

MISSISSIPPI STATE BOARD OF ARCHITECTURE
Minutes of a Regular Meeting
October 22, 2024, 12:04 PM
The Alluvian Hotel, 318 Howard Street
Greenwood, Mississippi 38930

Members Present: Charles Barlow, Jr. (by teleconference), Larry Bishop, Leigh Jaunsen, Bradford Jones, Richard McNeel

Others Present: John Cothron, Andrew Kilpatrick, Azelia Scott, Jimmy Sullivan, Ellie Word

With a quorum present, Mr. Bishop called the meeting to order.

Agenda Item	Explanation	Actions Taken/Planned
1. Minutes		Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to approve minutes of the August 6, 2024, Board of Architecture (BOA) meeting, and the August 7, 2024, and October 11, 2024, Landscape Architecture Advisory Committee (LAAC) meeting minutes. The motion passed unanimously.
2. Approval of Certificates		Motion was made by Mr. McNeel and seconded by Mr. Jones to approve certificates issued since the August 2024 meeting (attached). The motion passed unanimously.
3. Complaint #2023-11	Mr. Cothron reported that the architect respondent is deceased.	Motion was made by Mr. Jones and seconded by Ms. Jaunsen to send a letter to the Authority Having Jurisdiction urging them to inspect the facility to ensure compliance with all applicable codes and to close the complaint. The motion passed unanimously.
4. Complaint #2024-11	Mr. Cothron, Mr. Sullivan and Ms. Jaunsen provided a summary of the investigation and complaint review.	<p>Motion was made by Mr. Jones and seconded by Mr. McNeel to take the following actions:</p> <ul style="list-style-type: none"> • Issue a cease and desist letter to the unlicensed respondent for unlicensed practice and use of the title; • Notify the National Council of Architectural Registration Boards (NCARB) of concerns regarding the unlicensed respondent's Architectural Experience Program (AXP) hours; • Authorize a formal hearing for the architect respondent with authority to propose a consent agreement providing for a public reprimand, a \$10,000 fine, and a one-year probation for the following violations: <ul style="list-style-type: none"> ○ Practicing architecture without a license; ○ Sealing plans not prepared under the architect's responsible control; ○ Aiding unlicensed practice; ○ Practicing through a Limited Liability Company (LLC);

		<ul style="list-style-type: none"> Send a letter to the Authority Having Jurisdiction urging them to inspect the facility to ensure compliance with all applicable codes. <p>The motion passed 4-0, with Ms. Jaunsen, who reviewed the complaint, recusing herself from the vote.</p>
5. Complaint #2024-12	Mr. Cothron reported that a letter of education was issued regarding use of the title "architect" and the respondent provided assurance of compliance with the law.	Motion was made by Mr. Barlow and seconded by Ms. Jaunsen to close the complaint. The motion passed unanimously.
6. Complaint #2024-13	Mr. Cothron, Mr. Sullivan, and Mr. McNeel provided a summary of the investigation and complaint review.	Motion was made by Mr. McNeel and seconded by Mr. Barlow to issue a letter of education to the respondent regarding the offering of architectural services in contracts and close upon receiving assurance of compliance with the law. The motion passed unanimously.
7. Complaint #2024-14	Mr. Cothron provided a summary of the complaint.	Motion was made by Mr. Barlow and seconded by Ms. Jaunsen to issue a letter of education to the respondent regarding use of the title "architect" and close upon receipt of assurance of compliance with the law. The motion passed unanimously.
8. Rulemaking Update	Mr. Cothron, Mr. Kilpatrick, and Ms. Word reported that the recently filed BOA rule changes were approved by the Occupational Licensing Review Commission (OLRC) on September 30, 2024, and will take effect on November 9, 2024. The LAAC rule changes will be reviewed by the OLRC at their December 2024 meeting.	
9. Executive Director's Report <ul style="list-style-type: none"> First Quarter FY 2025 Financial Report 	Mr. Cothron reviewed the financial report for the first quarter of FY 2025 and provided an update on administrative matters.	
10. NCARB Updates	Members and staff serving on committees and task forces provided brief updates on NCARB activities. Mr. Bishop and Mr. Cothron also reported on topics discussed at the 2024 NCARB Member Board Chairs(MBC)/Member Board Executives (MBE) Leadership Summit, including the recently released NCARB Competency Standard and new assessment models being discussed by the Licensure Research and Development Task Force.	

11. NCARB Meeting Attendees		Motion was made by Mr. McNeel and seconded by Ms. Jaunsen to designate the Executive Director and all five (5) BOA members to attend the NCARB MBE Workshop and Regional Summit in Philadelphia, PA on February 27-March 1, 2025, the NCARB Region 3 Leadership Symposium in Philadelphia, PA on March 2, 2025, and the NCARB Annual Meeting in Scottsdale, AZ on June 19-21, 2025. The motion passed unanimously.
12. December New Licensee Recognition Ceremony	Members discussed plans for the December 3, 2024, ceremony, which will include a panel discussion with an architect, landscape architect, certified interior designer, and an attorney.	
13. Meeting with Engineers/Surveyors Board Members	Mr. Cothron noted that he received a request from the Engineers/Surveyors Board to set up a meeting between some of their members and members of the BOA, possibly on the morning of December 3, 2024.	Mr. McNeel and Mr. Barlow indicated their availability to attend the meeting, and several agenda topics were suggested. Mr. Cothron will follow up with the Engineers/Surveyors Board to schedule the meeting.
14. Meeting Schedule		Motion was made by Ms. Jaunsen and seconded by Mr. Jones to set the following 2025 BOA meeting dates, subject to adjustment as needed: <ul style="list-style-type: none"> ▪ January 22-23 (to include a joint meeting with the advisory committees) ▪ April 15 (at Mississippi State University) ▪ July 22-23 ▪ October 21-22 (location to be determined) The motion passed unanimously.
Law and Rules Review		
15. Legislation to Amend <i>Miss. Code. Ann.</i> §§ 73-1-19 and 73-2-5		Motion was made by Ms. Jaunsen and seconded by Mr. Barlow to authorize the filing of legislation to amend <i>Miss. Code. Ann.</i> §§ 73-1-19 and 73-2-5, as previously approved by the Board. The motion passed unanimously.
16. Discuss Rule Changes Required by Changes to <i>Miss. Code. Ann.</i> § 73-1-19 (if legislation passes)	Members reviewed draft changes to Rules 3.2.1, 3.2.2, 3.2.3, 3.2.12, and 5.9. Mr. McNeel suggested that examples should be retained in Rule 3.2.3 to provide guidance to registrants.	Legal counsel will work on revised language for discussion at the January 2025 Board meeting.
17. Continuing Education Penalty Rule Changes (Rules 5.9 and 6.11)	Members reviewed draft changes to Rules 5.9 and 6.11.	These changes will be held for consideration with other proposed rule changes at a later date.

<p>18. Proposed Changes to Rule 4.5.2 (Responsible Control)</p>	<p>Members agreed to add the following language to Rule 4.5.2 as a new paragraph F:</p> <p>Drawings, specifications, reports or other professional work which were not prepared by or under the responsible control of the architect but are shown on unsealed documents containing the architect's title block, shall contain a disclaimer similar to the following:</p> <p style="padding-left: 40px;">"The drawings, specifications, reports or other professional work shown on this sheet were NOT prepared under the responsible control of the architect or architect's firm whose title block appears on this sheet. Neither the architect nor the architect's firm assume any responsibility for the accuracy of the information contained on this sheet and anyone relying on such information should independently verify the information contained hereon."</p> <p>Members discussed and rejected alternative language that more closely follows the NCARB model language regarding responsible control.</p>	<p>The changes will be held for consideration with other proposed rule changes at a later date. In the meantime, the next BOA newsletter will include the disclaimer language as a recommendation from the Board.</p>
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The meeting recessed at 4:32 PM by unanimous consent.

Architect Certificates Issued for Approval			
Lic Number	Name	License Date	Method
6068	Sandipan Aditya	8/25/2024	RECIPROCITY
6067	Amy Kathleen Donohue	8/25/2024	RECIPROCITY
6064	Brett Allen Greene	8/15/2024	RECIPROCITY
3768	Joseph Paul Hagan	8/22/2024	REINSTATEMENT
6065	Stanley Clay Hernly	8/15/2024	RECIPROCITY
6073	James Eric Huffstetler	10/6/2024	RECIPROCITY
6066	Thomas Keri	8/25/2024	RECIPROCITY
6062	James Nicolazzi	8/8/2024	RECIPROCITY
6071	Cristian Omar Oquendo	9/19/2024	RECIPROCITY
6070	Nathan Paul Rapp	9/11/2024	RECIPROCITY
6060	Eric Michael Reed	8/1/2024	RECIPROCITY
6069	Geoffrey F.P. Reiner	9/11/2024	RECIPROCITY
6063	Randall Robison	8/8/2024	RECIPROCITY
6072	Willard E. Williams, Jr.	9/26/2024	RECIPROCITY
6061	Wayne Scott Winger	8/8/2024	RECIPROCITY

MISSISSIPPI STATE BOARD OF ARCHITECTURE
Minutes of a Rules Retreat
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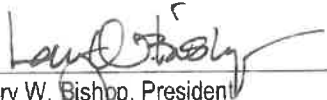
Agenda Item	Explanation	Actions Taken/Planned
19. Rule 3.2.8 (Joint Ventures and Associations)	Members discussed the intent of the rule; no changes were recommended at this time.	
20. Rule 3.2.16 (Construction Administration)	Members discussed changes proposed by Jeff Seabold in May 2024; no changes were recommended at this time.	
21. Changes to Business and Firm Verification Form Required by Changes to <i>Miss. Code Ann. § 73-1-19 (if legislation passes)</i>	Mr. Cothron presented proposed changes to the Business and Firm Verification form that will be required if legislation passes impacting firm practice requirements. Members expressed a preference for continuing to request support documentation to verify ownership of the business entity.	
22. NCARB Statement on Multiple Paths for Licensure and Reciprocity Requirements (<i>Miss. Code Ann. §§73-1-13 and 73-1-21</i>)	Members expressed a preference for considering changes to the reciprocity requirements before considering changes to the initial license requirements.	Legal counsel will draft potential changes to the reciprocity requirements in <i>Miss. Code Ann. §73-1-21</i> for discussion at the January 2025 Board meeting.
23. General Liability/E&O Insurance	Mr. Barlow suggested adopting a rule to require architects to notify a client if the architect is not carrying general liability or errors and omissions insurance. Concerns were voiced that this requirement would be overly restrictive, and no action was taken on this item.	
24. Rules Review Report	Mr. Cothron presented a draft rules review report to the OLRC as required by <i>Miss. Code Ann. Section 25-43-3.114(2)</i> . No changes were suggested.	Mr. Cothron will submit the report to the OLRC.

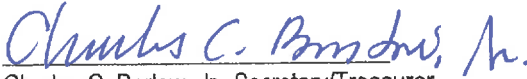
25. PEER Report on Legislative Oversight of Agency Rulemaking	Mr. Cothron, Mr. Kilpatrick, and Ms. Word reviewed a report issued by the Joint Legislative Committee on Performance Evaluation and Expenditure Review (PEER) regarding proposed strategies for monitoring agency rulemaking. No action was required.	
26. Continuing Education Audit Process		Motion was made by Ms. Jaunsen and seconded by Mr. Jones to modify the continuing education audit process to allow staff approval if an American Institute of Architects (AIA) transcript is submitted or if the registrant complies with the continuing education reciprocity requirements of Rule 6.7(B)(4). The motion passed unanimously.
27. Outreach to Building Officials	Mr. Cothron reviewed topics to address in outreach to building officials.	
28. Update on Legislation to Place High-Rise Buildings under SFMO Jurisdiction	Mr. Cothron reported that the Insurance Department Commissioner has not yet finalized his 2025 legislative agenda, but it is believed this legislation will be included.	
29. Open Discussion	Mr. Bishop mentioned that there will be elections for NCARB Region 3 leadership next year.	

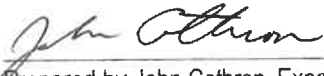
There being no further business, the meeting adjourned with unanimous consent at 11:33 AM.

1/23/2025

Date Approved


 Larry W. Bishop, President


 Charles C. Barlow, Jr., Secretary/Treasurer


 Prepared by John Cothron, Executive Director, on 10/28/2024