

**MINUTES FOR BOARD MEETING OF THE NEVADA STATE BOARD OF ARCHITECTURE,  
INTERIOR DESIGN AND RESIDENTIAL DESIGN (NSBAIDRD)  
October 20, 2021**

Virtual Board Meeting – Video conference and audio offered via Zoom

**Wednesday, October 20, 2021**

Chairman James Mickey called the meeting to order at 8:31 a.m.

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

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**

Daniel Chenin addressed the board in public comment. Chenin stated that the board has a process by which the public can file complaints against registrants, and these complaints can be filed anonymously. He could not find a way for someone to file a complaint with the board against a board member. This public comment portion of the board meeting appears to be the only way to file a complaint and it is not anonymous.

Chenin said that he had a board member contact him in a manner that is not in alignment with the way to board practices. He said he received a phone call from John Morelli inquiring about a service his firm offers. He said the call was aggressive and bullying. Chenin said the call was an hour of Morelli asking questions and telling Chenin that he was in violation of state laws and the code of ethics. After the phone call, Chenin received a letter from the board stating an anonymous complaint had been filed against him with the same concerns Morelli voiced. He said the complaint has been resolved and is being closed. Chenin said he believed the actions against him were in retaliation for design review he did for Morelli.

Chenin asked how the board investigates board members and their ethical obligations. He also asked if board members can reach out directly and ask questions of registrants.

Mickey directed Chenin to contact Harrison. Erny said the board does not usually receive public comments and asked how the issues brought up could be addressed. Ling said that public comment is one-way with comments directed to the board. If the board wishes to discuss the issue further, it needs to be agendaized for a future meeting. He said that with the direction given to Chenin to contact Harrison, staff can receive necessary information and a decision can be made on possible future action. Garlock asked if there were entities in the state that handle complaints against board members. Ling said the Governor’s office and the Ethics Commission have jurisdiction in complaints such as this.

**AGENDA ITEM 2**

**Approval of consent agenda**

Consent agenda included the following:

- A. Approval of Agenda
- B. Approval of Minutes: August 18, 2021
- 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
  - 5. September 2021 QR
- D. Ratification of Reciprocal Licenses (see attached list)
- E. Firm Name Approval Requests
  - 1. CORE DG, LLC
  - 2. Eisenmann Residential Design
  - 3. ESG Architecture & Design, PC
  - 4. Open Studio Architecture PLLC
  - 5. Tedrow Design Group, P.C.
  - 6. Zglrhaus LLC
- F. Firm Registration Approval Requests
  - 1. Animal Arts Design Studios Inc
  - 2. BNIM
  - 3. HCM DESIGN WEST, INC.
  - 4. JLL Architecture, LLC
  - 5. Kaas Wilson Architects, LLC
  - 6. Studio Gang Architects, Ltd.

**Architects: Registration by Reciprocity**

8704	Jeffrey Alan Fox	8720	Michael Santillan	8735	Brett Anderson
8705	David B. MacNeill	8721	Stephen Vincent Levy	8736	Joshua James Smith
8706	Michael Patrick O’Boyle	8722	Sean Whitacre	8737	Robert Benjamin Burgheimer
8707	John P. Reseigh	8723	Shannon M. D. Ketchum	8738	Jarrett J. Jensen
8708	John Joseph Slattery	8724	Robert F. Bodenhamer	8739	Eric M. Dumican
8709	James E Baumgardner	8725	Solvei M. Neiger	8740	Ross E. Long III
8710	Nicholas L. Dreisbach	8726	William Lee Robinson	8741	Todd A. Tierney
8711	Mark S. Sopp	8727	Chung Tsiang Chang	8742	Leslie Dornier-Robidoux
8712	Amer Sassila	8728	Steven S Litman	8743	Ashley M. Shoults
8713	Jacob S Bush	8729	James D Smith	8744	Heather Elizabeth Lewis
8714	Matthew C. Salerno	8730	Charles J. Kirby	8745	Tony Dabaghy
8715	Jefrey D. Jakalski	8731	Andrew Scott Roark	8746	J. Quintin Biagi
8716	Javier M. Sola	8732	Johnna L. Barrett	8747	Chris Olson
8717	Wei-Hsin Kao	8733	Danny Gene Popp	8748	David W. Szafarz
8718	Eugene W. Minnick	8734	Carey Ryan Nagle	8749	Michael Adam Dolan
8719	Stephen McDowell				

**Residential Designers: Registration by Reciprocity**

405-RD Marc Whipple

**Motion:** Garlock moved to approve the consent agenda items 2A, 2C through 2F-4 and 2F-6. Motion seconded by Snyder.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 2B                      Approval of Minutes: August 18, 2021**

Erny referred to the draft August 18, 2021 minutes, page 11 of 11. He said that his recollection regarding the potential committee looking at the future of the residential design profession was that it was to look at potential issues, rules and regulations, that might be impacted by the results of the practice analysis, including any new potential testing and education requirements. He did not believe that was captured in minutes. Garlock said he did not remember discussing committee appointments, scope of work or deadlines. Ling said if board members do not feel the draft minutes accurately reflect the discussion, they can hold approval for a future meeting and direct staff to relisten to the recording to make sure the minutes are accurate.

**Motion:** Garlock moved to hold approval of minutes for a future meeting. Motion seconded by Erny.

Morelli said that at the last board meeting he was charged with recruiting members for two new committees, one to revise the residential design exam and one to look at the future of the profession.

Ling said there are two issues that need to be separated. Currently, the board is discussing approval of the minutes from the last board meeting. Later in the meeting there is an agenda item to discuss the possible creation of committees.

Harrison stated that staff tries to be as accurate as possible when drafting the minutes, but reminded the board it is a summary, not a transcription. She said staff will relisten to that portion of the meeting. She also reminded board members that under Agenda Item 12 the board will discuss the possibility of committees being appointed. It has not been determined if the board will create any new committees.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 2F-5                      Firm registration approval request: Kaas Wilson Architects, LLC**

Erny stated the non-registrant owner should be reminded she cannot refer to herself as a registered interior designer or practice registered interior design in Nevada. Staff is to include this in the approval letter sent to the firm.

**Motion:** Erny moved to approve the firm registration request of “Kaas Wilson Architects, LLC.” Motion seconded by Morelli.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 14                      Public Member Report**

Waugh reported that he is a member of the NCARB Ethics Task Force.

**AGENDA ITEM 13A**      **Registered Interior Design Report – Discussion regarding who will attend the 2021 Annual Council of Delegates meeting virtually on November 12-13, 2021**

Ciesynski reported that the annual meeting is not going to be in person; it will be held virtually. Board members who wish to attend should advise Harrison.

**AGENDA ITEM 13B**      **Registered Interior Design Report – FYI: Q Connection October 2021**

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

**AGENDA ITEM 11A**      **Architect Report - FYI: NCARB Fast Facts August 2021**

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

**AGENDA ITEM 11B**      **Architect Report - FYI: NCARB Updates August and October 2021**

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

**AGENDA ITEM 11C**      **Architect Report - FYI: NCARB Examination Report Press Release and Summary**

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

**AGENDA ITEM 11D**      **Architect Report - FYI: NCARB ARE Update: What to know about migrating to PSI in 2022**

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

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

Mickey greeted the attendees and explained the ceremony process. He said this was the largest group he had seen assembled for a swearing in ceremony, with at least 76 people logged in via Zoom.

Snyder swore-in the following individuals as architects:

1. Elizabeth Dawn Duncan..... 8750
2. Eric Eichstaedt ..... 8751
3. Stacy Lynn Jacobsen ..... 8752
4. Xinyi J. Long..... 8753
5. Dylan Michael Russ ..... 8754
6. Kevin J. Taylor..... 8755

- 7. John William Wiedner ..... 8756
- 8. Sean Zurko ..... 8757

**Motion:** Snyder moved to approve the registration of the above referenced individuals as architects. Motion seconded by Morelli.  
**Vote:** All in favor. Motion passes.

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

Snyder swore-in the following individuals as registered interior designers:

- 1. Vanessa Muñoz Fuller..... 277-ID
- 2. Madeleine Emilienne Lemoine ..... 278-ID
- 3. Julie Wilson..... 279-ID

**Motion:** Snyder moved to approve the registration of the above referenced individuals as registered interior designers. Motion seconded by Ciesynski.  
**Vote:** All in favor. Motion passes.

**AGENDA ITEM 3C                      Deliberations/Action on Applications for Registration: Residential Designers**

Snyder swore-in the following individuals as residential designers:

- 1. Hiram A. Lowe..... 406-RD
- 2. Nima Mahmoudzadeh ..... 407-RD
- 3. Adrian A. Plata..... 408-RD
- 4. Michael J. Irish..... 409-RD

**Motion:** Morelli moved to approve the registration of the above referenced individuals as residential designers. Motion seconded by Snyder.  
**Vote:** All in favor. Motion passes.

Mickey congratulated the new registrants and introduced guests.

Carlos Fernandez, Executive Director of AIA Las Vegas and AIA Nevada, congratulated the new registrants for achieving licensure. He said that the new registrants would be receiving a certificate of achievement in the mail and invited them to join AIA.

Glenn Nowak, Graduate Coordinator from UNLV’s School of Architecture, extended congratulations on behalf of the school. He said this was the largest group of alumni in recent memory and offered special congratulations to Duncan, Jacobsen, Long, Taylor, Zurko and Fuller. He encouraged all new registrants to become involved with the school.

Mickey said that with a license comes new opportunities, but also the responsibility to protect the public. He encouraged registrants to call the board with any questions they have in their professional journey. Other board members offered congratulations and words of advice.

Harrison informed new registrants that if they plan to register a firm, they can reach out to board staff for guidance. She also said that they are exempt from earning continuing education units for the first two years of licensure.

Larry Tindall, former residential designer board member, joined the board meeting to present the Dewey Jones Residential Design Exam Scholarship Award to Hiram Lowe. Lowe passed all sections of the exam on the first attempt.

**AGENDA ITEM 4**                      **Review and possible approval of the firm name MJI Studio inc**

**Motion:** Waugh moved to approve the firm name approval request of “MJI Studio inc.” Motion seconded by Morelli.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 5**                      **Review and possible decision regarding application for restoration of registered interior designer registration of Louise M. Cohen pursuant to NRS 623.260 and NAC 623.280**

Ling outlined the statutes that enable a former registrant to restore their license.

Board members discussed the application. They said Cohen has been practicing in other jurisdictions while her Nevada license was lapsed and has stayed up to date on the industry. Harrison stated that Cohen has completed the required CEUs for restoration.

Board members said that because it is a new license, Cohen is exempt from the CEU requirement for two years. However, as she is already an experienced practitioner and has previously been licensed in Nevada, she should be staying current with industry practice. Therefore, Cohen will be required to earn 8 CEUs for renewal next year.

**Motion:** Garlock moved to approve the application for restoration for interior design registration of Louise M. Cohen, provided she is not exempt from the CEU requirement for license renewal beginning in 2022 (she is required to earn 8 CEUs in 2022). Motion seconded by Morelli.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 6**                      **Public Hearing regarding the NSBAIDRD regulation LCB File No. R005-21**

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

NSBAIDRD regulation LCB File No. R005-21 was presented in the board meeting eBook.

Mickey opened the public hearing for NSBAIDRD regulation LCB File No. R005-21 at 10:00am.

The board held a hearing for the consideration of public comments regarding LCB File Number R005-21. Notices of this hearing were properly and timely posted and that copies of the notice and the regulation have been publicly available in compliance with NRS 233B. The board received no written comments regarding the regulation prior to the hearing.

The purpose of this regulation is to add an option for candidates who are enrolled in an Integrated Pathway to Architectural Licensing (IPAL) option from a NAAB-accredited program and allow them to take the Architect Registration Examination before obtaining their degree. This regulation was originally adopted as a temporary regulation on January 20, 2021.

Mickey opened the hearing for public comment. There were no public comments.

Mickey closed the public comment portion of the hearing.

**Motion:** Erny moved to adopt the NSBAIDRD regulation LCB File No. R005-21. Motion seconded by Snyder.

**Vote:** All in favor. Motion Passes.

Mickey closed the public hearing.

#### **AGENDA ITEM 17                      Public Information Report**

Hatfield reported the CEU Seminar is November 5, 2021. There are currently 335 people registered for the event, with an even split between in-state and out-of-state. The seminar agenda is in the board e-book. Garlock asked if there has been any discussion about continuing to offer the program on Zoom to accommodate the large number of out-of-state attendees. Hatfield said that could be discussed next year when they begin planning for the 2022 event. Erny asked if she knew if all attendees were Nevada registrants. Hatfield said attendees are not asked what states they are registered in; however, the seminar is mostly advertised through AIA Nevada, Focus Newsletter and the registrant email list.

Hatfield reported that she and Bach spoke to Eric Strain's Professional Practice class at UNLV. It was the first in-person event in almost two years. She also attended the Construction Career Day with AIA Las Vegas and KME Architects. Photos of the event were shared with the board. Hatfield created a QR code for the event. Attendees could scan the QR code and would be directed to the board's Careers in Design webpage. Next week Hatfield will attend a career fair at Western High School.

Other information is included in the board e-books, FYI.

#### **AGENDA ITEM 16                      Board Counsel Report**

Ling had nothing to report.

**AGENDA ITEM 15**

**Executive Director Report**

Harrison reported that the first renewal notification was sent to all registrants on October 15. Six notices will be sent between October and December 31. Almost 300 registrants have renewed their license for 2022. Currently there are 3,396 registrants, which is 51 more than last year.

Harrison said a Model Board Member Manual is in the e-book. It was developed by the Professional and Occupational Licensing Boards Administrative Collaborative. She said that during sunset review legislators said that executive directors need to make sure that board members are trained and prepared for their roles on regulatory boards. Harrison also reported that the Attorney General’s office is holding a virtual board member training tomorrow. She will send the link to interested board members upon request.

Board members asked staff to customize the manual for this board and present it at the January meeting. They discussed possible training for board members upon reappointment as well as initial appointment to the board. Training for this board has not been done in many years. Ling can provide a training session if requested. This is an item for future agenda.

Harrison said the next board meetings are January 19 and March 23, 2022. She said the June board meeting needs to be changed from June 8 to May 25 as the NCARB Annual Business meeting will be held earlier next year on June 2-3. Board members said they do not have conflicts with the new date. Harrison will send board members the revised dates.

Harrison reported that the office is busy and is seeing an increase in all types of applications. She said adding Jessica Hernandez-Ramos a full-time staff member was needed. She added that Hatfield is busy now that in-person meetings are back, and Bach is busy with investigating and reviewing complaints.

**AGENDA ITEM 7**

**Presentation of audit results for Fiscal Year End 2021 – Christy Banton, CPA, Rubin Brown**

Christy Banton, accountant for Rubin Brown, presented the audit results for fiscal year end 2021. Samantha Huff-Schleuter, a manager at Rubin Brown, joined Banton. Information regarding the results were provided in the board meeting e-book.

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:** Waugh moved to accept the audit results for Fiscal Year End 2021. Motion seconded by Ciesynski.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 8**

**Review and approval of the 5-year budget projection for FY 2022-2026**

Harrison presented the 5-year budget projection for FY 2022-2026. Board members discussed the line item for bank and merchant fees. Harrison said it is mostly merchant fees and said she expects the number



to increase over the next five years as over 80 percent of registrants now renew with a credit card. Board members discussed recouping this cost with a convenience fee, which is becoming more common in online transactions. Harrison said part of last year's fee increase was meant to cover the increased merchant fees.

Harrison proposed reducing budgeted travel expenses because hybrid meetings are becoming more common. Ciesynski said the board needs to be mindful of what travel needs may be in the future. There were no other concerns.

**Motion:** Snyder moved to approve the 5-year budget projections for FY 2022-2026. Motion seconded by Garlock.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 10A-1      Case No. 21-054R in the matter of Peter Gerdin**

The Respondent is alleged to have violated NRS 623.270.1(c) and (f) and Rule of Conduct 1.1 by being negligent and not acting with reasonable care and competence generally exercised by architects in good standing in the same community.

Staff received a complaint on the Respondent that he had prepared plans that were deficient and lacking details sufficient for the contractor to build from. An enforcement advisory member reviewed the drawings and found them to be poorly coordinated.

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 Administrative Penalty of \$6,000 with Investigative Costs in the amount of \$2,000.

Staff recommended the approval of the settlement agreement.

Garlock asked if probation is considered in cases such as this. Bach said that there have been cases where probation was included in the settlement agreement, but those cases were more severe where duties were completely neglected.

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

**Vote:** Erny recused himself. All others in favor. Motion passes.

**AGENDA ITEM 10A-2      Case No. 22-011R in the matter of Robert Swift**

The Respondent is alleged to have violated NRS 623.270.1(c) and (f) and Rule of Conduct 1.1 by being negligent and not acting with reasonable care and competence generally exercised by architects in good standing in the same community.

Staff received a complaint on the Respondent that he had prepared plans that were deficient and received multiple building department corrections for the same items. An enforcement advisory member reviewed the drawings and corrections to be within the Respondent's responsibility and easy to rectify.

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 Administrative Penalty of \$5,000 with Investigative Costs in the amount of \$2,100.

Staff recommended the approval of the settlement agreement.

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

**Vote:** All in favor. Motion passes.

### **AGENDA ITEM 10A-3      Case No. 22-009N in the matter of John Brad Schrock**

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 with this board.

Staff located an article naming the Respondent as the architect for the Oakland A's studio that may be located in Nevada. Further investigation revealed that the Respondent had performed site visits, gave advice and direction through feasibility studies, and acted as a consultant to the representatives from the Oakland A's.

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 Administrative Penalty of \$4,000 with Investigative Costs in the amount of \$1,600.

Staff recommended the approval of the settlement agreement.

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

**Vote:** All in favor. Motion passes.

### **AGENDA ITEM 10B      Discussion and possible decision regarding closure of enforcement cases**

Bach recommended the following cases for closure without disciplinary action:

21-058N      22-003N      22-005R      22-007N      22-0410N

**Motion:** Waugh moved to approve the closure of the cases listed above without disciplinary action. Motion seconded by Garlock.

**Vote:** Mickey recused himself. All others in favor. Motion passes.

**AGENDA ITEM 10C-1**      **Enforcement Report – Review and possible approval of the board’s written communications related to qualified design professionals designing for residential communities**

Bach said the board sent a letter in 2007 to HOAs stating that residential designers were qualified to design houses. The notice has been updated with the addition of one sentence. Bach said staff will post the updated notice on the website and include it Focus Newsletter.

Mickey said he has heard from many constituents in northern Nevada about HOAs on a variety of topics. He said putting this notice out would be timely. There were no other comments or edits.

**Motion:** Waugh moved to approve the notice. Motion seconded by Erny.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 9**      **Review of compliance by Scott Corridan with the Finds of Fact, Conclusions of Law, and Order in Case No. 21-019N and whether any conditions thereof should be modified or extended**

Scott Corridan was not in attendance. Harrison reported that Corridan obtained the Certificate of Interior Design from the State Fire Marshal, as required by the board order for the administrative fine to be reduced to \$500. Bach reported actual costs were \$4,110, but the order said he would pay costs not to exceed \$3,000. He will pay a total of \$3,500.

Harrison asked if another order would need to be drafted. Ling said it would not as he has complied with the order. Corridan should be notified of the total fine amount and staff can set a payment deadline.

**AGENDA ITEM 12A**      **Residential Design Report – Update of the residential design exam in August**

Morelli reported that there were problems with the August graphic exam administration. Some glitches were due to the exam being offered in both AutoCAD and Revit for the first time. All candidates were asked for feedback after the exam and many said there was too much content to assimilate for the exam. Morelli said that because of the issues with the administration, the committee decided to offer those who did not pass the opportunity to retake it on October 22. The new exam has been edited and should be easier to understand. Three candidates will take the exam in Las Vegas and two in Reno.

Morelli reported that 66 percent of candidates who took the exam in Revit passed, as did 40 percent who took the exam in AutoCAD.

**AGENDA ITEM 12B**      **Residential Design Report – Update of the practice analysis, residential design test specification**

Morelli reported that the test specification is finished and NCARB presented a blueprint for the next steps. Erny said that the jurisprudence exam, currently given to applicants in all professions, will need to be expanded for the residential designers. He added that the board may want to consider rewriting the

jurisprudence exam to be specific for each profession. Erny said the committee will need to discuss how to ensure the knowledge areas for education and experience are covered.

**AGENDA ITEM 12C**      **Residential Design Report – Review and possible approval of a qualified vendor’s proposal to update and develop the content of the Residential Design Examination**

Harrison said she solicited proposals from qualified vendors to assist the board in the update and development of content for the Residential Design Exam, as directed by the board at the last meeting. Harrison said she reached out to five qualified vendors and two responded. These proposals were included in the board meeting e-books.

Board member discussed both proposals. They said that NCARB is familiar with the Residential Design Exam as they have been the vendor for the project up to this point. They also said NCARB’s fee proposal was easier to budget for because it was a flat fee, whereas the other vendor was charging hourly fees. Board members who served on the committee said that NCARB staff is very knowledgeable and has been great to work with to date. Harrison reminded board members the contract must also be approved by the Board of Examiners before work can commence.

**Motion:** Snyder moved to approve NCARB’s Proposal to Conduct Residential Designer Exam Development Services for the NSBAIDRD. Motion seconded by Garlock.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 12D**      **Residential Design Report – Discussion of creating an Examination Writing Committee, appointment of members, outline of scope and deadlines**

Morelli presented a list of volunteers who are interested in serving on the Examination Writing Committee. He said the list includes only residential designers. Morelli said he contacted three architects and they were not interested. He added that he would appreciate it if architect members of the board would join the committee. Mickey said he could participate in an advisory capacity, but not as an item writer. Erny said he would like to be appointed to the committee.

Board members discussed the committee and its work. They agreed that more members will need to be added. NCARB suggested five or six members for each written section and two or three for the graphic section. The time commitment is anticipated to be two to four hours per month for eight months, and will include one meeting each month and homework. Board members said the committee should be diverse in geographic representation as well as type of practice.

Ling advised the board how committee work can be done under the Open Meeting Law (OML). If the committee is meeting as a whole and taking action, the meeting will need to be noticed. Discussion related to the exams can be done in closed session. Votes will need to be taken in open session.

Board members said that once the committee is created more members can be recruited, including through Focus Newsletter. Committee members must be subject matter experts and can include licensed professionals, certified plans technicians/examiners and educators. Kreg Mebust said he would reach out

to other educators at TMCC. It was suggested that UNLV be contacted as well. Committee members can earn up to four hours of self-directed CEUs for committee work.

If additional members need to be appointed before the next regular board meeting, a special board meeting can be noticed.

**Motion:** Morelli moved to appoint the committee members listed in board e-book and Greg Erny to the Examination Writing Committee. Committee membership will remain open, and appointments can be approved at future board meetings. Motion seconded by Erny.

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 12E                      Residential Design Report – Discussion of creating a future Residential Design Profession Committee, appointment of members, outline of scope and deadlines**

Morelli presented a list of volunteers who are interested in serving on the Residential Design Professional Assessment Committee.

Ling said that this committee is different from the exam committee. The exam committee is tasked with creating an exam for a registration class under the board's jurisdiction. This proposed committee would be considering possible legislation and promotion of the residential design profession. If this committee is created by the board, it would be subject to OML. Ling said instead of the board appointing a committee, Morelli should consider forming an informal group with the volunteers. This group could meet and present recommendations to the board, but it does not have to be a board committee. This group would be similar to a professional association, like AIA, that works to promote the profession. The board could act on the group's recommendations or choose not to act.

Morelli asked what type of support the group could receive from the board, such as a roster of registrants. Ling said any public information would be available to the group. Harrison stated that the board does not release email addresses to the public, only public mailing addresses.

**Motion:** Morelli moved to create a committee of board members that the group could report to prior to the board meeting.

Board members said that wasn't necessary, any recommendations should be made to the board.

**Motion dies for lack of second.**

**AGENDA ITEM 18                      Election of Officers**

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

**Vote:** All in favor. Motion passes.

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

**Vote:** All in favor. Motion passes.

**AGENDA ITEM 19**

**Items for Future Agenda**

- Consideration of policy that board members should complete board member training upon each reappointment; Review updated board member manual.
- Review and possible approval of amended minutes from August 2021 meeting.
- Appoint additional members to the Examination Writing Committee.
- Discussion of the education and experience requirements for residential designers and possible evolution of licensing based on results of the test specification.
- Annual review of strategic plan and succession plan.

**AGENDA ITEM 20**

**Public Comment**

There was no public present for comment.

Chairman Mickey adjourned the meeting at 1:18 p.m.

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Monica Harrison, Executive Director

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William Snyder, Secretary/Treasurer