

Maryland Board of Architects **Business Meeting Minutes**

DATE: May 24, 2023

TIME: 11:00 AM

LOCATION: 1100 North Eutaw Street
5th Floor Conference Room
Baltimore, MD 21201

Video conferencing via: meet.google.com/byw-mkbj-vad

By Phone: (US) +1 234-719-3728 PIN: 756 731 100#

MEMBERS PRESENT: Paul Edmeades, Chair
Cynthia Shonaiya, Vice Chair
Kevin Sneed, Architect
Stephanie Hopkins, Consumer Member
Douglas Polt, Architect
Mark Flemming, Architect
Gary Ey, Consumer Member

STAFF PRESENT: Zevi Thomas, Executive Director
Kenneth Sigman, Board Counsel
Noraida Lozano, Board Administrator

OTHERS PRESENT: John Corkill, Architect

Call to Order

Paul Edmeades, Chair, called the Business Meeting of the Maryland Board of Architects to order, held at 1100 North Eutaw Street, 5th Floor Conference Room Baltimore, MD 21201 at 11:00 a.m.

Approval of Minutes

The members reviewed the minutes of the Business Meeting held on April 26, 2023. Motion (I) was made by Mr. Flemming, seconded by Mr. Polt, and unanimously carried by the Board to approve the minutes without corrections.

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Complaint Committee Report

Mr. Ey presented the following report on behalf of the Complaint Committee:

03-AR-21 - No Change

01-AR-23 - Closed as of 05/18/23 (Consent Order was executed)

02-AR-23 - No Change

03-AR-23 - Opened on 04/28/23, investigating

04-AR-23 - Opened on 05/18/23, investigating

Motion (II) was made by Ms. Hopkins, seconded by Mr. Polt, and carried by the Board to accept the Complaint Committee Report.

Review of Applications

Applications for Architectural Registration Exam (A. R. E.)

Chair Edmeades presented the report for the applicants for Architectural Registration Exam (A.R.E.) and reciprocity.

There were **ten (10)** A.R.E. applications administratively approved:

ERB, Ryan Anthony
CHEBIYYAM, Sai Sreekar
COOLEY, Kaila
FRAZIER, James
HEARLE, Ellen

JUNG, Myung
KAKOURI, Anastasia
RAWAT, Munira
REESER, Kelsey Marie
SHAH, Aekta

There were **two (2)** A.R.E applications approved by the Board:

MENDONCA, Malin

NGUYEN, Giang

Applications for Reciprocity – NONE

During the review of ARE applications Ms. Hopkins and Ms. Shonaiya, both agreed to verify the architect's signature since the seal was not provided on the ERC form. Mr. Sigman suggested that the signature be notarized in lieu of the seal to confirm identity.

Motion (III) was made by Ms. Shonaiya, seconded by Mr. Sneed, and unanimously carried to approve **twelve (12)** A.R.E. applications with **one (1)** pending ARE due to lack of seal and signature for ERC verification. No reciprocity applications were considered.

Old Business

Sunset

Chair Edmeades expressed his appreciation to the Executive Director, Mr. Thomas, and the Sunset extension team for a job well done during the process.

License Renewal Form

Mr. Thomas confirmed that the license renewal form in the portal was updated.

Designation of Complaint Committee Member

Ms. Hopkins agreed to serve on the complaint committee on a temporary basis until a new consumer member is officially appointed to the Board.

Committee Reports

DEI

Chair Edmeades said that he still has to meet Ms. Shonaiya and Mr. Sneed.

Board Responsibilities to MD

Chair Edmeades suggested Mr. Flemming and Mr. Ey include Mr. Sigman and Mr. Thomas when they email the final draft of the Board Responsibilities. This draft will be discussed at the next meeting.

Code Officials

Chair Edmeades proposed that a draft copy of the handbook intended for code official be shared with the other Design Boards. He mentioned that he will bring this topic up for discussion at the next Joint Chairs meeting for comments. He clarified with Ms. Hopkins that this project will be a joint handbook to include input from the various design disciplines.

Mr. Thomas stated that he will try to encourage other Design Boards to set up committees to contribute to this project. The Board agreed to Ms. Shonaiya's recommendation to set the timeline for the other Design Board to finish the project within 6 months.

New Business

The Board agreed to Ms. Shonaiya's recommendation that Mr. Ey draft a list of best practices for processing complaints for the incoming member of the complaint committee. Mr. Ey agreed to have it ready before stepping down from the Board.

In reference to a strategic plan, which was introduced by Ms. Hopkins, Mr. Edmeades advised that he will look into the Region VI strategic plan and discuss it at the June 2023 meeting.

Correspondence – NONE

Executive Director's Report

Mr. Thomas announced Mr. John Dove as the new Commissioner of the Division of Occupational and Professional Licensing (Labor). He also mentioned SARA (Society of American Registered Architects) which is interested in becoming a Board authorized provider of continuing education credits similar to the American Institute of Architects (AIA). Chair Edmeades would exhort that association to submit their qualifications and criteria for review by this Board. Mr. Thomas agreed to share this information with that association. He also presented the March – April NCARB pass/fail report for Maryland examinees.

Board Counsel's Report - NONE

Adjournment

There being no further business to discuss, Motion (VI) was made by Mr. Flemming, seconded by Ms. Hopkins, and unanimously carried out by the Board to adjourn the meeting at 12:09 pm.

The next Board Meeting will be on June 28, 2023, Wednesday at 11:00 am

X With Corrections

_____ Without Corrections

(Signature on File)

Paul Edmeades, Chair

June 30, 2023

Date