

STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS

Enabling Laws

Act 167 of 2016
A.C.A. § 17-15-102
A.C.A. § 17-35-101
A.C.A. § 71-2902

History and Organization

The original Arkansas Architectural Act and the Arkansas State Board of Architects were established by Act 270 in 1941. Through the passage of Act 1367 of 2009, Effective July 1, 2009, the Arkansas State Board of Architects, Landscape Architects and Interior Designers (ASBALAID) became a multi-profession regulatory agency responsible for overseeing the examination, registration, education, and professional regulation of architects, landscape architects, and registered interior designers.

The Activities of ASBALAID benefit the public in two critical ways.

First, regulation protects the public at large. The primary responsibility of any architect, landscape architect, or registered interior designer is to design environments that are safe, durable, functional, satisfy reasonable environmental standards, and contribute esthetically to the surrounding community. To accomplish this, the design professional must satisfy the applicable requirements of law and demonstrate the correct application of skills and knowledge. It must be emphasized that the results of faulty design may be injurious not only to the person who engages the design professional but also to the third parties who inhabit or use the environment.

Second, regulation protects consumers from fraudulent services rendered by design professionals. The necessity for ensuring that those that hire architects, landscape architects, and registered interior designers are protected from incompetent or dishonest individuals is self-evident.

ASBALAID is composed of nine (9) members, appointed by the governor of Arkansas and confirmed by the Senate for terms of five (5) years or until their successors are duly appointed and qualified. Five (5) members are architects of recognized standing who have been engaged in the independent practice of architecture for at least (10) years prior to appointment. Two (2) members are not actively engaged in or retired from the professions of architecture, interior design, or landscape architecture represent consumers and are appointed from the state at large.

The remaining two (2) positions are filled by one (1) landscape architect and one (1) registered interior designer, both of recognized

standing. There is no restriction on the number of terms an individual may serve.

The agency is staffed by three (3) individuals. They are an executive director, board administrator/office manager and administrative assistant. The administrative staff provides the support necessary for the agency to function properly.

Mission

The mission of the ASBALAID is to protect public health, safety, and welfare through the regulation of architects, landscape architects, and registered interior designers in the state of Arkansas by the following:

- Ensuring that those representing themselves as architects, landscape architects, and registered interior designers meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice as an architect, landscape architect, or registered interior designer is licensed;
- Protecting consumers and users of design services;
- Enforcing the laws, codes, and standards governing license holders in a fair, expeditious, and uniform manner; and
- Empowering consumers by providing information and educational materials to help them make informed decisions.

Vision

ASBALAID will play a major role ensuring that architects, landscape architects, and registered interior designers provide the highest quality professional services.

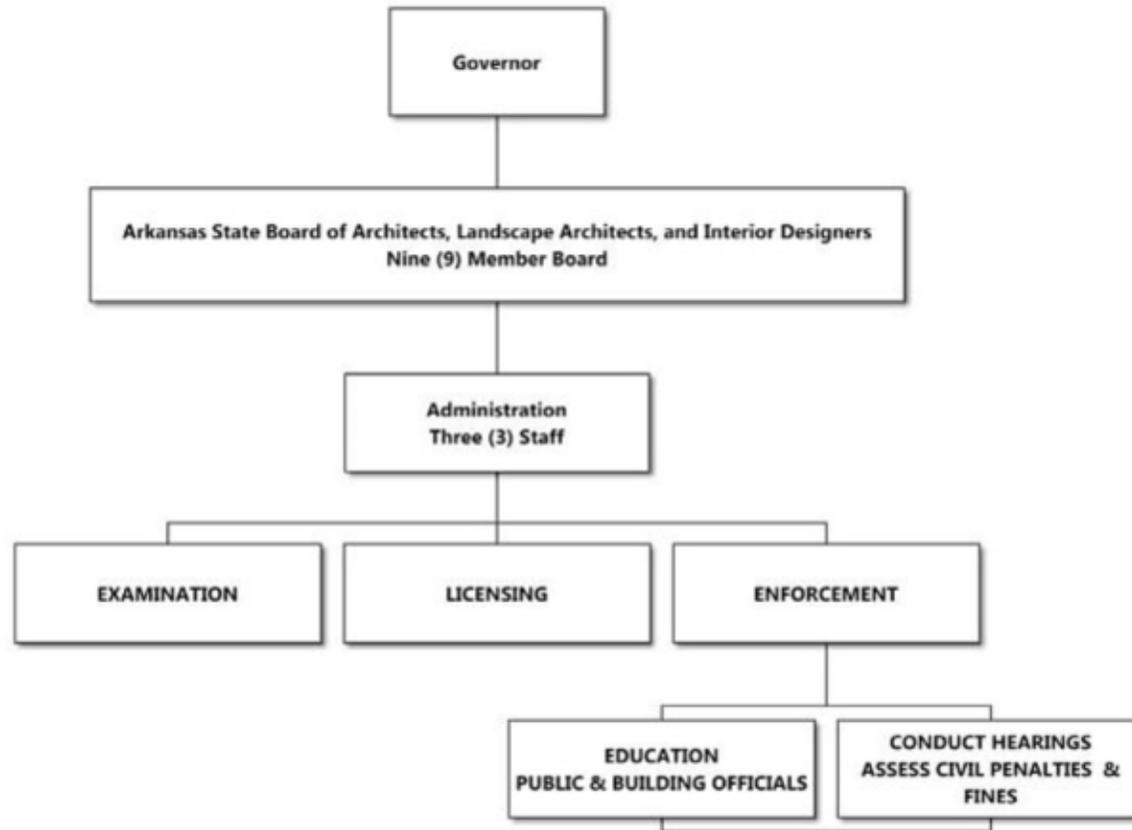
- Arkansas architects, landscape architects, and registered interior designers will possess the knowledge, skills, and abilities enabling them to meet the expectations of clients and consumers.
- Arkansas architects, landscape architects, and registered interior designers will be competent in all areas of practice and will adhere to high standards of technical competency and professional conduct.
- Exam candidates will have access to the necessary education and training opportunities.
have the information they need to make informed choices.

Values

ASBALAID will strive for the highest possible quality throughout all of its programs, making it an outstandingly effective and efficient multi-profession regulatory agency.

To that end, ASBALAID will:

- Be participatory through continuing involvement with NCARB, CLARB, NCIDQ, and other organizations;
- Be professional by treating all persons who interact with ASBALAID as valued customers;
- Focus on prevention by providing information and education to consumers, candidates, clients, licensees, and others;
- Be progressive by utilizing the most advanced means for providing services; and
- Be proactive by exercising leadership among consumer protection and professional practice groups.



Agency Commentary

Each day, millions of Arkansans work and live within environments designed by licensed architects, landscape architects, and registered, interior designers. The decisions made by these professionals about scale, massing, special organization, image, materials, and methods of construction impact not only the health, safety, and welfare of the present users, but of future generations as well.

To safeguard public health, safety, and welfare, reduce the possibility of injury or building failure, encourage quality design, and provide access for the disabled, those who design complex environments must meet minimum standards of competency. It is equally necessary that

those who cannot meet minimum standards by way of education, experience, and examination by prevented from misrepresenting themselves to the citizens of the state of Arkansas.

ASBALAID is a cash-funded state agency, historically receiving no general revenue funds. Agency operations are funded through fees charged by ASBALAID, which include registration, renewal fees, fines, and penalties.

The Board is requesting Base Level for the 2017-2019 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, AND INTERIOR DESIGNERS
FOR THE YEAR ENDED JUNE 30, 2013

Findings

Per review of the monthly revenue reconciliations, Division of Legislative Audit (DLA) staff noted that although the reconciliations were prepared, there was no detailed receipt listing from the database to support the database component of the reconciliation. In addition, based on DLA staff reconciliation of receipts from the database to the monthly revenue reconciliations, it appears that revenues totaling \$27,659 were not receipted, and receipts totaling \$1,056 were voided after deposit.

Documentation was missing or incomplete for four expenditures. Of these, one expenditure had no supporting documentation, two had invoices that did not agree to payment made, and one had an invoice that included previous balances but no itemized detail of the goods or services that made up the previous balances.

Recommendations

Attach a detailed receipt listing from the database to the monthly revenue reconciliations to ensure the reliable recording of receipts.

Agency Response:

As a direct result of this audit finding, the Board voted unanimously on Wednesday, November 19, 2014, to terminate its contract with the current database system developer/administrator, Mr. Lance McGonical and McGonical Consulting. In addition, the Board voted unanimously to replace the current faulty database system in its entirety by partnering with a national database development firm within the next firm months. Furthermore, staff were directed to provide a detailed monthly receipt listing generated from the database accounting system to each member of the Board on a monthly basis. These steps will ensure all future receipts are correctly tracked, monitored, and compliant with the recommendation provided by DLA.

Attach adequate supporting documentation that agrees to payment made and includes an itemized detail of goods and services.

Agency Response:

As a result of this audit finding, both Agency staff and the Board have reviewed each expenditure noted by the auditor on November 19, 2014. It was confirmed that the transactions were lacking in supporting documents and that the employee in direct responsibility over the cited transactions is no longer on staff with the Agency. To ensure

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FOR THE YEAR ENDED JUNE 30, 2013

Findings

One expenditure that contained a sound system for the conference room totaling \$3,406 had not been tagged and included as low value equipment on the Agency's asset listing. Also, as of field work date, two assets from the prior year had not yet been added to the AASIS asset inventory.

Recommendations

future expenditures are compliant with established recommendations, the Board Secretary/Treasurer and President will review documentation for each Agency transaction over \$500 on a monthly basis. The Board is confident this additional oversight will eliminate any future audit findings in regards to missing or incomplete documentation.

Add the assets to the AASIS asset inventory and ensure all future asset acquisitions are tracked in accordance with Department of Finance and Administration (DFA) Capital Asset Guidelines.

Agency Response:

The Board has obtained a copy of the DFA Capitol Asset Guidelines. ASBALAID has reviewed the manual and adopted it as Board policy at the November 19, 2014, Board meeting. It was also noted by Board staff that proper documentation and paperwork related to the "sound system" in the amount of \$3,406.57 was submitted to DFA Service Bureau. As a service bureau agency, Board staff do not directly enter assets into AASIS. Although an asset tag number was provided by the Service Bureau to the Board, the item was not properly entered into AASIS. To ensure the future asset items are included on the AASIS inventory, the Board will review a copy of assets on an annual basis. The Board is confident this additional oversight will eliminate any future findings in regards to missing or incomplete documentation.

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
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FOR THE YEAR ENDED JUNE 30, 2013

Findings

A sample of travel expenditures revealed the following instances of noncompliance with state travel regulations:

- Six travel reimbursement forms (TR-1) did not include a letter of authorization by the administrative head of the Agency for exceeding the lodging per diem rate listed in the Federal Travel Directory.
- One TR-1 did not include supporting documentation for common carrier reimbursement of \$655.
- In one instance, all travel expenses were not paid by the employee, and no "Travel Expense Reconciliation" form was attached to the TR-1.
- In one instance, a traveler opted to drive a personal vehicle instead of using a common carrier for out-of-state travel and was reimbursed \$782 for mileage. No supporting documentation was attached to indicate whether the reimbursement was the lesser of coach class airfare or the established rate of private car mileage based on map mileage.

Recommendations

Familiarize itself with the travel regulations listed in the DFA Financial Management Guide, not approve reimbursement for transportation without an original vendor document describing the travel and indicating the cost, and not approve mileage reimbursement for out-of-state travel without adequate supporting documentation to indicate if reimbursement is the lesser of coach class airfare or the established rate of private car mileage based on map mileage.

Agency Response:

The Board has obtained a current copy of the DFA Financial Management Guide. ASBALAID has reviewed the manual and plans to adopt the current procedures as Board policy during its January 2015 meeting. These procedures, along with the Board's direction that standard travel forms be established, will allow for more accurate and compliant travel documentation for future audits. The Board is confident that these preventative measures will eliminate any future audit findings in regards to Board or staff travel.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2016

None

Employment Summary

	Male	Female	Total	%
White Employees	1	0	1	50 %
Black Employees	0	1	1	50 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			1	50 %
Total Employees			2	100 %

Publications

A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
Arkansas Architectural Act	A.C.A. 17-15-305 (e)	N	N	1,800	The Act was amended in 1999 and the new language passed by the Legislature requires that each registrant be sent a copy of the Act.	0	0.00
Arkansas State Board of Architect Rules and Regulations	A.C.A. 17-15-305 (e)	N	N	1,800	January 13, 2000 and reviewed by the Legislature on February 3, 2000. The Act requires that each registrant be sent a copy of the Rule and Regulations.	0	0.00

Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
3	3	0	3	0	0.00 %	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %

Analysis of Budget Request

Appropriation: 83V - Bd of Architects, Landscape Architects & Interior Designers

Funding Sources: NAI - Cash in Treasury - ASBALAID

The State Board of Architects, Landscape Architects, and Interior Designers provides for the education of building officials and the public regarding the provisions of the Arkansas Architectural Act and the rules and regulations of the Board. The operations of the Board are funded from Cash Funds generated from the receipt of fees charged by the Agency.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2017 Salaries and Career Service Payments for eligible employees. Personal Services Matching includes the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Agency is requesting Base Level of \$405,951 for each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 83V - Bd of Architects, Landscape Architects & Interior Designers

Funding Sources: NAI - Cash in Treasury - ASBALAID

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2017-2018			2018-2019		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	174,304	178,287	177,830	178,887	178,887	178,887	178,887	178,887	178,887
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	58,079	58,874	56,939	59,941	59,941	59,941	59,941	59,941	59,941
Operating Expenses	5020002	147,688	154,423	154,423	154,423	154,423	154,423	154,423	154,423	154,423
Conference & Travel Expenses	5050009	9,795	12,700	12,700	12,700	12,700	12,700	12,700	12,700	12,700
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		389,866	404,284	401,892	405,951	405,951	405,951	405,951	405,951	405,951
Funding Sources										
Fund Balance	4000005	1,862,530	1,888,519		1,954,235	1,954,235	1,954,235	2,018,284	2,018,284	2,018,284
Cash Fund	4000045	415,855	470,000		470,000	470,000	470,000	470,000	470,000	470,000
Total Funding		2,278,385	2,358,519		2,424,235	2,424,235	2,424,235	2,488,284	2,488,284	2,488,284
Excess Appropriation/(Funding)		(1,888,519)	(1,954,235)		(2,018,284)	(2,018,284)	(2,018,284)	(2,082,333)	(2,082,333)	(2,082,333)
Grand Total		389,866	404,284		405,951	405,951	405,951	405,951	405,951	405,951

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.