**Occupational and Professional Licensing**

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

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

**Washington, DC 20024**

**September 6, 2024, 2024**

**Minutes (Virtual Meeting)**

**\*\*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at** [**opengovoffice@dc.gov**](mailto:opengovoffice@dc.gov)

The District of Columbia Board of Architecture, Interior Design, and Landscape Architecture held its scheduled meeting on Friday, September 6, 2024. This meeting was held virtually.

The meeting was called to order at 9:50 am by Mr. Ronnie McGhee, Chairman.

**Attendance**

Board Members Present: Mr. Ronnie McGhee, Chairman, Ms. Melissa Cohen, Mr. Bob Alter, Mr. Maurice Walters, Ms. Asha Shagle, Ms. Barbara Jones

Board Staff: Ms. Jacqueline Noisette, Deputy Director, BPLA, DLCP; Mr. Leon Lewis, Program Manager, Ms. Avis Pearson, Board Administrator, Ms. Jah-mai Jefferson, Program Support Specialist, Ms. Stacey Price, Board Administrator, Real Estate Commission

Legal Counsel: Mr. Justin Orrison, Esq.

Guest: Ms. Shauna Stallworth, Mike Ernst, Ms. Azia Ross, Mr. Kevin Vaughn,

Ms. Kimberly Brown, Stefan, Dorren

**Agenda Item: Comments from the Public**

Mr. Vaughn identified himself as a student reporter from Howard University and said that he was joining today’s meeting to observe. Ms. Azia Ross also identified herself as a Howard University student and said she was also attending the meeting to observe.

Mr. Mike Ernst inquired about his application and personally thanked Ms. Jai-mai Jefferson for her support throughout his application process.

**Agenda Item: Draft Minutes**

Upon motion duly made by Mr. Walters and properly seconded by Ms. Shagle the Board voted unanimously to approve the July 19, 2024, meeting minutes with the recommended corrections.

**Agenda Item: Review of Administrative Approved Applications**

Upon motion duly made by Mr. Alter and properly seconded by Ms. Jones the Board voted unanimously to approve the administrative-approved applications for September 6, 2024, with corrections attached hereto, and made a part of the September 6, 2024, meeting minutes.

**Agenda Item: Education**

No education update

**Agenda Item: Old Business**

The Board newsletter will be sent out on or before September 30th. Mr. McGhee did recommend a few additional items to be added to the newsletter, to include a notice to all architect, interior design and landscape architect firms to come into compliance by obtaining their license. This information will be forwarded to Mr. Cyrus.

The CLARB Annual Business Meeting is scheduled for September 19-21, 2024. Mr. McGhee, Mr. Alter, Ms. Shagle and Ms. Pearson are expected to attend this meeting. Final approvals for this travel are pending.

The Board was reminded that the Board of Directors and Leadership Advisory Council will hold its elections. Voting packages are due by September 13, 2024. Ms. Pearson asked that Board Members send all candidates' recommendations to Mr. McGhee by September 9, 2024.

**Agenda Item: New Business**

Concerns were expressed regarding the DLCP Administration Portal. Specific concerns regarding some licensees not receiving renewal notices for their licenses. An explanation was provided by Ms. Pearson and Mr. Lewis regarding the transition to the new internal portal made during the pandemic. There were several challenges during this time. Ongoing improvements are continuously made to the portal.

Upon motion duly made by Mr. Walters and properly seconded by Ms. Jones the Board voted unanimously to appoint Mr. Alter as the Board’s Vice Chairman.

**Agenda Item: Review of Correspondence**

All correspondence was reviewed during the Executive Session.

**Agenda Item: Executive Session** –

Upon motion duly made by Mr. Alter and properly seconded by Mr. Ms. Jones, 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, the Board voted to enter Executive Session at 11:17 am

**Note -**The Board returned to public session at 11:25a. Two executive sessions were held during this meeting. During the first session, the Board deliberated on an application that involved Mr. Alter who needed to recuse himself from the discussion.

Upon motion duly made by Ms. Cohen and properly seconded by Mr. Walters, 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, the Board voted to enter Executive Session at 11:31 am

The Board returned to public session at 12:37pm

**Agenda Item: Recommendations**

Upon motion duly made by Mr. Walters and properly seconded by Ms. Shagle the Board unanimously voted to withdraw the Consent Order and civil fine for Alter and Associates and reinstate the license.

Upon a motion duly made by Mr. Walters and properly seconded by Mr. Alter, the Board unanimously voted to deny Mr. Kean’s license due to not meeting the education requirements.

Upon motion duly made by Mr. Alter and properly seconded by Mr. Walters the Board unanimously voted in the matter of Frederick Ernst, to issue a Consent Order and impose a civil fine of $1500 for practicing on an expired license.

Upon motion duly made by Mr. Alter and properly seconded by Mr. Walters the Board voted in the matter of John Bull (ARC103233) to issue an Informal Admonition due to reprimand received in Delaware following a CE audit.

Upon motion duly made by Mr. Alter and properly seconded by Mr. Walters, the Board unanimously voted in the matter of Gregory Sparhawk (ARC101916), to issue a Consent Order and impose a civil fine of $1500 for practicing on an expired license.

Upon motion duly made by Mr. Alter and properly seconded by Mr. Walters the Board unanimously voted in the matter of Mitchell Collin (ARC101547) to issue a Consent Order and impose a civil fine of $1500 for practicing on an expired license.

Upon motion duly made by Mr. Alter and properly seconded by Mr. Walters the Board unanimously voted in the matter of Olsen Lewis Architects P.C. (PDF40000192) to issue an Informal Admonition due to a reprimand received in South Carolina and issue the firm license.

Upon motion duly made by Mr. Walters and properly seconded by Ms. Shagle the Board voted to change the October meeting date from October 18, 2024, to October 25, 2024, due to the NCARB Executive Meeting.

**Agenda Item: Adjournment:**

Upon motion duly made by Mr. Walters and properly seconded by Mr. Alter, the Board unanimously voted to adjourn the meeting at 12:58 pm.

Respectfully submitted,

Mr. Ronnie McGhee, Chairman

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Date

Recorder/transcriber: Avis Pearson