



## MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

December 5-6, 2024  
Sacramento, CA

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

On December 5th, 2024, Board President Sonny Ward called the meeting to order at 10:00 a.m. and Nilza Serrano called the roll.

#### **Board Members Present**

Charles "Sonny" Ward, President  
Ron Jones, Vice President  
Victoria Brash  
Tian Feng  
Mitra Kanaani (arrived at 10:30 a.m.)  
Leonard Manoukian  
Robert Pearman (arrived at 10:30 a.m.)  
Nilza Serrano  
Fuad Sweiss

Six members of the Board present constitutes a quorum; a quorum was established.

#### **Board Staff Present**

Laura Zuniga, Executive Officer  
Jesse Laxton, Assistant Executive Officer  
Tim Rodda, Regulations Manager  
Marccus Reinhardt, Licensing Manager  
Kourtney Fontes, Administrative Manager  
Bethany Butori, Public Information Technician  
Coleen Galvan, Communications Analyst  
Michael Sganga, Enforcement Analyst

#### **DCA Staff Present**

Judie Bucciarelli, Board and Bureau Relations  
Harmony DeFilippo, Budget Manager  
Luke Fitzgerald, Budget Analyst  
Sam Singh, Regulations Counsel

#### **Landscape Architects Technical Committee (LATC) Members Present**

Pamela S. Brief, Committee Chair

**Guests Present**

Scott Terrill, California AIA  
Jason Ikerd, EGRS Lobbyist  
Yeaphana LaMarr, Senate BPED Committee Consultant

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

President Ward opened the meeting by thanking Pamela Brief, LATC Chair, for attending. President Ward stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

**Public Comments:** There were no public comments.

**C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

**Public Comments:** There were no public comments.

**E. UPDATE FROM THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) – JUDIE BUCCIARELLI**

Judie Bucciarelli thanked the Board members for their service and dedication to protect the consumers of California. Ms. Bucciarelli provided updates on the Form 700 filing process, the recent activity of DCA’s Diversity, Equity, and Inclusion Steering Committee, and the annual charitable campaigns that DCA participates in. Ms. Bucciarelli answered questions posed by members of the Board.

**Public Comments:** There were no public comments.

**F. BUDGET UPDATE FROM THE DCA BUDGET OFFICE**

Budget Analyst Luke Fitzgerald summarized the Board’s expenditure projections and fund condition statement included in the meeting materials. Mr. Fitzgerald and Budget Manager Harmony DeFilippo answered questions posed by members of the Board.

**Public Comments:** There were no public comments.

**G. REVIEW AND POSSIBLE ACTION ON BOARD MEETING MINUTES**

**1. September 13, 2024, Board Meeting Minutes**

**Nilza Serrano moved to approve the September 13, 2024, minutes.**

**Fuad Sweiss seconded the motion.**

**Public Comments:** There were no public comments.

**Members Ward, Brash, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano and Sweiss voted in favor of the motion. Motion passed 9-0.**

## **2. June 6, 2024, Corrected Board Meeting Minutes**

**Nilza Serrano moved to approve the June 6, 2024, corrected minutes.**

**Fuad Sweiss seconded the motion.**

**Public Comments:** There were no public comments.

**Members Ward, Brash, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano and Sweiss voted in favor of the motion. Motion passed 9-0.**

## **D. ELECTION OF 2025 BOARD OFFICERS**

Ms. Serrano stated that the slate proposed by the Nominations Committee is Ron Jones, President; Robert Pearman, Vice President; and Victoria Brash, Secretary.

**Member Feng moved to elect the Nominations Committee's recommended slate as listed, Ron Jones, President; Robert Pearman, Vice President; and Victoria Brash, Secretary.**

**Mitra Kanaani seconded the motion.**

**Public Comments:** There were no public comments.

**Members Ward, Brash, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano and Sweiss voted in favor of the motion. Motion passed 9-0.**

## **H. UPDATE AND DISCUSSION ON COMMITTEE MEETINGS OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)**

Laura Zuniga provided an update on the NCARB Examinations Committee activity. Tian Feng shared details of the next Regional Call and Regional Summit. Nilza Serrano encouraged the Board members to remind NCARB that DEI is still important in California.

**Public Comments:** There were no public comments.

## **I. UPDATE ON COMMITTEES**

### **1. November 7-8, 2024, Landscape Architects Technical Committee Meeting**

Ms. Zuniga shared that LATC met and held its strategic planning session. She explained that LATC's updated strategic plan will be presented to the Board at its next meeting. Pamela Brief thanked Ron Jones for attending the LATC strategic planning session and provided an update on the 2024 CLARB Annual Meeting.

## **2. November 20, 2024, Professional Qualifications Committee Meeting**

President Ward summarized the Committee's discussion on the use of generative design tools in architecture.

**Public Comments:** There were no public comments.

### **J. EXECUTIVE OFFICER'S REPORT – LAURA ZUNIGA, EXECUTIVE OFFICER**

Ms. Zuniga reported on the Board's budget, business modernization project, personnel updates, outreach presentations, examination statistics, and enforcement activity. Ms. Serrano recommended the Board open a Bluesky social media account. Ms. Zuniga answered questions posed by members of the Board. Tim Rodda provided an update on the Board's current regulation changes.

**Public Comments:** There were no public comments.

### **K. REGULATIONS UPDATE**

#### **1. Discuss and Possible Action on Proposed Regulatory Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 3, section 124 (California Supplemental Examination)**

Mr. Rodda explained the proposed changes to 16 CCR 124 (California Supplemental Examination).

**Ron Jones moved to Approve the proposed regulatory text for Section 124 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.**

**If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 124 as noticed.**

**Nilza Serrano seconded the motion.**

**Public Comments:** There were no public comments.

**Members Ward, Brash, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano and Sweiss voted in favor of the motion. Motion passed 9-0.**

#### **L. REVIEW OF FUTURE BOARD MEETING DATES**

Leonard Manoukian recommended holding the last meeting of the year at the end of October or beginning of November. President Ward recommended holding meetings on Thursdays.

**Public Comments:** There were no public comments.

#### **M. STRATEGIC PLANNING SESSION**

The Board started its strategic planning session by viewing DCA introductory videos. The Board also discussed the existing subcommittee structure and recent proposed legislation to regulate commercial interior designers under the Board.

**Public Comments:** Yeaphana LaMarr thanked the Board for providing input on the proposed legislation.

#### **N. RECESS**

The meeting recessed at 12:55 p.m.

#### **O. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM**

On December 6th, 2024, Board President Sonny Ward called the meeting to order at 9:00 a.m. and Secretary Brett Gladstone called the roll.

##### **Board Members Present**

Charles "Sonny" Ward, President  
Ron Jones, Vice President  
Malcolm "Brett" Gladstone, Secretary  
Victoria Brash  
Tian Feng  
Leonard Manoukian  
Robert Pearman  
Nilza Serrano  
Fuad Sweiss (left at 11:30 a.m)

Six members of the Board present constitutes a quorum; a quorum was established.

##### **Board Staff Present**

Laura Zuniga, Executive Officer  
Jesse Laxton, Assistant Executive Officer  
Tim Rodda, Regulations Manager  
Marccus Reinhardt, Licensing Manager

Kourtney Fontes, Administrative Manager  
Bethany Butori, Public Information Technician  
Coleen Galvan, Communications Analyst  
Michael Sganga, Enforcement Analyst

**DCA Staff Present**

Sarah Irani, SOLID Facilitator  
Trisha St. Clair, SOLID Facilitator

**Landscape Architects Technical Committee (LATC) Members Present**

Pamela Brief, Committee Chair

**Guests Present**

Scott Terrill, California AIA  
Yeaphana LaMarr, Senate BPED Committee Consultant

**P. STRATEGIC PLANNING SESSION**

Trisha St. Clair and Sarah Irani from SOLID facilitated the Board's strategic planning session. SOLID will prepare a draft Strategic Plan with changes made during the session, and the Board will review and finalize the plan at a future meeting.

**Q. ADJOURNMENT**

The meeting adjourned at 1:00 p.m.