

APELSCIDLA Board Agenda

February 13, 2024, 10:00 a.m.

Board Room 2

Department of Professional & Occupational Regulation

9960 Mayland Drive

Richmond, Virginia 23233

804-367-8506

1. Call to Order
2. Emergency Evacuation
3. Approval of Agenda
4. Approval of Minutes
 - APELSCIDLA Statutory/Regulatory Review Committee, August 4, 2023
 - APELSCIDLA Certified Interior Designer Section Statutory/Regulatory Review Committee, August 4, 2023
 - APELSCIDLA Board Meeting, November 1, 2023
 - APELSCIDLA Statutory/Regulatory Review Committee, January 9, 2024
5. Public Comment Period*
6. File Review
 - File Number 2023-01602 Raymond Lee Craighead
CO (Colley) – Disciplinary
 - File Number 2024-00263 Reyad Babikir Elnafe
IFF (Kelly) – Licensing
 - File Number 2023-02729 Kevin Adams
IFF (Zmuda & Kelly) – Disciplinary
 - File Number 2024-00263 Francesco Lauretti
IFF (Zmuda & Kelly) – Disciplinary
7. File Number 2022-01137 Hamid Moghavemi Tehrani Update
8. Examination Director Report
9. Executive Director Report
10. Regulatory Update

11. General Assembly Update
12. Entrusted Engineer in Charge with VDOT
13. Correspondence from Public Works Engineer
14. Landscape Architects
 - CLARB Update
15. Professional Engineers
 - NCEES Update
 - UK/NCEES Mutual Recognition Agreement
16. Land Surveyors
 - NCEES Update
 - VAS Update
 - DCALS Update
17. Architects
 - NCARB Update
 - AIA Update
18. Certified Interior Designers
 - CIDQ Update
 - CIDQ Annual Meeting 2023
 - i. November 10-11, 2023
 - ii. Caroline Alexander-Panel Participant
19. Licensed and Certified Population
20. Financial Statements
21. Other Business
22. Conflict of Interest and Travel Vouchers
23. Adjourn

NEXT MEETING SCHEDULED FOR *May 8, 2024*

Agenda materials 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 files.*

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8514 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

- **Call to Order**
- **Emergency Evacuation**

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Statutory/Regulatory Review Committee of the
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE
ARCHITECTS MEETING MINUTES

The Statutory/Regulatory Review Committee of the of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on August 4, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

Vickie Anglin, Land Surveyor
Caroline Alexander, Certified Interior Designer
Jim Kelly, Professional Engineer
Karen Reynes, Citizen Board Member

Demetrios Melis, Director, Kishore Thota, Chief Deputy Director, and Kate Nosbisch, Executive Director were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Steve Kirschner, LRPD Deputy Director
Bonnie Davis, Regulatory Operations Administrator
Ecila Williams, Administrative Coordinator

Members of the audience:

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

No one was present from the Office of the Attorney General.

Mr. Kelly called the meeting to order at 2:52 p.m.

Call to Order

The Committee began a discussion on choosing a date for the next meeting. The next Section meeting is scheduled for Monday, August 28, 2023 at 9:00 AM

Other Business

There being no further business, the meeting was adjourned at 2:59 p.m.

Adjourn

Jim Kelly, Chair

Kishore S. Thota, Secretary

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Certified Interior Designers Section of the
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE
ARCHITECTS MEETING MINUTES

The Certified Interior Designers Section of the of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on August 4, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

Caroline Alexander, Certified Interior Designer
Cameron Stiles, Certified Interior Designer

Demetrios Melis, Director, and Kishore Thota, Chief Deputy Director, were not present at the meeting with regrets.

Staff present for all, or part of the meeting were:

Steve Kirschner, LRPD Deputy Director
Kate Nosbisch, Executive Director
Bonnie Davis, Regulatory Operations Administrator
Ecila Williams, Administrative Coordinator

Members of the audience:

Kate Smiley, McGuireWoods Consulting

No one was present from the Office of the Attorney General.

Ms. Nosbisch called the meeting to order at 9:05 a.m.

Call to Order

Ms. Nosbisch advised the Section of the emergency evacuation procedures.

**Emergency
Evacuation**

Ms. Nosbisch welcomed Ms. Williams as the new Administrative Coordinator and Ms. Smiley as a guest in the audience.

Announcements

Ms. Stiles moved to approve the agenda. Ms. Alexander seconded the motion which was unanimously approved by: Stiles and Alexander.

**Approval of
Agenda**

There was no public comment.

**Public Comment
Period**

Ms. Nosbisch reminded the Section about using the regulatory review matrix during their review of the certified interior designers regulations.

Regulatory Review Matrix

The Section conducted a line-by-line review of the regulations using the Regulatory Review Matrix Flowchart to determine the relevance of each regulation. The Section began by reviewing 18VAC10-20-460. A long discussion took place regarding examinations being year-round and the responsibility on the Board.

Certified Interior Designers Regulatory Review

Ms. Stiles announced that she accepted the position as ambassador for the Council for Interior Design Qualification (CIDQ) and is a member of the CIDQ Model Law Committee.

Other Business

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

Conflict of Interest Forms / Travel Vouchers

There being no further business, the meeting was adjourned at 9:50 a.m.

Adjourn

Caroline Alexander, Chair

Kishore S. Thota, Secretary

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

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on November 1, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

Architects

Erik Bootsma
Tim Colley
Helene Dreiling

Professional Engineers

James Kelly
Vinay Nair
Rick Townsend

Land Surveyors

John Claytor
Kevin Shreiner

Interior Designers

Caroline Alexander
Catherine Christian Stanley

Landscape Architects

Susan Dibble
Ann Stokes

Citizen Members

Troy Arnold III
Justina Vasquez

Vickie Anglin, board member (Land Surveyor) and Nil Eguz, BPOR Liaison were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Kishore S. Thota, Director
Brian Wolford, Deputy Director
Steve Kirschner, LRPD Deputy Director
Kate Nosbisch, Executive Director
Bonnie Davis, Regulatory Operations Administrator
Joe Haughwout, Regulatory Affairs Manager
Ecila Williams, Administrative Coordinator
Julie Jackson-Bailey, Post-Adjudication and Licensing Director
Greg Emerson, Executive Director- Examinations
Heather Garnett, Administrative Coordinator
Gezelle Glasgow, Administrative Coordinator
Rachel Harris, Administrative Coordinator

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

Members of the audience:

Mel Price, Architect., former board member
Doyle Allen, Land Surveyor, former board member
Cameron Stiles, Certified Interior Designer, former board member
Chris Nolan, McGuire Woods Consulting
Scott Alley, Land Surveyor
Andy Scherzer, Landscape Architect, Balzer & Associates
Gregor Catto, British Embassy

Mr. Kelly, Chair, finding a quorum present, called the meeting to order at 10:17 a.m. **Call to Order**

Mr. Kelly advised the Board of the emergency evacuation procedures. **Emergency Evacuation**

Ms. Stokes arrived at 10:58 a.m. **Arrival of Board Member**

Ms. Stokes moved to approve the agenda. Mr. Colley seconded the motion which was unanimously approved by: Alexander, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Stokes, Townsend, and Vasquez. **Approval of Agenda**

Ms. Alexander moved to approve all the minutes in bulk for the following dates: **Approval of Minutes**

- i. APELSCIDLA Board Meeting, August 4, 2023
- ii. APELSCIDLA Statutory/Regulatory Review Committee, August 23, 2023

Mr. Nair seconded the motion which was unanimously approved by: Alexander, Arnold, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Stokes, Townsend, and Vasquez.

Ms. Nosbisch introduced Kishore Thota as the new Director of DPOR and Brian Wolford as the new Deputy Director of DPOR. Ms. Nosbisch welcomed Mr. Claytor as the newest land surveyor board member, Ms. Dreiling and Mr. Bootsma, the newest architect board members, Ms. Dibble, the newest landscape architect board member, Ms. Stanley, the newest certified interior designer board member, and Ms. Vasquez, the newest citizen board member. The Board members and staff introduced themselves to the newest board members, Mr. Thota and Mr. Wolford. Ms. Nosbisch introduced guests and staff of the audience. **Welcome/ Introductions**

Mr. Katto made a public comment regarding the UK/NCEES Mutual Recognition agreement and the future of implementing the agreement in the Commonwealth. **Public Comment Period**

Mr. Bootsma arrived at 10:35 a.m.

**Arrival of Board
Member**

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

**Resolution for
Doyle Allen**

Resolution for
Doyle Allen

WHEREAS, Doyle Allen, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2015 to 2023;

WHEREAS, Doyle Allen, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Doyle Allen, 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 first day of November 2023, that Doyle Allen 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 and thanked Mr. Allen for his service. Mr. Allen stated it was a pleasure and honor to serve on the Board. Ms. Nusbisich and Mr. Kelly thanked Mr. Allen for his service.

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

**Resolution for
Frank Hancock III**

Resolution for
Frank Hancock III

WHEREAS, Frank Hancock III, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2019 to 2023;

WHEREAS, Frank Hancock III, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Frank Hancock III, 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 first day of November 2023, that Frank Hancock III 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. Kelly read the following resolution for consideration by the Board:

Resolution for Mel Price

Resolution for
Mel Price

WHEREAS, Mel Price, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2017 to 2023;

WHEREAS, Mel Price, did devote generously of her time, talent and leadership to the Board;

WHEREAS, Mel Price, 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 first day of November 2023, that Mel Price be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

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

The Board members agreed to the resolution by consensus and thanked Ms. Price for her service. Ms. Price stated it was a pleasure and honor to serve on the Board. Ms. Nobsch and Mr. Kelly thanked Ms. Price for her service.

Resolution for
Karen Reynes

**Resolution for
Karen Reynes**

WHEREAS, Karen Reynes, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2018 to 2023;

WHEREAS, Karen Reynes, did devote generously of her time, talent and leadership to the Board;

WHEREAS, Karen Reynes, 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 first day of November 2023, that

Karen Reynes be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

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

The Board members agreed to the resolution by consensus.

Resolution for
Cameron Stiles

**Resolution for
Cameron Stiles**

WHEREAS, Cameron Stiles, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2014 to 2023;

WHEREAS, Cameron Stiles, did devote generously of her time, talent and leadership to the Board;

WHEREAS, Cameron Stiles, 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 first day of November 2023, that Cameron Stiles be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

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

The Board members agreed to the resolution by consensus and thanked Ms. Stiles for her service. Ms. Stiles stated it was a pleasure and honor to serve on the Board. Ms. Nobsch and Mr. Kelly thanked Ms. Stiles for her service.

Regarding **File Number 2024-00260, Scott Howard Alley**, 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 2024-00260 Scott Howard Alley

Mr. Alley was present at the meeting to address the Board noting he is in support of the presiding officer's recommendation and to take into consideration the reinstatement of his Land Surveyor License.

Mr. Claytor moved to accept the recommendation of the presiding officer and approve Mr. Alley's reinstatement for a Land Surveyor license. Ms. Alexander seconded the motion.

At 10:59 a.m., Mr. Nair moved that the meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation with legal counsel regarding specific legal matters requiring the provision of legal advice, as permitted by § 2.2-3711.A.8 of the Code of Virginia. Ms. Stokes seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Stokes, Townsend, and Vasquez.

Closed Meeting

At 11:41 a.m., Mr. Nair moved to adjourn the closed meeting and to immediately reconvene in open meeting. Ms. Stokes seconded the motion which was unanimously approved by role call vote: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Stokes, Townsend, and Vasquez.

Open Meeting

After a brief discussion, the motion was approved by members Alexander, Arnold, Bootsma, Claytor, Nair, Shreiner, Stanley, Townsend, and Vasquez. Colley, Dibble, Dreiling, Kelly, and Stokes denied the motion. The motion to accept the presiding officer's recommendation passed.

File Number 2024-00260 Scott Howard Alley continued

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

Recusal of Board Member

Regarding **File Number 2023-02961, Edward Curtis Garrett III**, 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 2023-02961 Edward Curtis Garrett III

After brief discussion, Ms. Stokes moved to accept the recommendation of the presiding officer and approve Mr. Garrett's application for a Professional Engineer license by comity. Mr. Nair seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley,

Dreiling, Dibble, Kelly, Nair, Shreiner, Stanley, Stokes, Townsend, and Vasquez.

Mr. Kelly returned to the meeting.

Return of Board Member

The Board took a recess from 11:48 a.m. to 12:01 p.m.

Recess

Ms. Peay exited the meeting at 12:01 p.m.

Dismissal of DPOR Staff

Mr. Kelly informed the Board about the UK/NCEES Mutual Agreement Recognition Agreement and introduced possible language to regulation that will be reviewed by the Regulatory Review Committee at its meeting on November 16, 2023.

UK/NCEES Mutual Recognition Agreement

Mr. Emerson presented to the APELS Exam Statistics from January 2023 to September 2023. The Board requests for the statistics to show certain trends and demographics.

Examination Director's Report

Ms. Stanley exited the meeting at 12:20 p.m.

Departure of Board Member

Mr. Scherzer presented to the Board a presentation on the day in the life of a landscape architect for informational purposes.

A Day in the Life of a Landscape Architect

Ms. Davis informed the Board that at the August 4, 2023, meeting, the Board was informed that no comments had been received and voted to retain the regulations in its current form since the Board is currently in comprehensive general regulatory review. Ms. Davis stated since the previous meeting, staff noted one comment had been received requesting a revision to 18VAC-10-20-740.F. This comment will be reviewed by the Regulatory Review Committee at its meeting on November 16, 2023.

Regulatory Update

Ms. Alexander moved to retain the public comments as is. Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stokes, Townsend, and Vasquez.

Ms. Davis informed the Board that there has not been any movement regarding the NOIRA for the fee changes and the Professional Engineer-Land Surveyor Fast Track changes has been submitted to the Regulatory Affairs Manager.

Ms. Stokes moved to authorize staff to file the NOIRA. Mr. Nair seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Dibble, Kelly, Nair, Shreiner, Stokes, Townsend, and Vasquez.

Ms. Dibble exited the meeting at 1:17 p.m.

Departure of Board Member

The Board was presented with information from DPOR Staff regarding sole proprietors / fictitious DBA names. Mr. Shreiner moved to have the information be reviewed by the Regulatory Review Committee at its meeting on November 16, 2023. Mr. Claytor seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Kelly, Nair, Shreiner, Stokes, Townsend, and Vasquez.

**Sole Proprietors/
Fictitious DBA
Names**

Mr. Haughwout exited the meeting at 1:23 p.m.

Departure of DPOR Staff

Ms. Nosbisch stated the Executive Director Report will be a part of the agenda and was provided for informational purposes only. Ms. Nosbisch stated that breakdown of the information by profession will be enacted by the next meeting.

Executive Director Report

Ms. Nosbisch stated the CLARB update items was provided for informational purposes.

Landscape Architect Update

Ms. Nosbisch stated the NCEES update items were provided for informational purposes.

Professional Engineer Update

Ms. Nosbisch indicated that in addition to the NCEES update, the Virginia Association of Surveyors items were provided for informational purposes.

Land Surveyor Section Update

Ms. Nosbisch thanked Mr. Allen for his service with the Commonwealth and with NCEES. Ms. Nosbisch informed the Board that Mr. Allen is eligible for emeritus status with NCEES.

Mr. Shreiner moved to have Mr. Allen recognized with emeritus status with NCEES. Ms. Stokes seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Kelly, Nair, Shreiner, Stokes, Townsend, and Vasquez.

Ms. Nosbisch stated the NCARB and AIA information was provided for informational purposes.

Architect Section Update

Ms. Stokes moved to approve the 2024 meeting dates with an amendment to the August date due to conflicting scheduling:

2024 Meeting Dates

- i. Tuesday, February 13, 2025
- ii. Wednesday, May 8, 2024
- iii. Wednesday, August 21, 2024
- iv. Wednesday, November 13, 2024

Mr. Nair seconded the motion which was unanimously approved by: Alexander, Arnold, Bootsma, Claytor, Colley, Dreiling, Kelly, Nair, Shreiner, Stokes, Townsend, and Vasquez.

Ms. Nosbisch informed the Board how the election of officers has been completed previously for the Board, which would typically have the Vice Chair rotate to Chair.

Election of Officers

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

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

Mr. Thota, Mr. Wolford, Mr. Kirschner, Ms. Alexander, and Mr. Nair exited the meeting at 1:45 p.m.

Departure of Board Members and DPOR Staff

Ms. Nosbisch stated the certified interior designer update items were provided for informational purposes.

Certified Interior Designer Section Update

The licensee counts as of October 1, 2023:

APELSCIDLA Businesses	5,229
Architects	7,760
Professional Engineers	30,922
Land Surveyors	1,222
Land Surveyors B	56

Licensed and Certified Population

Land Surveyor Photogrammetrists	99
Certified Interior Designers	469
Landscape Architects	980

Ms. Nobsich stated the financial statements were provided for informational purposes only.

Financial Statements

Discussion of ESL/ELL accommodations for the NCARB exam will be discussed at the next meeting.

Other Business

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

Conflict of Interest Forms / Travel Vouchers

The following Board Members present attended the Conflict of Interest Act Training: Arnold, Bootsma, Claytor, Colley, Dreiling, Kelly, Shreiner, Stokes, Townsend, and Vasquez

COIA Training

There being no further business, the meeting was adjourned at 2:28 p.m.

Adjourn

James Kelly, Chair

Kishore S. Thota, Secretary

Statutory/Regulatory Review Committee of the
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE
ARCHITECTS MEETING MINUTES

The Statutory/Regulatory Review Committee of the of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on January 9, 2024, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia,

Members present for all or part of the meeting:

Caroline Alexander, Certified Interior Designer
Vickie Anglin, Land Surveyor
Robert Boynton III, Former Board Member, Architect
John Claytor, Land Surveyor
Tim Colley, Architect
Jim Kelly, Professional Engineer

Members absent for the meeting:

Troy Arnold, Citizen Member
Ann Stokes, Landscape Architect
Christopher Stone, Former Board Member, Professional Engineer

Kishore S. Thota, Director and Brian Wolford, Chief Deputy Director were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Steve Kirschner, LRPD Deputy Director
Kate Nosbisch, Executive Director
Bonnie Davis, Regulatory Operations Administrator
Joseph Haughwout, Regulatory Affairs Manager
Ecila Williams, Administrative Coordinator

No one was present from the Office of the Attorney General.

Mr. Kelly called the meeting to order at 10:17 a.m.

Call to Order

Ms. Nosbisch advised the Section of the emergency evacuation procedures.

**Emergency
Evacuation**

Ms. Alexander moved to approve the agenda with amendments. Mr. Collins seconded the motion, which was unanimously approved by: Alexander, Boynton, Claytor, Colley and Kelly.

**Approval of
Agenda**

Ms. Anglin arrived at the meeting at 10:21 a.m.

**Arrival of Board
Member**

There was no public comment.

**Public Comment
Period**

The Committee began a review of regulations that needed to be resolved from previous meetings. The Committee began by reviewing 18VAC-10-20-10. A long discussion took place regarding definitions for endorsement, comity, and good moral character.

**SRRC Regulatory
Review**

The Committee took a recess from 11:55 a.m. to 12:05 p.m.

Recess

The Committee continued with a review of the regulations that needed additional review from previous meetings. The Committee continued by reviewing 18VAC10-20-790. A long discussion took place regarding notice of adverse actions and reporting criminal convictions.

**SRRC Regulatory
Review continued**

Mr. Claytor exited the meeting at 2:39 p.m. Ms. Alexander and Ms. Anglin exited the meeting at 2:44 p.m.

**Departure of Board
Members**

The Committee continued with a review of regulations that needed additional review from previous meetings. The Committee continued by reviewing 18VAC10-20-210. A discussion took place regarding education and experience pathways for obtaining an architect license.

**SRRC Regulatory
Review continued**

There was no other business.

Other Business

There being no further business, the meeting was adjourned at 2:57 p.m.

Adjourn

Jim Kelly, Chair

Kishore S. Thota, Secretary

➤ **Public Comment Period**

DRAFT AGENDA
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DRAFT AGENDA

- **Examination Director Update**
- **Regulatory Update**
- **General Assembly Update**

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To: APELSCIDLA Board
From: Kate Nosbisch, Executive Director
Subject: Executive Director Update
Date: February 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	3,063	3,631	3,353	3,540	2,735	3,628

*As of 02/01/2024

Applications Approved by Profession 2024						
Profession	Arch	PE	LS	CID	LA	Businesses
App Numbers	36	177	6	2	6	28

Call Center Statistics

The APELSCIDLA Board’s call center has received a total of 7,584 phone calls between January 1, 2023 to December 31, 2023. The chart below illustrates the calls received in more detail:



The APELSCIDLA Board’s call center has received a total of 928 phone calls between January 1, 2024, to January 31, 2024. The chart below illustrates the calls received in more detail:



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	2,077	24,429	16,318	15,317	13,528	9,339

*As of 02/01/2024

Board Case Statistics

Since 2018, The Board has adjudicated 103 cases: 39 Disciplinary and 64 Licensing.

Disciplinary

- Cases – 39; Final Orders – 13; Consent Orders – 26
- Revocations – 9
- Suspensions – 1

Stakeholder Engagement & Outreach

Presentations given:

01/13/23 Presentation to Hampton University Architecture Students - took the licensing specialist responsible for architects, Anelgi Solis with me

01/27/23 AIA Path to Licensure Panel

02/06/23 Virtual ICOR Orientation

04/15/23 Virginia Association of Surveyors- Newport News

10/18/23 Virginia Tech – Arlington co presentation with NCARB (Breanne Lindsey and Anelgi Solis, licensing specialist representing the Board)

National Organization Meetings:

01/09/23-01/11/23 NCEES MBA Meeting - NCEES headquarters in South Carolina

01/25/23 Virtual CLARB In the Know - Alternative Pathways to Licensure

02/12/23 NCARB Rolling Clock virtual webinar

02/21/23 Call with CLARB CEO

02/22/23 CLARB MBE virtual meeting

03/01/23-03/05/23 NCARB Regional Summit (me and Tim Colley, Architect Board Member)

03/08/23 NCEES State of the Council virtual meeting

03/22/23 CLARB/ASLA Virtual Licensure Summit

04/19/23 CLARB Virtual Regional Meeting

06/15/23-06/18/23 NCARB Annual Meeting (me and Tim Colley, Architect Board Member)

07/24/23-07/27/23 NCARB Regional Realignment - committee member

08/02/23 ICOR Virtual New Member Orientation

08/14/23-08/18/23 NCEES Annual meeting in Boston – (me and Board members: Rick Townsend, PE; Jim Kelly, PE; and Vickie Anglin, Land Surveyor)

09/25/23 NCARB MBE Committee virtual meeting - committee member

10/04/23-10/06/23 NCARB MBE Committee- committee member

12/5/23-12/8/23 NCARB Regional Realignment Workgroup and Futures Symposium

02/05/24-02/08/24 Part of US Delegation to London along with Jim Kelly, Chair, to discuss Mutual Recognition Agreement for Professional Engineers between the US and UK

Entrusted Engineer in Charge (EIC) *To be used only on large complex projects (greater than \$100M)* – The EIC is responsible for ensuring, that all engineering work for the Project is integrated, is in conformance with the Contract Documents, and otherwise delivers a safe, constructible, and functional Project. The EIC shall compile the complete, aggregate collection of the final Released for Construction Plans, Specifications and other documents for the entirety of the Work and seal and sign the cover sheet of the aggregate collection of final documents for the Work consistent with the requirements of §18VAC10-20-760B.2. The EIC also shall compile, seal, and sign the cover sheet of the aggregate collection of final documents for each work package of Final Plan (Stage II) Submissions and Construction Plans submitted to the Department. This individual shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia and shall be an employee of the Design-Builder.

The EIC shall have the necessary expertise and experience required to ensure that complex engineering decisions involving multi-disciplinary work are made by a professional engineer licensed in the State and that such engineer is well experienced working with the various disciplines involved in such decision. The EIC also shall ensure that all responsible charge engineer work is performed by qualified engineers and otherwise in compliance with Legal Requirements.

The EIC will make engineering decisions as needed for the Project, or otherwise cause such decision to be made by skilled and qualified responsible charge engineers, and ensure that any such decisions relating to one component for the Project are evaluated for impacts to the Project as a whole. The EIC also will ensure that engineering decisions are not made by non-engineers. Consistent with the requirements of 18 VAC §§ 10-20-740.B and -760B.2, the EIC shall be directly involved in or have personal supervisory direction and control authority in making and approving engineering decisions during construction; shall be capable of answering inquiries about all such engineering decisions; shall have the authority to stop work; and shall be assigned to the Project full-time for the duration of the Project once design activities begin. The EIC shall be on site full time from commencement of construction through Final Acceptance of the Project.

The EIC shall be available, or otherwise ensure that responsible charge engineers are available, to take immediate action to resolve matters involving potential hazards. The EIC shall report directly to the Project Manager and shall have direct lines of communication with the Design Manager, Construction Manager, and the Quality Assurance Manager. The EIC's duties are independent of the Design Builder's required Quality Assurance and Quality Control obligations.

The individual serving as the Project Manager or the Design Manager may perform the role of the EIC, provided such individual is an employee of the Design-Builder and meets the qualifications and requirements described in this Section (Entrusted Engineer in Charge).

discussion or vote.

Chair of the meeting was passed from Ms. Stiles to Ms. Langelotti.

Regarding **File Number 2018-01255, Ruard Anton Veltman**, was present to address the Board. 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 as well as the Section's recommendation. Mr. Boynton moved to accept the recommendation of the presiding officer and approve Mr. Veltman's application for an architect license. Ms. Snetter seconded the motion which was unanimously approved by members: Alexander, Allen, Anglin, Boynton, Kelly, Langelotti, Price, Snetter, Stiles, Stokes, Stone, and Zmuda.

File Number 2018-01255, Ruard Anton Veltman

Ms. Nosbisch stated Mr. Zmuda had one change to the Responsible charge Engineer language drafted by Virginia Department of Transportation (VDOT). Mr. Kelly noted that VDOT worked hard to address the Section's concerns, and he commended VDOT. Mr. Kelly moved to accept the amended VDOT Entrusted Engineer in Charge language. Ms. Boynton seconded the motion which was unanimously approved by members: Alexander, Allen, Anglin, Boynton, Kelly, Langelotti, Price, Snetter, Stiles, Stokes, Stone, and Zmuda.

Responsible Charge Engineer

Ms. Langelotti reported that VDOT requested that the Responsible Change Engineer language first be approved; then they will address the issue regarding sign/seal record drawings. Mr. Kelly noted there is a surveying side to this as well.

Sign/Seal Record Drawings

Ms. Nosbisch reported that the Board approved the Apprenticeship Standards at the September 14, 2016 meeting. At the Land Surveyor Apprenticeship meeting on February 9, 2017, changes to the Apprenticeship Standards were suggested regarding required and recommended. She noted Mr. Allen moved to accept the changes to the Apprenticeship Standards. Ms. Boynton seconded the motion which was unanimously approved by members: Alexander, Allen, Anglin, Boynton, Kelly, Langelotti, Price, Snetter, Stiles, Stokes, Stone, and Zmuda.

Virginia Surveyor Apprenticeship Standards

Ms. Nosbisch stated Fairfax County has the only land surveyor apprenticeship program at this time, but according to DOLI, there are none because the program must have 700 plus hours. An exception was not granted, so Ms. Nosbisch followed up with a request for a waiver for the additional hours. There is no update as of yet.

Mr. Allen requested that Tidewater Community College land surveyor

Architects Engineers LLC agrees to pay the following monetary penalties: \$750 for the violation contained in Count 1; and \$150.00 in Board costs, for a total monetary penalty of \$900. Mr. Boynton seconded the motion which was unanimously approved by members: Alexander, Anglin, Boynton, Crowther, Langelotti, Price, Reynes, Rios, Snetter, Stiles, Stone, and Zmuda. As the presiding Board member, Mr. Kelly was not present for the discussion or vote.

The EIC language was reviewed and approved at the June 13, 2018 Board meeting. Ms. Nobsch reported she spoke with Garrett Moore, Virginia Department of Transportation (VDOT) Chief Engineer, and he indicated they had been talking to the industry, and the feedback has been limited and project specific.

**Entrusted Engineer
in Charge (EIC)**

Mr. Stone moved to approve the language. Mr. Boynton seconded the motion which was unanimously approved by members: Alexander, Anglin, Boynton, Crowther, Kelly, Langelotti, Price, Reynes, Rios, Snetter, Stiles, Stone, and Zmuda. Mr. Stone and Mr. Kelly stated the language was an improvement; it is better than what the federal government requires. The Board requested Board staff send correspondence to VDOT thanking them for their collaboration on the language.

**Sign/Seal Record
Drawings / As Built**

The Board reviewed the response template at the June Board meeting, and it was reviewed again at the PE-LS Section meeting in August. Ms. Nobsch reported that counsel stated it is not appropriate for the Board to send a response to the solicitation, but it is acceptable for individuals to send a response to a solicitation. Mr. Kelly requested this be discussed further with counsel. Mr. Flaherty will follow-up with Ms. Peay.

**Response Template
for Preferred
Engineering Services
Subcontractor/
Partner Emails**

Ms. Nobsch stated that John Palatiello, Executive Director, of Virginia Association of Surveyors (VAS), requested the Board send the guidance document to other agencies. Ms. Anglin moved that Board staff inform VAS they may share the Board's guidance document in correspondence to the other agencies or professional membership organizations. Mr. Zmuda seconded the motion which was unanimously approved by members: Alexander, Anglin, Boynton, Crowther, Kelly, Langelotti, Price, Reynes, Rios, Snetter, Stiles, Stone, and Zmuda.

**Use of Drones, 3D
Laser Scanning, and
Unmanned Aerial
Systems Services**

The Board recessed from 11:08 a.m. until 11:18 a.m.

Recess

Ms. Anglin provided an update on the Land Surveyor Apprenticeship Committee meeting. She reported that Department of Labor and Industry (DOLI) and the Land Surveyor Apprenticeship Committee reached a compromise on using 150 hours of Related Technical Instruction (RTI).

**Land Surveyor
Apprenticeship
Committee Meeting
Update**

Ms. Anglin moved to remove the 30 hour project from Surveying 2, and add the 30 hour project back in for Surveying 5. Mr. Zmuda seconded the motion which was unanimously approved by members: Alexander, Anglin,

**Virginia Surveyor
Apprenticeship
Standards**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

To: DPOR: Board for Architects, Professional Engineers Land Surveyo (DPOR)
<apelscidla@dpor.virginia.gov>

Subject: A concerning trend for the engineering profession in Virginia

To Whom It May Concern:

I am writing today to draw the Board's attention to an issue that I believe to be of grave concern for the engineering profession. I am a licensed professional engineer employed by a large multi-national consulting firm. I take pride in the positive contribution that my work

makes to local communities and economies. What I am not proud of is the recent trend occurring within our industry to offshore engineering design and Computer Aided Drafting (CAD) work to wherever labor is cheapest (e.g. India). Until relatively recently, it was not practical to do this, but advances in computing technology have made it more feasible, and I am sad to say that it is now an industry trend.

Most multi-national engineering firms are now pursuing this strategy, and I believe that without strong regulatory intervention this “race to the bottom” will likely accelerate in the coming years. It is not hard to imagine the long-term ramifications of this strategy for the engineering profession. Projects will be primarily designed by engineers working in places like India for pennies on the dollar (in terms of the labor costs to the firm; the amount paid by the client is another matter). Once the design is done, it will be handed to a U.S.-based engineer licensed in the state the project is to be constructed in, who will be given a nominal amount of time to review the design and intense pressure from management to sign and seal it. Quality, public safety, and the reputation of the profession will all suffer, and the decline in demand for American engineering labor will drive down industry standards for wages and benefits, thereby exacerbating the current shortage of engineers.

I believe that the firms pursuing this strategy (including my employer) are focused on boosting the bottom line, with little regard for the integrity of the engineering profession or the safety of the public that depends on our work. This is precisely the sort of issue that state engineering boards were created to address. Accordingly, I strongly urge the Board to study the issue and consider rule changes to protect the profession and the public from this trend. The exact nature of those changes will vary by state (just like the rules governing the practice of engineering do), but might start with consideration of how the definition of the idea of “responsible charge” can be strengthened to preclude the scenario I describe above.

If the Board does take any action on this issue, I would very much appreciate hearing about it so that I can pass it on to other state boards that may be interested. Likewise, if there are any questions that I may assist with, please let me know and I will do my best to do so.

Sincerely,

A Concerned Public Works Engineer

P.S. - Regrettably, I must remain anonymous in order to reduce the likelihood of reprisals against me for sharing this information.

Sent with [Proton Mail](#) secure email.

- **Landscape Architects**
 - **CLARB Update**
- **Professional Engineers**
 - **NCEES Update**
 - **UK/NCEES Mutual Recognition Update**
- **Land Surveyors**
 - **NCEES Update**
 - **VAS Update**
 - **DCALS Update**
- **Architects**
 - **NCARB Update**
 - **AIA Update**
- **Certified Interior Designers**
 - **CIDQ Update**
 - **CIDQ Annual Meeting 2023**
 - **November 10-11, 2023**
 - **Caroline Alexander- Panel Participant**

➤ Licensed and Certified Population

As of January 1, 2024

APELSCIDLA Businesses	5,331
Architects	7,695
Professional Engineers	30,938
Land Surveyors	1,230
Land Surveyors B	56
Land Surveyor Photogrammetrists	98
Certified Interior Designers	464
Landscape Architects	974

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

**Board for APELSCIDLA
954160**

2022-2024 Biennium

December 2023

	December 2023 Activity	Biennium-to-Date Comparison	
		July 2020 - December 2021	July 2022 - December 2023
Cash/Revenue Balance Brought Forward			184,558
Revenues	234,440	2,658,897	2,613,408
Cumulative Revenues			2,797,966
Cost Categories:			
Board Expenditures	25,660	238,479	278,321
Board Administration	91,714	986,706	1,091,703
Administration of Exams	5,533	59,321	38,777
Enforcement	9,702	91,027	114,199
Legal Services	0	8,062	7,128
Information Systems	45,695	679,673	701,983
Facilities and Support Services	19,219	268,908	260,713
Agency Administration	65,434	452,957	763,652
Other / Transfers	(2)	(2)	(575)
Total Expenses	262,955	2,785,133	3,255,901
Transfer To/(From) Cash Reserves	(28,515)	0	(457,935)
Ending Cash/Revenue Balance			0

Cash Reserve Beginning Balance	1,019,387	0	1,448,807
Change in Cash Reserve	(28,515)	0	(457,935)
Ending Cash Reserve Balance	990,872	0	990,872

Number of Regulants	
Current Month	46,766
Previous Biennium-to-Date	44,728

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	0	0	0	0	0	0	109,639	203,040	93,400	212,540	-9,500	-4.7%
Board Administration	58,767	56,871	84,637	29,759	62,364	91,714	0	0	0	0	0	0	384,112	935,341	551,228	693,044	242,296	25.9%
Administration of Exams	3,302	3,873	5,505	1,840	3,701	5,533	0	0	0	0	0	0	23,755	50,675	26,920	43,286	7,389	14.6%
Enforcement	6,225	6,468	9,728	3,531	6,431	9,702	0	0	0	0	0	0	42,085	100,735	58,650	76,386	24,349	24.2%
Legal Services	0	0	0	0	0	0	0	0	0	0	0	0	0	9,128	9,128	0	9,128	100.0%
Information Systems	25,505	59,708	48,211	33,571	37,465	45,695	0	0	0	0	0	0	250,155	525,607	275,452	485,724	39,883	7.6%
Facilities / Support Svcs	13,921	13,695	16,651	11,844	13,584	19,219	0	0	0	0	0	0	88,915	284,250	195,334	172,360	111,889	39.4%
Agency Administration	40,018	43,165	68,738	23,016	46,743	65,434	0	0	0	0	0	0	287,115	575,757	288,642	528,801	46,956	8.2%
Other / Transfers	0	0	0	0	0	-2	0	0	0	0	0	0	-2	0	2	-3	3	
Total Charges	159,008	201,435	252,722	116,179	193,477	262,955	0	0	0	0	0	0	1,185,776	2,684,532	1,498,756	2,212,138	472,393	17.6%

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

- **Other Business**
- **Conflict of Interest Forms /
Travel Vouchers**
- **Adjourn**

DRAFT AGENDA
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DRAFT AGENDA