

BUSINESS MINUTES JOINT CHAIRS MEETING

Date: November 15, 2021

Place: Access Using Video Conferencing
<https://meet.google.com/euo-gcet-rxv>
Phone: +1 440-652-2199
PIN: 209 725 038#

Third Floor Conference Room
500 N. Calvert Street
Baltimore, MD 21202

Time: 2:00 p.m.

Present: John V. Mettee III, Chair, Board of Professional Land Surveyors
Paul Edmeades, Chair, Board of Architects
Christopher Schein, Chair, Board of Examiners of Landscape Architects
Robyn Dubick, Chair, Board of Certified Interior Designers

Others Present: Gregory Morgan, Commissioner, Occupational & Professional Licensing
Kausar Syed, Deputy Commissioner, Occupational & Professional Licensing
Milena Trust, Assistant Attorney General, Office of the Attorney General
Jessica Praley, Assistant Attorney General, Office of the Attorney General
Zevi Thomas, Executive Director
Raquel Meyers, Assistant Executive Director
Carla Marie Zamon, Administrative Specialist III
Lori Parris, PG County Government Dept. of Permitting Inspections and Enforcement
Kevin Edwards, PG County Government Dept. of Permitting Inspections and Enforcement
Yvette Gayles, PG County Government Dept. of Permitting Inspections and Enforcement

Absent: David Mongan, Chair, Board for Professional Engineers

CALL TO ORDER

John V. Mettee III, Chairman, called to order the Joint Chairs Business meeting, virtually, at 2:05 p.m.

APPROVAL OF MINUTES

Motion (I) was made by Mr. Schein, seconded by Ms. Dubick, and carried unanimously by the Board to approve the October 6, 2021, minutes with corrections.

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FINANCIAL REPORT

Ms. Syed presented the Budget for fiscal years 2022 and 2023. The larger surplus in 2022 is partly due to minimal travel cost and vacancies. Each Board Chair weighed in on anticipated travel costs for FY2022 and FY2023. Mr. Edmeades asked if going over budgeted amounts is a problem in one category. Ms. Syed said no, as long as the total expenses are not over budget.

Ms. Syed continued her report explaining that revenue has stayed virtually the same at .44% while expenses increased by 3.6% due to COLA.

Ms. Trust asked Ms. Syed if the national organization fees were in the budget. Ms. Syed stated that these fees are in the contract services section.

Ms. Syed asked Mr. Edmeades if the travel needed to be updated for the Board of Architects. Mr. Edmeades informed NCARB Region II pays for five attendees, there was no need to change this budgeted amount. Mr. Mettee asked for the travel to remain at \$4,890 for FY 2022. Ms. Trust asked that the Professional Engineers Board travel expenses remain the same for FY 2022 and FY 2023. Ms. Dubick requested more CID Board travel funding of at least \$1,200. Currently, there is no travel budget for this Board.

Ms. Syed advised that legal, information technology, and other indirect costs are not included in the budget because these costs vary. She confirmed that they do come out of the revenues.

LEGISLATIVE REPORT

Ms. Trust informed the Board of Architects updated their statute removing non-substantive changes. As previously discussed, legislation was passed to increase Architects project fees from \$5,000 to \$25,000. Mr. Edmeades also stated that NCARB recently updated their Model Law and the Board has developed a committee to work on their statutes.

EXECUTIVE DIRECTOR'S REPORT

Mr. Thomas introduced himself and his background with AIA and the Professional Development section of ASLA. He informed Ms. Zamon would be leaving the Maryland Department of Labor as of today. She has accepted another position within the state with the Department of Corrections. He is anticipating recruiting new candidates for the position in the next few weeks.

Ms. Meyers advised that the NCEES nominations for the 101st Annual meeting in California on August 24-26, 2022, are due. She stated additional information will be sent to members of the Professional Engineers and Land Surveyors Boards. The next Joint Chairs Board meeting is tentatively scheduled for February 2022. Ms. Trust suggested mid-February because bills would have dropped by then and legislation affecting the Boards would be available for review. Mr. Mettee reminded the Board they should meet quarterly and agreed mid-February will work. Mr. Morgan asked Mr. Thomas and Ms. Meyers to get the schedule to Ms. Evans as soon as possible.

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BOARD REPORTS

BOARD OF ARCHITECTS – Mr. Edmeades reported that CPC Regulations were sent for publication in the Maryland Register. The National Council of Architects completed a study and identified that Black and African American examinees were underperforming based on the pass rates of Morgan State University students. Addressing this disparity will be a topic of discussion with the Board. The Dean of Morgan State University will be invited to attend the next meeting.

BOARD OF LANDSCAPE ARCHITECTS – Mr. Schein informed the Board that two CPC Committee meetings occurred and they are working with Ms. Praley to revise their regulations.

BOARD OF PROFESSIONAL LAND SURVEYORS – Mr. Mettee advised that the dual licensing practices will be addressed at the next Board meeting with review of applications of dually licensed Professional Land Surveyors.

BOARD FOR PROFESSIONAL ENGINEERS – Ms. Trust stated that exam candidates are complaining that the social distancing practices of NCEES are limiting available seating for exams. Dr. Arndt is working with the Board on a voice over for the free course on ethics offered by the Board. The Board is still in need of two consumer members. The Board has an increasing number of complaints, which would help by filling these positions.

BOARD OF CERTIFIED INTERIOR DESIGNERS – Ms. Dubick informed that the Annual CIDQ conference was held virtually, and an in-person meeting is scheduled for FY 2022. She reported that the Board is preparing for their Sunset Review in 2024.

NEW BUSINESS

The Associate Director, Yvette Gayles, IT Contractor, Kevin Edwards, and Administrative Specialist, Lori Parris, all employees of the PG County Government Department of Permitting Inspections and Enforcement, attended the meeting to discuss original signature and if a wet seal is required. Mr. Mettee asked Counsel to weigh in on this matter. Ms. Trust advised that COMAR was amended by the Architects, Professional Land Surveyors, and Professional Engineers Boards such that a digital signature is required and there is no requirement for a wet seal. The Design Boards are most concerned with the signature.

Mr. Edmeades and Mr. Mettee agreed that the digital signature must be verifiable. The original email was presented by Shayan Montazeri, an employee of Prince George's County Government, DPIE regarding the requirement for wet seals as required by COMAR 09.21.02.04 for Architects. Ms. Trust emphasized that the Boards are interested in the Titleblock, certification, seal and a signature. Mr. Edmeades added that this statement can be found in COMAR 09.21.02.04, Titleblock Rules, affirming authorization, must also be on the seal.

Ms. Trust added that COMAR defines what is allowed for the use of digital signatures by licensees which includes signature, seal, date, and statement of affirmation. After a brief discussion, Ms. Parris confirmed that Prince George's County may determine what is a seal and an authenticated signature. Ms. Trust agreed and thanked Ms. Gayles, Mr. Edwards and Mr. Parris for contacting the Joint Chairs Board. The attendees thanked the Board.

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OLD BUSINESS

Mr. Mettee confirmed with Ms. Trust and Ms. Praley that submission of regulation changes would wait until after the moratorium for the Board for Professional Land Surveyors.

EXECUTIVE SESSION - None.

ADJOURNMENT

The next meeting is planned to be in-person, scheduled for mid-February 2022 so that the new legislation will be available.

There being no further business to discuss; Motion (II) was made by Mr. Edmeades, seconded by Mr. Schein and carried unanimously by the Board to adjourn the meeting at 3:13 p.m.

Approved: without corrections with corrections

Signature on File

John V. Mettee III, Chair

04/13/2022

Date: _____