

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
January 17, 2023**

MEMBERS PRESENT:

Lori LaRochelle, Vice-Chair
R. Michael Pullen, Complaint Officer
William Bisson
Cinderella Norris

STAFF PRESENT:

Catherine Pendergast, Administrator
Samantha Morgan, AAG
Regina Ritchie, Licensing Supervisor
Misty Robinson, Office Specialist I
Elizabeth Moulton, Office Specialist I

MEMBERS ABSENT:

None

Location: Virtual Meeting Via Zoom

Start: 9:02 a.m.

Adjourn: 10:12 a.m.

CALL TO ORDER

The meeting was called to order by Vice-Chair LaRochelle at 9:02 a.m.

AGENDA MODIFICATIONS

A motion was made by Pullen and seconded by Bisson to add the discussion of increasing Board membership. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

A motion was made by Norris and seconded by Pullen to add a travel request allowing Bisson to attend the NCARB 2023 Regional Summit in Honolulu, HI March 3-5, 2023 to the agenda. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

MINUTES REVIEW AND APPROVAL

A motion was made by Pullen and seconded by Bisson to approve the minutes of the November 15, 2022 meeting as presented. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

ELECTION OF OFFICERS

A motion was made by Pullen and seconded by Bisson to elect Bisson as Chair; Norris as Vice-Chair; and Pullen as Complaint Officer. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

COMPLAINT PRESENTATIONS

None

APPLICATION REPORTS

The Board reviewed the October 2022 and November 2022 monthly reports.

ADMINISTRATOR'S REPORT

- A. Board Rule Review - The Board continued discussion of proposed changes to Board Rules. Kristin Racine, staff attorney for the Office of Professional and Occupational Regulation, provided information previously requested by the Board. The Board requested additional information concerning the diversified experience required for a landscape architect license.
- B. Proposed Licensure by Endorsement – The administrator discussed with the Board adoption of proposed rule 12-A. A motion was made by Pullen and seconded by Bisson to adopt proposed rule Chapter 12-A as written, Basis Statement and Economic Impact Statement. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

- C. Application for licensure (JVB) – The administrator discussed with the Board a licensing issue. A motion as made by Bisson and seconded by Norris to license the applicant. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.
- D. Testing accommodations for ARE exam candidates – The administrator discussed with the Board the option of NCARB receiving and approving ARE testing accommodations instead of Board staff. A motion as made by Bisson and seconded by Pullen to approve NCARB taking over testing accommodation requests. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

INCREASING BOARD MEMBERSHIP

The Board discussed ways to increase Board membership. The Board requested a draft of a less restrictive Remote Participation Policy for consideration at the next meeting.

OUT-OF-STATE TRAVEL REQUEST

A motion was made by Norris and seconded by Pullen to authorize out-of-state travel for Board Member Bisson to attend the NCARB 2023 Regional Summit March 3-5 in Honolulu, HI. LaRochelle, Pullen, Bisson, and Norris voted affirmative. Unanimous.

PUBLIC COMMENT

None.

MEETING SCHEDULE

The next meeting is currently scheduled for March 21, 2023.

ADJOURN

A motion was made by Bisson and seconded by Pullen to adjourn. Unanimous.
Being no further business, the meeting was adjourned at 10:12 a.m.