

Arkansas State Board of Licensure  
for Professional Engineers and Professional Surveyors  
Minutes – March 8, 2022

A meeting of The Board was convened at 10:00 in the Board Room at 623 Woodlane Dr., Little Rock, Arkansas by Vice President Lorie Tudor. Members present were David Beasley, Brian Moore, Tom Scott, and Rod Williams (via ZOOM). Members absent – Kyle Salyer, Murry Cline, Donald Perry and Ivan Hoffman. Others present; Director Heather Richardson, Chief Investigator Grant Grigg, and Agency Counsel Sara Faris from the Attorney General’s Office.

The Consent Agenda was reviewed with motion made (Beasley moved, Moore seconded) and carried to:

- a. Approve – Meeting minutes of January 11, 2022;
- b. Ratify – Attached lists of conditionally licensed P.E.’s, Temporary Permits (with Engineer Model Law Qualifications), E.I.’s, S.I.’s and C.O.A.’s;
- c. Accept the Director Recommendation to approve licensure for;

Bhutani, Srishti	EI
Bowman, Brian Lee	SI
Chachere, Frank B.	PE – O, passed PE exam 2021.10
Chowdhury, Raiyan	EI
Coleman, Daniel Luke	SI
DaSilva, Marcelo Ferreira	PE – C
Dunnam, Garrett M.	PE – O, passed PE exam 2021.10
Engindeniz, Murat	PE – C
Gogoi, Samar	PE – C
Hossan, Iqbal	PE – O, passed PE exam 2021.10
Islam, Md Rafiue	EI
Khan, Ataullah	PE – C
Kimbrough, Dustin C.	PE – O, passed PE exam 2021.10
Mansour, Adam S.	PE – O, passed PE exam 2021.10
Morace, Curtis Austin	PE – O, passed PE exam 2021.10
Nasirifar, Yaser	PE – C
Stratton, Joshua Alan	PE – O, passed PE exam 2021.04
Thomson, Benjamin Riley	PE – O, passed PE exam 2021.12
Ubhi, Gagandeep Singh	EI
Ward, Jon P.	PE – C
Weaver, Caleb Tripp	PE – O, passed PE exam 2021.11
Wing, Savannah N.	PE – O, passed PE exam 2021.10

These administrative matters were discussed and/or acted upon:

Financial Summary Report for December 2021 and January 2022 (attached), were accepted by motion made (Moore moved, Beasley seconded) and carried.

Department of Labor and Licensing (ADLL) Report –

- FY21 Legislative Audit of ADLL and our agency began February 3, 2022
- 93<sup>rd</sup> General Assembly 2022 Fiscal Session began February 14, 2022
- Implementation of Act 725 Workforce Expansion Act of 2021
- DIS-PELS Security Agreement
- Other administrative items

The Internal Control and Compliance Assessment For ADLL for FY19 & FY20 disclosed no reportable items of noncompliance for the Board. The Board is working with DIS so that PELS audit log of data can be retrieved, processed, and reviewed administratively. Motion made (Scott moved, Moore seconded) and carried to accept the Assessment as presented.

Rule Promulgation for 93<sup>rd</sup> General Assembly, motion made (Scott moved, Williams seconded) and carried to review the public comments and accept changes to proposed rule regarding Article 9.B.1.d. Fee waiver.

60CV-21-4348 Hall v. Board Update-Sara Farris, Assistant AG updated the Board on the case. The Board supports Sara Farris in defending the Board’s decision.

The Board acted upon the following applicants:

- Baker, Johnson Joshua, PE – Approve original licensure – passed PE exam 2021.10, motion made (Beasley moved, Moore seconded) and carried.
- Bauer, Akemi, PE – Approve comity licensure, motion made (Beasley moved, Williams seconded) and carried.
- Biesemeyer, Brett PE – Approve comity licensure, motion made (Williams moved, Moore seconded) and carried.
- Brown, Brandie Jean PE – Defer comity licensure, motion made (Williams moved, Moore seconded) and carried. To defer licensure until applicant has the 4 years of engineering experience post EAC degree.

- Campbell, David Dwane PS – Approve comity licensure, subject to passing the AR State Specific Exam, motion made (Williams moved, Beasley seconded) and carried.
- Eckhardt, Nicholas Walter PE – Approve comity licensure, motion made (William moved, Beasley seconded) and carried.
- Hall, Kevin L. PS – Approve comity licensure, subject to passing the AR State Specific Exam, motion made (Williams moved, Scott seconded) and carried.
- Islam, Kazi Tamzidul PE – Approve original licensure – passed PE exam 2021.04, motion made (Beasley moved, Williams seconded) and carried.
- Jones, Christopher A. EI – Approve licensure, motion made (Beasley moved, Moore seconded) and carried.
- O'Dean, Jeremiah D. PS – Approve comity licensure, subject to passing the AR State Specific Exam, motion made (Williams moved, Beasley seconded) and carried.
- Rossato, Ilona Eva PS – Approve comity licensure, subject to passing the AR State Specific Exam, motion made (Williams moved, Beasley seconded) and carried.
- Royce, Michael A. PS – Approve comity licensure, subject to passing the AR State Specific Exam, motion made (Williams moved, Beasley seconded) and carried.
- Shoemaker, Brad Alan PE #12040 – Approve REINSTATMENT, motion made (Beasley moved, Williams seconded) and carried.
- Sosnowski, Christopher John PE – Approve comity licensure, motion made (Moore moved, Scott seconded) and carried.
- Stephenson, Brian Anthony PE – Approved Comity licensure, motion made (Moore moved, Beasley seconded) and carried.
- Stiffler, Craig T. PS – Approve comity licensure, subject to passing the AR State Specific Exam, motion made (Williams moved, Beasley seconded) and carried.
- Syed, Afzal PE – Approve original licensure – passed PE exam 2021.11, motion made (Beasley moved, Williams seconded) and carried.

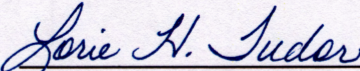
Investigator Grant Grigg presented the following:

- Status of Complaints (attached);
- Case Management Statistics
- Complaint Committee Consent Agenda, motion made (Moore moved, Beasley seconded) and carried to accept the following recommendations;
  - Case 2021-08 The Complaint alleges the Respondent improperly surveyed the property causing a boundary dispute between co-owners. Dismiss.
  - Case 2021-06 The Complaint alleges the Respondent improperly surveyed the property causing a boundary dispute between neighbors. Dismiss.
- CPC Audit Update (attached);

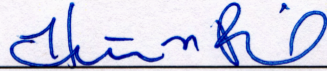
These Board Topics were discussed:

- NCEES Central/Southern Zone Meeting, April 21-23, 2022 in Oklahoma City, Oklahoma –The reimbursable amounts were provided to the members.
- May 10, 2022 – Regular Board Meeting at 10:00am

Business being thus concluded the meeting adjourned at 11:38 am.

  
 Lorie Tudor, Vice President

May 10, 2022  
 Date

  
 Heather Richardson, Director

5/10/2022  
 Date

**2.b.i - PE's, Temporary Permits (with Model Law Qualifications), & Reinstatements**

PE #	Last Name	First	Middle	Type	Comity State	Temp #
11392	Hostetler	Gregg	A.	PE - C	Reinstatement	
14574	Hough	Richard	Paul	PE - C	Reinstatement	
20716	Preves	James	G.	PE - C		
20718	Ramirez	Allen	K.	PE - C		
20719	Panek	Gregory	M.	PE - C		
20720	Murray	Shanique	Julie	PE - C		
20721	Lopez-Ona	Eugene	William	PE - C		
20722	Wade	Aaron	L.	PE - C		202004
20723	Hales	Matthew	D.	PE - C		
20724	Schatz	Robert	Wayne	PE - C		
20725	Osterlund	John	Ronald	PE - C		
20726	Chorkey	Martin	A.	PE - C		
20727	Williams	David	Bridgers	PE - C		
20728	Damron	Allen	T.	PE - C		
20729	Kolaneck	Christopher	Ryan	PE - C		
20730	Kondrach	Bradley	Dee	PE - C		
20731	Gould-Choquette	Adrienne		PE - C		
20732	Falcon	Cedar	J.	PE - C		
20733	Dikeman	Ray	G.	PE - C		
20734	Coleman	Jessica	S.	PE - C		
20735	Cox	Michael	Alan	PE - C		
20736	Stinnett	John	Ortho	PE - C		
20737	Troutman	Christy	N.	PE - C		
20738	Levorsen	Dean	P.	PE - C		
20739	Phillips	Jonathan	R.	PE - C		
20740	Rief	Michael	James	PE - C		
20741	Winnall	Craig	Steven	PE - C		
20742	Flores Flores	Felipe	Alejandro	PE - C		
20743	Slice	James	Christopher	PE - C		
20744	Benoit	Michelle	E.	PE - C		
20745	Inyama	Benedict	Chidi	PE - C		
20746	Cribbs	Ronald	Allan	PE - C		
20747	Cawley	Brian	Francis	PE - C		
20749	Uerling	Charles	Stephen	PE - C		
20750	Savchak	Michael	Wasył	PE - C		
20751	Woodall	Jeffrey	Thomas	PE - C		
20778	Ehlert	Lane	A.	PE - C		
20779	Felty	Robert	Warren	PE - C		
20780	McKeon	Jeremy	K.	PE - C		
20781	Schaeffer	Lyn	Robert	PE - C		
20782	Watts	Alan	Shelby	PE - C		
20783	Swarts	Kurt	J.	PE - C		
20784	Golka	Michael	P.	PE - C		
20785	Schwartzzenberger	Jason	Alan	PE - C		
20786	Craighead	Alan	J.	PE - C		
20787	Van Duzer	Alexander	J.	PE - C		
20788	Berryhill	Joshua	Lee	PE - C		
20789	Albers	Jonathan	David	PE - C		
20790	Clark	Richard	D.	PE - C		
20791	Kadric	Aziz		PE - C		
20792	Hedges	Clark	Ryan	PE - C		
20793	Smith	Derek	Joseph	PE - C		
20794	King	Robert	E.	PE - C		
20795	Lewis	Landon	D.	PE - C		
20796	Norcutt	Lori	L.	PE - C		
20797	Trew	Marcus	D.	PE - C		
20798	Carlson	Blair	G.	PE - C		
20799	Brown	Jeremy	W.	PE - C		
20800	Wallin	Billy	Daulton	PE - C		
20801	Waters	David	I.	PE - C		
20802	Beren	Jason	Roessel	PE - C		
20803	Hickerson	Hugh	Edward	PE - C		

2.b.i - PE's Cont'd next page

20804	Wolff	Robin	Lynn	PE - C	
20805	Elbarasi	Ayman	Ibrahim	PE - C	
20806	Swyden	David	Patrick	PE - C	
20807	Elvestad	Gregory	Thomas	PE - C	
20808	Sheikh	Muhammad	Omar	PE - C	
20809	Rheman	David	M.	PE - C	
20810	Coats	Jonathan	Tyler	PE - C	
20811	Dejong	Thomas	E.	PE - C	
20812	Segovia	Felicia	Marie	PE - C	
20813	Bingham	Robert	Stephen	PE - C	
20814	Chase	Martin	F.	PE - C	
20815	Cox	Cody	J.	PE - C	
20816	Tayman	Mark	William	PE - C	
20817	Durden	Brandon	W.	PE - C	
20818	Marcomb	Roger	Joseph	PE - C	
20819	Dimercurio	Jerome	J.	PE - C	
20820	Snow	Luke	Harrison	PE - C	
20821	Joyner	Michael	T.	PE - C	
20822	Smith	William	Joseph	PE - C	
20823	Simmons	James	Stephen	PE - C	
20824	Marks	Ladd	Damian	PE - C	
20825	Bacci	Geoffrey	James	PE - C	
20826	Kreider	Ashleigh	Robert	PE - C	
20827	Giles	Jonathon	Richard	PE - C	
20828	Dossett	Stephen	Douglas	PE - C	
20829	Cagle	Don	Aaron	PE - C	
20830	McKibbon	Ryan	Keith	PE - C	
20831	Buckman	Brandon	William	PE - C	
20832	Templet	Dwayne	Paul	PE - C	

**2.b.ii - SI's & EI's**

Intern #	Last Name	First	Middle	Type
9416	Beeks	Matthew	N.	EI
9417	Martinez	Jesus	Emanuel	EI
9418	Royal	Nicholas	James	EI
9419	Taber	Joshua	C.	EI
9420	Brown	Calysta	Leigh	EI
9421	Lea	Andrew	J.	EI
9422	Gonzalez	Yessenia		EI
9423	Love	Nathan	Curtiss	EI
9424	Angles-Vega	Diego		EI
9425	Winkler	Thomas	Lee	EI
9426	Rodriguez	Erik	J.	EI
9427	Whitted	Tanner	Boyce	EI
9428	Morell	Brendan	J.	EI
9429	Mayes	Lavion	Javier	EI
9430	Leissner	Paige	N.	EI
9431	Geiger	Cameron	Drax	EI
9432	Carrigan	Clay	S.	EI
9433	Vaughn	Benjamin	M.	EI
9434	Manzi	Yves		EI
9435	Russell	Blake	Thomas	EI
9436	Daughtrey	Dalton	A.	EI
9437	Holeman	Niko	James	EI
9438	Farrington	Lealand	W.	EI
9439	Horton	Jeshurun	Philip	EI
9440	Maville	Logan	Alexander	EI

**2.b.iii - Reinstated & new COA's (Certificates of Authority)**

COA #	Company Name	Address	City	State	Zip	Type	AR PE/PS in CHG
1396	Collins & Assoc Land Surveyors Inc	1230 2nd St.	LC	LA	70601-5466	Survey	Virgil Collins PS #889
1737	Key Environmental Inc	200 Third Ave	Carnegie	PA	15106-2600	Engineering	Mark Lahr PE #13308
2751	SGS Engineering, LLC	10327 Grand River Rd, Ste #406	Bringhton	MI	48116-6501	Engineering	Nicholas Schmitt PE #15940
3033	Mayden Engineering PLLC	1319 N Point Ln	North Little Roc	AR	72118-2367	Engineering	Caleb Mayden PE #16922

**COA's Cont'd next page**

4062	Engineered Air Balance Co., Inc.	3309 Matrix Drive	Richardson	TX	75082-2736	Engineering	Justin Garner PE #20697
4063	Saige Engineering Company	6612 Granada Dr	Little Rock	AR	72205-2835	Engineering	Jacob Carter PE #20391
4064	DCG Engineering, Inc.	1668 Keller Parkway	Keller	TX	76248-3767	Engineering	Logan McWhorter PE #20445
4065	Adicot, Inc.	607 Bayshore Rd	NOKOMIS	FL	34275-1930	Engineering	Adrienne Gould-Choquette PE
4066	SJB Group, LLC	P. O. Box 1751	Baton Rouge	LA	70821-1751	Survey	Charles Brewer PS #1683
4067	CliftonLarsonAllen	301 SW Adams St	Peoria	IL	61602-1557	Engineering	Aaron Woiwode PE #18140
4068	McCord Surveying, LLC.	109 S Cokley St	Lake Village	AR	71653-8400	Survey	Drew McCord PS #1641
4069	Gilsanz Murray Steficek LLP	129 West 27th Street	New York	NY	10001-6206	Engineering	Jonathan Hernandez PE #20773
4070	ECI dba Engineering Consultants, PLLC	401 West Capitol Ave., Suite 305	Little Rock	AR	72201-3459	Engineering	Sherman Jordan PE #8953
4071	PERC Engineering, LLC	4055 International Plaza, Suite 460	Fort Worth	TX	76109-4867	Survey	Simon Kiefer PS #1896
4072	DeShazo Group, Inc	400 S. Houston Street	Dallas	TX	75202-4851	Engineering	Gabriel Dowell PE #20647
4073	Azimuth Engineering Group LLC	695 Route 46 West	Fairfield	NJ	07004-1592	Engineering	Jeremy McKeon PE #20780
4074	Percheron Professional Svcs, LLC	1904 West Grand Parkway North	Katy	TX	77449-1697	Dual	Kenneth Yost PE #8460 Neil
4075	Lemke Industrial Machine LLC	143454 County Rd NN	Marathon	WI	54448-9792	Engineering	Travis McDonald PE #20701
4076	W. Mark Watson, PE, LLC	2510 MATTOX ST	TUPELO	MS	38801-2510	Engineering	William Watson PE #10104
4077	Professional Engineering Associates, Inc.	2430 Rochester Ct., Ste. 100	Troy	MI	48083-1872	Engineering	Alexander Van Duzer PE #20787
4078	Whiteley Oliver, LLC	815 Walker Street	Houston	TX	77002-5762	Survey	Joshua McGinn PS #1861
4079	Pearson Engineering, LLC	402 Gammon Place	Madison	WI	53719-1065	Engineering	Jason Beren PE #20802
4080	DDS Engineering, PLLC	148 Chester Court	Bowling Green	KY	42103-7018	Engineering	Jeremy Brown PE #20799
4081	Ellinwood Machado, LLC	800 Lambert Dr NE Suite H	Atlanta	GA	30324-4106	Engineering	Thomas Gillard PE #20560
4082	Kitty Hawk Engineering, PLLC	2036 Creek Rd	Kitty Hawk	NC	27949-3826	Engineering	Barrett Crook PE #19207
4083	McCarty Granberry Engineering	198 Progress Road	Collierville	TN	38017-2716	Engineering	Robert Bingham PE #20813
4084	Clauger USA LLC	12276 San Jose Blvd, Suite 423	Jacksonville	FL	32223-8661	Engineering	Luke Facemyer PE #17696
4085	Project Consulting Services, Inc.	3300 W. Esplanade Ave., S., Suite 500	Metairie	LA	70002-3447	Engineering	Dwayne Templet PE #20832
4086	Plant Engineering Consultants	321 N Range Ave	Denham Springs	LA	70726-3423	Engineering	Roger Marcomb PE #20818
4087	Karins Engineering Group	1626 Ringling Blvd	Sarasota	FL	34236-6815	Engineering	Jerome Dimercurio PE #20819
4088	DFW Structural Consulting, Inc.	12575 Mill Run Drive	Frisco	TX	75035-0145	Engineering	Kyle Burgy PE #18460
4089	Design Build and Engineering Services, LLC	111 Depot Dr, STE B	Madison	MS	39110-9395	Engineering	Ethan Veazey PE #20598
4090	Zanevan Engineering	11200 Jolly Mill Lane	Pierce City	MO	65723-9296	Engineering	John Eckhart PE #11536
4091	Delta Engineering & Construction Co.	12 Burnttree Ct	Little Rock	AR	72212-3223	Engineering	Kathryn Dial PE #17412



**St Bd of Licensure for Prof Engineers & Prof Surveyors**  
**Statement of Assets, Liabilities, & Fund Balance**  
**Financial Report As of January 2022**

	<u>December</u>	<u>January</u>	<u>YEAR TO DATE</u>	<u>2022 Appropriation</u>	<u>Remaining Allotment</u>
<b>REVENUE</b>					
Revenue					
<b>AASIS w/Adjustments</b>	290,660.00	55,910.00	615,540.00		
<b>Interest - Treasury</b>	992.91	1,164.97	6,501.54		
<b>Interest - CD's</b>	-	28.89	218.28		
<b>TOTAL REVENUE</b>	<u>291,652.91</u>	<u>57,103.86</u>	<u>622,259.82</u>		
<b>LIABILITIES</b>					
<b>Expenditures</b>					
<b>Salaries</b>	36,719.54	25,739.71	200,469.80	298,775.00	98,305.20
<b>Extra Help</b>	0.00	0.00	0.00	12,000.00	12,000.00
<b>Matching</b>	11,384.75	8,871.23	66,465.42	101,162.00	34,696.58
<b>Operating Expense</b>	17,010.79	27,710.65	87,283.26	208,649.00	114,245.66
<b>Travel</b>	0.00	0.00	0.00	10,227.00	10,227.00
<b>Prof. Fees</b>	0.00	0.00	3,470.00	7,144.00	3,674.00
<b>Total Expenditures</b>	<u>65,115.08</u>	<u>62,321.59</u>	<u>357,688.48</u>	<u>637,957.00</u>	<u>273,148.44</u>
<b>Total Commitments</b>		0.00	7,120.08		-7,120.08
<b>ADLL Funding Indirect</b>	<u>3,446.20</u>	<u>3,446.20</u>	<u>10,338.60</u>	<u>29,741.40</u>	<u>19,402.80</u>
<b>TOTAL LIABILITIES</b>	<u><b>68,561.28</b></u>	<u><b>65,767.79</b></u>	<u><b>375,147.16</b></u>	<u><b>667,698.40</b></u>	<u><b>285,431.16</b></u>
<b>Revenue/Expenditures</b>	<u>223,091.63</u>	<u>(8,663.93)</u>	<u>247,112.66</u>		
<b>FUND BALANCE</b>			1,686,765.56		
<b>CD'S BALANCE</b>			194,703.86		
			<u><b>1,881,469.42</b></u>		

# Internal Control and Compliance Assessment

## Arkansas Legislative Audit

### Department of Labor and Licensing

For the Two Fiscal Years Ended June 30, 2020



## INTRODUCTION

This report is issued to inform the Legislative Joint Auditing Committee of compliance with state fiscal laws and regulations as well as deficiencies in internal controls for the Department of Labor and Licensing. As discussed in the Results of Assessment section below, our procedures disclosed that the Agency failed to report losses discovered prior to audit (Finding 1), provide adequate supporting documentation for purchases and travel-related expenditures made by the current and former Executive Directors of the State Board of Architects (Finding 2), retain the official agenda and minutes for public meetings of the State Board of Architects (Finding 3), adhere to Arkansas Code that prohibits employment of relatives (State Board of Architects) (Finding 4), properly calculate lump sum leave payouts (Finding 5), and diligently pursue the collection of receivables and refer uncollectable accounts to the Chief Fiscal Officer (CFO) of the State for abatement (Finding 6).

## SCOPE AND METHODOLOGY

We performed an internal control and compliance assessment of the Department of Labor and Licensing, a department of Arkansas state government, as of and for the two-year period ended June 30, 2020, and have issued our report dated October 18, 2021. Management of the Agency is responsible for establishing and maintaining internal controls and complying with applicable laws and regulations.

The assessment included cash on deposit, cash receipts, accounts receivable, investments, expenditures, liabilities, capital assets, and data entry to the Arkansas Administrative Statewide Information System (AASIS). The assessment consisted principally of inquiries, observations, analytical procedures, and selected tests of internal control policies and procedures, accounting records, and other relevant documents. We relied on financial data in AASIS recorded by the Agency and audit work conducted in the fiscal years 2019 and 2020 Annual Comprehensive Financial Reports (ACFR) and Single Audit Reports.

## RESULTS OF ASSESSMENT

Assessment procedures disclosed the following internal control or compliance matters that were discussed with Department officials during the assessment and at the exit conference:

**Finding 1:** R1-19-4-2004 of the Financial Management Guide specifically states that an agency is "...responsible for, and held accountable for, reporting any losses of state funds to the Chief Fiscal Officer [CFO] of the State and to Arkansas Legislative Audit [ALA]. Losses include apparent unauthorized disbursements of state funds or the apparent theft or misappropriation of state funds or property." Furthermore, reporting shall be made within five business days of the date the loss is discovered, and no agency, board, commission or institution has the authority to negotiate with any officer or employee for settlement of any losses without the approval of the CFO of the State.

ARKANSAS LEGISLATIVE AUDIT  
500 Woodlane Street, Suite 172, Little Rock, AR 72201  
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[www.arklegaudit.gov](http://www.arklegaudit.gov)

Report ID: SAC991020

Report Date: October 18, 2021



The Agency did not report losses incurred regarding the former Executive Director of the State Board of Architects, who resigned on December 13, 2019. These losses included several inventory items, totaling \$2,177, that had been in the possession of the former Executive Director but could not be located and two payroll checks the former Executive Director received to which he was not entitled, totaling \$4,917.

Although approval from the CFO of the State was not obtained, the Agency withheld the accrued annual leave lump sum payout, totaling \$11,082, to recover the value of the payroll overpayment and inventory losses.

We recommend the Agency report losses to the CFO of the State and ALA, as required. In addition, we recommend the Agency request from the CFO of the State approval to negotiate or settle losses prior to pursuing restitution.

**Management response:** *The Department agrees with Finding #1. The Department has taken steps to ensure future compliance with a policy directive that includes the following:*

- *Any loss of state funds or property, including apparent unauthorized disbursements, apparent theft or misappropriation of state funds or property, or damage to state property shall be reported to the Department's Chief Fiscal Officer the business day following the date the loss is discovered.*
- *The Department's Chief Fiscal Officer is the clearly designated official with the authority to oversee and require compliance with the Financial Management Guide with respect to losses.*
- *No final action or resolution shall be made with respect to a loss without the approval of the Department's Chief Fiscal Officer.*

**Finding 2:** Our review revealed undocumented and/or unauthorized expenditures by the current and former Executive Directors of the State Board of Architects, as discussed below:

Current Executive Director

R7-19-4-904 of the Financial Management Guide requires a Travel Expense Reconciliation form when an employee does not pay all travel expenses. In addition, R1-19-4-903 states that when lodging costs exceed the rates listed in the Federal Travel Directory, a letter of authorization and justification by the administrative head of the agency must be on file with the travel payment document.

Our review revealed that in June 2019, the current Executive Director of the State Board of Architects traveled to Washington, D.C., for a conference and did not complete the required form. Additionally, the lodging for the trip exceeded the per diem by \$192, and a letter of authorization/justification was not provided.

Former Executive Director

Ark. Code Ann. § 19-4-1103 states that the executive head of an agency is responsible for establishing procedures and controls to ensure accurate payment of obligations, management approval of expenditures, and retention of supporting invoices. Additionally, R19-4-815 of the Financial Management Guide requires that original documents supporting indebtedness be kept in a safe place subject to audit.

During our review of fiscal year 2019 expenditures, we discovered 12 instances, totaling \$11,769, in which the former Executive Director of the State Board of Architects was reimbursed for expenses without appropriate supporting documentation or authorization/approval:



- Receipts for three purchases totaling \$3,020 could not be provided; therefore, the specific items purchased and business purpose could not be determined.
- A receipt for purchase of a camera, filter, and memory card, totaling \$3,345, could not be provided. (The memory card was part of the inventory loss mentioned in **Finding 1**.)
- Seven purchases of apparent personal items, totaling \$4,947, were not documented as authorized or approved, and a business purpose was not documented.
- Lodging expenses for a June 2019 trip to Las Vegas, which included a room upgrade, exceeded the per diem by \$457, and a letter of authorization/justification was not provided, in noncompliance with R1-19-4-903 of the Financial Management Guide.

We recommend the Agency review its internal control procedures regarding expenditures to ensure compliance with Arkansas laws.

**Management response:** *The Department agrees with the finding. It should be noted that these actual expenditures all occurred prior to July 1, 2019, the date of transfer of the Board of Architects, Landscape Architects, and Interior Designers (ASBALAID) to the Department. Following the former Executive Director's failure to appear before the Legislative Audit Committee in December 2019, Secretary Bassett provided the Committee with certain corrective actions that were taken to avoid the same problems in the future. Some of those actions are repeated here, or changes are noted. The Department has taken the following corrective actions:*

- *Regarding the June 2019 trip to Washington, D.C., of the current Executive Director of the Architects Board, the sum of \$192 has been paid to the Board. This represents the amount that exceeded per diem without prior authorization.*
- *Monthly bills and monthly expenditures are reviewed by the Department's central finance staff for appropriate documentation, authorizations/approvals, and the business purpose or justification.*
- *The Secretary initially cancelled all the Board's credit cards (purchasing cards and travel cards). In the past few months, the current Executive Director was approved for a purchasing card (P-card). It has a Department-imposed limit of \$2,000.*
- *The Department's Chief Financial Officer operated as the de facto Executive Director for a period prior to the promotion of the former Office Manager. This promotion occurred only after the former Office Manager had proven herself to the Board and the Secretary.*
- *The Secretary's Chief of Staff has been designated the travel supervisor for the Executive Director, as well as the directors of the other boards, commissions, and divisions within the Department.*

**Finding 3:** Ark. Code. Ann. § 25-18-604 establishes guidelines for record retention, including permanent retention of official agendas and minutes of public meetings. Our review revealed that these records for the State Board of Architects were stored on the former Executive Director's computer. Prior his resignation in December 2019, he deleted the contents of his computer's hard drive, which included the files related to the public meetings.

We recommend the Agency establish appropriate procedures to ensure information is retained in accordance with Arkansas law.

**Management response:** *The Department agrees with the finding. This is similar to an access finding regarding the Board of Architects, Landscape Architects, and Interior Designers as a result of the FY2018 audit. As Secretary Bassett assured the Legislative Audit Committee at that time, the current Executive Director has been instructed with respect to record management responsibilities. The ASLAID board meetings are video recorded through the Department's ZOOM video conferencing system. Those recordings are maintained by the Information Technology Section for a period of 6 months. The video recording, together with minutes and agendas, are required to be maintained by staff on the appropriate network system, so that backups occur.*

*As a result of this finding, all directors have been reminded to ensure that records are maintained on appropriate network drives with back up approved by the Department's Chief Information Officer.*

**Finding 4:** Ark. Code. Ann. § 25-16-1002 prohibits employment of relatives within a state agency when one relative is responsible for supervising the job performance or work activities of another relative.

The current Executive Director of the State Board of Architects, who was the Office Manager in July 2019, used a temporary staffing agency to hire her step-son and was responsible for supervising his job performance and work activities.

*We recommend the Agency review its procedures regarding hiring and supervising relatives to ensure compliance with Arkansas Code.*

**Management response:** *The Department agrees with the finding. Appropriate personnel action has been taken. Further, all hiring decisions are reviewed by appropriate Human Resources personnel. There are no contracts with temporary staffing agencies, and any such contract would require the approval of the Secretary.*

**Finding 5:** Our review revealed calculation errors regarding payouts for annual leave, sick leave, and compensatory leave, as discussed below:

#### Annual Leave Payouts

In accordance with Office of Personnel Management (OPM) policy number 45, individuals who terminate employment with the State are eligible to receive a payout of their annual leave balances, including birthdays and holidays.

For the year ended June 30, 2020, we noted the following:

- Two employees at the Worker's Compensation Commission were underpaid \$615 and \$494, respectively, because eligible hours were entered incorrectly.
- One employee at the Real Estate Commission was underpaid \$112 because the correct rate of pay was not used.
- At the Division of Labor, one employee was underpaid \$155 because the correct rate of pay was not used, and one extra-help employee received \$202, although extra-help employees are ineligible for leave payouts.

For the year ended June 30, 2019, we noted the following:

- At the Division of Labor, one employee was underpaid \$96 because information was entered into AASIS incorrectly, and one employee was overpaid \$120 because eligible hours were entered incorrectly.

- One employee at the Real Estate Commission was underpaid \$99 because the correct rate of pay was not used.

#### Sick Leave

OPM policy number 54 outlines the payout plan for unused sick leave upon retirement or death of an employee.

For the year ended June 30, 2020, we noted the following:

- One employee at the Worker's Compensation Commission was underpaid \$2,221 because family medical leave was not considered in the calculation.
- One employee at the Division of Labor was overpaid \$2,250 because the eligible hours were entered incorrectly.

For the year ended June 30, 2019, one employee at the Division of Labor was overpaid \$2,790 because information was entered into AASIS incorrectly.

#### Compensatory Time

OPM policy number 28 outlines the payout allowances for compensatory time. Our review revealed that compensatory time was not being approved by the employee's supervisor prior to being earned for the two-year period ended June 30, 2020, at the Towing and Recovery Board, in noncompliance with OPM policy number 28. A discussion with the Board Director on March 24, 2021 indicated that Secretary Bassett has eliminated all overtime (compensatory time).

We recommend the Agency review calculations for all lump sum payments to ensure calculations are accurate and employees are properly paid for applicable unused leave balances.

**Management response:** *The Department agrees with the finding. In terms of corrective action, we are taking the following actions:*

- *There are two underpayments cited for former employees of the Arkansas Real Estate Commission due to incorrect pay rate being used. Our staff cannot edit the rate of pay that is used for the leave payouts in AASIS. Staff can only enter the type of leave, number of hours and effective date. Now that we are aware that there is a problem, we will check for accuracy of the information and contact DFA with respect to any discrepancy.*
- *The calculation error related to Family and Medical Leave Act leave was due in part to a reliance on a misleading form in lieu of the language of the OPM rule. That misunderstanding has been corrected with staff.*
- *In terms of underpayments, the Department is currently exploring the manner and method of making former employees whole in consultation with OPM.*
- *In terms of overpayments, the Department will formally notify DFA of the losses and consult with them on appropriate action to recover the losses.*
- *One clarification should be made with respect to the Towing and Recovery Board. The Secretary has not eliminated all use of overtime, but only routine use of overtime. It is still available for certain emergencies and other situations.*

**Finding 6:** In accordance with R4-19-4-2004 of the Financial Management Guide, regarding accounts receivable, an agency shall diligently and actively pursue collection of receivables

and document those efforts, prepare aging reports at least monthly, document the review by management and the results of the review, develop and follow written criteria to determine accounts that are not collectable, provide estimates of receivables deemed not collectable annually at year-end, and refer debts deemed uncollectable to the CFO of the State.

Our review of 30 accounts receivable items revealed the following deficiencies:

- The Agency did not document that it prepared monthly aging reports or that management reviewed the receivable balances. The lack of controls over accounts receivable balances resulted in uncollected balances at the following entities:
  - > Division of Labor – Five items totaling \$1,830 (one each from 2012, 2016, and 2019 and two from 2020.).
  - > Contractors Licensing Board – Four items totaling \$329,622 (one each from 2015, 2017, 2018, and 2020).
  - > Real Estate Commission – Four items totaling \$184,471 (one from 2015, two from 2016, and one from 2020).
- The Contractor’s Licensing Board recorded \$153,622 as an allowance for doubtful accounts without developing written criteria.
- We noted several accounts that the Agency should consider in an annual estimate of uncollectable items because they were outstanding prior to June 30, 2019:
  - > Division of Labor – Two items totaling \$250.
  - > Contractors Licensing Board – Two items totaling \$154,000.
  - > Real Estate Commission – Three Items totaling \$179,471.
- The Agency did not receive approval from the CFO of the State for the abatement of receivables at the following entities:
  - > Division of Labor – One item totaling \$35.
  - > Contractors Licensing Board – Two items totaling \$162,000.

In addition, we noted several accounts for which an abatement approval should be considered because they were outstanding prior to June 30, 2019:

- > Division of Labor – Two items totaling \$250.
- > Contractors Licensing Board – Two items totaling \$211,622.
- > Real Estate Commission – Three items totaling \$179,471.

We recommend the Agency review and strengthen accounts receivable procedures to ensure balances are pursued for collection, written criteria are developed for uncollectable amounts, and appropriate approval from the CFO of the State is obtained prior to abatement.

**Management response:** *The Department strongly agrees with the conclusion and recommendation that it review and strengthen accounts receivable procedures; that it ensures written criteria is developed for the identification and handling of doubtful accounts; and that appropriate approval from the Chief Fiscal Officer of the State is obtained prior to abatement. The Department has or is taking the following corrective action:*

- *The Department is currently working on a comprehensive and consistent procedure for accounts receivable and anticipates completion by the end of the year.*

- *The Department will review the seven (7) items recommended for consideration in its annual estimate of uncollectable items and seek abatement as appropriate.*
- *The Arkansas Real Estate Commission has expanded its monthly report of accounts receivable to include an item for “Fines—Accounts Receivable.”*
- *The Contractors Licensing Board will treat a board-ordered reduction in an administrative fine as an abatement issue. A board imposed fine based on a contingency, such as a “\$1000 fine reduced to \$500 if no violations for 1 year,” presents a different question and will be addressed in written Department procedures in consultation with DFA and Legislative Audit staff.*
- *Meanwhile, all directors have been instructed to treat administrative fines as accounts receivable for the purposes of aging reports, documentation of collection activity or determination of uncollectable status, and following proper abatement procedures as appropriate.*

## ENABLING LEGISLATION AND ORGANIZATIONAL STRUCTURE

The Arkansas Department of Labor and Licensing is a cabinet-level department established by The Transformation and Efficiencies Act of 2019 (Act 910 of 2019). Under the Act, the administrative functions of the following state entities were transferred to the Department:

- The Department of Labor, now known as the Division of Labor.
- Abstractors’ Board.
- State Board of Public Accountancy.
- Appraiser Licensing and Certification Board.
- State Board of Architects, Landscape Architects, and Interior Designers.
- State Athletic Commission.
- Auctioneer’s Licensing Board.
- Professional Bail Bond Company and Professional Bail Bondsman Licensing Board.
- State Board of Barber Examiners.
- State Board of Collection Agencies.
- Contractors Licensing Board.
- Board of Electrical Examiners.
- Elevator Safety Board.
- State Board of Licensure for Professional Engineers and Professional Surveyors.
- Fire Protection Licensing Board.
- State Board of Registration for Professional Geologists.
- Home Inspector Registration Board.
- HVACR Licensing Board.
- Manufactured Home Commission.
- Motor Vehicle Commission.
- Pawnbroker Licensure Commission.
- Real Estate Commission.
- Towing and Recovery Board.
- Workers’ Compensation Commission.

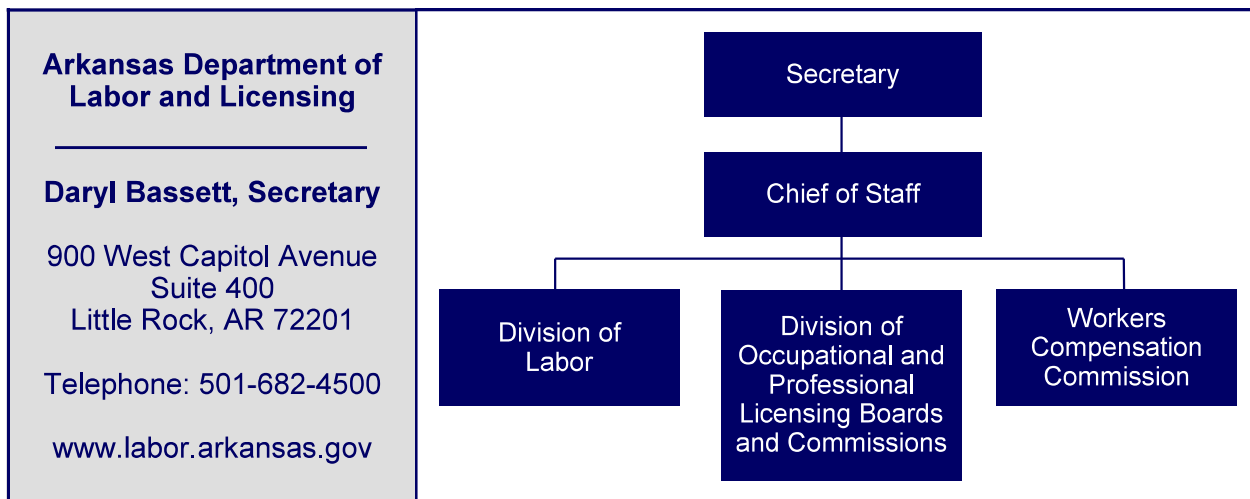


As shown in **Exhibit I**, the newly-created Department has three divisions:

1. The mission of the **Division of Labor** is to foster, promote, and develop the health, safety and welfare of the wage earners of Arkansas by providing services and enforcing laws to improve working conditions and enhance their opportunities for safe and profitable employment.
2. The **Division of Occupational and Professional Licensing Boards and Commissions** was established for the purpose of organizing licensing boards.
3. The **Workers' Compensation Commission** administers and enforces Arkansas workers' compensation law and is directed to the moral, social, and economic benefits of protecting employers, employees, and their dependents from financial burdens imposed by job-related injury and disease.

**Exhibit I**

**Arkansas Department of Labor and Licensing  
Organizational Chart**



*Source: Department of Labor and Licensing*

## **EFFECTS OF CORONAVIRUS DISEASE 2019**

On March 11, 2020, the Governor of Arkansas issued Executive Order 20-03 declaring a public health emergency and ordered the Arkansas Department of Health to take action to prevent the spread of coronavirus disease 2019 (COVID-19). The COVID-19 outbreak is disrupting sales, travel, and everyday life across several industries and governments. The extent of the impact of COVID-19 on the financial statements for future reporting periods will depend on certain developments, including the duration of the outbreak and revenue collections – all of which are uncertain and cannot be predicted. Impacts on the Department of Labor and Licensing included additional investment in technology upgrades, including hardware, software, and online payment options, and the shift for some employees to work remotely.

## **FISCAL ANALYSIS**

As previously mentioned, in accordance with Act 910 of 2019, effective July 1, 2019, multiple entities were consolidated to form the Department of Labor and Licensing. Summary financial information for each business area is presented in **Exhibit II on page 9**.

**Exhibit II**  
**Arkansas Department of Labor and Licensing**  
**Summary of Financial Information by Business Area**  
**For the Year Ended June 30, 2020**

<b>Board/Commission/Division</b>	<b>Assets and Deferred Outflows</b>	<b>Liabilities and Deferred Inflows</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Net Transfers In (Out)</b>
Department of Labor and Licensing	\$ 875,551	\$ 432,244	\$ 385,747	\$ 780,780	\$ 557,168
Division of Labor	4,714,956	808,454	2,828,080	5,985,302	2,894,031
Abstractors' Board	114,735	7,929	14,457	9,225	
State Board of Public Accountancy	1,751,071	349,886	1,002,997	978,971	(14,402)
Appraiser Licensing and Certification Board	1,342,429	343,989	451,372	414,953	61
State Board of Architects, Landscape Architects, and Interior Designers	3,210,070	110,220	459,955	231,013	333
State Athletic Commission	109,585	2,483	45,226	98,863	155,109
Auctioneers Licensing Board	253,746	4,370	95,677	109,876	(1,620)
Professional Bail Bondsman Licensing Board	3,399,292	1,315,824	483,445	341,272	161
State Board of Barber Examiners	230,198	8,837	277,933	251,423	
State Board of Collection Agencies	5,937,383	2,524,062	1,883,167	310,565	(1,419,611)
Contractors Licensing Board	5,804,822	2,406,470	1,550,732	1,287,330	(114,579)
State Board of Licensure for Professional Engineers and Professional Surveyors	2,703,807	518,682	705,539	522,598	124
Fire Protection Licensing Board	513,879	109,350	217,789	106,474	(2,142)
State Board of Registration for Professional Geologists	125,241	36,688	5,555	49,792	124,272
Home Inspectors Registration Board	513,140	54,564	105,844	70,885	3
Manufactured Home Commission	2,078,586	44,907	310,623	256,220	32
Motor Vehicle Commission	2,433,217	74,336	586,122	456,106	(129,446)
Real Estate Commission	4,952,489	920,196	1,437,030	1,194,422	110
Towing and Recovery Board	277,075	121,403	267,838	319,215	
Workers' Compensation Commission	132,297,570	235,849,334	18,515,566	12,893,159	89
<b>Totals</b>	<b>\$ 173,638,842</b>	<b>\$ 246,044,228</b>	<b>\$ 31,630,694</b>	<b>\$ 26,668,444</b>	<b>\$ 2,049,693</b>

**Source:** Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

### **Revenues, Expenditures, and Transfers**

Revenues, expenditures, and transfers for the Department for fiscal years 2016 through 2020 are presented in **Exhibit III on page 10**.

The Department reported \$31.6 million in total revenues for fiscal year 2020. Of the \$26.8 million in licenses and fees, premium tax fees totaled \$16.2 million, and the remaining \$10.6 million were special revenues related to issuance of licenses.

Department expenditures totaled \$26.7 million for the fiscal year ended June 30, 2020. The majority of expenditures was for salaries and refunds, taxes and claims, which comprised 71% and 15% of total expenditures, respectively.

The Department reported net transfers of \$2 million, which represent general revenue distributions.

### **Assets, Liabilities, and Deferred Inflows and Outflows of Resources**

Assets, liabilities, and deferred inflows/outflows of resources for fiscal years 2016 through 2020 are presented in **Exhibit IV on page 10**.

The Department's assets totaled \$170.6 million for the year ended June 30, 2020 with cash and cash equivalents comprising 52% and investments comprising 31%. Liabilities totaled \$242 million at June 30, 2020, with claims payable representing the largest component, totaling \$209.4 million or 87%. Deferred inflows and outflows of resources for fiscal year 2020 totaled \$4 million and \$3 million, respectively.

Exhibit III

Arkansas Department of Labor and Licensing  
Revenues, Expenditures, and Transfers  
For the Years Ended June 30, 2016 through 2020

	Fiscal Year				
	2020	2019	2018	2017	2016
<b>Revenues</b>					
Licenses and fees	\$ 26,815,863	\$ 27,964,793	\$ 29,400,148	\$ 29,724,186	\$ 28,073,620
Fines and penalties	1,266,725	1,484,711	1,285,246	1,221,447	840,331
Investment revenues	2,086,529	4,456,118	1,319,274	1,805,087	1,094,991
Other revenues	1,461,577	1,703,798	1,247,049	1,551,747	1,826,571
<b>Total Revenues</b>	<b>\$ 31,630,694</b>	<b>\$ 35,609,420</b>	<b>\$ 33,251,717</b>	<b>\$ 34,302,467</b>	<b>\$ 31,835,513</b>
<b>Expenditures</b>					
Salaries	\$ 18,926,871	\$ 17,231,030	\$ 17,357,950	\$ 16,511,578	\$ 18,008,660
Utilities and rent	915,632	923,777	939,556	1,022,385	1,027,079
Refunds, taxes, and claims	3,976,605	11,426,055	9,645,494	4,023,230	10,778,538
Other expenses	2,849,336	3,519,879	6,111,001	4,528,084	3,486,406
<b>Total Expenditures</b>	<b>\$ 26,668,444</b>	<b>\$ 33,100,741</b>	<b>\$ 34,054,001</b>	<b>\$ 26,085,277</b>	<b>\$ 33,300,683</b>
<b>Net Transfers In (Out)</b>	<b>\$ 2,049,693</b>	<b>\$ 1,563,317</b>	<b>\$ 1,573,856</b>	<b>\$ 1,684,258</b>	<b>\$ 1,739,847</b>

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

Exhibit IV

Arkansas Department of Labor and Licensing  
Assets, Liabilities, and Deferred Inflows and Outflows of Resources  
For the Years Ended June 30, 2016 through 2020

	Fiscal Year				
	2020	2019	2018	2017	2016
<b>Assets</b>					
Cash and cash equivalents	\$ 89,473,008	\$ 103,537,966	\$ 94,730,719	\$ 91,077,302	\$ 116,552,507
Investments	52,561,207	39,506,521	46,601,327	50,861,288	27,057,562
Fixed assets	8,122,353	7,722,414	7,549,641	7,388,633	6,916,823
Other assets	20,422,919	20,512,794	24,752,613	24,507,999	24,454,660
<b>Total Assets</b>	<b>\$ 170,579,487</b>	<b>\$ 171,279,695</b>	<b>\$ 173,634,300</b>	<b>\$ 173,835,222</b>	<b>\$ 174,981,552</b>
<b>Deferred Outflows of Resources</b>					
Related to pension expense	\$ 3,059,355	\$ 1,680,630	\$ 2,462,009	\$ 2,685,655	\$ 1,740,010
<b>Liabilities</b>					
Claims payable	\$ 209,428,879	\$ 219,366,357	\$ 222,216,620	\$ 227,127,819	\$ 238,640,503
Long-term liabilities	23,029,119	20,479,015	25,285,661	23,007,788	22,423,147
Unearned revenues	4,329,211	4,160,970	4,264,013	4,035,918	3,977,781
Other liabilities	5,254,209	5,000,558	5,072,196	4,765,043	4,165,811
<b>Total Liabilities</b>	<b>\$ 242,041,418</b>	<b>\$ 249,006,900</b>	<b>\$ 256,838,490</b>	<b>\$ 258,936,568</b>	<b>\$ 269,207,242</b>
<b>Deferred Inflows of Resources</b>					
Related to revenues	\$ 4,002,810	\$ 3,858,320	\$ 3,496,947	\$ 2,845,664	\$ 3,256,517

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

**License Activity**

A summary of license activity is presented in **Exhibit V**. The information represents licenses issued, revenue collected, and average fees for individuals and firms that were issued licenses for the year ended June 30, 2020.

**Exhibit IV**  
**Arkansas Department of Labor and Licensing**  
**Summary of License Activity**  
**For the Year Ended June 30, 2020**

<b>Board Name</b>	<b>License Type</b>	<b># Issued</b>	<b>Revenues</b>	<b>Average Fee</b>
Department of Labor and Licensing • HVACR Licensing Board	Individual licenses	7,696	\$ 712,838	\$ 93
Division of Labor • Board of Electrical Examiners	Individual licenses	12,920	372,121	29
• Boiler Inspection	Individual licenses	6,324	147,576	23
• Elevator Safety Board	Individual licenses	322	29,920	93
• Elevator Safety Board	Firm licenses	31	6,370	205
Abstractors' Board	Individual licenses	167	8,350	50
	Firm licenses	76	11,455	151
State Board of Public Accountancy	Individual licenses	5,862	531,850	91
	Firm licenses	739	81,290	110
Appraiser Licensing and Certification Board	Individual licenses	1,241	238,720	192
	Firm licenses	125	62,500	500
State Board of Architects, Landscape Architects, and Interior Designers • Landscape Architects	Individual licenses	221	25,440	115
• Interior Designers	Individual licenses	55	5,900	107
• Architects	Individual licenses	1,767	205,810	116
• Architects	Firm licenses	567	145,500	257
State Athletic Commission	Individual licenses	536	9,425	18
Auctioneer's Licensing Board	Individual licenses	791	79,100	100
Professional Bail Bond Company and Professional Bail Bondsman Licensing Board	Individual licenses	478	47,800	100
	Firm licenses	43	43,000	1,000
State Board of Barber Examiners	Individual licenses	3,298	156,800	48
	Firm licenses	1,051	59,065	56
State Board of Collection Agencies	Individual licenses	62,671	1,253,420	20
	Firm licenses	1,396	174,500	125
Contractors Licensing Board	Firm licenses	17,768	796,350	45
State Board of Licensure for Professional Engineers and Professional Surveyors • Engineers	Individual licenses	5,962	518,960	87
• Surveyors	Individual licenses	434	28,435	66
• Engineers and Surveyors	Firm licenses	1,286	136,300	106
Fire Protection Licensing Board	Individual licenses	2,105	121,015	57
	Firm licenses	328	99,530	303
State Board of Registration for Professional Geologists	Individual licenses	609	36,580	60
Home Inspector Registration Board	Individual licenses	473	113,700	240
Manufactured Home Commission	Individual licenses	234	11,700	50
	Firm licenses	159	57,325	361
Motor Vehicle Commission	Individual licenses	5,852	346,645	59
	Firm licenses	789	223,890	284
Real Estate Commission	Individual licenses	16,336	1,034,945	63
	Firm licenses	120	40,350	336
Towing and Recovery Board	Individual licenses	1,959	135,849	69
	Firm licenses	705	105,343	149

**Source:** Agency revenue records (unaudited by Arkansas Legislative Audit)





## **STATUS OF COMPLAINTS**

**March 8, 2022**

### **Agenda Item: 5a (as of 2/23/2022)**

#### **Case 2020-02**

Complaint received on August 10, 2020, alleging misconduct in the practice of engineering, Board inquiry letter sent on August 10, 2020.

**Waiting on answer.**

#### **Case 2021-03**

Complaint received on June 17, 2021, alleging misconduct in the practice of Engineering. Board inquiry letter sent on June 18, 2021.

**Answer received on July 16, 2021**

#### **Case 2021-05**

Complaint received on September 7, 2021, alleging misconduct in the practice of engineering, Board inquiry letter sent on September 7, 2021

**Answer received on September 28, 2021.**

#### **Case 2021-06**

Complaint received on September 10, 2021, alleging misconduct in the practice of Surveying, Board inquiry letter sent on September 10, 2021

**Answer received on October 11, 2021.**

#### **Case 2021-07**

Complaint received on October 13, 2021, alleging misconduct in the practice of Surveying, Board inquiry letter sent on October 13, 2021

**Answer received on November 4, 2021.**

#### **Case 2021-08**

Complaint received on November 2, 2021, alleging misconduct in the practice of Surveying, Board inquiry letter sent on November 2, 2021

**Answer received on November 15, 2021.**

#### **Case 2021-09**

Complaint received on November 9, 2021, alleging misconduct in the practice of engineering, Board inquiry letter sent on November 9, 2021

**Answer received on November 29, 2021.**

#### **Case 2022-01**

Complaint received on January 27, 2022, alleging misconduct in the practice of engineering, Board inquiry letter sent on January 27, 2022

**Waiting on answer.**

#### **Case 2022-02**

Complaint received on February 14, 2022, alleging misconduct in the practice of surveying, Board inquiry letter sent on February 14, 2022.

**Waiting on Answer.**

**Case 2022-3**

Complaint received February 22, 2022. Complaint alleging misconduct in the practice of engineering, Board inquiry letter sent February 22, 2022.

**Waiting on answer.**

**Case 2022-4**

Complaint received February 22, 2022. Complaint alleging misconduct in the practice of surveying. Board inquiry letter sent February 22, 2022.

**Waiting on answer.**



Arkansas State Board of Licensure  
For  
Professional Engineers And Professional Surveyors  
623 Woodlane Drive, Little Rock, Arkansas  
Agenda for March 8, 2022 Board meeting

1. 10:00 a.m. Call to order President Salyer
  
2. Consent Agenda
  - a. Approve Minutes of January 11, 2022 meeting.
  - b. Conditionally licensed registrants
    - i. Reinstatements, PE Comity (with MLE qualifications), and Temporary Permits
    - ii. EI's & SI's
    - iii. COA's
  - c. Director recommendations
  
3. Administrative Items
  - a. Financial Report for December 2021 and January 2022
  - b. AR Labor and Licensing Report
  - c. FY20 ADLL Audit Findings
  - d. Rule Promulgation for 93<sup>rd</sup> General Assembly
  - e. 60CV-21-4348 Hall v. Board Update Sara Farris, Assistant AG
  
4. Applicants/discuss applications list
  - a. Applications recommended for discussion by the Director and items removed from sections 2.b. of the consent agenda
  
5. Complaint Committee Report Grant Grigg, Investigator
  - a. Complaint Status Report
  - b. Case Management Statistics
  - c. Complaint Committee Consent Agenda
  - d. CPC Audit
  
6. Board Topics
  - a. 2022 NCEES Central/Southern Zone Meeting
  - b. Other Business (COVID-19, NCEES, ABET, Newsletter, etc.)
  - c. Confirm next scheduled Board Meeting May 10, 2022 at 10:00 am

Lunch will be served at approximately 12:00pm for in person board members

*\*The March 8, 2022 Board Meeting was held in-person at the office and via ZOOM.*