**Occupational and Professional Licensing**

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

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

**Washington, DC 20024**

**January 20, 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, January 20, 2023. This meeting was held virtually.

The meeting was called to order at 9:42AM 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

Board Members Absent: Ms. Melissa Cohen, Ms. Kia Weatherspoon

Board Staff: Ms. Avis Pearson, Board Administrator, Ms. Stephanie Johnston, Program Support Specialist, Ms.Jah-mai Jefferson, Program Support Specialist, Mr. Dontaine Shayton, Program Support Specialist

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

Public Guest: Mr. Matthew Wilder

Mr. Maurice Walters, ARC is new to the Board. He lives and works in DC. Mr. Walters has been licensed in the District since 1988.

**Agenda Item: Comments from the Public**

Mr. Matthew Wilder joined today’s meeting to inquire about his Landscape Architecture application. Ms. Pearson followed up with Mr. Wilder following the meeting to discuss next steps with processing the application.

**Agenda Item: Draft Minutes**

Upon motion duly made by Mr. Williams and properly seconded by Ms. Vitelli the Board voted unanimously to approve the November 18, 2022, minutes.

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

Upon motion duly made by Mr. Williams and properly seconded by Mr. Alter the Board voted unanimously approved the Administrative approved Applications for January 20, 2023, applications for licensure, attached hereto and made part of the January 20, 2023, minutes.

**Agenda Item: Education**

Mr. Lewis provided an update for the Education Symposium. The Education Committee met on January 13th. Ms. Kathy Hillegas, Executive Director, Region 2 and Mr. Ed Tucker, Secretary Region 2, were present at the meeting. Ms. Hillegas did inform the Committee that NCARB will assist with negotiating the hotel rates. The selected hotel will be in proximity of NCARB. The date of the event will be on 9/21 – 9/22/2023. Some of the sessions will be held at the NCARB Headquarters. There was also discussion of a tour of DC and Howard University. Ms. Nikita Reed and Mr. Carl Elefante are both confirmed speakers for the event. The outline of the event is still being developed. Additional information regarding this event will be forthcoming. The next Education Committee Meeting will be held on February 17, 2023.

**Agenda Item: Old Business**

Ms. Vitelli led the discussion on the topic of Board recruitment, onboarding and training. This is a continued conversation from the November meeting. Ms. Vitelli attended the CIDQ Annual Meeting in November and met with Interior Designers from varied jurisdictions who are members of combined Boards similar to this Board. During one of the sessions attended by Ms. Vitelli, Board structure and operations was discussed. Topics or elements of highly successful Boards are ones that have a solid on boarding for recruitment process where roles for each board member is clearly defined as well as time limits for members served. Ms. Pearson will follow up with Ms. Kearse from BEGA to get information about the onboarding process to include the timeline of the process. Prior to the pandemic, Board training was offered annually by two regulatory organizations – a The Council on Licensure Enforcement and Regulations (CLEAR) and The Federation of Associations of Regulatory Boards (FARB). Mr. Lewis is working with Ms. Briggs, Program Manager, OPL to have these trainings reinstituted. In the interim the Board was encouraged to visit the following website for additional information regarding onboarding – [www.mota.dc.gov](http://www.mota.dc.gov) and [www.mota.do.gov/page/join-board-or-comission](http://www.mota.do.gov/page/join-board-or-comission) This information will also be added to the Board’s website. Trainings offered thru BEGA can be found at [www.bega.dc.gov/page/ethics-training](http://www.bega.dc.gov/page/ethics-training) Board Members are required to take a annual ethics training. Additional resources can also be found on the Board’s website.

During the March meeting the Board will discuss the process of writing role descriptions for Board Members. These descriptions can be shared with BEGA to assist with the onboarding process for perspective members.

A formal Board Letter will be prepared for Mr. Alter, Ms. Vitelli and Mr. Walters.

**Agenda Item: New Business**

The following questions were submitted by Mr. Alter to Mr. White for clarification:

***FOR A BUSINESS OR INDIVIDUAL IS LOCATED IN DC***

*• Are all businesses providing landscape architectural services required to be a DC licensed professional design firm with a DC licensed landscape architect in a management role? Or just those providing services for properties located in the District? • Are all businesses, advertising or referring to themselves (in any manner or in any media) as landscape architects or as providing landscape architectural services, required to be licensed as a professional design firm by DC?*

***IF LANDSCAPE ARCHITECTURAL SERVICES ARE FOR PROPERTY IN DC***

*• Are individual DC licensed landscape architects, practicing as a “sole proprietor,” also required to obtain a license for a “professional design firm”? • Are LLC’s operating as a “sole proprietor” required to be licensed as a “professional design firm” to provide landscape architectural services? • Are firms or individuals located outside of DC required to be licensed by DC as a “professional design firm” to provide landscape architectural services? • Must engineering firms providing landscape architectural services become licensed as a “professional design firm”?*

Mr. White will provide answers to these questions in writing. Responses will include the regulation that is the basis for the answer in order for this information to serve as a reference for the Board. This information will be shared during the March Meeting

**Agenda Item: Review of Correspondence**

Correspondence reviewed during Executive Session.

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

Upon motion duly made by Mr. Walters and properly seconded by Mr. Alter the Board entered Executive Session at 11:26am 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 12:29pm.

**Agenda Item: Recommendations**

The Board did not have a quorum at the end of the Executive Session and was not able to vote on recommendations discussed during the session. A Special Meeting will be scheduled to review and finalize the complaint discussed in Executive Session.

**Agenda Item: Adjournment**

The meeting ended at 12:32pm. The next meeting is scheduled for March 10, 2023 @ 9:30am



Respectfully submitted,

 Mr. Patrick Williams, Vice Chairman

 for Mr. Ronnie McGhee, Chairman

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 Date

Recorder/transcriber: Avis Pearson