

MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

December 11, 2020
Teleconference Meeting

Some of the Agenda Items were taken out of order, and are reported in the order they were presented during the meeting

A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

On December 11, 2020, Board President, Tian Feng, called the meeting to order at 10:01 a.m. and Nilza Serrano, Board Secretary, called roll.

Board Members Present

Tian Feng, President
Nilza Serrano, Secretary
Malcolm "Brett" Gladstone (joined late)
Pasqual Gutierrez
Ronald A. Jones
Ebony Lewis
Robert C. Pearman, Jr.
Charles "Sonny" Ward, III

Board Members Excused

Sylvia Kwan

Six members of the Board present constitute a quorum. Seven members were present during roll call; a quorum was established.

Guests Present

Michael Armstrong, Chief Executive Officer, National Council of Architectural Registration Boards (NCARB)
Josh Batkin, President of Council Relations, NCARB
Scarleth Bodan
Andrew Bowden, Landscape Architects Technical Committee (LATC) Member
Frank Bostrom, American Institute of Architects California (AIA CA)
Robert Chase
Mark Christian, Director of Government Relations, AIA CA
Betsey Dougherty
Harry Falconer, Vice President of Experience and Education, NCARB

Jeremy Fretts
Aubrey Jacobson
Stephanie Landregan, Director for the Landscape Architecture Program and the Horticulture and Gardening Program, University of California at Los Angeles (UCLA)
William (Bill) Leddy, Chair for the Committee on the Environment and Vice-President for Climate Action, AIA California
Rona Rothenberg
Nicki Dennis Stephens
Jon Wreschinsky, LATC member
Leslie Zheng

California Architects Board Staff Present

Laura Zuniga, Executive Officer
Idris Ahmed, Enforcement Analyst
Blake Clark, LATC Exam Coordinator
Jane Kreidler, Program Manager, Administration Unit
Drew Liston, Board Liaison
Annamarie Lyda, Enforcement Technician
Kim McDaniel, Administration Analyst
Jasmine Newman, Enforcement Analyst
Marccus Reinhardt, Program Manager, Examination/Licensing
Trish Rodriquez, LATC Program Manager
Michael Sganga, Enforcement Analyst
Stacy Townsend, LATC Enforcement Analyst

DCA Staff Present

Karen Halbo, Regulatory Counsel, Attorney III
Carrie Holmes, Deputy Director of Board and Bureau Relations
Nicole Le, Chief, Office of Human Resources
Jae Lee, Office of Professional Examination Services
Bryce Penny, Office of Public Affairs
Ryan Perez, Organizational Improvement Office
Tara Welch, Board Counsel, Attorney III

B. PRESIDENT’S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

Mr. Feng announced the meeting is being webcast pursuant to the provisions of Governor Gavin Newsom’s Executive Order N-29-20, dated March 17, 2020 and recognized LATC members, including Andrew Bowden for his attendance. Mr. Feng also advised the Board of voting requirements.

This Agenda Item was reopened later in the meeting (before Agenda Item O) at which time the Board expressed their appreciation for Tara Welch, Board Counsel, who has

been reassigned and will no longer be working with the Board. The Board wished Ms. Welch well in her new position.

Pasqual Gutierrez expressed appreciation for Vickie Mayer's (former Assistant Executive Officer) service to the Board and acknowledged the longevity of her career with the State of California. Mr. Feng recognized Ms. Mayer's notable contributions which included ensuring continuity with Board leadership.

C. UPDATE ON THE DEPARTMENT OF CONSUMER AFFAIRS (DCA)

Carrie Holmes, DCA's Deputy Director for Board and Bureau Relations provided the following update:

- Overview of Board appointment process
- Efficient and effective investigations are a priority, and DCA Executive Leadership are working with an experienced retired annuitant to reduce timeframes and improve the quality of investigations.
- Due to COVID-19, since December 7, 2020, state offices are closed to the public. DCA Boards and Bureaus continue to provide licensing, enforcement, and customer service though many services are provided by staff remotely.
- DCA continues to partner with the Governor's office and the Business, Consumer Services and Housing Agency on awareness and enforcement of public health measures.
- Economic impacts of COVID-19 include:
 - a. In April, DCA limited expenditures in hiring to those necessary to support core functions and emergency response, and
 - b. In November, DCA Boards and Bureaus began planning for a 5% permanent budget reduction to begin in fiscal year 2021-22.Ms. Holmes expressed gratitude to the Board and staff for their continued service during these challenges.
- DCA Board and Bureau Relations held three virtual brown bag trainings to support the Board's executive leadership.
- Board member orientation trainings were held remotely and new training for Board Presidents will be launched in 2021.

D. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

William (Bill) Leddy, representing AIA CA, expressed the organization's commitment to its Continuing Education (CE) proposal requiring five credits every two years in Zero Carbon Design.

E. ELECTION OF 2020 BOARD OFFICERS

Robert Pearman presented the recommended slate of officers for 2021 as follows:

Tian Feng – President
Nilza Serrano – Vice President
Robert Pearman – Secretary

- **Charles Ward moved to elect Tian Feng for President, Nilza Serrano for Vice President, and Robert Pearman for Secretary for 2021.**

Ebony Lewis seconded the motion.

There were no comments from the public.

Members, Gutierrez, Jones, Lewis, Pearman, Serrano, and Ward, and President Feng voted in favor of the motion. Members Gladstone and Kwan were absent at the time of the vote. The motion passed 7-0.

F. DISCUSS AND POSSIBLE ACTION ON RECOMMENDATION REGARDING 2020 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD

Mr. Feng explained the nature of the Octavius Morgan Distinguished Service Award and nomination requirement. He shared the contributions of nominees Dave Higginson and Yvone Hobbs, including their significant contributions toward the development and implementation of the California Supplemental Examination.

Robert Pearman moved to award Dave Higginson and Yvone Hobbs the Octavius Morgan Distinguished Service Award for 2020 and to use Board member personal funds to pay for the cost of the award.

Charles Ward, III, seconded the motion.

There were no comments from the public.

Members Gutierrez, Jones, Lewis, Pearman, Serrano, Ward, and President Feng voted in favor of the motion. Members Gladstone and Kwan were absent at the time of the vote. The motion passed 7-0.

G. REVIEW AND POSSIBLE ACTION ON SEPTEMBER 18, 2020 BOARD MEETING MINUTES

At the last Board meeting, there was discussion about reporting disciplinary actions to NCARB. Laura Zuniga clarified that California does not include administrative citations in the disciplinary actions reported for the NCARB Disciplinary database. Currently, the minutes read that “California does not report very much because actions are not considered disciplinary.”

Tara Welch recommended modifying the minutes on page 2 under Staff Present, to add “Regulatory Counsel” after the comma after Karen Halbo and “Board Counsel” after the comma after Tara Welch.

Nilza Serrano moved to approve the September 18, 2020 Board Meeting Minutes with the proposed changes.

Charles Ward, III, seconded the motion.

There were no comments from the public.

Members Gutierrez, Jones, Lewis, Pearman, Serrano, Ward and President Feng voted in favor of the motion. Members Gladstone and Kwan were absent at the time of the vote. The motion passed 7-0.

H. PROFESSIONAL QUALIFICATIONS COMMITTEE (PQC) REPORT

Mr. Feng provided an overview regarding the Board’s working on CE for licensees for several years; and that at the last Board meeting in September 2020, AIA CA presented its CE Initiative. Mr. Feng acknowledged AIA CA and NCARB attendees.

1. Update from October 30, 2020 PQC Meeting

Mr. Gutierrez, PQC Chair, stated there were only two items on the October 30, 2020 meeting: approval of meeting meetings and to engage with AIA CA on their proposed five CE’s for Zero Net Carbon Design.

After much discussion, the PQC voted to support the AIA proposal within the context of the strategic plan objectives as assigned to the Committee.

2. Discussion and Possible Action on Continuing Education Requirements

Public Comment on the PQC report and proposed CE requirements are as follows:

Mr. Leddy, AIA CA, summarized its proposal to add five additional CE units in Zero Energy Design to be required every two years for licensure, and that AIA CA will make courses available free to all architects, drawing from an extensive network of experts to ensure quality course providers. Mr. Leddy expressed that AIA CA believes this proposal is an opportunity to bring the entire profession up to speed very quickly since the codes and regulatory landscape are rapidly changing.

Mr. Feng requested specific information about the CE topics. Mr. Leddy shared that AIA CA CE course offerings build upon Title 24 elements and provided the example that for their first course they are considering discussing energy use intensity – the amount of energy a building uses per square foot on an annual basis. Mr. Leddy shared topics for three additional courses: exterior of buildings; management of building energy load; and renewable energy - combination of on-site and grid-based renewable energy. He also stated that AIA CA believes these topics are the most important to get started with to prepare the profession for the rapidly changing regulatory landscape and to reduce carbon emissions.

Mr. Pearman shared concern regarding compliance for the current mandatory American with Disabilities Act (ADA) CE requirement and inquired about the existence of carbon energy programs in other states and compliance. Mr. Leddy shared other states have health, safety, and welfare (HSW) learning units as part of licensure which would include some of AIA CA's aspects, but to his knowledge there is no specific program in zero carbon design.

Mark Christian, AIA CA, shared that Texas requires 24 hours of CE every two years and at least two of those must be in sustainable or efficient design.

President Feng asked Harry Falconer, NCARB's Vice President of Experience and Education, to speak about CE. Mr. Falconer shared that NCARB's model provides for 12 hours of CE in HSW which includes sustainable energy and net zero design. Mr. Falconer said that NCARB has an interest in consistency across jurisdictions. He expressed one concern for consideration—when requiring CE in specific areas, the possibility for education in different areas is reduced and forces architects in a certain direction because of the CE requirements.

Mr. Feng inquired about NCARB's CE subjects. Mr. Falconer shared that NCARB has developed CE Guidelines that are broken down into the six practice areas of the Architectural Experience Program (AXP) and six divisions of the ARE: Impact, Adaptation, Mitigation of Changing Climate, Energy Efficiency, and Positive Energy Design, and Sustainability are among the acceptable topics related to climate change. Mr. Falconer clarified that NCARB provides broad categories for CE and that net zero impact is included among the many options. NCARB recommends 12 HSW hours of CE per year.

Mr. Leddy expressed that AIA CA feels that the climate of urgency requires immediate action to reduce carbon, and without action the other CE topics as well as the health, safety, and welfare of the public may be impacted by climate destabilization.

Mr. Feng shared the CE discussion will continue with the PQC and that soon the Committee may develop a clearer action item to move forward.

Mr. Gutierrez clarified that the proposed initiative is an opportunity for California to lead the nation in the deceleration of carbon emissions. He shared that the PQC did

discuss the merits of prescriptive and non-prescriptive subjects for mandatory CE and reiterated that any mandatory CE will be required by all California architects. He requested that AIA CA's proposed initiative include a wider spectrum of learning objectives.

Mr. Feng indicated that he would like a motion to support AIA CA's proposal while CAB produces a more comprehensive plan.

Mr. Gutierrez shared that the issue of carbon emissions is an emergency item that the Board should be heavily involved with and take the lead. He recommended Board members read AIA CA's White Paper, *The Business Case for Climate Action*.

Ms. Zuniga shared that if the Board does not want to vote on AIA CA's proposal right now and if AIA CA is going to move forward, it will require legislation that will come to the Board next year and the Board could take a position on the legislation at that time. She shared that if the Board wants to continue to develop its own CE proposal, it may be challenging to present two separate and different CE proposals to the Legislature.

Mr. Ward, a PQC member, shared that the Committee was supportive and sought input regarding a possible motion.

Mr. Feng shared that the Board could adopt the PQC motion.

Mr. Ward shared that the PQC had in-depth discussion that the AIA CA proposal should not conflict with current requirements. He also shared that the PQC discussed whether a CE proposal should be specific on carbon work and the Committee agreed that this topic should be isolated as an important issue.

Mr. Gutierrez encouraged AIA CA to move forward with the zero-carbon design learning program and not wait for mandatory CE regulation to do so.

Pasqual Gutierrez motioned that the Board endorse the content of the AIA CA zero carbon design learning program as part of a climate action sustainable and resilient design CE requirement.

A request was made to gain access to the PQC motion which Mr. Gutierrez read aloud. The PQC motion is, "The Board support the AIA CA proposal within the context of the strategic plan objective assigned to the Committee."

Ms. Welch inquired about the term "endorsement" in the motion and indicated that Boards typically do not endorse a CE program unless statutorily included. She cautioned that they have only heard from one CE provider and should be careful not to appear to be selecting one CE provider who is potentially receiving financial benefit from this endorsement over other CE providers.

Pasqual Gutierrez offered an amended motion that the Board support the AIA CA zero carbon design learning program as part of a climate action sustainable and resilient design CE requirement.

Mr. Ward suggested that the amended motion was not completely responsive to Ms. Welch's observations and that reference to AIA CA may need to be dropped from the motion.

Ms. Welch commented that the amended motion could be interpreted for support of the AIA CA content to be the CE requirement. Ms. Welch suggested modifying the amended motion because it may be interpreted that the Board is recommending AIA CA's content to be included as the statutory CE requirement. Ms. Welch suggested the motion include "The Board supports AIA CA's commitment to establish the learning program."

Pasqual Gutierrez amended the motion to: The Board supports AIA CA's commitment to establish a carbon emissions learning program as part of a CE requirement.

Ebony Lewis seconded the motion.

Public Comment.

Mr. Leddy clarified that AIA CA has offered to provide some of the initial courses for free so there would be no concerns around economic hardship for architects, and that they are not in the business of making money by offering CE.

Members Gladstone, Gutierrez, Jones, Lewis, Pearman, Serrano, Ward and President Feng voted in favor of the motion. Member Kwan was absent at the time of the vote. The motion passed 8-0.

The Agenda Items were taken out of order and Item K on the agenda was presented next.

K. UPDATE AND DISCUSSION ON NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) ISSUES

Mr. Feng shared that NCARB will provide an overview of their Initiatives.

- 1. Committee Meetings Update.** No updates were provided.
- 2. Discussion on NCARB's Commitment to Diversity, Remote Proctoring, and Legislative Trends – Mike Armstrong, Chief Executive Officer, NCARB**

Mr. Armstrong shared that Josh Batkin, President of Council Relations was on the call attending the virtual meeting and thanked Board members who volunteer with NCARB. Mr. Armstrong provided the following update:

- Met with CAB Executive Committee and discussed NCARB efforts around diversity, equity and inclusion.
- Launching option to take the ARE online on Monday. This launch was preceded by live webinars, direct candidate communications, blog information, and other outreach. Registrants of the online ARE will be provided a \$50 rebate to pay for a web camera.
- NCARB has developed a CE tracking software that could allow a state licensing board to monitor compliance among licensees.
- NCARB is exploring additional CE including the topics of ethics, diversity, equity and inclusion, as well as training for supervisors.
- New taskforces established include: 1) Incidental Practice, and 2) Responsible Charge/Responsible Control.
- NCARB 2021 Annual Meeting is scheduled for the third weekend in June in Los Angeles.

Mr. Batkin shared that NCARB has developed new alliances and now offers enhanced support for states to pursue legislation and regulations. Additionally, in February 2021, NCARB will issue an announcement for volunteers.

The Agenda Items were taken out of order and Item I on the agenda was presented next.

I. REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT

1. Update from November 5, 2020 REC Meeting

REC Chairman Mr. Pearman introduced Michael Sganga, Lead Enforcement Analyst, who provided a review of items discussed at the November 5, 2020 REC Committee Meeting.

2. Discussion and Possible Action on Business Entity Report Form (BERF)

Mr. Sganga reported that staff created an updated version of the BERF, including more information about architects' responsibility within a business entity through which they provide professional services, and a requirement to sign the form under penalty of perjury. Ms. Welch, Board counsel explained that the Informational Bulletin introducing the new BERF was edited after creation of the Board packet to remove a reference to management control.

A member inquired about and distribution of the revised BERF and Jasmine Newman, Enforcement Analyst, indicated that the form would be ready for

distribution as soon as the ADA-compliant copy became available. She indicated that licensed architects will be notified by email when the new form becomes available on the Board's website. No further action was requested of the Board.

3. Discussion and Possible Action on Proposed Adoption of California Code of Regulations (CCR), Title 16, Division 2, Article 5, Section 135, Presentment and Advertising Requirements

Mr. Sganga proposed a revised version, and the adoption of CCR, title 16, section 135, entitled Presentments and Advertising Requirements, which would require the inclusion of license numbers in advertising by architects. The language of the regulation was revised in response to previous Board comments to clarify its application to large firms. Mr. Gutierrez complimented the Committee for this revision. Ms. Welch recommended removing the word "either" after "(2)", and removing the last sentence starting with "Advertisements..."

4. Discussion and Possible Action on Proposed Amendments to CCR, Title 16, Division 2, Article 8, Section 152, Citations

Mr. Sganga shared the proposed revisions to CCR 152, entitled Citations, to add four more Practice Act violations under class A, including BPC § 5536.1, 5536.4, 5536.5, and CCR 134. Ms. Welch recommended minor changes including striking the words "Business and Professions Code" from the second line, adding "s" to "section" in line 3, "of the code" after "5536.5" and "title 16," before "134" in line 4.

5. Discussion and Possible Action on Proposed Amendments to CCR, Title 16, Division 2, Article 9, Section 160, Rules of Professional Conduct

Mr. Sganga presented proposed revisions to CCR 160, entitled Rules of Professional Conduct, to re-order two paragraphs and add headings to the definitions of Competence, Standard of Care, and Timely Response to the Board.

Mr. Ward asked the REC Chair Mr. Pearman whether the Committee found anything particularly controversial in the proposed regulatory changes and the reasons for the proposed changes. Mr. Pearman explained that the advertising regulation had been discussed many times before and the REC did not consider it controversial in its present form. Mr. Sganga explained that the advertising regulation was proposed in response to requests from many stakeholders to enforce the Practice Act more strictly regarding online advertising. He added that the changes to CCR 152 were proposed in response to the identification of Practice Act violations by unlicensed people which could not be enforced under the current regulation. He further added that changes to CCR 160 were proposed in response to difficulty reconciling the language used in citations with the headings in the current regulation.

Charles Ward III made a motion to approve all three regulatory changes, direct the Executive Officer to take all steps necessary to initiate the rulemaking process, to make any technical or non-substantive changes to the rulemaking packet, notice the proposed text for a 45-day comment period, and if no hearing is requested during the 45-day period, to adopt the regulatory changes as modified.

Mr. Feng seconded the motion.

Public Comment.

Mark Christian from AIA CA spoke in support of the proposed changes to CCR 160 as modified.

Scarleth Bodan, an unlicensed designer, spoke about her concerns gaining the work experience required for licensure.

Members Gladstone, Gutierrez, Jones, Lewis, Pearman, Serrano, Ward and President Feng voted in favor of the motion. Member Kwan was absent at the time of the vote. The motion passed 8-0.

The meeting recessed and went into Closed Session. The remaining Agenda Items immediately followed Closed Session.

The Open Session recessed at 12:34 p.m.

P. CLOSED SESSION - PURSUANT TO GOVERNMENT CODE SECTIONS 11126(a)(1), (c)(3), AND (f)(4) AND 11126.1, THE BOARD WILL MEET IN CLOSED SESSION TO:

Review and Take Action on September 18, 2020 Closed Session Minutes

Deliberate and Vote on Disciplinary Matters

Perform Annual Evaluation of its Executive Officer

Adjourn Closed Session

Q. RECONVENE OPEN SESSION

The Board reconvened in Open Session at 1:55 p.m. with the following members present:

Tian Feng, President
Nilza Serrano, Secretary
Malcolm "Brett" Gladstone
Pasqual Gutierrez

Ronald A. Jones
Robert C. Pearman, Jr
Charles “Sonny” Ward, III

J. UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:

1. Assembly Bill (AB) 2113 (Low, Chapter 186, Statutes of 2020) Refugees, Asylees, and Special Immigrant Visa Holders: Professional Licensing: Initial Licensure Process

Ms. Zuniga presented that AB 2113 requires a board within DCA to expedite and authorizes it to assist the initial licensure process for an applicant who supplies satisfactory evidence to the board that they are a refugee, have been granted asylum, or have a special immigrant visa. The bill authorizes boards to adopt regulations to implement its provision. DCA is assisting boards with implementation.

2. Senate Bill (SB) 878 (Jones, Chapter 131, Statutes of 2020) Department of Consumer Affairs: License: Application: Processing Timeframes

Ms. Zuniga shared that beginning July 1, 2021, this bill requires each board within DCA that issues licenses to prominently display on its internet website, on at least a quarterly basis, either the current average timeframes for processing initial and renewal license applications or the combined current average timeframe for processing both initial and renewal license applications.

3. SB 1474 (Committee on Business, Professions and Economic Development, Chapter 312, Statutes of 2020) Business and Professions

Ms. Zuniga presented that SB 1474, as it pertains to CAB and LATC, further defines the procedure for the holder of a retired license to reinstate that license to active status and delays, until January 1, 2022, the fingerprint requirement for LATC.

L. UPDATE ON IMPLEMENTATION OF APPLICANT FINGERPRINTING REQUIREMENTS TO SB 608 (GLAZER, CHAPTER 376, STATUTES OF 2019) ARCHITECTS AND LANDSCAPE ARCHITECTS

Ms. Zuniga presented an update on SB 608 which requires the Board and LATC to begin fingerprinting new applicants for licensure, beginning January 1, 2021. SB 608 contains language to further define the implementation for the Board but did not add similar language to LATC’s statute. The fingerprint requirement for LATC is delayed for one year until January 1, 2022.

Ms. Zuniga shared that outreach to consumers and the public include posting a Frequently Asked Questions document on the website and a new webpage, posting information on social media, and sending communication to candidates who are in the

testing process. In addition, fingerprinting information was added to the letter that PSI test centers send to candidates who will test for the California Supplemental Exam.

M. EXECUTIVE OFFICER'S REPORT – UPDATE ON ADMINISTRATION / MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS

Ms. Zuniga summarized the Executive Officer's Report and shared highlights including:

- The PQC and REC held meetings since the last Board meeting in September 2020.
- Vickie Mayer, former Assistant Executive Officer, retired at the end of October.
- Board staff continue to track and report COVID-related activities to DCA
- Most staff continue to telework part-time
- Coleen Galvan, Communications Analyst, continues to be on loan for contact tracing

This Agenda Item was reopened later in the meeting (before Agenda Item O) and Ms. Zuniga reported that the online submission of CE became operational this month.

There were no comments from the public.

N. LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

1. Update from December 2, 2020 LATC Meeting

Trish Rodriguez announced that LATC held its meeting December 2, 2020 and presented highlights. She informed members that in October the Governor appointed Pamela Brief as a member of the LATC.

Ms. Rodriguez provided an update on LATC's regulations packages:

- A request for assistance to move regulations through the process and to the Office of Administrative Law (OAL) for initial notice was sent to DCA and staff are working on this.
- Since LATC's meeting December 2, 2020 meeting, the regulatory packages for section 2655, Substantial Relationship Criteria, and section 2656 Criteria for Rehabilitation, were approved by OAL.
- Reducing barriers by expanding pathways to licensure, sections 2615, Form of Examinations, and sections 2620, Education and Training Credits, are on an expedited path to publish the initial notice with OAL by the end of December.

Ms. Rodriguez mentioned that the DCA Budget Office presented an annual budget update and that the fund condition is solid and is expected to remain so for the current fiscal year.

Ms. Rodriguez advised that the Office of Professional Examination Services (OPES) presented the results of the Occupational Analysis which will be posted on the DCA website.

2. Discussion and Possible Action on Proposed Amendments to CCR, Title 16, Division 26, Article 1, Sections 2630, Citations and 2630.2, Appeal of Citations

To align with the Board, staff proposed amending CCR, title 16, section 2630.2 to change the regulation title to correspond with the Board's appeal of citations regulation (CCR, title 16, § 152.5) and include language allowing a respondent to request a formal administrative hearing within 30 days of the affirmation or modification of a citation following an informal conference, as well as allowing the EO to appoint a designee to hold the informal conference in the event of a conflict of interest. Also, language was added to clarify that another informal conference cannot be requested for a citation that has been affirmed or modified following an informal conference. In addition, the proposal makes minor and technical revisions.

Ronald Jones moved to approve the proposed regulatory changes, as modified, direct the Executive Officer to take all steps necessary to initiate the rulemaking process, authorize the Executive Officer to make any technical or non-substantive changes to the rulemaking package, notice the proposed text for a 45-day comment period and, if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory changes, as modified.

Robert Pearman seconded the motion.

There were no comments from the public.

Members Gladstone, Gutierrez, Jones, Pearman, Serrano, Ward, and President Feng voted in favor of the motion. Motion passed 7-0. Members Kwan and Lewis were absent for the vote.

3. Discussion and Possible Action on University of California, Los Angeles (UCLA) Extension Certificate Program Self-Evaluation Report and Curriculum Approval LATC reviews and CAB approves landscape architecture extension certificate programs that meet specific standards pursuant to the California Code of Regulations. LATC last conducted a review of the UCLA Extension Certificate Program (Program) in 2013. At that time, the Program was approved through December 31, 2020.

In June 2020, the Program submitted a Self-Evaluation Report (SER) to the LATC for the 2013-2020 academic years. An LATC subcommittee reviewed the SER and prepared a report and recommendation for Board approval. The Board is asked to

consider LATC's recommendation and take possible action to approve the Program through December 31, 2025.

Pasqual Gutierrez moved to approve the Program for five years.

Nilza Serrano seconded the motion.

Public comment.

Stephanie Landregan, Director for the Landscape Architecture Program and the Horticulture and Gardening Program, UCLA, shared that the program is unique and has been able to continue to teach and graduate students during the pandemic. Members Gladstone, Gutierrez, Jones, Pearman, Serrano, Ward, and President Feng voted in favor of the motion. Motion passed 7-0. Members Kwan and Lewis were absent for the vote.

Ms. Rodriguez provided an update on CE and the online tutorial, two LATC strategic plan objectives. LATC determined that more research on CE is needed, no motion was made, and the topic will be discussed at the next LATC meeting. Three video tutorials were approved by LATC and will be posted on the website by the end of December.

Ms. Rodriguez shared that LATC decided to continue with the current logo because the various logos developed were not representative of the landscape architect profession.

Ms. Rodriguez announced the 2021 LATC officers: Jon Wreschinsky will continue to serve as Chair and Susan Landry as the Vice Chair.

Ms. Rodriguez shared that the 2021 LATC meeting dates are April 29th, August 4th, and November 5th.

Mr. Feng suggested that LATC present the online video tutorials to the Board and/or the Communications Committee.

O. REVIEW OF FUTURE BOARD MEETING DATES

Ms. Zuniga presented that the Board may continue to meet via WebEx as there is a declared state of emergency.

P. ADJOURNMENT

The meeting adjourned at 4:20 p.m.