

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

October 20, 2020

Virtual Board Meeting -Video conference and audio offered via Zoom

<https://us02web.zoom.us/j/88049873055> or 1(253)215-8782

Meeting Code: 880 4987 3055#

Tuesday, October 20, 2020

Chairman Kimberly Ciesynski called the meeting to order at 9:30 a.m.

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

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

NSBAIDRD Mission Statement:

“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.”

AGENDA ITEM 1 Public Comment

There were no public comments.

AGENDA ITEM 2 Approval of Consent Agenda

Consent agenda included the following:

- A. Approval of Agenda
- B. Approval of Minutes: August 19, 2020
- 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. Bank of Nevada Statements
 - 4. First Independent Bank Statements
- D. Ratification of Reciprocal Licenses (see attached list)
- E. Firm Name Approval Requests
 - 1. Athena Studio, LLC
 - 2. AO
 - 3. Architects Orange
 - 4. Butler, Cooper & Moore Architects, Ltd
 - 5. CallisonRTKL Nevada Corp.
 - 6. HIXSON
 - 7. IDentity Design Lab
 - 8. OneStudio D+A
 - 9. Patai Architecture
 - 10. Sargenti

- 11. Studio Eight Interiors, LLC
- 12. Studio OS
- 13. Yomaz Design and Development, LLC
- F. Firm Registration Approval Requests
 - 1. DWL ARCHITECTS-PLANNERS, INC.
 - 2. KSS Architects LLP
 - 3. Steph Nash Décor + Interior Design
 - 4. Torgerson Design Partners, LLC

Architects: Registration by Reciprocity

8419	Douglas R. Eadie	8440	Theron O. Pate, Jr.
8422	Tammy Sam	8441	Joshua Wells Carrell
8423	Todd Dustin Hauck	8442	Joanna Wieloch-Kim
8424	Thomas W. Chapman	8443	Xiaoyun Shao
8425	Steven Malin	8444	Sabrina Bala
8426	Joseph Stramberg	8445	K. Vance Kelley
8427	Chad Novak	8446	Michael Earl Barnard
8428	Kyle M. Artar	8447	Patrick McKechnie
8429	Daniel R. Rowe	8448	Bryan D. Webb
8430	Jeffrey Lane	8449	Robert Anthony Rink
8431	Kimberly Butt	8450	Jeff Klymson
8432	T. Andrew Pitts	8451	John Bruce Camino
8433	Nadia Zhiri	8452	Petar Mattioni
8434	John W. Franz	8453	Emil A. Bogden III
8435	David L. Narramore	8454	Danny E. Walker
8436	Peter J. Swingle	8455	Dale Ricker Hubbard
8437	Manuel Rey	8456	Michael Treanor
8438	Joy Colman	8457	Marwan Mujahed
8439	Patrick Jones	8458	Michael R. Abernathie

Residential Designers: Registration by Reciprocity

391-RD Stacy Eisenmann

Motion: Waugh moved to approve the consent agenda items 2A through 2E-1 and 2E-9 through 2F-4. Motion seconded by Snyder.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-2 Firm Name Approval Request – AO

Motion: Waugh moved to approve the firm name approval request of "AO." Motion seconded by Snyder.

Erny referred to page 67 of the eBook regarding the Fictitious Firm Name form. He said that the form was completed incorrectly as it states "it is" as the undersigned firm. Ling stated that it should have said the legal entity name and not "it is," but the remaining information on the form is correct. He said that the form states that "Architect Orange" is the legal entity name and that the firm will conduct business under the fictitious name of "AO." He also said that although there is a grammatical error, the form was still accepted to file with the County Clerk's Office.

Vote: Mickey recused himself and all others in favor. Motion passes.

AGENDA ITEM 2E-3 Firm Name Approval Request – Architects Orange

Motion: Waugh moved to approve the firm name approval request of “Architects Orange.” Motion seconded by Snyder.

Erny referred to page 70 of the eBook regarding the Firm Name Approval Form. He said that the applicant listed “AO” as a previously Board approved firm that will be inactive and believed that the information is incorrect. Aguada clarified that “AO” was not previously approved, but “Architects Orange” was previously approved in 1988. She said that listing “AO” is a typographical error. Ling stated that this firm application was submitted simultaneously with the “AO” firm application and that the applicant was unsure if “AO” needed to be listed.

Motion: Erny amended the motion and moved to approve the firm name approval request of “Architects Orange” under the condition that the firm submits an updated Firm Name Approval Form without listing “AO” as an inactive Board approved firm. Motion seconded by Garlock.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-4 Firm Name Approval Request – Butler, Cooper & Moore Architects, Ltd

Motion: Waugh moved to approve the firm name approval request of “Butler Cooper & Moore Architects, Ltd.” Motion seconded by Snyder.

Garlock asked if the firms listed as active Board approved firms are accurate. Erny said that his concerns are whether the firm names were approved and if they are certainly still active. Harrison confirmed that both “DeRuyter O. Butler Associates” and “Butler Ashworth Architects” were previously approved and are both still active firms. Garlock suggested staff review the firm application requirements and possibly update the firm form to provide clarification.

Vote: All in favor. Motion passes.

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

Ciesynski welcomed everyone to the ceremony. She informed the applicants that the oath will be read by Snyder for both the architects and registered interior designer.

Snyder swore in the following individuals as architects:

1. Anthony Diaz.....8460
2. Jeffrey Sarmiento.....8461
3. Zhe Sun.....8462
4. Stephan L Winfield.....8463
5. Anthony M Bennett.....8464

Motion: Mickey moved to approve the registration of the above referenced individuals as architects. Motion seconded by Garlock.

Vote: All in favor. Motion passes.

AGENDA ITEM 3B

Deliberations/Action on Applications for Registration: Registered Interior Designer

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

1. Michelle Acevedo.....264-ID

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

Vote: All in favor. Motion passes.

Ciesynski thanked everyone for their presence and for making the best out of the virtual ceremony. She said that the Board hopes to invite all new registrants to attend a future board meeting that's not virtual, so that the Board can meet them in person.

Randy Lavigne, AIA Las Vegas Executive Director, thanked the Board for allowing AIA to be a part of the virtual celebration. She recognized the new registrants for accomplishing licensure and said that they are now launched in the most important and exciting part of their career. Lavigne said that AIA is a professional association that provides resources, support and protection for design professionals. She said that the new registrants are valuable investments for the future and that AIA can help them overcome challenges that they may face in the profession. Lavigne encouraged the new registrants to become a member of the AIA and gave congratulations on behalf of AIA.

Glenn Nowak, Associate Professor of UNLV School of Architecture, thanked the Board and congratulated the new registrants, especially the UNLV Alumni. He gave praise to Winfield, Sarmiento and Diaz for their accomplishments in becoming licensed architects and said that they are an inspiration for current students. Nowak said that he will send the UNLV Alumni a UNLV pin to commemorate this occasion. He encouraged them to revisit the UNLV School of Architecture to reconnect and join virtual studio reviews to provide expertise as a licensed architect.

Ciesynski recognized the new registrants for their great achievements and said that it's important for the Board to get their feedback to learn what paths and experiences they've faced to achieve licensure. She also said that with the license come great responsibility and that they should do research regarding requirements before practicing in other jurisdictions.

Harrison congratulated the new registrants on their great achievement. She encouraged them to use NSBAIDRD as a resource by contacting staff if they have questions regarding firms, NCARB or public outreach. Harrison informed the new registrants that they are exempt from the obtaining the CEU requirements for their first two years of registration.

Erny extended congratulations to the new registrants and encouraged them to become NCARB certified. He said that they all have taken different paths to licensure and that obtaining the NCARB certificate will facilitate taking advantage of opportunities in other jurisdictions. Erny asked the new architects to share their feedback regarding the testing centers or the exam formats.

Sarmiento stated that he started the ARE 4.0 in 2016, then transitioned to the 5.0. He said that he appreciated the quicker turnaround time of the exam results in 5.0, but had difficulties finding enough study materials. He also said that 5.0 was more experience based rather than just book smarts. Winfield echoed Sarmiento's experience and added that he had difficulties with the software. He said that he experienced difficulties with the software calculator and pdf reader but was lucky that it did not hinder his exams. Winfield stated that the time frame to complete each exam was too short.

Bennett shared that the exam process was very rigorous but valued that the exam tested the real workings of practicing architecture. He also said that the ARE software interface was archaic and that it needs to be updated. Bennett shared that it was challenging for him to balance work, family, studying and taking the exams. He said that he wished that there was a mentor program to facilitate the path to licensure.

Mickey shared that he and Erny have been assigned to an Interiors Task Force Committee with NCARB. He said that they're working with CIDQ to gain knowledge regarding the differences in examinations and asked Acevedo for feedback about her testing experience. Acevedo shared that she took the NICDQ exams in 1999 when hand-drafting was required. She stated that she took the exams at Marymount University in Northern Virginia and was fortunate to take the practicum courses to prepare for the exam. She also stated that she was a junior designer at Gensler at the time and had real life experiences before taking the exams. Acevedo said that gaining experience and mentorship while working at Gensler assisted in passing the exams.

Fleming congratulated the new registrants for their momentous achievement and was intrigued by their feedback. Fleming said that she was happy to hear that Acevedo was fortunate to have mentorship and hopes that she will be a mentor to others. Ciesynski said that it is important to discuss the practice act amongst design professional as they all collaborate. She encouraged Acevedo to become a NCIDQ Ambassador to help mentor future candidates and to be an advocate for the exam and profession.

Ciesynski reminded the new registrants that their primary purpose is to protect the public and wished them the best for their future.

AGENDA ITEM 4 **Presentation of Audit results for Fiscal Year End 2020 – Christy Banton, CPA, Rubin Brown**

Christy Banton, accountant for Rubin Brown, presented the audit results for fiscal year end 2020. Information regarding the results were provided to the board in the board meeting eBook.

Banton reported that the audit process ran smoothly and was completed in one day. She gave praise to staff for being well organized and efficient. Banton said that the Independent Auditor's Report was a clean and unmodified opinion and that there were no findings of misstated items. She also said that the financial statements in the Management and Discussion Analysis are like results of the prior year.

Banton gave a detailed overview of the Board's governmental fund balance sheet, liabilities, pension plans, revenue, expenditures, financial statements and contributions. She reported that there were no material weaknesses or significant deficiencies in the audit.

Motion: Mickey moved to accept the audit results for Fiscal Year End 2020. Motion seconded by Waugh.

Vote: All in favor. Motion passes.

AGENDA ITEM 8C-1 **Enforcement Report – Discussion and potential position of the interpretation and applicability of the rules of conduct 2.3**

Bach stated that the Homeowners Associations (HOA) have Architectural Design Review Committees (DRC) that approve plans for custom homes or home editions. She said that most committees appoint

architects to be on their board. Bach shared that there have been instances when plans submitted by Residential Designers (RD) were rejected by the committee and that clients are influenced by the architects who sit on the DRC. The architects of the committee try to take over the plans themselves or direct the client to utilize an architect instead of an RD. Bach read the following rule of conduct that addresses this issue:

NCARB's Model Rules of Conduct: Rule 2 – Conflict of Interest

Rule 2.3 An architect shall not perform professional services in the face of a conflict of interest that is not fully disclosed and waived in writing by all parties. An architect has a conflict of interest when:

- (a) the architect has or may acquire a financial or other interest in the project, someone participating in it, or any component of it; or*
- (b) the architect's judgment may be adversely affected by a relationship with another party.*

Morelli said that the committees make it difficult for plans from RDs to be passed and that the architects on the committee create a conflict of interest. Larry Tindall, a Residential Designer, said that the DRC creates a negative impact on RDs. Morelli stated that architects who sit on the DRC should not submit their own plans as they would be the ones to review their own plans. He said that this is a conflict of interest.

Erny asked if the Board has jurisdiction on private HOAs. Ling stated that the Board does not have jurisdiction on any HOA, but does have jurisdiction on the Architects who are on the committee. Erny said that the Board can act upon the individual registrant if they have become aware of any violations. He also said that the board does not have jurisdiction on whether the DRC appoints architects or RDs to sit on the committee.

Tindall requested the Board to send a letter to the HOAs to warn them of the rules of conduct and/or if he can file a complaint on the individuals who violated the rules of conduct. Ling stated that the Board can publicize information regarding this matter to provide education and additional clarification, and that the publication must be authoritative. He also stated that the Board should research what other states have in place when managing such rules of conduct. He said that in some cases, there might be a third-party waiver for registrants to agree not to submit plans for the HOA committee that they sit on.

Waugh asked who regulates the HOA and if the Board can develop an authoritative position. Ling said that the Board can only inform the HOA of what their position is and hopefully coordinate with the body that regulates HOAs. Ling also said that the Board's position must be clear and concise so that there is no misinterpretation. Bach said that she will conduct an investigation and interview the HOA if a complaint is made prior to issuing the Board's position.

AGENDA ITEM 2E-5 Firm Name Approval Request – CallisonRTKL Nevada Corp.

Motion: Waugh moved to approve the firm name approval request of "CallisonRTKL Nevada Corp." Motion seconded by Garlock.

Erny referred to page 82 of the board eBook and asked if the board staff was informed of the firm's transfer of shares made previously in 2017 and 2019. Harrison replied that registrants typically provide a notice of the changes when they complete their annual renewal. Erny said that board approved firms

must do all of the necessary due diligence to ensure that they are in compliance. He also said that if they fail to notify the Board, then discipline may be issued for not upholding their professional responsibility. Harrison agreed with Erny and said that if firms do provide notices of change, the issue is forwarded to Bach.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-6 Firm Name Approval Request - HIXSON

Motion: Waugh moved to approve the firm name approval request of "HIXSON." Motion seconded by Snyder.

Garlock said that an engineer holds ownership in the firm and asked if staff has checked the status of their license. Harrison said that staff has checked the status and that page 92 of the eBook states that the engineer's license is current.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-7 Firm Name Approval Request – IDentity Design Lab

Motion: Snyder moved to approve the firm name approval request of "IDentity Design Lab." Motion seconded by Erny.

Erny asked if the firm names "MBA Architecture + Interior Design" and "MBA Architecture – Clark Fong Ltd" were previously board approved firms. He said that the information on file stamped DBA did not match with the firm application. Harrison stated that only the name of "MBA Architecture + Interior Design" was a previously approved firm name. Mickey stated that there is also a discrepancy in the Stock Redemption Agreement as the original firm name reads "MBA Architecture – Marandola Clark Fong, Ltd."

Ling stated that the supporting documents indicates that "MBA Architecture – Marandola Clark Fong, Ltd." Was dissolved in April 2020, but the new entity of "MBA Architecture – Clark Fong, Ltd" is applying to for board approval of the new DBA. Ling said that historical information shows that Marandola is out of business and that the name is irrelevant to what the application is proposing now.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-8 Firm Name Approval Request – OneStudio D+A

Motion: Waugh moved to approve the firm name approval request of "OneStudio D+A." Motion seconded by Wichmann.

Erny said that his concerns regarding this firm are associated to the previous discussion reviewing the firm name approval request of "IDentity Design Lab."

Vote: All in favor. Motion passes.

AGENDA ITEM 5

Review and approval of the 5-year budget projection for FY 2021-2025

This information was presented in the Board Meeting eBook.

Motion: Waugh moved to approve the review and approval of the 5-year budget projection for FY 2021-2025. Motion seconded by Snyder.

Harrison presented the 5-year projection for FY 2021-2025 and reported that the projected amount for 2021 license renewals is \$541,530. She said that license renewals increased by 9.1% due to the recent renewal fee increase. She said that license renewal projections for the following years do not fluctuate much because it is difficult to project due to the pandemic, but historically had an annual increase by 2.1%.

Harrison reported that due to the Covid-19 pandemic, traveling expenses for in and out of state is reduced. She said that traveling expenses are reduced by \$1,000. Ciesynski stated that the projected traveling expenses are reduced too low and hopes that traveling restrictions will be lifted in about six months. She suggested that the traveling projections be changed to the historical average projection as it was prior to the pandemic. Mickey agreed and said that there should be a balance as organizations hope to plan live events or in-person meetings within a couple years.

Garlock asked if adjustments were made in the license renewal projection for the possibility that registrants may elect not to renew due to pandemic and uncertain times. Harrison said that the projection assumes that registrants will renew as staff continuously receives new applicants and there has been no change in revenue since the pandemic began. She said that staff will know more information by the beginning of next year.

Vote: All in favor. Motion passes.

AGENDA ITEM 6

Review and possible decision of allowing an extension for continuing education requirements for 2021 renewal period

Harrison stated that the Covid-19 pandemic has caused an emotional and financial distress to registrants and received insight from neighboring states regarding this issue. She said that earning the eight CEUs required for Nevada should not be difficult for our registrants and other states who require more have not made any changes or relaxed their requirements. Harrison gave praise to Hatfield for maintaining the Board website, newsletter and social media by providing registrants information regarding many different CEU opportunities.

Harrison said that there is currently an exemption for fulfilling the CEU requirements for individuals actively serving in the military or for those who have an illness, disability or personal hardship. Ling stated that the Nevada law states that licensing boards cannot waive any statute, but can waive a regulation. He said that the Board cannot waive or extend the statutory requirement for continuing education and must legally follow legislature, unless declared by an Emergency Order by the Governor.

Harrison stated that she will direct staff to advertise that an extension for continuing education requirements cannot be granted as it's prohibited by law.

AGENDA ITEM 7

Consideration and potential action regarding staff evaluation/performance for board approval: Bach, Aguada, Hatfield, Quenga, Escalera and Harrison. [NOTE: The Board may go into closed session pursuant to NRS 241.030 because the discussion may involve a staff member’s character, alleged misconduct, professional competence, or similar items. SPECIAL NOTE: The Board may not go into closed session to discuss Mrs. Harrison’s character, alleged misconduct, professional competence, or similar matter.]

Harrison reported that the staff accomplished many tasks while adapting to working from home and thanked staff for their professionalism, hard work and patience. Ciesynski stated that this has been a challenging year and that the staff rose up to the occasion to make the transition so seamless. Board members continued to praise staff for their support, staying connected and maintain stability during this pandemic.

Ciesynski stated that it is recommended by the Sunset Subcommittee to conduct an annual evaluation of the Executive Director’s performance. She said that she received all form evaluations of each staff and summarized the results. Ling stated that all materials generated for the evaluation must be included in staff files for documentation. He also said that the evaluation for the Executive Director cannot be discussed in a closed session.

Ciesynski reported that Harrison exceeded all areas in the Board’s expectations, especially in maintaining communication. She said that the Board would like to see more information regarding Harrison’s continuing education and training. Ciesynski stated that Harrison is respected by the Board and appreciates her for all her hard work.

AGENDA ITEM 8A-1

Case No. 21-009N in the matter of Fredric Divine and Fredric C Divine Architects

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

Staff received a reciprocity application for the Respondent where he stated that he had a restaurant remodel in Reno. During the phone interview, Bach asked if he had prepared any drawings or issued a proposal and he replied that he had. Bach requested and received a copy of the proposal and preliminary drawing.

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 and an Administrative Penalty of \$3,500 with Investigative Costs in the amount of \$1,500.

Staff recommended the approval of the settlement agreement.

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

Vote: Mickey recused himself and all others in favor. Motion passes.

AGENDA ITEM 8A-2

Case No. 21-013N in the matter of Primitivo Conde and SD Collaborative

The Respondent is alleged to have violated NRS 623.360.1 (c) by engaging in the practice of architecture without having a certificate of registration issued by this Board.

Staff received a reciprocity application for the Respondent where he stated that his firm had been working pro bono on a site plans and feasibility study for two different sites. During the phone interview, Bach asked if he had prepared any drawings or issued a proposal and he replied that he had not issued a proposal until the final scope of the project was determined but he had prepared some renderings. He further stated that architectural firm, KME was also working in the project but that they were working independently of each other. Bach requested and received a copy of the renderings.

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 No Contest clause and an Effect on Licensure clause and an Administrative Penalty of \$7,500 with Investigative Costs in the amount of \$1,500.

Staff recommended the approval of the settlement agreement.

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

Vote: All in favor. Motion passes.

AGENDA ITEM 8B

Discussion and possible decision regarding closure of enforcement cases:

Bach recommended the following cases for closure without disciplinary action:

20-024N	20-025N	20-026N	20-044N	20-063R	20-066N
21-005N	21-006N	21-007N	21-008R	21-014N	

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

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

AGENDA ITEM 9A

Architect Report – NCARB Digital Whiteboard Replacing Physical Scratch Paper

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

Harrison reported that the use of physical scratch paper is no longer allowed during the exams. She said that many boards have received emails from candidates who dislike the change in hopes that the boards will take action on the issue. She also said that the boards cannot take action because the boards do not administer the exam.

Erny reported that the proctoring of the online exam has been delayed. He said that many candidates are upset of the inconvenience that the delay is causing and of the change to the digital whiteboards.

Mickey stated that there is a history of candidates who've cheated in the exam centers and that NCARB has asked for guidance in securing and administering the new online format. Wichmann asked if candidates are able to practice using the digital whiteboard and Waugh replied, yes.

Garlock said that the feedback from candidates can be passed onto NCARB, but the Board should follow the lead of NCARB. Erny said that there is a lack of understanding of how complex creating an online exam. Mickey reported that the position of the Board is to support NCARB.

AGENDA ITEM 9B **Architect Report – FYI: NCARB Fast Facts August & October 2020**

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

AGENDA ITEM 9C **Architect Report – FYI: NCARB Update August 2020**

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

AGENDA ITEM 9D **Architect Report – FYI: NCARB Additional Rolling Clock Extension**

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

AGENDA ITEM 9E **Architect Report – FYI: NCARB ARE Remote Testing Launches November 16, 2020**

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

AGENDA ITEM 10B **Residential Design Report – Update regarding the residential design exam practice analysis survey and the possibility to earn 2 CEU credits as an incentive for participating in the survey**

Morelli stated that the committee has completed the first draft of the survey and have 20 individuals that will take the survey. He said that the survey will take about two hours to complete. Harrison suggested that an incentive of two continuing education credits be offered to the candidates once the survey is finalized. She reported that all 20 individuals who will take the pilot survey will be residential designers.

Motion: Morelli motioned to offer two continuing education credits to individuals who participate in taking the pilot survey. Motion seconded by Waugh.

Vote: All in favor. Motion passes.

AGENDA ITEM 10A**Residential Design Report – Update regarding the Residential Design Written-Exam**

Morelli reported the residential design written exam was offered on September 28, 2020 and that five candidates took the exam. He said that one candidate passed all written portions of the exam, but waiting to take the graphic exam, and one candidate passed all portions of the exam and will complete registration at the board meeting scheduled in January 2021. Morelli also reported that staff has not determined when the next residential design exam will be held due to the pandemic.

AGENDA ITEM 10**Residential Design Report**

Morelli shared that some residential designers are concerned regarding residential designers working under a contractor, the representation of residential designers on the state board, the title of residential designer being relabeled to residential architect, the scope of work limit, and the relationship with homeowners' associations.

Erny said that the issues mentioned by Morelli should be a future agenda item for the Board to discuss. Ling agreed that the Morelli can share the issues as part of the residential design report, but should be discussed as an agenda item.

AGENDA ITEM 11**Registered Interior Design Report**

Fleming reported that the CDIQ Annual conference will be held virtually as a one-day event on November 12, 2020. She said that Ciesynski, Erny, Hatfield, Harrison, Mickey and herself will be attending and that she's been delegated to present a few items at the conference.

AGENDA ITEM 11A**Registered Interior Design Report – FYI: Q Connection 2020 4th Quarter Issue**

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

Fleming reported that a popular topic in the Q Connections is Equity by Design. She said that Equity by Design is a six-part session about housing and multi-generation communities and encouraged all designers to join.

AGENDA ITEM 12**Public Member Report**

Waugh reported that NCARB's Credentials Committee will be meeting soon and will be joined by Nefertari Carver, who is involved with NCARB's Diversity Collaborative. He said that the Credentials Committee wants to encourage individuals of color, women and younger professionals to seek election within NCARB. Waugh also reported that the core mission of the committee is to have fair and transparent elections within the next year.

AGENDA ITEM 13A**Executive Director Report – Review and possible approval of Telework/Telecommuting Policy**

Harrison suggested that a temporary telework policy be established and implemented in case of emergencies or disasters such as the current pandemic. The language of the Telework/Telecommuting Policy was provided to the Board in the board meeting eBook.

Harrison also requested that the Board offer a phone stipend for staff during temporary telework situations. She said that since staff are working from home, some staff are required to use their own personal phones to make work related phone calls.

Motion: Mickey moved to approve the Telework/Telecommuting Policy and grant a phone stipend for staff. Motion seconded by Snyder.

Erny asked if any staff have purchased a new cellphone during telework. Harrison said that the board only purchased one cellphone to maintain the office's main phoneline, but some staff have been utilizing their own personal cellphones while working at home. Harrison suggested the amount of \$40 a month for staff who use their personal phone. She also said that the recommendation follows state guidelines. Harrison stated that the phone stipend will be on a temporary basis and only granted during temporary telework forced by emergencies or disasters.

Vote: All in favor. Motion passes.

AGENDA ITEM 13**Executive Director Report**

Harrison reported registration renewal notices have been sent to registrants and that roughly 200 registrants have already renewed for 2021. She said that Hatfield will send out five more renewal notices to registrants for reminders.

Harrison informed the Board that the next board meetings are scheduled for January 20, 2021 and March 24, 2021. She said that she has not determined whether the meetings will be held virtually or in-person due to the pandemic.

Harrison also reported that Tanya Escalera, the administrative assistant, will be resigning. She said that her last day will be on November 30, 2020 as she is pursuing her career as a registered nurse.

AGENDA ITEM 14**Board Counsel Report**

Ling had nothing to report.

AGENDA ITEM 15**Public Information Report**

Hatfield reported that she is working with AIA to produce the CEU Seminar and said that there are currently 226 people registered. She said that 52 out of the 226 people who registered are from out of state and are continuing to gain more attendees from across the U.S.A. to register for the seminar. Hatfield stated that there will be a change in speakers for the CEU Seminar to cover the IBEC topic.

Hatfield stated that it was confirmed that she will be speaking to UNLV students on November 16, 2020 and have been working with Nowak on the arrangement.

Hatfield reported that different CCSD high schools have different policies on having outside speakers. She said that some schools allow outside speakers on their google meets, but others don't. She stated that if she's not able to provide a presentation in google meets, she plans to create handouts and short videos that teachers can share. Hatfield said that she takes part in AIA's Outreach Committee and reported that two local architects, Wade Simpson and Mike Delgado, will speak to students at Valley High School, of which they are both alums, to talk about the career and utilize the handouts that she produced regarding the path to licensure.

Hatfield stated that she's been active on social media to get information out to everyone. She provided the content calendar of planned postings for the next three months in the board eBook. She said that latest issue of Focus is also available in the board eBook and the next issue will go out in November.

AGENDA ITEM 16 Election of officers

Motion: Erny moved to nominate Mickey as Board Chair. Motion seconded by Garlock.

Vote: All in favor. Motion passes.

Motion: Garlock moved to nominate Snyder as Board Secretary/Treasurer. Motion seconded by Morelli.

Vote: All in favor. Motion passes.

AGENDA ITEM 17 Items for Future Agenda

- Firm application update and clarify requirements
- Letter to Homeowner Associations
- Issues and concerns reported by residential designers
- Keeping the CEU Seminar virtual moving forward to increase attendance

AGENDA ITEM 18 Public Comment

There was no public present.

Chairman Ciesynski adjourned the meeting at 2:05 p.m.

Monica Harrison, Executive Director

James Mickey, Secretary/Treasurer