**Occupational and Professional Licensing Administration**

**District of Columbia Board of Architecture, Interior Design and Landscape Architecture**

**1100 4th Street, SW Suite 400**

**Washington, DC 20024**

**August 19, 2022**

**Minutes**

The District of Columbia Board of Architecture, Interior Design and Landscape Architecture held its monthly meeting on Friday, August 19, 2022. This meeting is being held due to the cancellation of the July 15, 2022, meeting. The Board did not have a quorum. This months’ regularly scheduled meeting on August 26, 2022, will be cancelled. This meeting was held virtually due to the COVID-19 pandemic.

The meeting was called to order at 9:43a by Mr. Ronnie McGhee, Chairman.

**Attendance**

Board Members Present: Mr. Ronnie McGhee, Chairman, Mr. Patrick Williams, Vice Chairman, Ms. Barbara Jones, Ms. Melissa Cohen, Mr. Bob Alter

Board Members Absent: Ms. Eileen Vitelli, Ms. Kia Weatherspoon

Board Staff: Mr. Daniel Weaver, DCRA Chief of Staff, Mr. Leon Lewis, Program Coordinator, Ms. Avis Pearson, Board Administrator, Mr. Kevin Cyrus, Education Liaison, Ms. Stephanie Johnston, Program Support Specialist, Ms. Jah-mai Jefferson, Program Support Specialist, Ms. Kendra Covington, Program Support Specialist

Legal Counsel: Mr. Patrick White, Esq. DCRA Office of General Counsel

**Agenda Item: Comments from the Public**

There were no comments from the public.

**Agenda Item: Draft Minutes**

Upon motion duly made by Ms. Cohen and properly seconded by Mr. Williams the Board voted unanimously to approve the June 17, 2022, minutes.

**Agenda Item: Review of Applications**

Upon motion duly made by Mr. Alter and properly seconded by Ms. Cohen the Board voted unanimously to approve the list of Architects, Interior Designers, and Landscape Architects’ applications for licensure, and the list of renewals attached hereto and made part of the August 19, 2022, minutes.

**Agenda Item: Education**

Mr. Lewis and Ms. Johnston compiled data from varied jurisdictions regarding attestation. In review of the data, there are several states who use attestation during license renewal and the Boards complete an audit later. Arizona and Oklahoma were the two states who replied “no” to attestation because they do not require continuing education. The benefit of having attestation is it reduces the administrative burden which can cause a delay in the processing of renewal applications. It also allows the ability to audit a percentage, typically 5%, after the renewal period has been completed. A special motion was taken by the Board for attestation during this past renewal due to COVID. A request was made to the Board during this meeting to make attestation a part of our rules.

Upon motion duly made by Mr. Alter and properly seconded by Mr. Williams the Board voted unanimously to move forward with the attestation process and have Mr. White prepare a proposed draft for review.

Kudos to Ms. Johnston for her efforts with compiling this research.

Mr. Cyrus reported that there weren’t any new updates on the Education Symposium. The date of the event is September 29-30, 2022. This will be a virtual event.

**Agenda Item: Old Business**

Mr. Weaver elaborated on the verbal responses given to the questions raised regarding the Contractor Rating System during the June 17th meeting. The questions and responses were as follows:

- Responses from the licensed architects and from the architecture community.

         - Complaints received.

         -  Next steps for DCRA, that is, a rating system for professional engineers and other possible rating

systems; and

- Fine tuning of the current DCRA Contractor Rating System.

Mr. Weaver’s response:

To provide some insight though, there have been no changes to the Contractor Rating System recently other than the addition on the landing page of individuals or entities who have received more than five Stop Work Orders (SWOs) in a 12-month period nor are any planned as of this writing.

The Professional Engineers are already included in the Contractor Rating System. There are no plans of moving forward with any other similar types of platforms.

Beginning October 1st will be a period of change for our agency will transition into the district’s newest agencies, the Department of Buildings and The Department of Licensing and Consumer Protection. For additional information regarding the transition visit [dcratransition@dc.gov](mailto:dcratransition@dc.gov) All of the platforms that exist will be transferred to one of those two agencies depending on what it is.

Mr. Williams did ask Mr. Weaver for clarification of which professionals were included in the Contractor Rating System. Mr. Weaver did respond by stating at the onset of the system there was a smaller group of engineers that were included, and the full list of engineers was expanded in 2021 – approximately six months after the system launched. By September of 2021 every professional was in the system – architects, interior designers, electricians, permit expediters, general contractors, home improvement contractors, plumbers, gas fitters, sprinkler technicians, professional engineers and refrigeration and air conditioning mechanics. Mr. Weaver further explained that professionals can be searched by name and specific discipline type (i.e., mechanical engineer) provided that the license has been attached to projects.

There hasn’t been any specific feedback from the public regarding the Contractor Rating System. It’s all been anecdotal with approximately sixty-nine inquiries – typically questing why a contractor isn’t included in the system. The Board did express some concern with this being such a low number and inquired how to ensure that information widespread so that residents are informed. Mr. Weaver explained the various modes of social media outlet that have been used as well as the agency newsletter. Community Outreach has been limited due to the pandemic.

Mr. Cyrus is in process of working on the newsletter and asked the Board for submissions to be included. Mr. McGhee will be writing an article for The Chairman’s Corner.

**Agenda Item: New Business**

The CLARB Annual Meeting will be held on September 22-23, 2022. The Board will attend virtually. The Ballot needs to be completed. Candidates for the CLARB Leadership are on the ballot. Videos have been sent out to the Board of each candidate. The Board will send their suggestions to Mr. McGhee. Once all suggestions are received, Mr. McGhee will complete the ballot and submit it for the Board. The ballot is due by September 15, 2022.

**Agenda Item: Review of Correspondence**

Correspondence reviewed during Executive Session.

**Agenda Item: Executive Session** – **(Closed to the Public)**

Upon motion duly made by Mr. Alter and properly seconded by Ms. Jones the Board entered Executive Session at 11:04am pursuant to D.C. Official Code § 2-575(b) (4) (A); D.C. Official Code § 2-575 (b) (9) and (13) to discuss complaints/legal matters, applications, and legal counsel report.

The Board entered back into public session at 11:47am.

**Agenda Item: Recommendations**

Upon motion duly made by Mr. Williams and properly seconded by Ms. Jones the Board unanimously voted to defer the case involving Ms. Vassallo and Ms. Xu until the meeting. Ms. Pearson will follow up with Ms. Xu for a response.

Upon motion duly made by Ms. Cohen and properly seconded by Ms. Jones the Board unanimously voted to take no action in the case involving Mr. Moss.

**Agenda Item: Adjournment**

Upon motion duly made by Mr. Alter and properly seconded by Mr. Williams, the Board unanimously voted to adjourn at 11:47am. The next meeting is scheduled for October 7, 2022

Respectfully submitted,

Mr. Ronnie McGhee, Chairman

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Date

Recorder/transcriber: Avis Pearson