

**Louisiana State Board of Architectural Examiners**  
**Meeting Minutes**  
**April 9, 2020**  
**Via Zoom**

**Present:** Knox Tumlin – Chair; Allen J. Bacque – Secretary, Ronald B. Blicht, J. David Brinson, John Cardone, Richard J. LeBlanc, Kevin Singh

**Staff:** Katherine E. Hillegas, Executive Director; Tyson J. Ducote, Deputy Director

**Legal Counsel:** Paul Spaht, Attorney

Tumlin welcomed everyone to the meeting and reviewed the agenda.

**Staff Update**

Hillegas provided an update on the staff’s transition to teleworking as a result of the Stay-at-Home order issued by the Governor due to the COVID-19 pandemic. She indicated that all systems were in place to make the transition seamless with little to no impact on licensees or candidates. She further reported that staff held daily meetings via Zoom to ensure that all work is moving forward and no issues were being overlooked. A notice was placed on the door of the office and the website advising interested parties on the status of the office.

**Continuing Education Audit**

Hillegas reported that LSBAE was working with NCARB to pilot a new Continuing Education Audit/Reporting. This system will enable staff to electronically manage the audit and will give licensees the ability to upload CE records into the Audit system for review by the Continuing Education Committee. The current plan is to launch the audit during the month of April. She expressed a concern about initiating an audit in the midst of the COVID-19 pandemic and asked for Board feedback. It was agreed that the audit should be postponed until a later date.

**Firm Registration Renewals**

Hillegas reminded the Board that the renewal period for firm registrations is scheduled to open on May 1. She indicated that staff is currently working to prepare the database to launch the firm renewal process on its normal schedule. Discussion ensued regarding the potential impact of the pandemic on renewals, and it was agreed that staff should proceed as normal.

**AERF**

Hillegas shared a request from the University of Louisiana – Lafayette to extend the deadline for receipt of their final report for the FY20 funds granted through the Architecture and Education Research Fund by 12 months. The extension was requested due to the cancellation of a program where the ULL team was supposed to present information on their project. The Board agreed to approve the extension and, further, to communicate with the two other schools to determine if they required an extension due to the pandemic and its closure of schools.

There being no further business,

**Motion #1: Blicht/Bacque: To adjourn. Passed. 7-0.**

Respectfully submitted,

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Knox Tumlin, Chair

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Allen Bacque, Secretary

Approved: June 5, 2020