

**REGULATORY REVIEW COMMITTEE OF THE APELSCIDLA BOARD  
MEETING MINUTES**

The Regulatory Review Committee of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on October 24, 2016, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

Robert A. Boynton  
Andrew Scherzer  
Cameron Stiles  
Mike Zmuda

Board member, Wiley V. Johnson III, was not present for the meeting.

Staff present for all or part of the meeting were:

Kathleen R. Nosbisch, Executive Director  
Bonnie Davis, Administrative Assistant

Agency staff present for all or part of the meeting were:

Jay W. DeBoer, Director

Elizabeth Peay, Assistant Attorney General, was present for all or part of the meeting, from the office of the Attorney General.

Mr. Boynton, Chair, called the meeting to order at 9:40 a.m.

**Call to Order**

Mr. Boynton reviewed the emergency evacuation procedures.

**Emergency Evacuation  
Procedures**

Mr. Scherzer moved to approve the agenda. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Scherzer, Stiles and Zmuda.

**Approval of  
Agenda**

There were no public comments.

**Public Comment  
Period**

Committee members were provided copies of the regulations effective January 1, 2016. The Committee discussed the changes they suggested at the previous Regulatory Review Committee meeting on October 3, 2016. Mr. Boynton stated that the Committee had not reviewed the Professional Engineers section at that meeting, due to the fact that there were no professional engineers present at the time of review. The Committee began the meeting with review of 18VAC10-20-340.

**Review of Regulations**

The Committee decided to table the remainder of the Land Surveyor section

until the Professional Engineers and Land Surveyors Section meeting on November 10, 2016.

The Landscape Architect Section was reviewed and additional research is required for certain regulations. Several regulations will be revisited.

The Committee recessed from 10:58 a.m. until 11:10 a.m.

**Recess**

Committee members discussed clarifying definitions by using consistent language throughout.

**Review of Regulations  
Continued**

Ms. Stiles will contact American Society of Interior Designs (ASID) and Council for Interior Design Qualification (CIDQ) to inquire about Model Law or Model Regulations.

The Committee recessed from 11:34 a.m. until 11:53 a.m. Ms. Peay left the meeting at 11:34 a.m.

**Recess and Departure  
of Ms. Peay**

A discussion took place regarding continuing education and what subjects should be required. The Committee agreed by consensus to review continuing education at each Section meeting.

**Review of Regulations  
Continued**

The Committee discussed good standing under Standards of Practice and Conduct. The Committee agreed by consensus to revisit this regulation.

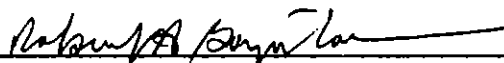
Ms. Nosbisch suggested the Committee meet again in late November or early December. The Committee agreed by consensus to meet again prior to the full Board meeting on December 13, 2016 to provide an update.

Conflict of Interest forms were completed by all members present.

**Conflict of Interest  
Forms**

There being no further business, the meeting was adjourned at 12:57 p.m.

**Adjourn**

  
\_\_\_\_\_  
Robert A. Boynton, Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1. Name: Andrew M. Scherzer
- 2. Title: Board Member
- 3. Agency: Landscape Architects Section/APELSCIDLA Board
- 4. Meeting/IFF Date: APELSCIDLA RRC Meeting October 24, 2016

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

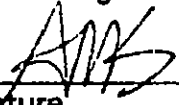
\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
\_\_\_\_\_  
Signature

10/24/16  
\_\_\_\_\_  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Cameron Stiles
2. Title: Board Member
3. Agency: Interior Designers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA RRC Meeting October 24, 2016
5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

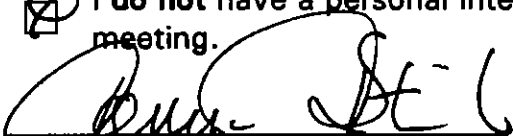
\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1. Name: Mike Zmuda
- 2. Title: Board Member
- 3. Agency: Land Surveyors Section/APELSCIDLA Board
- 4. Meeting/IFF Date: APELSCIDLA RRC Meeting October 24, 2016

5. I have a personal interest in the following transaction:

N/A

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

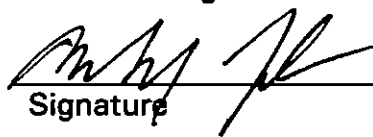
\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

10/24/16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1. Name: Robert A. Boynton
- 2. Title: Board Member
- 3. Agency: Architects Section/APELSCIDLA Board
- 4. Meeting/IFF Date: APELSCIDLA RRC Meeting October 24, 2016

5. I have a personal interest in the following transaction:

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

Architectural

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Architects

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Robert A. Boynton  
Signature

10/24/16  
Date