**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 10, 2025**

**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, January 10, 2025. This meeting was held virtually.

The meeting was called to order at 9:31 am by Mr. Ronnie McGhee, Chairman.

**Attendance**

Board Members Present: Mr. Ronnie McGhee, Chairman, Mr. Bob Alter, Vice Chairman, Mr. Maurice Walters, Ms. Asha Shagle, Ms. Shauna Stallworth, Mr. Aubrey Grant,

Absent: Ms. Barbara Jones

Board Staff: Ms. Jacqueline Noisette, Deputy Administrator, OPL, Mr. Leon Lewis, Program Manager, Ms. Avis Pearson, Board Administrator, Ms. Nicole Bramsted, Legislative Specialist, Jah-mai Jefferson, Program Support Specialist, Mr. Kevin Cyrus, Education Coordinator, Mr. Demetrius Norman, Chief, Customer Experience Officer

Legal Counsel: Mr. Justin Orrison, Esq., Ms. Jessica Rice, Esq.

Guests: Ms. Joan Lelma, BEBA, Mr. Paul Elgin, Ms. Shamika Parker, Branch

Chief, Lead Compliance and Enforcement Branch, Mr. Jared Zurn, Sr.

Vice President Programs, NCARB, Mr. Maurice Brown, Vice President

Advocacy and External Engagement, NCARB

**Agenda Item: Comments from the Public**

Mr. Paul Elgin attend the meeting to get a status of his application. He was informed that the application would be reviewed in Executive Session.

Mr. Douglas Friddle also attended the meeting to get a status of his application.

Mr. Zurn and Mr. Brown provided information to the Board regarding the proposed Competency Standards. There are 16 domains that are broken into 3 competencies – Design and Documentation, Construction Administration, and Practice and Property Management. The ARE and AXP will also be updated to better reflect the proposed competencies. More information will be provided this summer.

**Agenda Item: Draft Minutes**

Upon motion duly made by Ms. Stallworth and properly seconded by Mr. Alter the Board voted unanimously to approve the November 21, 2024, minutes.

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

Upon motion duly made by Mr. Alter and properly seconded by Mr. Walters the Board voted unanimously to approve the administrative-approved applications for January 10, 2025, attached hereto, and made a part of the January 10, 2025, meeting minutes.

**Agenda Item: Legislative Update**

Ms. Bramsted informed the Board that the Landscape Architect Service Sales Tax Clarification Amendment Act 2024 was transmitted to Congress in early November, and it became effective on 12/17/2024. This Bill clarifies that all Landscape Architect Services performed in the District of Columbia or provided by Firms that employ Landscape Architects are exempt from the requirement to sales to charge sales tax. Although this Bill has been passed, there will be a delay with the implementation due to the fiscal impact. Landscape Architects will be charged in the interim.

**Agenda Item: Education**

Mr. Cyrus spoke with the Board about the 2025 Education Symposium. Mr. McGhee will forward the name of the point of contact to Ms. Pearson and Mr. Cyrus.

The internal education forum is held bi-annually to assist with continuing education. The Architect Forum is tentatively scheduled for April 18, 2025. Mr. McGee, Mr. Walters, Ms. Stallworth, Ms. Shagle will serve on this education subcommittee to discuss the education forum. Mr. McGhee will contact members of this committee to discuss a meeting date.

**Agenda Item: Old Business**

Ms. Bramsted inform the Board that there is a Notice of Final Rulemaking that the Board members must complete the Financial Disclosure Forms. Mr. Lewis previously sent this information to the Board on November 19, 2024. He resent this information during this meeting. There were questions regarding this new requirement. Ms. Bramsted recommended that the Board forward all questions to her and Ms. Randall and questions will be answered during the February meeting.

**Agenda Item: New Business**

A subcommittee was established to review/discuss the competency standards. Mr. McGhee, Mr. Grant, Ms. Stallworth, Mr. Walters will serve on this committee. Ms. Pearson and Mr. Lewis will contact Mr. Brown at NCARB to find out which states have similar methodologies.

NCARB Regional Meeting will be held in Philadelphia, February 28, 2025 – March 1, 2025.

Ms. Noisette updated the Board on the new travel process for those travelers requiring District funding. Hotel accommodations, air fare and conference registration will be paid for up front. All reconciliation information must be submitted 3-5 business bays following travel.

**Agenda Item: Review of Correspondence**

All correspondence was reviewed during the Executive Session.

**Agenda Item: Executive Session** –

Upon motion duly made by Mr. Walters and properly seconded by Mr. Alter, 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 11:19am

The Board entered back into public session at 12:45pm.

**Agenda Item: Recommendations**

Upon motion duly made by Mr. Walters and properly seconded by Mr. Alter, in the matter of Mr. Paul Elgin (ARC5304), the Board voted to impose a $1500 fine, a formal reprimand and offer a Consent Order for performing professional services on an expired license.

Upon motion duly made by Mr. Walters and properly seconded by Mr. Alter, in the matter of Ms. Emily Woods (ARC102961), the Board voted to impose a $500 fine, a formal reprimand and offer a Consent Order for performing professional services on an expired license.

Upon motion duly made by Mr. Walters and properly seconded by Mr. Grant, in the matter of Mr. Kevin Winkler (ARC100885), the Board voted to impose a $2000 fine, a formal reprimand, inform clients of unlicensed activity and offer a Consent Order for performing services on an expired license.

Upon motion duly made by Mr. Walters and properly seconded by Ms. Stallworth, in the matter of Mr. Mitchell Collin (ARC101547), the Board voted to affirm the disciplinary action taken by the Board during the September 6, 2024, meeting for performing professional services on an expired license.

**Agenda Item: Adjournment:**

Upon motion duly made by Ms. Stallworth and properly seconded by Ms. Shagle, the Board unanimously voted to adjourn the meeting at 12:57 pm.

Respectfully submitted,

Mr. Ronnie McGhee, Chairman

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Date

Recorder/transcriber: Avis Pearson