

**Louisiana State Board of Architectural Examiners**  
**Meeting Minutes**  
**August 18, 2021**  
**Via Zoom**

**Present:** J. David Brinson – Chair; Allen J. Bacque – Secretary, Ronald B. Blitch, John Cardone, Shannon French, Richard J. LeBlanc, Kevin Singh

**Staff:** Katherine E. Hillegas, Executive Director

**Legal Counsel:** Paul Spaht, Attorney

This meeting was held via zoom pursuant to JBE Proclamation 2021-94 and R.S. 42:17.1, the governor having declared a state of emergency for the State of Louisiana, and the nature of the emergency causing a meeting of the Board conducted pursuant to other provisions of the Open Meetings Law, R.S. 42:1 et seq., to be potentially detrimental to the health, safety, or welfare of the Board, staff, and the public.

The meeting was called to order by Brinson who certified that the matters to be considered by the Board will be limited to the matters listed on the agenda of the meeting, such matters being time sensitive and in the opinion of Brinson consideration of which should not be delayed. The members of the Board approved the consideration of the matters on the agenda, and only such matters, by unanimous vote.

Brinson welcomed everyone to the meeting, reviewed the agenda, and validated that matters under consideration for the meeting will be limited to those matters identified on the agenda. He opened the floor for comments from the public, and there were none.

### **Operational Issues**

The Board discussed the importance of providing a safe environment for staff and board members due to the ongoing COVID-19 pandemic.

**Motion #1: Blitch/Bacque:** That legal counsel consult with another attorney regarding possible steps that could be taken to ensure the safety of staff and Board members. **Passed. 7-0.**

Staff was asked to follow the requirements in the Governor’s Executive Order and place a sign outside the office requiring masks in the building.

### **Staffing**

The Board reviewed the resignation letter submitted by Hillegas and began discussions regarding a process to begin searching for a replacement.

**Motion #2: Blitch/LeBlanc:** That the Board accept the resignation of Kathy Hillegas and begin developing a process to identify and hire a new Executive Director. **Passed. 7-0.**

### **Audit Compliance Report**

Hillegas presented the Audit Compliance Report which is required as part of the Legislative Auditors audit of the Boards records for the period ending June 30, 2021.

**Motion #3: Bacque/Blitch:** To approve the Audit Compliance Report. **Passed. 6-0.**

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**AERF Extension Request**

Hillegas presented a request from Louisiana Tech University to extend the Architectural Education Research Fund Grant awarded to them through the 2021-2022 academic year. She noted that the Board had granted an extension last October through the 2020-2021 academic year as a result of the COVID-19 pandemic. They had requested another extension because in-person classes did not resume during that academic year, such classes being a key element of the grant program.

**Motion #4: Blich/LeBlanc:** To approve an extension to the AERF grant for Louisiana Tech University through the 2021-2022 academic year. **Passed.6-0.**

There being no further business,

**Motion #7: LeBlanc/Bacque:** To adjourn. **Passed. 6-0.**

Respectfully submitted,

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David Brinson, Chair

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Allen Bacque, Secretary