calendar that shows when she will post future items on social media. Hatfield reported that NSBAIDRD has been added to the Nevada Government 2019 List of State Agencies. She said that will allow more exposure for the Board.

Hatfield provided an update on the Board's educational outreach. She said that she spoke to two interior design classes and Southwest Tech. She said that the Southwest Tech class has been through many different teachers but the current teacher stepped up and provided the students with continuity, brings in outside speakers, and is very enthusiastic in assisting the students.

Hatfield said that she spoke to the drafting class of the ACE charter school in Reno. She reported that there were some students considering architecture and some were interested in residential design. She also visited TMCC in Reno to speak to students in the Residential Design Program. Hatfield shared that the students had many questions and were very engaged as they prepare to go out into the profession.

On January 31, 2019, Hatfield said that she plans to speak to the students of Eric Strain's design practice management class at UNLV. She said that she will share information about licensing, what types of services that can and can't do, and encourage them to complete AXP.

Hatfield informed the Board that she would like to start reaching out to firms and speak to the emerging professionals. She said that she is open to suggestions and asked the Board members if they have any firms in mind that she should reach out to first. She also informed the Board that Building

Safety Month that will be in May. She plans to reach out to building officials to see if there is an opportunity to partner with them.

Hatfield reported that the last issue of Focus was published at the end of November 2018 and the next issue will be published in February 2019. She referred to the issue of Focus in board eBook and informed the Board that there are numbers next to some of the links that indicates how many time each link has been reviewed.

Waugh asked if Hatfield has reached out to the East Career Tech School. He stated that the school does not have an architectural program but they do have an AIAS Architect Club. Hatfield said that she did not speak to the students at that school but will reach out to them.

Erny suggested she provide some awareness of the recent disciplinary actions regarding ARE when speaking to the students and firms. Snyder also suggested providing information and brochures to the guidance counselors at schools to inform students of what it takes to become a licensed professional. Hatfield shared that she has already created pamphlets and will distribute them to the students and the counselors.

AGENDA ITEM 20 Items for Future Agenda

- Review and possible firm approval of JMA Architects, LLC
- Possibly raising annual registration renewal fees

AGENDA ITEM 9 Review and update of the NSBAIDRD Strategic Plan 2014-2019

The NSBAIDRD 2014-2019 Strategic Plan was presented in the board meeting eBook.

Ciesynski shared that to be an exceptional board; we must allocate time to what matters most. The board should continually engage in strategic thinking. She said that she would like to incorporate growth and transformation in the NSBAIDRD 2014-2019 Strategic Plan. Ciesynski said that the goal of this agenda item is to modify and update the language in the Board's Strategic Plan.

Board and staff collaborated to review and modify the NSBAIDRD Strategic Plan 2014-2019 and the Boards' mission statement.

Based on the discussion and collaboration, the following pages and items of the NSBAIDRD 2014-2019 Strategic Plan are modified:

- Page 4 – Phase 4 Implantation has been completely removed.
- Page 8 – The Mission statement has been modified to "*The mission of the NSBAIDRD is to promote, preserve, and protect the health, safety, and welfare of the public by regulating architects, registered interior designers, and residential designers to provide competent professional services in the built environment.*" Outdated language within the Vision statement has also been updated.
- Page 10 – Language in the Board's current state of the organization and in the SWOT summary has been modified.
- Pages 19-21 – The start date and end date of each objective needed to be updated.

Motion: Mickey moved to approve the above modifications to the NSBAIDRD Strategic Plan 2014-2019. Motion seconded by Garlock.

Vote: All in favor. Motion passes

AGENDA ITEM 21 Public Comment

There was no public present.

Chairman Ciesynski adjourned the meeting at 2:31 p.m.

Monica Harrison, Executive Director

James Mickey, Secretary/Treasurer