



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

SUMMARY REPORT

EXECUTIVE COMMITTEE MEETING

November 5, 2013

Sacramento, CA and Various Teleconference Locations

Committee Members Present

Sheran Voigt, Chair
Hraztan Zeitlian
Pasqual Gutierrez
Jeffrey Heller (arrived at 2:06 p.m.)

Board Staff Present

Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Bob Carter, Architect Consultant
Mel Knox, Administration Analyst
Marccus Reinhardt, Program Manager Examination/Licensing Unit
Justin Sotelo, Examination/Licensing Analyst

Guests Present

Marie Cooley, Director, the California Council for Interior Design Certification (CCIDC)

Committee Chair, Sheran Voigt, called the meeting to order at 2:05 p.m. Three members of the Committee constitute a quorum for the transaction of business. There being three members present at the time of roll, a quorum was established.

A. Review and Approve April 15, 2011, Executive Committee Summary Report

Ms. Voigt asked the Committee to consider the approval of the April 15, 2011, Executive Committee Summary Report.

Hraztan Zeitlian made a motion to approve the April 15, 2011, Executive Committee Summary Report.

Pasqual Gutierrez seconded the motion.

The motion passed 4-0.

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B. Update and Possible Action on the 2013 Strategic Plan Objective to Participate in Sunset Review Process and Support California Council for Interior Designers Certification

Doug McCauley provided an update on Senate Bill (SB) 308 (Chapter 333, Statutes of 2013), reminding Committee members of the Board's position of support for the extension of the sunset date, contract requirement, and open meeting provisions for CCIDC. He informed the Committee that the bill was signed into law and would become effective on January 1, 2014.

Mr. McCauley also stated that, with SB 308, CCIDC intended to clarify the definition of Certified Interior Designer (CID). He noted that the Board was not convinced that their examination did not sufficiently cover the expanded areas of practice to ensure the public health, safety, and welfare. Marie Cooley addressed the Committee and stated that CCIDC is very familiar with addressing public safety issues. Ms. Cooley spoke about the interior design examination (IDEX), its development, and codes.

The Committee determined that action on this item is not required. Mr. McCauley said Board staff will monitor developments for further legislation in 2014.

C. Update and Possible Action on the 2013 Strategic Plan Objective to Promote the Awareness of the Value of CAB's Participation at the National Level

Mr. McCauley told the Committee that out-of-state travel (OST) for the Board remains restricted due to the Governor's position that attending a National Council of Architectural Registration Boards (NCARB) Annual Meeting is not considered to be "mission critical," which is defined as:

- Enforcement responsibilities
- Auditing
- Revenue collection
- A function required by statute, contract, or executive directed
- Job-required training necessary to maintain licensure or similar standards required for holding a position
- Equipment inspection as required by a contract
- Meetings or training required by a grant or to maintain grant funding
- Litigation related (depositions, discovery, testimony)
- Requests by the Federal Government to appear before committees

He advised that mission critical does not mean travel to attend:

- Conferences, meetings or seminars (even those that historically have been attended or if a request has been made for your department or an individual to make a presentation)
- Networking opportunities
- Professional development courses
- Continuing education classes/seminars

Mr. McCauley explained that meeting “mission critical” standards for OST approval is an ongoing challenge. In past justification memorandums, he stated that Board staff had underscored the need for the Board to participate in critical NCARB sessions to preserve California’s influence in national policy setting; however, for the upcoming 2014 trips, staff’s new justification emphasizes the critical changes being made to Architect Registration Examination (ARE) 5.0 and their costly impact on the California Supplemental Examination (CSE). Consequently, Mr. McCauley announced that the Board’s request to attend the Western Conference of Architectural Registration Boards (San Antonio, Texas) and NCARB (Philadelphia, Pennsylvania) meetings in 2014 were approved.

Mr. McCauley said Committee action is not required on this item and that Board staff will continue to communicate compelling justification for OST requests.

D. Discuss and Possible Action on the 2013 Strategic Plan Objective to Continue Education with California Planning and Building Departments

Mr. McCauley presented the 2013 Strategic Plan objective to continue education with California planning and building departments. The Committee discussed Past President Marilyn Lyon’s letter to planning departments, dated April 17, 2012, and concluded is still valid and applicable as written. Staff reported that the Board had not received any recent questions or concerns regarding the issue of unlicensed practice as addressed in the letter. Staff also reported that, to date, there have been no comments received to indicate a further problem on this issue and, as such, it is not clear that there is need for further action.

The Committee determined that the Board had taken the most direct approach and recommended Ms. Lyon’s letter be memorialized as a standard California Architects Board document on its website (cab.ca.gov).

Hraztan Zeitlian made a motion to recommend that the Board memorialize Past President Marilyn Lyon’s letter to planning departments, dated April 17, 2012, as a standard Board document on cab.ca.gov.

Jeffrey Heller seconded the motion.

The motion passed 4-0.

E. Update and Possible Action on the 2013 Strategic Plan Objective to Review CAB’s Liaison Program and Determine Future Focus for Agencies and Schools

Mel Knox presented the 2013 Strategic Plan objective to review the Board’s liaison program and determine future focus for agencies and schools. In recognition of the Committee’s desire for the Board’s liaison program to operate with greater efficiency, and, in an effort to limit the potential to communicate misinformation to the public during liaison speaking engagements, the Committee developed the following recommendations for the Board’s consideration:

- 1) Use quarterly reminders (to Board members from Board staff) regarding liaison reporting requirements;
- 2) Provide liaisons with bulleted points of information (talking points) in conjunction with the quarterly reminder prior to contacting assigned organizations; and
- 3) Require liaisons to collaborate with Board staff when outreach efforts involve communicating licensing information to candidates.

Pasqual Gutierrez made a motion to propose the following recommendations for the Board's consideration: 1) begin the use of quarterly reminders to liaisons regarding reporting requirements, 2) provide liaisons with bulleted points of information in conjunction with the quarterly reminder prior to contacting assigned organizations, and 3) require liaisons to collaborate with Board staff when outreach efforts involve communicating licensing information to candidates.

Hraztan Zeitlian seconded the motion.

The motion passed 4-0.

F. Update and Possible Action on the 2013 Strategic Plan Objective to Work with the Department of Consumer Affairs to Implement the BreEZe System

Justin Sotelo provided an update on the 2013 Strategic Plan objective to work with the Department of Consumer Affairs (DCA) in launching the integrated, enterprise-wide enforcement, case management, and licensing system known as BreEZe. Mr. Sotello explained to the Committee that BreEZe supports one of DCA's highest priority initiatives of job creation and consumer protection by replacing the aging legacy business systems [i.e., the Consumer Affairs System (CAS), Applicant Tracking System (ATS), and multiple "workaround" systems]. He further explained that BreEZe:

- 1) Will support all applicant tracking, licensing, license renewal, enforcement, monitoring, cashiering, and data management;
- 2) Is web-based and will enable the public to verify licensee information and complaint status, as well as file complaints online; and
- 3) Will also permit applicants and licensees to process applications, renewals and payments online.

There was no Committee action needed for this agenda item.

G. Discuss and Possible Action on the 2013 Strategic Plan Objective to Develop a List of Potential Improvements to Streamline Candidates' Licensure Process

Marcus Reinhardt presented the 2013 Strategic Plan objective to develop a list of potential improvements to streamline candidates' licensure process. Mr. Reinhardt informed the Committee that the matter surfaced in light of NCARB's recent implementation of *My Examination* and deployment of DCA's new BreEZe enterprise-

wide licensing system. He provided a list of potential improvements for the Committee's consideration.

Pasqual Gutierrez made a motion to recommend to the Board that it approve the following list of potential improvements to streamline the licensure process for candidates:

- *Work with DCA on customization (to the extent possible) of BreEZe to provide candidates with an application process this is easy to navigate and follow;*
- *Suggest efficiencies to NCARB when candidates are experiencing difficulty with an NCARB system, process, or program;*
- *Work with NCARB to provide greater clarity in the information communicated to candidates regarding the implementation of new policies and rules related to its programs;*
- *Support legislation aimed at streamlining the licensure process;*
- *Explore pilot programs to integrate licensing into education (i.e., licensure upon graduation);*
- *Align educational and work experience credit provisions in regulations with changes in the IDP; and*
- *Employ new technologies to communicate information to candidates relative to their individual Board record.*

Hraztan Zeitlian seconded the motion.

The motion passed 4-0.

H. Discuss and Possible Action on the Professional Qualifications Committee's Recommended Comments Relative to the National Architectural Accrediting Board's 2014 Conditions for Accreditation

Mr. Reinhardt explained that the Professional Qualifications (PQ) Committee was advised that December 1, 2013, is the deadline for providing comments concerning the *2014 Conditions for Accreditation* to the National Architectural Accrediting Board (NAAB); therefore, due to time constraints, the Executive Committee was asked to consider the PQ recommendation, in lieu of the Board, for forwarding to NAAB. He stated that the Board would then, at its December 5, 2013 meeting, ratify the action taken by the Executive Committee.

Mr. Reinhardt asked the Committee to review and approve the PQ Committee recommendation to the Board and direct staff to draft a letter for forwarding to NAAB conveying its comments.

Jeffrey Heller made a motion to support the first draft.

Pasqual Gutierrez seconded the motion.

The motion passed 4-0.

The meeting adjourned at 2:45 p.m.