



**TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243  
615.741.2241**

Board Meeting Minutes for October 2, 2025  
First Floor Conference Room 1-A  
Davy Crockett Tower

Tennessee Board of Architectural and Engineering Examiners met on October 2, 2025, and the following business was transacted:

**BOARD MEMBERS PRESENT:** Alton Hethcoat, Blair Parker, Frank Wagster, Brian Tibbs, Melanie Doss, Rick Thompson, Jason Carder, Dr. Ashraf Elsayed, Jeff Nalley, Philip Lim (Virtual), James Collins, Eddie Jett

**BOARD MEMBERS ABSENT:** None

**STAFF MEMBERS PRESENT:** Glenn Kopchak, Ariel Carter, Scott Huddleston, Melanie Holcomb, Alexandria Griffey, Tammy Roehrich, Ashley Byrd

## **COMMITTEE MEETINGS**

### **LANDSCAPE ARCHITECT COMMITTEE**

#### **CALL TO ORDER/ROLL CALL**

Blair Parker called the meeting to order at 9:00 am, and Director Glenn Kopchak took roll call.

#### **APPLICATION REVIEWS**

Application #1

Jason Carder made a motion to deny Daryl McCann's application. Applicant can apply for licensure in Tennessee once the terms of the consent order in Texas are satisfied. This was seconded by Frank Wagster. The motion passed by unanimous voice vote.

#### **NEW BUSINESS**

Blair Parker announced a desire for the Landscape Architect Committee to meet in December to discuss CLARB's Uniform Standard and how it compares to current rules and statute.

## **GRANTS TO HIGHER EDUCATION COMMITTEE**

### **CALL TO ORDER/ROLL CALL**

Alton Hethcoat called the meeting to order at 9:15 am, and Director Glenn Kopchak took roll call.

### **GRANTS PROPOSAL REVIEWS**

Alton Hethcoat stated that the committee has allocated the \$400,000 in grants across all 19 programs that submitted proposals via the pro rata formula which considers the enrollment of each program in concert with the amount requested. Brian Tibbs made a motion to accept the grant distribution as presented. This was seconded by Dr. Ashraf Elsayed. The motion passed by unanimous voice vote.

### **NEW BUSINESS**

No new business was presented.

## **NOMINATIONS COMMITTEE**

### **CALL TO ORDER/ROLL CALL**

Melanie Doss called the meeting to order at 9:30 am, and Director Glenn Kopchak took roll call.

### **BOARD OFFICER NOMINATIONS - Nominations for Chair, Vice Chair, and Secretary**

Melanie Doss presented a slate of officers nominating Frank Wagster as Chair, Jeff Nalley as Vice Chair, and Philip Lim as Secretary. Rick Thompson made a motion to approve the slate as presented. This was seconded by Jason Carder. The motion passed by unanimous voice vote and was forwarded to the board for further consideration.

### **NEW BUSINESS**

No new business was presented.

## **BOARD MEETING**

### **CALL TO ORDER / ROLL CALL / NOTICE OF MEETING**

Jason Carder called the meeting to order at 10:00 am and Director Glenn Kopchak took roll call.

### **ANNOUNCEMENTS**

No announcements were presented.

### **AGENDA**

Blair Parker made a motion to approve the agenda. This was seconded by Dr. Ashraf Elsayed. The motion passed by unanimous voice vote.

### **AUGUST MINUTES**

Brian Tibbs made a motion to adopt the August minutes. This was seconded by Rick Thompson. The motion passed by unanimous voice vote.

## **PROFESSIONAL SOCIETY REPORTS**

Suzanne Herron, President of American Society of Civil Engineers, TN Section, reported updates for her organization to include the ASCE, TN Section Conference that will be held on February 13, 2026, at the Smyrna Event Center. Suzanne Herron invited the Board members to attend and speak as part of a panel.

Susan Ballard, representing ASID and IIDA, provided a summary of previous meetings that were held in August and September. Susan Ballard also announced updates for the organizations to include upcoming monthly meetings, an opportunity to receive CEU being held at Studio Val with Sierra Pacific on November 20, 2025, and the “Nashville Strike up Design” event on November 13, 2025. ASID and IIDA have a joint October networking event titled, “Better Together” scheduled for October 14, 2025. Ms. Ballard also announced that Tiffany Clegg was honored with the Humanitarian Award by ASID for her work in making a significant investment in the Interior Design profession in Tennessee.

Ashley Cates, Executive Vice President of the American Institute of Architects (AIA-TN), provided updates regarding the previous conference held in August at the Embassy Suites Downtown in Nashville where attendees were able to socialize and network while receiving 31 hours of CEU. Newly licensed professionals were also recognized at the meeting. Additionally, Ms. Cates announced that the annual breakfast with the legislators is coming soon.

Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN), provided updates that the “Vertical Construction Forum” and “Engineering Excellence Awards” will be conducted on November 10, 2025.

## **GRANT PRESENTATIONS**

The universities that submitted grant proposals for FY26 presented their proposals and answered questions from the board.

## **DIRECTOR'S REPORT**

### **Budget Report**

Director Kopchak stated that the final reserve balance for FY25 and current trending analysis for FY26 will not be released till later in the month, leaving more to cover at the next meeting. Based on early indicators, Director Kopchak reported there are presently no items of concern and that the board remains in a strong position regarding its fiscal health.

### **2026 NCEES, NCARB, & CLARB Meetings**

Rick Thompson made a motion to add CIDQ, ASLA, and the SCNCARB Educator/Practitioner Conference to the travel list. This was seconded by Frank Wagster. The motion passed by unanimous voice vote.

Dr. Ashraf Elsayed made a motion to approve membership travel to all 2026 Spring and Fall annual meetings and associations. This was seconded by Brian Tibbs. The motion passed by unanimous voice vote.

## CONFERENCE UPDATES

### NCEES Annual Meeting

James Collins provided comments regarding the NCEES annual meeting that took place in New Orleans, LA on August 19 - 22, 2025, highlighting that the International Council on Regulation (ICOR) is producing their incidental practice guidelines that provides where practices overlap and who should be responsible for different types of work. NCEES released a position statement on artificial intelligence stating that the design professional is responsible for the product no matter how it is prepared. Mr. Collins further discussed alternative pathways to licensure and that several states are experiencing people working with fake licenses.

### CLARB Annual Meeting

Blair Parker provided comments regarding the CLARB annual meeting that took place in Lexington, KY, on September 17 - 21, 2025. Blair Parker highlighted some of the topics discussed: deregulating of professions and the Alliance for Responsible Professional Licensing (ARPL)'s work in response to this threat to professional licensure, ICOR and their work regarding practice overlap, and CLARB's "Uniformed Standard".

## LEGAL

**Legal Report** (presented by Aerial Carter and Scott Huddleston)

### 1. 2025015731 (SH)

**First Licensed: 03/15/2013**

**Expiration: 03/31/2027**

**Type of License: Professional Engineer**

**History (5 yrs.): 2023 – Two complaints closed with a letter of caution for self-reporting discipline by another state’s licensing authority. 2024 – One complaint closed with a letter of caution for self-reporting discipline by another state’s licensing authority. 2025 – One other complaint pending (2025038721).**

Respondent has two (2) open cases with this Board, both of which involve disciplinary actions taken by other states. Since 2016, the Respondent has accrued disciplinary actions in twelve (12) states, excluding Tennessee. All but one were reciprocal actions based upon the initial disciplinary action taken by the Missouri Board in 2016. The reciprocal actions were based upon either the Respondent's failure to report the actions or failure to acknowledge the actions on his renewal applications. This Board has previously issued two or three Letters of Caution based upon some of these disciplinary actions.

For the complaint at hand, Respondent timely self-reported disciplinary action taken by the New Mexico Board in March 2025 for failing to timely report discipline in other states (LA, NC, WV, MO), and for being placed on probation for two years by the Missouri Board on 11/22/2023. The New Mexico Board ordered Respondent to pay a fine of \$500.00.

Although Respondent did not timely report all the out-of-state disciplinary actions, none of those actions were reportable pursuant to Rule 0120-02-.07(5)(b).

**Reviewed by Board member: Eddie Jett**

Mitigating Factors:

Aggravating Factors:

**Recommendation:** Close with a Letter of Caution

**Board Decision: Concur.**

**2. 2025038721 (SH)**

**First Licensed: 03/15/2013**

**Expiration: 03/31/2027**

**Type of License: Professional Engineer**

**History (5 yrs.): 2023 – Two complaints closed with a letter of caution for self-reporting discipline by another state’s licensing authority. 2024 – One complaint closed with a letter of caution for self-reporting discipline by another state’s licensing authority. 2025 – One other complaint pending (2025015731).**

Respondent has two (2) open cases with this Board, both of which involve disciplinary actions taken by other states. Since 2016, the Respondent has accrued disciplinary actions in twelve (12) states excluding Tennessee, and all but one were reciprocal actions based upon the initial disciplinary action taken by the Missouri Board in 2016. The reciprocal actions were based upon either the Respondent’s failure to report the actions or failure to acknowledge the actions on his renewal applications. This Board has previously issued three (3) Letters of Caution based upon some of these disciplinary actions.

In the current case, Respondent timely self-reported disciplinary action taken by the Wisconsin Board. On 06/18/2025, the Professional Engineer Section of the Wisconsin Board issued a Final Decision and Order reprimanding the Respondent for signing and sealing a set of plans on 09/12/2014 for a project in Missouri that he did not prepare or personally supervise, and for failing to timely report discipline in other states (Oregon, Missouri, and West Virginia) between 2019 and 2023.

Although Respondent did not timely report all the out-of-state disciplinary actions, none of those actions were reportable pursuant to Rule 0120-02-.07(5)(b).

**Reviewed by Board member: Eddie Jett**

Mitigating Factors:

Aggravating Factors:

**Recommendation:** Close with a Letter of Caution

**Board Decision: Concur.**

**3. 2025031711 (SH)**

**First Licensed: 06/23/2010**

**Expiration: 06/30/2026**

**Type of License: Professional Engineer**

**History (5 yrs.): None.**

Complainant is the principal engineer and owner of an engineering firm. According to the Secretary of State's website, the firm is listed as a Limited Liability Company (LLC) and the Complainant is named as the Registered Agent of the firm. However, the firm is not a registered engineering firm with the Board.

The complaint alleges that Respondent, a professional engineer, signed and stamped house plans prepared by the Complainant. Complainant also alleges that the changes made by the Respondent were "wildly incorrect and substantially incomplete."

The Complainant provided a copy of those plans which included ten (10) drawings with each drawing signed and stamped with the Respondent's seal. Although the Index of Drawings indicate the set of plans include eleven (11) drawings only ten of these were included with the complaint. The plans still contain the name of the Complainant's company, but not the name of the Respondent's company. Respondent claims the homeowner assured him that the plans were owned by the homeowner. Respondent also stated that he stamped them for structural adequacy, but acknowledged he should have investigated further. Respondent continued stating that the plans were rejected by the permitting office due to missing information and that the plans were not and will not be used. After the complaint was submitted, the Complainant emailed the Program stating that his/her business partner filed the complaint. The Complainant stated that they would like to dismiss the complaint since they and the Respondent had resolved the situation. The Complainant also does not believe the Respondent acted with any malice or negligence.

Tenn. Code Ann. § 62-2-306(b), Rule 0120-02-.03(3), Rule 0120-02-.08(5)(a) all prohibit architects, engineers, and landscape architects from affixing their seal or stamp to any document that had not been prepared by them or someone under their responsibility

Rule 0120-02-.08(3) requires registrants to "*superimpose his signature (not a rubber stamp) and date of signature across the face and beyond the circumference of the seal*" on documents listed in the previous section, which include original sheets of working drawings or plans. Although the Respondent's seal is on all ten (10) of the drawings, the Respondent did not include the date of signature across the face of the seal. Also, the Respondent's signature across each seal appears to be identical, indicating that some form of stamp was used.

The Respondent confirmed that he/she is the owner and sole member of his/her company. The company is listed on the Tennessee Secretary of State's website as a Professional Limited Liability Company (PLLC), but is not registered as an engineering firm with the Board.

Rule 0120-06-.03 states:

- (1) *“Corporations, partnerships, and firms offering architectural, engineering, and landscape architectural services to the public must comply with the provisions of T.C.A. §§ 62-2-601 and 62-2-602.*
- (2) *An individual registrant practicing in the registrant's own name as a sole proprietorship shall not be required to submit a disclosure form.”*

Tenn. Code Ann. § 62-2-601(b) requires firms offering engineering services to the public to file with the board, on a form prescribed by the board, a listing of names and addresses of all principals and officers, as well as the principals or officers duly registered to practice engineering in the state who are in responsible charge of the practice in this state.

Since both the Complainant's and the Respondent's firms are listed as Limited Liability Companies, not sole proprietorships, neither of them is exempt under Rule 0120-06-.03(2) from filing a firm disclosure form with the Board.

**Reviewed by Board member: James Collins**

**Mitigating Factors:**

**Aggravating Factors:**

**Recommendation:**

1. Authorize formal charges and the settlement thereof through a consent order and civil penalty in the total amount of \$2,500.00 as follows:
  - a. \$1,000.00 for affixing his/her signature and seal to plans prepared by others not under his/her responsibility in violation of Tenn. Code Ann. § 62-2-306(b), Rule 0120-02-.03(3) and 0120-02-.08(5)(a),
  - b. \$1,000.00 for failing to superimpose his signature and date of signature across the seal on ten (10) drawings in violation of Rule 0120-02-.08(3),
  - c. \$500.00 for failing to file a disclosure form for his/her firm with the board in violation of Tenn. Code Ann. §62-2-601(b) and Rule 0120-06-.03, and
2. Require Respondent to take and pass the Law and Rules Examination.
3. Open complaint against the Complainant for failing to file a disclosure form with the board in violation of Tenn. Code Ann. §62-2-601(b) and Rule 0120-06-.03.

**Board Decision:**

1. Authorize formal charges and the settlement thereof through a consent order and civil penalty in the total amount of \$10,500.00 as follows:
  - a. \$5,000.00 for affixing his/her signature and seal to plans prepared by others not under his/her responsibility (\$500.00 for each of the ten (10) drawings) in violation of Tenn. Code Ann. § 62-2-306(b), Rule 0120-02-.03(3) and 0120-02-.08(5)(a),
  - b. \$5,000.00 for failing to superimpose his signature and date of signature across the seal on ten (10) drawings (\$500.00 for each drawing) in violation of Rule 0120-02-.08(3),

- c. \$500.00 for failing to file a disclosure form for his/her firm with the board in violation of Tenn. Code Ann. §62-2-601(b) and Rule 0120-06-.03, and
2. Require Respondent to take and pass the Law and Rules Examination.
3. Open complaint against the Complainant for failing to file a disclosure form with the board in violation of Tenn. Code Ann. §62-2-601(b) and Rule 0120-06-.03.

**4. 2025037371 (SH)**

**First Licensed: 01/19/2021**

**Expiration: 01/31/2027**

**Type of License: Professional Engineer**

**History (5 yrs.): 2024 – Letter of Caution**

Respondent is licensed as an engineer in multiple states and has a history of disciplinary actions in at least eight (8) other jurisdictions:

- 2025 - Colorado – Penalty
- 2024 - Missouri – License surrendered
- 2024 - North Carolina – License revoked, but stayed
- 2024 - District of Columbia – Reprimanded; license placed on probation
- 2024 - Minnesota – License revoked, but stayed, for performing substandard work
- 2024 - Nebraska – License placed on probation; ordered to pay costs
- 2024 - California – License revoked, but stayed; \$7,500 penalty
- 2023 - Oklahoma - \$1,450 penalty for unlicensed practice

When applying for renewal on 01/12/2025, Respondent claimed that he/she had not been subjected to any disciplinary action by any government or professional agency in the past two (2) years. Although Respondent provided documentation of disciplinary from various states with his application, none of the actions were reported within the required sixty (60) day period.

The Respondent's license has been either revoked or surrendered in four (4) other jurisdictions (MO, NC, MN, CA). Since this Board issued a Letter of Caution on 04/29/2024, regarding the disciplinary actions occurring in California and Oklahoma, Respondent has failed to timely report the revocation or surrender of his/her license on three separate occasions as required by Rule 0120-02-.07(5)(b).

On 09/11/2024, the North Carolina Board of Examiners for Engineers and Surveyors issued a Decision and Order that revoked, but stayed, the Respondent's engineering license. The NC Board found that Respondent had submitted false information on his/her license renewal form, had been disciplined by another jurisdiction, and failed to report the discipline within thirty (30) days. Tenn. Code Ann. § 62-2-308(a)(1)(A) allows this Board to revoke or suspend the registration of any engineer who is found guilty of any fraud or deceit in obtaining a certificate of registration.

**Reviewed by Board member: Alton Hethcoat**

Mitigating Factors:

Aggravating Factors: Respondent was issued a Letter of Caution on 04/29/2024 advising of the reporting requirements of Rule 0120-02-.07(5).

**Recommendation:**

1. Authorize formal charges and the settlement thereof through a consent order and civil penalty in the total amount of \$1,500.00 (\$500 for each action) for having license revoked, suspended or voluntarily surrendered as a result of disciplinary actions in three (3) other jurisdictions (MO, NC, MN) and failing to report those actions in violation of Rule 0120-02-.07(5)(b);
2. Discuss revocation or suspension of Respondent's license as authorized by Tenn. Code Ann. § 62-2-308(a)(1):
  - (A) for being found guilty by the North Carolina Board for submitting false information on his license renewal form;
  - (E) for violating rules adopted by the board, specifically Rule 0120-02-.07(5)(b); and
  - (F) for having the person's right to practice engineering suspended or revoked by another state or national registration board.

**Board Decision:**

1. Authorize formal charges and the settlement thereof through a consent order and civil penalty in the total amount of \$3,000.00 (\$1,000 for each action) for having license revoked, suspended or voluntarily surrendered as a result of disciplinary actions in three (3) other jurisdictions (MO, NC, MN) and failing to report those actions in violation of Rule 0120-02-.07(5)(b);
2. Require Respondent to take and pass the laws and rules exam.
3. Require Respondent to provide a log of all projects and work performed in Tennessee at mid-renewal (01/31/2026) and 30 days prior to renewal (12/31/2026).

**5. 2025037401 (SH)**

**First Licensed: 02/14/2025**

**Expiration: 02/28/2027**

**Type of License: Professional Engineer**

**History (5 yrs.): None.**

An anonymous Complainant reported that the Respondent was recently convicted in Georgia on felonies related to spying on female colleagues inside their hotel rooms during a professional engineering conference and allegedly drugging and sexually assaulting one. Complaint also alleged that while employed as an engineer at the University of Virginia, the Respondent spied on female students in their dorm rooms after gaining access to their restricted dorms using his work pass.

Counsel verified that, according to the Georgia Department of Corrections website, Respondent is currently serving a two (2) year sentence in Georgia on convictions of Peeping Tom and Eavesdrop & Surveillance with a maximum possible release date of 06/15/2027.

Respondent provided a response to the complaint and acknowledged the felony conviction in Georgia, and added that an additional charge of Sexual Battery was dismissed. Respondent also stated that he resigned from the University of Virginia after an investigation. Respondent has since sought two years' worth of therapy.

Rule 0120-02-.07(5)(a) states that a registrant may be deemed to be guilty of misconduct if they have been convicted of a felony or failed to report such action within sixty (60) days.

Tenn. Code Ann. § 62-2-308(a)(1)(G) authorizes the Board to refuse to issue or renew, and revoke or suspend, the certificate of registration of a registrant who is found guilty of any felony.

**Reviewed by Board member: Jason Carder**

Mitigating Factors:

Aggravating Factors:

**Recommendation:**

1. Authorize formal charges and the settlement thereof through a consent order and civil penalty in the total amount of \$1,000.00 in violation of Rule 0120-02-.07(5)(a) for:
  - a. having been convicted of a felony (\$500.00 penalty), and
  - b. for failing to report such conviction within sixty (60) days (\$500.00 penalty)
2. Discuss suspension or revocation of license for being convicted of a felony as authorized by Tenn. Code Ann. § 62-2-308(a)(1)(G), subject to the applicable provisions of the Fresh Start Act.

**Board Decision:**

1. Authorize formal charges and the settlement thereof through a consent order and civil penalty in the total amount of \$1,000.00 in violation of Rule 0120-02-.07(5)(a) for:
  - a. having been convicted of a felony (\$500.00 penalty), and
  - b. for failing to report such conviction within sixty (60) days (\$500.00 penalty)
2. The Board will perform a Fresh Start Review of the Respondent at the time of their next renewal application.

**6. 2025039321 (SH)**

**First Licensed: 05/06/2016**

**Expiration: 05/31/2026**

**Type of License: Professional Engineer**

**History (5 yrs.): None.**

On 06/20/2024, a Consent Order was filed by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors disciplining the Respondent for practicing in an area outside his

competency in civil engineering on five (5) projects and ordering the Respondent to pay a penalty of \$4,000. Respondent's attorney acknowledged that the Oklahoma matter arose in May 2024.

On 08/06/2025, Respondent entered into a Consent Order with the West Virginia State Board of Registration for Professional Engineers in which Respondent agreed to pay a civil penalty of \$500.00 for providing misinformation to the WV board in his/her renewal application. Respondent had answered "No" to having been discipline the subject to any disciplinary action by any regulatory board, despite being disciplined by the OK board in 2024.

On 05/31/2024, Respondent answered "No" to the question on the TN renewal application on whether the applicant had been subjected to disciplinary action by any professional agency in the past two years, despite being subject to discipline by the Oklahoma Board at that time.

On 07/09/2025, Respondent reported the Oklahoma disciplinary actions to this Board and stated that the failure to report was due to the engagement of a third party to manage license renewals. Respondent instructed the third party to notify all states in which he held licensure of the Oklahoma discipline, but this Board was not notified.

However, Respondent's duty to disclose the discipline on his license renewal application is a separate and distinct requirement from Rule 0120-02-.07(5)(b), which requires registrants to report certain types of discipline within sixty (60) days of the action.

Tenn. Code Ann. § 62-2-105(a)(1) states in part: *"No person shall: ... (B) Give forged or willfully false evidence of any kind to the state board of examiners for architects and engineers or any member of the board for the purpose of obtaining a certificate; ...."*

Rule 0120-02-.07(5) reads: *"A registrant may be deemed by the Board to be guilty of misconduct in the registrant's professional practice if: ... (e) The registrant knowingly provides false testimony or information to the Board."*

**Reviewed by Board member: Alton Hethcoat**

**Mitigating Factors:** Respondent eventually self-reported the Oklahoma discipline when he/she realized the third-party agent failed to notify other state boards of the action.

**Aggravating Factors:**

**Recommendation:** Authorize formal charges and the settlement thereof through a consent order and civil penalty in the amount of \$500.00 for providing willfully false information on the renewal application in violation of Tenn. Code Ann. § 62-2-105(a)(1)(B) and Tenn. Comp. R. & Regs. 0120-02-.07(5)(e).

**Board Decision: Concur.**

**7. 2025041401 (SH)**

**First Licensed: 11/30/2007**

**Expiration: 12/31/2025**

**Type of License: Professional Engineer**

**History (5 yrs.): 2023 - One complaint closed with a letter of caution for self-reporting discipline by another state's licensing board.**

On 07/17/2025, Respondent self-reported out-of-state disciplinary action that occurred in Colorado. On 06/18/2025, the Colorado State Board issued a Letter of Admonition to Respondent for failing to timely report discipline received in Alabama in 2023. In response to the Alabama discipline, this Board issued a Letter of Caution on 05/24/2023.

Upon review of the Respondent's disciplinary history, counsel discovered that Respondent had signed a Consent Order on 04/26/2024 with the Virginia Board, which resulted in a sanction and order for Respondent to pay \$150.00 in costs for failing to report the 2023 Alabama discipline. Respondent did not report the Virginia sanction to this Board.

Although Respondent failed to report the disciplinary action in Virginia, neither the Colorado nor Virginia actions were reportable actions under Rule 0120-02-.07(5)(b).

**Reviewed by Board member:** Eddie Jett

Mitigating Factors:

Aggravating Factors:

**Recommendation:** Close with a Letter of Caution

**Board Decision:** Concur.

### **RE-PRESENTATION**

**8. 2024068111 (AC)**

**First Licensed: 06/05/2013**

**Expiration: 06/30/2021**

**Type of License: Professional Engineer**

**History (5 yrs.): None.**

This is an administratively opened complaint. The Respondent was a registered Engineer. On their application, they answered "yes" to practicing after their license expired.

The Respondent stated they accidentally selected "yes" on their application, but they have not worked with the public since their license expired. They stated that in their current position, they do provide digital tools for managing instruments internally.

Counsel submitted an inquiry of the company's website to confirm the Respondent's employment, role/duties to determine if they engaged in unlicensed activity. A response wasn't provided prior to the submission of this legal report.

Due to the inability to confirm the extent of the Respondent's duties and the self-reporting on the application, Counsel recommends that the Respondent be assessed a civil penalty of Five Hundred Dollars for practicing on an expired license in violation of Tenn. Code Ann. §62-2-105 (a)(1)(D).

**Reviewed by Board member:** Alton Hethcoat

Mitigating Factors:

Aggravating Factors:

Recommendation: Assess the Respondent a Civil Penalty of Five Hundred Dollars for practicing on an expired license in violation of Tenn. Code Ann. §62-2-105 (a)(1)(D)

Board Decision: Concur.

**New Information:** After receiving the consent order, the Respondent contacted Counsel. They disagreed with the civil penalty and maintained that their duties didn't include stamping any documents or having engineering certifications. Counsel also received an email from the Respondent's former supervisor, who provided the Respondent's job title and a brief description of the Respondent's duties. The former supervisor said that when the lapse occurred, the Respondent's primary focus shifted to designing and supporting digital systems for monitoring process analyzers and laboratory instrumentation, with no fieldwork involved. Based on the information provided, Counsel recommends that this matter be closed.

**New Recommendation:** Close

**New Board Decision:** Concur.

## **COMMITTEE REPORTS**

### **Landscape Architect Committee**

Please see summary provided above.

### **Grants To Higher Education Committee**

Alton Hethcoat presented the grants to higher education committee motion to approve and authorize distribution of funds as calculated. This was seconded by Melanie Doss. The motion passed by unanimous voice vote by the full board.

### **Nominations Committee**

Melanie Doss presented the nominations committee motion for Frank Wagster as Chair, Jeff Nalley as Vice Chair, and Philip Lim as Secretary. This was seconded by Dr. Ashraf Elsayed. The motion passed by unanimous voice vote by the full board.

## **NEW BUSINESS**

Dr. Ashraf Elsayed stated that he would like to explore the adoption of an Artificial Intelligence (AI) policy.

Frank Wagster stated that the Reference Manual which includes former building code references will soon be outdated once the current rules package becomes effective. Director Glenn Kopchak stated that the Reference Manual will be pulled from the website until it is updated.

**PUBLIC COMMENT PERIOD RELATED TO ITEMS ON THE AGENDA**

There were no comments from the public.

**ADJOURNMENT**

Jason Carder adjourned the meeting at 12:45 p.m.