**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 8, 2023**

**Minutes**

**\*\*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**

The District of Columbia Board of Architecture, Interior Design and Landscape Architecture held its monthly meeting on Friday, September 8, 2023. This meeting was held virtually.

The meeting was called to order at 9:37AM by Mr. Ronnie McGhee, Chairman.

**Attendance**

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

Board Staff: Ms. Avis Pearson, Board Administrator, Ms. Stephanie Johnston, Program Support Specialist, Ms. Jah-mai Jefferson, Program Support Specialist, Mr. Kevin Cyrus, Education Liaison

Legal Counsel: Mr. Marc Neilsen, Esq. DLCP Office of General Counsel

Public Guest: Mr. Brian Hanlon, Acting Director of Buildings

**Agenda Item: Comments from the Public**

Mr. Hanlon, Acting Director of the Department of Buildings (DOB), joined today’s meeting to introduce himself and asked the Board how DOB could be more effective with process refinements. The Board did offer some feedback. Mr. McGhee will be scheduling a meeting with Mr. Hanlon to discuss other Board initiatives to include outreach to elementary and middle schools.

**Agenda Item: Draft Minutes**

Upon motion duly made by Mr. Williams and properly seconded by Ms. Vitelli the Board voted unanimously to approve the June 9, 2023, minutes.

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

Upon motion duly made by Mr. Alter and properly seconded by Ms. Cohen the Board voted unanimously to approve the administrative-approved Applications for July 21, 2023, and September 8, 2023, attached hereto and made part of the September 8, 2023, meeting minutes.

**Agenda Item: Education**

Mr. Cyrus provided an update for the NCARB Region 2 Education Symposium. The final agenda was reviewed.by the Board. Registration for the event will be completed by Ms. Pearson following this meeting. The Education Symposium will be held on September 21– September 22, 2023, here in Washington, DC hosted by the Board and the Department of Licensing and Consumer Protection. Items for the welcome bags will be purchased by the Board. Mr. Cyrus did confirm that purchase receipts can be submitted for reimbursement.

**Agenda Item: Old Business**

None

**Agenda Item: New Business**

Upon motion duly made by Mr. Alter and properly seconded by Ms. Jones the Board unanimously voted to approve all 2024 travel for the Board and Board staff. Travel includes – NCARB Regional Summit, NCARB Annual Meeting, CLARB Annual Meeting, CIDQ Annual Meeting and the ASLA Annual Meeting.

Ms. Vitelli informed the Board that her appointment with the Board will expire on 11/13/23. Ms. Vitelli did inform the Board that she will be moving out of the area and not be renewing her appointment. Ms. Weatherspoon, Interior Designer, resigned her position on the Board in July 2023 due to her also moving out of the area. Ms. Pearson will follow up with BEGA to discuss filling these positions on the Board.

**Agenda Item: Review of Correspondence**

No correspondence

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

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 did not enter Executive Session.

**Agenda Item: Recommendations**

None

**Agenda Item: Adjournment:**

The meeting ended at 11:39am. The next meeting is scheduled for October 20,2023 @ 9:30am. This will be a hybrid meeting.

Respectfully submitted,

 Mr. Ronnie McGhee, Chairman

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 Date

Recorder/transcriber: Avis Pearson