

BUSINESS MINUTES JOINT CHAIRS MEETING

Date: September 8, 2022

Place: Access Using Video Conferencing
<https://meet.google.com/euo-gcet-rxv>
Phone: +1 567-281-8041
PIN: 173 313 259#

Professional Outplacement Assistance Center (POAC)
1306 Concourse Drive, Suite 340
Linthicum Heights, MD 21090

Time: 1:00 p.m.

Present: John V. Mettee III, Chair, Board of Professional Land Surveyors
Paul D. Edmeades, Chair, Board of Architects
H.C. "Skip" Harclerode II, Chair, Board for Professional Engineers
Carmen Sneed, Interior Designer, Certified Interior Designers

Others Present: Gregory Morgan, Commissioner, Division of O & P Licensing
Kausar Syed, Deputy Commissioner, Division of O & P Licensing
Zevi Thomas, Executive Director
Raquel Meyers, Assistant Executive Director
Milena Trust, Assistant Attorney General, Office of the Attorney General
Jessica Praley, Assistant Attorney General, Office of the Attorney General
Danielle Anderson, Web Content and Outreach Coordinator

Absent: Robyn Dubick, Chair, Board of Certified Interior Designers
Christopher Schein, Chair, Board of Examiners of Landscape Architects

CALL TO ORDER

John V. Mettee III, Chairman, called to order the Joint Chairs Business meeting, virtually, at 1:05 p.m.

APPROVAL OF MINUTES

Motion (I) was made by Mr. Harclerode, seconded by Mr. Edmeades, and carried unanimously by the Board to approve the April 13, 2022, minutes with corrections.

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FINANCIAL REPORT

Ms. Syed presented the FY 2022 Financials. The FY 2022 beginning fund balance is \$492,121.36 and the ending fund balance is \$545,199.02. The design boards are in the positive. Overall, she informed in FY 2021 the number of new licenses were higher than in FY2022. The Land Surveyors, Landscape Architects and Certified Interior Designers' boards are in deficit but the overall fund balance for all design boards is in the positive.

Mr. Edmeades inquired about the \$16,000 in March 2022. Ms. Syed stated that this is an allocated, fixed cost and it's not done every month. This cost is allocated quarterly. This category is for board dues and rent. Mr. Edmeades stated NCARB reduced its dues, but the amount indicated for 2023 is \$29,000. Ms. Syed reiterated that it's the rent and goes across all the design board programs. Mr. Edmeades asked if the rent allocation will increase. Ms. Syed stated that this would likely be the case since the square footage will increase for other boards. Mr. Mettee stated that we ended in a positive for FY 2022. Mr. Mettee suggested that the Joint Chairs should meet annually to discuss the budget and the board agreed.

Ms. Syed presented the FY 2023 budget which increased by 3% in expenses and a 0.4% increase in revenues which is based on previous revenue. Notables are inflation and an increase in administrative cost, legal cost, and indirect cost due to an increase in wages and legal fees. She stated that FY 2023 may have a reduced profit. Currently, she is working on the FY 2024 budget. Mr. Edmeades asked if he could adjust figures for board-related travel for FY 2024. Ms. Syed stated he may adjust travel providing it's within the budget. \$ 1 , 3 0 8 , 0 9 8 i s t h e Governor's allowance for FY2023 for the Design Board. Mr. Mettee asked Ms. Syed to explain the fixed cost. Ms. Syed clarified that fixed cost is related to rent and subscriptions. Mr. Edmeades asked if the fixed cost includes the association dues and Ms. Syed agreed.

LEGISLATIVE REPORT

Ms. Trust stated the legislative sunsets for the Architects, Certified Interior Designers, and Landscape Architects have been submitted to the Secretary's office. The Professional Land Surveyors Board and Professional Engineers Board sunset was submitted last year. Ms. Trust asked about the status of the Architect's sunset extension as it relates to legislation. Commissioner Morgan asked Mr. Thomas for an update on this matter. Mr. Thomas stated that he is in the process of reaching out to the party in question. Commissioner Morgan stated that this matter involves a State Senator and should be resolved expeditiously. Ms. Trust suggested that Commissioner Morgan meet with Mr. Thomas to see what needs to be resolved in this matter.

EXECUTIVE DIRECTOR'S REPORT

Mr. Thomas informed all sunsets have been submitted to the Secretary's office. He informed the Chairs that the design boards hired a new Board Administrator for the Land Surveyors, Landscape Architects, and Joint Chairs Boards. He stated that board meetings will be held at 1100 N. Eutaw Street, Baltimore going forward.

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BOARD REPORTS

BOARD OF ARCHITECTS – Mr. Edmeades reported the Architects' board had taken steps in reference to three (3) items. The board has appointed committees to work on 1. State Report, 2. Code Research Outreach and 3. Diversity, Equity and Inclusion (DEI). The board is looking forward to working with these committees. Mr. Edmeades asked if the other design boards would be interested in taking part in these initiatives. He will send drafts to obtain comments from the other design boards. Mr. Edmeades stated that they are coordinating with AIA community outreach; colleges, Morgan State University, and the University of Maryland. The board has already met with Morgan State representatives. He further explained that if the board wanted to conduct outreach to code officials, they would require additional funding.

BOARD FOR PROFESSIONAL ENGINEERS – Mr. Harclerode reported that the PE board discussed the possibility of charging for PE firm permits. The board also decided on a process that will require approved providers to re-certify their curriculum and qualified instructors, at least every 5 years. Currently, CPC providers are granted for an indefinite period. Ms. Trust suggested for approved CPC providers should notify the board promptly of any changes in curriculum or instructors and these updates should be done periodically. Mr. Edmeades stated that the Board of Architects only approves courses. Most of the architect's providers are approved by the AIA or NCARB. Mr. Mettee stated the land surveyors created an audit in their provisions. Ms. Sneed stated the interior designers' board approves courses, not individual providers. Ms. Syed asked if the boards had strategies to increase newly licensed professionals in Maryland. Mr. Harclerode stated due to Covid he was not able to do any outreach to Morgan State and UMBC. He is on the advisory board for Chemical Engineering which is in the process of starting back face-to-face programs.

BOARD OF LANDSCAPE ARCHITECTS – On behalf of the landscape architect Chair, Mr. Thomas stated that there is an upcoming CPC committee meeting to update guidelines. Mr. Thomas stated that the full board has not voted on the CPC regulations, but the concept sheet is in progress. Ms. Trust stated there is an upcoming moratorium on regulatory and legislative proposals. She suggested that he put the regulations through the process as soon as possible, otherwise, it will have to wait until next year. Mr. Thomas stated that the deadline is October 2022.

BOARD OF PROFESSIONAL LAND SURVEYORS – Mr. Mettee reported the regulations are going forward and have been published. The board will have its October meeting at MSS (Maryland Society of Surveyors) Town Hall in Ocean City, MD. There is a subgroup in NCEES commonly referred to as the Colonial States Board. Currently, he has been serving as the President for two years. He was also elected as the Executive Director of the Colonial States Board. Ms. Trust informed the Chairs that Mr. Mettee also received the distinguished service award at the Annual NCEES meeting.

BOARD OF CERTIFIED INTERIOR DESIGNERS – Ms. Sneed stated there has been community outreach and a change in a few new board positions. She reported documentation for the sunset bill has been submitted to the Secretary's office. Mr. Mettee stated that he is hopeful the Certified Interior Designers and the Architects Boards sunset bills will pass this legislative session. She informed that the board is doing some joint actions regarding the overlapping practice as part of NCARB and CIDQ Comparison of Practice Analysis Defined Competency Requirements for the Architecture and Interior Design Professions. She also mentioned she serves on the Diversity Equity and Inclusion council with CIDQ.

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NEW BUSINESS - None

OLD BUSINESS - None.

EXECUTIVE SESSION - None.

ADJOURNMENT

The next meeting is scheduled February 8, 2023.

There being no further business to discuss; Motion (II) was made by Mr. Harclerode, seconded by Mr. Edmeades, and carried unanimously by the Board to adjourn the meeting at 2:15 p.m.

Approved: _____ without corrections X with corrections

Signature on File

John V. Mettee III, Chair

Date: 02/22/2023