New Mexico Board of Examiners for Architects

Minutes of Board Meeting
December 14, 2018
Santa Fe, New Mexico

Board Members Present

Tara Rothwell, Chair

Michael Bodelson, Vice-Chair
(Attended via Teleconference)

Mark Glenn, J.D., Secretary/Treasurer

Geoffrey Adams, Architect Member/Educator

Jim Oschwald, Architect Member

Ray Vigil, Architect Member

Board Member Absent

Robert Calvani, Architect Member

Staff Present

Melanie Gonzales, Executive Director/CFO

Alicia Galvan, Board Administrator

Staff Absent

Jackie Holmes, Compliance Officer/Investigator
A. OPENING

1. Ms. Rothwell called the meeting to order at 10:15 a.m. Roll call was taken and a quorum was determined to be present. Mr. Bodelson was present telephonically. Board member Calvani was absent.

2. All present stood for the Pledge of Allegiance.

3. Ms. Rothwell asked for approval of the meeting agenda.

   Motion: To approve the meeting agenda.

   By: Geoffrey Adam
   Second: Mark Glenn
   Board vote: Passed unanimously

4. No guests were present.

5. Ms. Rothwell asked for approval of the October 19, 2018 Board meeting minutes. No changes were made to the minutes.

   Motion: To approve the October 19, 2018 Board meeting minutes as presented.

   By: Jim Oschwald
   Second: Geoffrey Adams
   Board vote: Passed unanimously

6. Public Comment

   No public comment.

B. NEW BUSINESS

1. Consideration and Possible Adoption of Proposed Rule Changes.

   Mr. Glenn explained the changes that were made to parts three and seven of the rules.
   a) Mr. Glenn describes the edits that were made to part three of the rules. The clean-up changes made to part three of the rules, and these changes were made to address renewal licensure to clarify that the licenses are not provisional licenses. He further elaborated about the other changes that were made to the rules: that applicants who do not meet the Board’s requirements may apply through a broadly experience pathway program held by the National Council of Architectural Registration Boards (NCARB); allowing staff to license architects and submit any issues to the Enforcement Subcommittee (ESC); renumbering sections; and removal of the term “multi-seal.”
Motion: To Accept the Rules Changes 16.30.3.1 through 16.30.3.19 NMAC.

By: Mark Glenn
Second: Ray Vigil
Board vote: Jim Oschwald and Geoffrey Adams voted against. Motion passed 4-2.

b) Mr. Glenn stated that changes were made to part seven of the rules. These changes were made to address the recent executive order the Governor had given in June of 2018. The edits in part seven of the rules addressed making the licensure process easier for the military service members and their spouses, as well as reducing their fees by 50%.

Motion: To Accept the Rules Changes 16.30.7 NMAC.

By: Mark Glenn
Second: Geoffrey Adams
Board vote: Unanimously

2. Discussion and Possible Action Regarding the position of the Business Operations Specialist
Ms. Rothwell entertained a motion to move into a closed Executive Session.

Mr. Vigil moved the Bcard into a closed session as authorized by the limited personal matters exception in the New Mexico Open Meetings Act to discuss the next item on the agenda.

Motion: To move into a closed session to discuss the possible action regarding the position of the Business Operations Specialist.

By: Ray Vigil
Second: Jim Oschwald
Board vote: Unanimously

Roll call was taken. There was a quorum. Executive Session began at 10:34 a.m. Recorder was turned off.

Ms. Rothwell announced that the Board is back in open session. The time is 11:22 a.m. The matters discussed in the Executive Session were limited only to those specified in the motion for closure and that no votes or official action was taken during the closed session.
C. Reports
   1. Chair-
Ms. Rothwell expressed her appreciation and gratitude to all the Board members and Board staff for their hard work and for taking on more roles to keep the agency running. Ms. Rothwell reported to the Board that Ms. Gonzales advertised the Business Operations Specialist position and she had held interviews, also Ms. Gonzales received permission to have a double hire for the investigator position.
Ms. Rothwell mentioned the audit report had been received without any findings; therefore no action will be taken. Ms. Rothwell stated that the Governor Elect and administration will be in office in January 2019, applications were sent to all the Board members to reapply.
Ms. Rothwell questioned if there had been any updates regarding the landscape architects situation. Mr. Adams commented about the sunset hearing regarding landscape architects, as a result the landscape architects board will remain with the Regulation and Licensing Department (RLD). Mr. Vigil commented that the situation with landscape architects will be discussed at the next Joint Practice Committee (JPC) meeting.

3. Secretary/Treasurer-
Mr. Glenn thanked Ms. Gonzales and Ms. Galvan for their hard work especially since it is the Board’s renewal season. He further mentioned that he was asked by Ms. Gonzales to review the mail log and as well as deposits for any errors.

3. Director—
Ms. Gonzales reported to the Board that she did ask Mr. Glenn to review her work for the mail log and deposits for accounting transparency due to the shortage of staff. Ms. Gonzales thanked Ms. Galvan for her help in the office especially during the architect renewal season. She further reported that 1,107 renewals were mailed out, 479 have been renewed, six architects have become Architect Emeritus, and unfortunately one architect has passed away. Ms. Gonzales mentioned that wall certificates had been made for architect emeritus. Ms. Gonzales stated that she did reapply for her position. Ms. Gonzales thanked the Board members for sending recommendation letters on her behalf and their support throughout this year.

4. Exam and Reciprocity Committee – Mr. Oschwald reported the Examination and Reciprocity Committee reviewed the qualifications of applicants for New Mexico Architectural registration.

Motion: to move for Board approval of the following recommended applicants for New Mexico Architectural Registration by Reciprocity and Examination:
   b. Reinstatement- Deborah Lynn Auten.
   c. Exam candidates-Daniel Martinez.
d. Registrant/Application Quarterly Report

Mr. Oschwald reported that the Board has a total of 2,278 architects, 95 of the architects are Architect Emeritus, 45 are in-state and 50 are out-of-state. There are a total of 762 architects who are in-state and a total of 1,516 architects are out of state. The percentage total of practicing architects in-state is 33% and the total of practicing architects out of state is 67%. Reciprocity applicants pending there are a total of 23 since the previous meeting in August. There are a total of 26 new registrants, three of the new licensees are exam candidates and 23 of the new licensees were reciprocity; for a total of 2,183 active architects ending in year 2018. The exam candidates who have completed the Architectural Registration Exam (ARE) from October 19th through December 13th are: Christian Vincent Carmelo Alba and Ane Gonzalez-Lara.

Finance and Operations Committee

a. Current Budget Status Report

Ms. Gonzales reported to the Board the income statement as of December 13, 2018. The total approved budget for FY19 is $391,700.00. She mentioned the approved amount in the 200 personnel category is $297,400.00. The Board has spent $99,571.35, the remaining balance in the 200 personnel category is $197,828.65. Approved amounts in the 300 category account is $11,000, the Board has spent has spent $6,016.50. The 400 category was approved for $83,300.00. A total of $29,607.27; the remaining amount is $53,692.73.

Ms. Gonzales mentioned Mr. Bodelson’s concern regarding the fund balance, there is a total of $217,000.00 remaining in the fund because the total fund balance is $606,000.00; half of this total is taken to pay for the Board’s current operating budget. The Board’s year to date accumulated revenue is a total of $162,172.50; and for the month of December the Board has earned from renewals is $51,097.50, even though over 600 architects still need to send in their renewals.

5. Planning and Development Committee –

Mr. Bodelson reported to the Board committee will have more information to provide to the Board at the next Board meeting, recently there has not been much to report on due to being short staffed.

6. Rules and Regulations Committee –

Mr. Glenn thanked Mr. Vigil for his hard work and time he has put in. Mr. Glenn explained there are multiple investigations that are currently ongoing. Mr. Vigil mentioned there are nine investigations.
7. Joint Practice Committee-
Mr. Vigil reported to the Board that a Joint Practice Committee (JPC) meeting will be held on January 10, 2019. Mr. Vigil mentioned an update on the Interior Designers, they want to inform people of how important they are, and this will also be discussed at the meeting.

D. BOARD COMMENTS / ANNOUNCEMENTS –
Ms. Rothwell stated the next Board meeting will be held on February 1, 2019 in Santa Fe. Ms. Rothwell thanked everyone for their hard work. Mr. Dworak commented he would be glad to answer questions for Board members and staff regarding the transition with the new Governor.

E. ADJOURNMENT:
The regular open meeting of the New Mexico Board of Examiners for Architects was adjourned by Ms. Rothwell at 11:59pm.

Respectfully submitted:

[Signature]
Ms. Tara Rothwell, Chair

[Signature]
Mr. Mark Glenn, Secretary/Treasurer

Date 2/1/19

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