

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS
(APELSCIDLA)**

**Wednesday, November 13, 2024 – 10:00 a.m.
2nd Floor – Board Room 4**

**Department of Professional and Occupational Regulation
9960 Mayland Drive
Richmond, Virginia 23233**

Mission: Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- a. APELSCIDLA Board Meeting, August 21, 2024
- b. APELSCIDLA Public Hearing, September 4, 2024

IV. WELCOME, INTRODUCTIONS, AND RESOLUTIONS

V. PUBLIC COMMENT PERIOD *FIVE MINUTE PUBLIC COMMENT, PER PERSON*

VI. CASE FILES

- a. Disciplinary
 - i. Consent Order- 2024-02181, Holmes Smith (Anglin)

VII. EDUCATION

- a. Examination Updates
 - i. Examination Statistics

VIII. NEW BUSINESS

- a. Executive Director's Update
- b. Regulatory Update
 - i. Public Comment
 - ii. Fee Adjustment Revision
 - iii. General Regulatory Review Update
- c. Subsurface Utility Engineering
- d. New Regulatory Provisions with Institutions Offering Programs Leading to Licensure
- e. Financial Disclosure

IX. OTHER BUSINESS

- a. Board Member Training Conference Update
- b. Regulations/Ethics Education Committee
- c. Architects Update
 - i. NCARB Leadership Institute, Washington, D.C.
 - ii. NCARB MBC/MBE Meeting, Fargo, ND
- d. Professional Engineers Update
- e. Land Surveyors Update
 - i. VAS Fall Meeting Update, September 27, 2024, Arlington VA
 - ii. VAS Town Hall, April 10-11, 2025
 - iii. NCEES Potential Mapping Science Examination Update
 - iv. Regulation of Drones Update
- f. Certified Interior Designers Update
 - i. CIDQ Annual Meeting
- g. Landscape Architect Update
 - i. CLARB ASLA Licensure Summit and Annual Meeting
 - ii. HB2096 Update
- h. Licensed Population
- i. Financial Statements

X. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

XI. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **TUESDAY, FEBRUARY 11, 2025**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five-minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

Allyson Yohe, CapTech Contractor for EpicX

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Members of the audience:

Georg Dahl, Virginia Society of Professional Engineers (VSPE) STEM and Educational Outreach Lead for Tidewater/Hampton Roads Chapter

Tom Witt, Virginia Transit Construction Alliance

Nathan Collins

Ahmad M. Raof Karim

Michael Zmuda, Virginia Association of Surveyors

Kristina Preisner, American Council of Engineering Companies of Virginia

Mr. Kelly, Chair, finding a quorum present, called the meeting to order at 10:08 a.m.

Call to Order

Mr. Kelly and Ms. Nosbisch advised the Board of the emergency evacuation procedures.

Emergency Evacuation

Ms. Stokes arrived for the meeting at 10:11 a.m.

Arrival of Board Member

Mr. Kelly, Chair called for an approval of the agenda. Ms. Alexander moved to approve the agenda. Ms. Anglin seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Approval of Agenda

Ms. Nosbisch welcomed Brian Wolford as the Agency's new Director, Jeb Wilkinson, as the Special Assistant to the Director, Douglas Frost as the new Professional Engineer Board member, and Karen Reid as the new Administrative Coordinator. Ms. Nosbisch advised the Board of Tim Colley's reappointment to the Board. The Board members and staff introduced themselves. Ms. Nosbisch introduced guests and staff of the audience.

Welcome/Introductions

Mr. Kelly requested the approval of minutes be taken as a block.

Approval of Minutes

Mr. Claytor moved to approve the minutes for the following date:

- APELSCIDLA Board Meeting, May 8, 2024
- Land Surveyor Section Meeting, May 8, 2024

Ms. Stokes seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

There was no public comment.

Public Comment
Period

Mr. Kelly, Chair read the following resolution for consideration by the Board:

Resolution for
Vinay Nair, PE

Resolution for
Vinay Nair

WHEREAS, **Vinay Nair**, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2019 to 2024;

WHEREAS, **Vinay Nair**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Vinay Nair**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this twenty-first day of August 2024, that **Vinay Nair** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

The Board members agreed to the resolution by consensus.

Mr. Townsend recused himself from the meeting for discussion and deliberation of the file.

Recusal of Board
Member

Regarding **File Number 2023-03138, John Corbett Thomason**, the Board members reviewed the Consent Order as seen and agreed by Mr. Thomason.

File Number 2023-03138 Carl John Corbett Thomason

Ms. Stokes moved to accept the consent order which cites the following violation of the Board's Regulations: 18 VAC 10-20-790.9 (Count 1) For this violation, it was recommended that Mr. Thomason pay the following monetary penalties: \$150.00 in Board costs, for a total monetary penalty of \$150.00. Ms. Alexander seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, and Vasquez.

Mr. Townsend returned to the meeting.

Return of Board Member

Mr. Claytor recused himself from the meeting for discussion and deliberation of the files.

Recusal of Board Member

Regarding **File Number 2024-01143, James Earl McKnight**, the Board members reviewed the Consent Order as seen and agreed by Mr. McKnight.

File Number 2024-01143 James Earl McKnight

Ms. Dibble moved to accept the consent order which cites the following violations of the Board's Regulations: 18 VAC 10-20-790.4 (Count 1) and 18 VAC 10-20-380.C.6 (Count 2). For these violations, it was recommended that Mr. McKnight pay the following monetary penalties: \$1,000.00 for Count 1, \$500.00 for Count 2, and \$150.00 in Board costs, for a total monetary penalty of \$1,650.00. Ms. Anglin seconded the motion. After discussion, the motion was approved by: Alexander, Arnold, Bootsma, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez. Ms. Anglin opposed the motion. The motion to accept the Consent Order passed with a vote of eleven to one.

Regarding **File Number 2024-01851, Jeffrey Allen Rickard**, the Board members reviewed the Consent Order as seen and agreed by Mr. Rickard.

File Number 2024-01851 Jeffrey Allen Rickard

Ms. Anglin moved to accept the consent order which cites the following violations of the Board's Regulations: 18 VAC 10-20-730.C (Count 1), 18 VAC 10-20-740.A (Count 2), and 18 VAC 10-20-790.4 (Count 3). For these violations, it was recommended that Mr. Rickard pay the following monetary penalties: \$500.00 for Count 1, \$500.00 for Count 2, \$500.00 for Count 3 and \$150.00 in Board costs, for a total monetary penalty of \$1,650.00. Ms. Stokes seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend, and Vasquez.

Mr. Claytor returned to the meeting.

**Return of Board
Member**

Mr. Kelly passed the gavel to Ms. Anglin to chair the meeting for the disposition of the next two cases on the agenda.

Change of Chair

Mr. Kelly recused himself from the meeting for discussion and deliberation of the files.

**Recusal of Board
Member**

Regarding **File Number 2024-01707, Ahmad M. Raof Karim**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference.

**File Number 2024-
01707 Ahmad M.
Raof Karim**

Mr. Karim was present at the meeting to address the Board and asked they reconsider the recommendation of denial of his Professional Engineer license by comity.

After discussion, Ms. Dibble moved to accept the recommendation of the presiding officer and deny Mr. Karim's application for a Professional Engineer license by comity. Mr. Arnold seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Regarding **File Number 2024-02414, Nathan James Collins**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference.

**File Number 2024-
02414 Nathan
James Collins**

Ms. Alexander moved to accept the recommendation of the presiding officer and approve Mr. Collins' application for a Professional Engineer license by examination. Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Mr. Kelly returned to the meeting.

**Return of Board
Member**

Mr. Emerson provided an update regarding APELS examinations for informational purposes. During discussion, Ms. Alexander requested that Certified Interior Designers be represented in the same manner as Professional Engineers.

**Examinations
Update**

Ms. Nosbisch stated the Executive Director Report was provided for informational purposes only.

Executive Director Report

Mr. Haughwout informed the Board that the fee adjustment action is at the proposed stage. Executive Branch review has been completed and the proposed fees will be published in the *Virginia Register* on August 26, 2024. The 60-day public comment period for the proposed fee adjustment will be starting on August 26, 2024, and will end on October 25, 2024, with a public hearing scheduled on September 4, 2024. Upon conclusion of the comment period, the proposed regulation will be presented to the Board to consider adoption of a final regulation.

Regulatory Update

Mr. Haughwout informed the Board that the Professional Engineers/Land Surveyors fast-track action is in the process to be filed.

Mr. Haughwout informed the Board that the General Review of Board for APELSCIDLA Regulations are now at the end of the NOIRA stage. The NOIRA was published in the *Virginia Register* on June 3, 2024, for a 30-day public comment period. The public comment period ended on July 3, 2024, where one comment was received.

Review of NOIRA Public Comments for APELSCIDLA General Review

The Board was presented with a summary of the comment and proposed Board response. After a brief discussion, Ms. Stokes moved to amend the response from the Board to reflect "The Board thanks you for your response. The Board will take the commenter's suggestions for changes to sections -10 and -770 under advisement." Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

The Board was presented with a summary of the comment and proposed Board response. After a brief discussion, Ms. Stokes moved to amend the response from the Board to reflect "The Board thanks you for your response. The Board will take the commenter's suggestions for changes to sections -10 and -770 under advisement." Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Adoption of Proposed Regulation for APELSCIDLA General Review

The Board took a recess from 12:22 p.m. to 12:44 p.m.

Recess

Director Wolford and Special Assistant to the Director Wilkinson exited the meeting at 12:22 p.m.

Departure of DPOR Staff

Ms. Nobsbisch explained the process for Board election of officers.

Election of Officers

Ms. Nobsbisch opened the floor for nominations for Board Chair. Ms. Alexander nominated Ms. Anglin as Board Chair. Ms. Stokes seconded the motion. Ms. Anglin accepted the nomination. Ms. Nobsbisch asked if there were any additional nominations for Board Chair. There being none, Ms. Nobsbisch closed the floor for nominations. The motion was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez. By acclamation, Ms. Anglin was named Board Chair.

Ms. Nobsbisch opened the floor for nominations for Board Vice Chair. Ms. Stokes nominated Mr. Arnold as Board Vice Chair. Ms. Anglin seconded the motion. Ms. Nobsbisch asked if there were any additional nominations for Board Vice Chair. There being none, Ms. Nobsbisch closed the floor for nominations. The motion was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez. By acclamation, Mr. Arnold was named Board Vice Chair.

Mr. Claytor moved to approve the 2025 meeting dates:

2025 Meeting Dates

- i. Tuesday, February 11, 2025, at 10:00 a.m.
- ii. Wednesday, May 7, 2025, at 10:00 a.m.
- iii. Wednesday, August 14, 2025, at 10:00 a.m.
- iv. Friday, November 14, 2025, at 10:00 a.m.

Ms. Stanley seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nobsbisch requested the Board's approval regarding Reconsideration of Case Decisions that was presented at the May 8, 2024 board meeting, requesting the Board to delegate responsibility addressing reconsiderations to the Board's Executive Director, in accordance with the provisions outlined in Section 2.2-4020.1 Code of Virginia, which enables a party to submit a petition seeking reconsideration of a final decision by an agency pursuant to 2.2-4020.

**Reconsideration of
Case Decision
Memo**

After a brief discussion, Ms. Anglin moved to approve the Reconsideration of Case Decisions authority to the Board's Executive Director. Mr. Bootsma seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nosbisch presented to the Board the letter to VDOT regarding Entrusted Engineer in Charge Contract Language.

**Entrusted Engineer
in Charge with
VDOT Update**

Mr. Townsend moved to approve the letter to VDOT regarding the Entrusted Engineer in Charge Contract Language. Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nosbisch informed the Board there was not any new information to share at this time regarding House Bill 2096.

**VDACS HB2096
Regulation**

Ms. Yohe presented to the Board a presentation on the EPICx system for informational purposes.

EPICx Update

Mr. Arnold provided an update on the NCARB Annual Meeting.

Architects Update

Ms. Nosbisch and Mr. Kelly provided an update on the NCEES Annual Meeting for informational purposes.

**Professional
Engineers Update**

Ms. Nosbisch provided an update on the VAS meeting that occurred June 21, 2024 at which she and then Director Thota gave a presentation on Workforce Development on behalf of Secretary Slater.

**Land Surveyors
Update**

Ms. Anglin informed the Board that the Land Surveyors section met on May 8, 2024, to discuss issues Land Surveyors were experiencing in various localities. It was determined that the issues were not in conflict with the Board's regulations and the Board does not have jurisdiction over localities and their requirements.

Ms. Anglin informed the Board that the Land Surveyor section discussed during its May 8, 2024 meeting the need for NCEES to create a Mapping Science Examination Module for Land Surveyors. Ms. Anglin informed the Board that NCEES is not creating this exam and the Mapping Sciences Examination Module will continue to be given by the Colonial State Board of Surveyors.

The Board discussed an email regarding the regulation of drones, the recent court ruling in North Carolina on the use of drones, Virginia's position on regulating the use of drones. After discussion, the Land Surveyors agreed to meet on November 13, 2024, after the full board meeting to further discuss the usage of drones as it relates to surveying.

Ms. Nosbisch stated the CIDQ will be having their 50th Annual Meeting which Ms. Stanley, along with Ms. Nosbisch, will be requesting approval to attend. Ms. Alexander provided a brief update of the event for informational purposes.

Certified Interior Designer Section Update

Ms. Nosbisch stated the CLARB update items were provided for informational purposes and she will attend CLARB ASLA and Licensure Summit and the Annual CLARB meeting in September 2024.

Landscape Architect Update

The licensee counts as of August 1, 2024:

APELSCIDLA Businesses	4,509
Architects	7,781
Professional Engineers	31,429
Land Surveyors	1,240
Land Surveyors B	57
Land Surveyor Photogrammetrists	93
Certified Interior Designers	479
Landscape Architects	991

Licensed and Certified Population

Ms. Nosbisch stated the financial statements were provided for informational purposes. Hope Larson, Director of Finance was not present with regrets and will be invited to the November 13, 2024, board meeting.

Financial Statements

Ms. Nosbisch informed the Board that Board Member Training Conference is scheduled for October 10, 2024, to October 11, 2024, at Great Wolf Lodge in Williamsburg, VA.

Other Business

Ms. Nosbisch asked if the Board was interested in forming a committee to develop a regulation and ethics course. The board agreed by consensus. Ms. Nosbisch asked for volunteers to serve on the committee. The following Board members volunteered to serve on this committee: Alexander, Anglin, Frost, Kelly, Stokes, and Vasquez.

Mr. Claytor exited the meeting at 2:05 p.m.

Departure of Board Member

Conflict of Interest forms and Travel Vouchers were completed by all Board members present.

Conflict of Interest Forms / Travel Vouchers

There being no further business, the meeting was adjourned at 2:08 p.m.

Adjourn

Vickie McEntire Anglin, Chair

Brain P. Wolford, Secretary

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS MEETING
MINUTES**

PUBLIC HEARING MINUTES

The Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) held a public hearing on September 4, 2024, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, to receive public comment regarding proposed amendment to the Board for APELSCIDLA, adjusting its license fee structure, which was published in the Virginia Register on August 26, 2024, in Volume 41, issue 1.

Board staff present:

Kathleen Nobsch, Executive Director
Ecila Williams, Licensing Operations Administrator
Karen Reid, Administrative Coordinator

Ms. Nobsch began the public hearing at 2:00 p.m. and read an introductory statement regarding the purpose and rules of the hearing.

Commencement of Public Hearing

Public Comment Period – There was no public comment. (transcript attached)

Public Comment Period

There being no further comment, the meeting was adjourned at 2:30 p.m.

Adjournment

Vickie McEntire Anglin, Chair

Brian P. Wolford, Secretary

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND
LANDSCAPE ARCHITECTS

IN RE: PUBLIC HEARING

SEPTEMBER 4, 2024
SECOND FLOOR CONFERENCE CENTER
9960 MAYLAND DRIVE
HENRICO, VIRGINIA 23233
2:00 P.M.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

1 NOTE: The hearing commences at 2:00
2 p.m., as follows:

3 MS. NOSBISCH: Good afternoon. I am
4 Kate Nosbisch, Executive Director of the Board for
5 Architects, Professional Engineers, Land Surveyors,
6 Certified Interior Designers, and Landscape Architects.

7 This is a public hearing being held
8 at the Department of Professional and Occupational
9 Regulation in Richmond, Virginia. This hearing is held
10 pursuant to 54.1-310 of the Code of Virginia for the
11 purpose of receiving public comments on a proposed
12 amendment to the Board for Architects, Professional
13 Engineers, Land Surveyors, Certified Interior Designers,
14 and Landscape Architects adjusting its license fee
15 structure, which was published in the Virginia Register
16 on August 26, 2024, in Volume 41, Issue 1.

17 A few ground rules before we begin:
18 The Board will receive comments from any member of the
19 public who wishes to speak. Comments will be limited to
20 five minutes. If you have not signed up to speak and
21 wish for your testimony to be heard today, please sign
22 your name on the sign-in sheet at this time.

23 Anyone may speak in rebuttal to the
24 comments of another speaker, and those comments will
25 also be limited to five minutes. I will call for

1 rebuttal comments when all speakers on the sign-up sheet
2 have finished.

3 The panel may ask speakers questions
4 or request clarification of a statement; however, this
5 is not the proper forum for questions to the Board. If
6 you have questions for the Board, please forward them in
7 writing to the Board by e-mail, fax, or regular mail.

8 Any speaker who wishes to provide a
9 written statement in addition to their oral testimony
10 may do so, and the written statement will be marked as
11 an exhibit for this hearing.

12 Written comments not presented at
13 this hearing will be accepted at the following address:
14 Board for Architects, Professional Engineers, Land
15 Surveyors, Certified Interior Designers, and Landscape
16 Architects, care of Department of Professional and
17 Occupational Regulation, 9960 Mayland Drive, Suite 400,
18 Richmond, Virginia 23233

19 Comments may be sent via fax to
20 866-465-6206 or by e-mail at apelscidla@dpor.
21 Virginia.gov. Written comments will be accepted by the
22 Board until 5:00 p.m., October 25, 2024.

23 Since there is no one in attendance
24 today to provide comments on this regulation, I declare
25 this public hearing closed.

CERTIFICATE OF COURT REPORTER

I, Claudia M. Whisenand, hereby certify that I was the Court Reporter at the public hearing, heard in the County of Henrico, Virginia, on September 4, 2024, at the time of the hearing herein.

I further certify that the foregoing transcript is, to the best of my ability, a true and accurate record of the testimony and incidents of the hearing herein.

Given under my hand this 16th day of September, 2024.

Claudia M. Whisenand

Claudia M. Whisenand
Notary Registration No. 291277

My Commission expires:
October 31, 2025

WORD INDEX

< 1 >

1 2:16
16th 4:11

< 2 >

2:00 1:16 2:1
2024 1:12 2:16 3:22
4:6, 12
2025 4:18
23233 1:15 3:18
25 3:22
26 2:16
291277 4:16

< 3 >

31 4:18

< 4 >

4 1:12 4:6
400 3:17
41 2:16

< 5 >

5:00 3:22
54.1-310 2:10

< 8 >

866-465-6206 3:20

< 9 >

9960 1:14 3:17

< A >

ability 4:8
accepted 3:13, 21
accurate 4:9
addition 3:9
address 3:13
adjusting 2:14
afternoon 2:3
amendment 2:12
apelscidla@dpor 3:20
ARCHITECTS 1:4, 6
2:5, 6, 12, 14 3:14, 16
attendance 3:23
August 2:16

< B >

best 4:8
BOARD 1:4 2:4, 12,
18 3:5, 6, 7, 14, 22

< C >

call 2:25
care 3:16
CENTER 1:13
CERTIFICATE 4:1
CERTIFIED 1:5 2:6,
13 3:15
certify 4:4, 7
clarification 3:4
Claudia 4:3, 15
closed 3:25
Code 2:10
commences 2:1
comments 2:11, 18,
19, 24 3:1, 12, 19, 21,
24
Commission 4:18
COMMONWEALTH
1:1
CONFERENCE 1:13
County 4:5
COURT 4:1, 4

< D >

day 4:11
declare 3:24
DEPARTMENT 1:2
2:8 3:16
DESIGNERS 1:5
2:6, 13 3:15
Director 2:4
DRIVE 1:14 3:17

< E >

e-mail 3:7, 20
ENGINEERS 1:4
2:5, 13 3:14
Executive 2:4
exhibit 3:11
expires 4:18

< F >

fax 3:7, 19
fee 2:14

finished 3:2
five 2:20, 25
FLOOR 1:13
following 3:13
follows 2:2
foregoing 4:7
forum 3:5
forward 3:6
further 4:7

< G >

Given 4:11
Good 2:3
ground 2:17

< H >

hand 4:11
heard 2:21 4:5
HEARING 1:9 2:7,
7, 9 3:11, 13, 25, 4:5,
6, 10
held 2:7, 9
HENRICO 1:15 4:5
< I >
incidents 4:9
INTERIOR 1:5 2:6,
13 3:15
Issue 2:16
its 2:14

< K >

Kate 2:4

< L >

LAND 1:4 2:5, 13
3:14
LANDSCAPE 1:6
2:6, 14 3:15
license 2:14
limited 2:19, 25

< M >

mail 3:7
marked 3:10
MAYLAND 1:14
3:17
member 2:18
minutes 2:20, 25

< N >

name 2:22
NOSBISCH 2:3, 4
Notary 4:16
NOTE 2:1

< O >

OCCUPATIONAL
1:2 2:8 3:17
October 3:22 4:18
oral 3:9

< P >

P.M. 1:16 2:2 3:22
panel 3:3
please 2:21 3:6
presented 3:12
PROFESSIONAL
1:2, 4 2:5, 8, 12 3:14,
16
proper 3:5
proposed 2:11
provide 3:8, 24
PUBLIC 1:9 2:7, 11,
19 3:25 4:4
published 2:15
purpose 2:11
pursuant 2:10

< Q >

questions 3:3, 5, 6

< R >

rebuttal 2:23 3:1
receive 2:18
receiving 2:11
record 4:9
Register 2:15
Registration 4:16
regular 3:7
REGULATION 1:2
2:9 3:17, 24
REPORTER 4:1, 4
request 3:4
Richmond 2:9 3:18
rules 2:17

< S >

SECOND 1:13
sent 3:19
SEPTEMBER 1:12
 4:6, 12
sheet 2:22 3:1
sign 2:21
signed 2:20
sign-in 2:22
sign-up 3:1
speak 2:19, 20, 23
speaker 2:24 3:8
speakers 3:1, 3
statement 3:4, 9, 10
structure 2:15
Suite 3:17
SURVEYORS 1:5
 2:5, 13 3:15

< T >
testimony 2:21 3:9
 4:9
time 2:22 4:6
today 2:21 3:24
transcript 4:8
true 4:8

< V >
VIRGINIA 1:1, 15
 2:9, 10, 15 3:18 4:5
Virginia.gov 3:21
Volume 2:16

< W >
Whisenand 4:3, 15
wish 2:21
wishes 2:19 3:8
writing 3:7
written 3:9, 10, 12, 21

DRAFT AGENDA
 Materials contained in this agenda are proposed topics for discussion
 And are not to be construed as regulation or official board position
 DRAFT AGENDA



To: APELSCIDLA Board
From: Kate Nosbisch, Executive Director
Subject: Executive Director Update
Date: November 13, 2024

For this initial update, data for the last five years of the Board’s activities has been provided.

Application Statistics

The table below provides the number of applications approved for the APELSCIDLA Board per calendar year (January 1 – December 31) since 2019.

Applications Approved						
Year	2024*	2023	2022	2021	2020	2019
App Numbers	3,406	3,631	3,353	3,540	2,735	3,628

*As of 11/01/2024 (Includes SIT and EIT Applications)

Applications Approved by Profession 2024*						
Profession	Arch	PE	LS	CID	LA	Businesses
App Numbers	486	1,840	83	31	63	375

*As of 11/01/2024

Applications Approved by ULR*	
Profession	CID
App Numbers	8

*As of 11/01/2024

DRAFT AGENDA
 Materials contained in this agenda are proposed topics for discussion
 And are not to be construed as regulation or official board position

Call Center Statistics

**** The Call Center Statistics consists of APELSCIDLA, PSSWPG, Auctioneers, and Branch Pilots**

The Board’s call center has received a total of 7,131 phone calls between January 1, 2024, to October 31, 2024.

Call Center Activity

Calls Stranded - Unavailable, 306, 4.0% Calls Abandoned, 174, 2.3%



Email Statistics

The table below outlines the number of emails received through the Board’s email address per calendar year (Jan 1-Dec 31)

	Email Count					
Year	2024*	2023	2022	2021	2020	2019
# of Emails	22,405	24,429	16,318	15,317	13,528	9,339

*As of 11/01/2024

Board Case Statistics

Case Statistics						
Year	2024*	2023	2022	2021	2020	2019
# of Cases	8	3	3	9	7	5

*As of 11/01/2024 (Disciplinary Actions)

Case Statistics by Profession 2019-2024						
Profession	Arch	PE	LS	CID	LA	Businesses
App Numbers	5	22	6	0	0	2

Since 2018, The Board has adjudicated 110 cases: 44 Disciplinary and 66 Licensing.

Disciplinary	
Cases	44
Final Orders	14
Consent Orders	30
Revocations	9
Suspensions	1

*As of 11/01/2024

Stakeholder Engagement & Outreach

August 21-24 Inaugural NCARB Leadership Institute (NLI) Offering for 12 candidates chosen through a blind review of 80+ candidates. Developed and presented this program with two NCARB past presidents: Alfred Vidaurri and Kristine Harding, and current vice president Ed Marley. Washington DC

September 16-18 CLARB/ASLA Licensure Summit. Panelist for Enlisting Champions: Strategic Volunteer Recruitment. Buffalo, NY

September 19-21 CLARB Annual Meeting. Panelist for Elevating Landscape Architecture Around the World

October 9-11 DPOR 2024 Board Member Training Conference (BMTC) Williamsburg VA

Thank you to our board members who attended: John Claytor, Tim Colley, Susan Dibble, Arjun Kainth, Jim Kelly, Kevin Schreiner, Catherine Stanley, Rick Townsend, and Justina Vasquez. Special thanks to

Jim Kelly who participated in the Experience Board Member Panel and the role play exercise on a professionally run board meeting versus an unprofessional board meeting.

October 17-19 NCARB MBC/MBE Biennial Meeting. Fargo ND

Thank you to Tim Colley for taking the time to attend this meeting with me.

November 7-9 NCIDQ Annual Meeting celebrating its 50th anniversary. Chicago IL Licensing Operations Administrator, Ecila Williams and I are attending.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position
DRAFT AGENDA

VIRGINIA DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL REGULATION
 PERIMETER CENTER, SUITE 400
 9960 MAYLAND DRIVE
 RICHMOND, VIRGINIA 23233

Phone: 804-367-8500
 Facsimile: 804-367-2475
 Complaints: 804-367-8504

E-Mail: dpor@dpor.virginia.gov
 Web: <http://www.dpor.virginia.gov>

TOTAL CURRENT POPULATION AS OF OCTOBER 1, 2024

*Regulant population numbers are effective for the dates shown only.

Profession	1/1/2024	2/1/2024	3/1/2024	4/1/2024	5/1/2024	6/1/2024	7/1/2024	8/1/2024	9/9/2024	10/1/2024
APELSCIDLA Businesses	5,311	3,764	4,102	4,142	4,282	4,367	4,452	4,509	4,565	4,621
Architects	7,695	7,733	7,742	7,751	7,756	7,769	7,775	7,781	7,782	7,795
Professional Engineers	30,938	31,179	31,137	31,245	31,328	31,397	31,468	31,429	31,445	31,572
Certified Interior Designers	464	465	471	467	474	479	478	479	479	482
Land Surveyors	1,230	1,217	1,227	1,229	1,234	1,235	1,220	1,240	1,242	1,235
Land Surveyors B	56	56	56	56	56	56	56	57	57	57
Land Surveyor Photogrammetrists	98	93	95	93	91	91	93	93	93	92
Landscape Architects	974	981	979	984	982	984	985	991	997	997

DRAFT AGENDA
 Materials contained in this agenda are proposed topics for discussion
 And are not to be construed as a regulation or official board position

**Department of Professional and Occupational Regulation
Statement of Financial Activity**

**Board for APELSCIDLA
954160**

2022-2024 Biennium

June 2024

	June 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - June 2022	July 2022 - June 2024
Cash/Revenue Balance Brought Forward			184,558
Revenues	0	3,604,762	3,509,303
Cumulative Revenues			3,693,861
Cost Categories:			
Board Expenditures	0	320,213	360,235
Board Administration	0	1,287,709	1,427,907
Administration of Exams	0	78,728	57,502
Enforcement	0	122,009	146,125
Legal Services	0	11,904	12,117
Information Systems	0	948,103	972,148
Facilities and Support Services	0	369,730	344,766
Agency Administration	0	608,052	963,883
Other / Transfers	0	6	(575)
Total Expenses	0	3,746,455	4,284,109
Transfer To/(From) Cash Reserves	0	0	(590,557)
Ending Cash/Revenue Balance			310

Cash Reserve Beginning Balance	858,249	0	1,448,807
Change in Cash Reserve	0	0	(590,557)
Ending Cash Reserve Balance	858,249	0	858,249

Number of Regulants

Current Month	0
Previous Biennium-to-Date	44,282

Department of Professional and Occupational Regulation
Supporting Statement of Year-to-Date Activity
Board for APELSCIDLA - 954160
Fiscal Year 2024

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal YTD Charges	Planned Annual Charges	Current Balance	Projected Charges at 6/30	Projected Variance Favorable (Unfavorable)		
																	Amount	%	
Board																			
Expenditures	11,269	17,653	19,251	12,618	23,188	25,660	12,589	26,757	14,673	11,537	16,358	0	191,553	207,179	15,626	205,290	1,888	0.9%	
Board																			
Administration	58,767	56,871	84,637	29,759	62,364	91,714	35,373	63,496	93,733	38,650	104,951	0	720,316	935,341	215,025	744,792	190,549	20.4%	
Administration																			
of Exams	3,302	3,873	5,505	1,840	3,701	5,533	1,867	3,756	5,613	1,872	5,618	0	42,480	50,675	8,195	44,039	6,636	13.1%	
Enforcement	6,225	6,468	9,728	3,531	6,431	9,702	3,232	6,509	9,456	3,379	9,350	0	74,012	100,735	26,723	76,494	24,241	24.1%	
Legal																			
Services	0	0	0	0	0	0	2,494	1,247	1,247	0	0	0	4,989	4,989	0	5,442	-454	-9.1%	
Information																			
Systems	25,505	59,708	48,211	33,571	37,465	45,695	8,032	89,438	86,932	34,015	51,748	0	520,321	525,607	5,286	559,667	-34,060	-6.5%	
Facilities /																			
Support Svcs	13,921	13,695	16,651	11,844	13,584	19,219	14,977	16,164	17,701	14,966	20,245	0	172,969	284,250	111,281	185,709	98,541	34.7%	
Agency																			
Administration	40,018	43,165	68,738	23,016	46,743	65,434	17,487	38,444	59,301	21,802	63,197	0	487,346	575,757	88,410	506,871	68,886	12.0%	
Other /																			
Transfers	0	0	0	0	0	-2	0	0	0	0	0	0	-2	0	2	-2	2		
Total																			
Charges	159,008	201,435	252,722	116,179	193,477	262,955	96,052	245,812	288,656	126,221	271,468	0	2,213,984	2,684,532	470,548	2,328,302	356,229	13.3%	

Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position