LICENSING ADMINISTRATION
BOARDS AND COMMISSIONS
Board of Accountancy
Board of Architecture & Interior Design
Board of Barber & Cosmetology
Boxing & Wrestling Commission
Board of Funeral Directors
Board of Industrial Trades
Board of Professional Engineers
Real Estate Commission
Board of Real Estate Appraisers

PROFESSIONS LICENSED UNDER THE OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION
Accountants
Appraisers
Architects
Asbestos Workers
Athlete Agents
Barbers
Body Piercers
Boxers, Wrestlers, Kickboxers & Mixed Martial Artists
Braidens
Cosmetologists
Electricians
Electrologists
Elevator Inspectors
Elevator Mechanics
Estheticians
Funeral Directors
Interior Designers
Land Surveyors
Manicurists
Operating Engineers
Plumbers
Professional Engineers
Property Managers
Refrigeration/Air Conditioning Technicians
Real Estate Brokers
Real Estate Salespersons
Security Officers
Special Police Officers
Steam Engineers
Tattooists
Tour Guides

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DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
1100 4th Street, SW | Suite 500E
Washington, DC 20024
www.dcra.dc.gov
The mission of the Department of Consumer and Regulatory Affairs (DCRA) and the Occupational and Professional Licensing Administration (OPLA) is to protect the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by issuing licenses and permits, enforcing regulatory codes, and providing licensee education.

All licensees are certified to have acquired a certain level of knowledge, skills, and experience in their chosen field as a result of this licensure requirement.

The OPLA administrative staff supports nine combined non-health regulatory boards and commissions in the District of Columbia, which regulate the practice of those individual occupations and professions that the boards and commissions represent. The boards and commissions are responsible for drafting regulations, reviewing and approving applications, administering examinations, providing educational offerings, and responding to certification requests by other state boards and jurisdictions.
DEAR MAYOR BOWSER:

The Department of Consumer and Regulatory Affairs’s Occupational and Professional Licensing Administration (OPLA) proudly presents the 2016 Annual Report of the licensing boards and commissions. The boards and commissions work to reduce hurdles to entry into professions which become small businesses that are the engine of economic growth. By continuing concentration on efficient and effective operations, and ensuring every licensee is smoothly assisted by the agency, OPLA directly impacts the economic growth and vitality of our great city.

This Annual Report showcases our boards and commissions’ growth and accomplishments, with OPLA’s guidance, during fiscal year 2016. We are proud to present OPLA’s achievements as we here at the agency continue to innovate and deliver exceptional service to our clients and licensees. Thank you for your continued support of the work of our boards and commissions.

Respectfully,

Melinda Bolling, Director
Department of Consumer and Regulatory Affairs

We are proud to present OPLA’s achievements as we here at the agency continue to innovate and deliver exceptional service to our clients and licensees.
We are excited to say that this was an exceptional year for OPLA, with significant contributions from our staff. We are honored to be involved with such a unique, diverse, committed, and talented team.

Dear Mayor Bowser: We are pleased to present the 2016 District of Columbia Occupational and Professional Licensing Administration's (OPLA) Boards and Commissions’ Annual Report.

Over the past few years, regulation efforts of the occupational and professional licensing boards and commissions have been an unqualified success story. As the result of these efforts and those of OPLA staff, our partner divisions within the Department of Consumer and Regulatory Affairs, and agencies from around the world and across the country to right here in our own backyard, unlicensed activity has declined significantly, with tremendous benefits to public safety. The public is now recognizing the role we all play in contributing to regulatory challenges and successes.

Encouraging the public to rethink who they hire for a project or from whom they request a service will continue to help raise the bar for practitioners. Better and more competent practice leads to improved quality of life for all of us who live and work in the District. But with our rebounding and industrious economy, population growth, and increasing construction activity here in the District, there is always more work to be done and new challenges to meet.

In fiscal year 2016, nothing underscored this more dramatically in the District than the overall rise in the number of new and renewed occupational and professional licenses issued. In fiscal year 2016, OPLA processed 47,540 new, renewal, and reinstatement applications and responded to more than 38,000 questions—in-person at our Waterfront, Reeves Center, and Landover, MD locations, over the phone, and via our online service.

We would be remiss not to mention all of the crucial administrative and support personnel who enable the technical work we do. They support key areas including meeting facilitation, legal, internal operations, project management, education, examination, investigations,
and customer service that work together to make our vision possible. We are excited to say that this was an exceptional year for OPLA, with significant contributions from our staff. We are honored to be involved with such a unique, diverse, committed, and talented team.

Our employees’ dedication, energy, innovative spirit, and technical know-how are key reasons why OPLA is so successful.

Throughout the year, we continued to deliver on our commitment to provide exceptional customer service. We also pushed the frontiers of new information as we pursued technological efforts to streamline application processes and to help the District join the ranks of progressive metropolitan regions with fully online licensing programs. We continued to deliver educational programs to bring cutting-edge information to licensees and promote competent, ethical practice across all occupations and professions. We proposed new legislation for accountancy, body artists, landscape architecture, and professional engineering, and we fine-tuned existing regulations for the industrial trades. And, of course, we do these things while strictly adhering to our values and constantly focusing on improvement. In these and other ways, OPLA will continue to pursue our vision of providing a safe environment for every District resident and visitor.

We are well-positioned to achieve our goals, and strongly believe OPLA’s brightest days are ahead of us.

In these pages are highlights of the work of the occupational and professional licensing boards and commissions and the talented people who work in OPLA—perhaps our greatest resource in an increasingly knowledge-dependent world. Please enjoy this look back at our 2016 year in review.

Clifford Cooks
Program Manager

Staci Mason
Program Officer
DEAR MAYOR BOWSER:

As Chair of the District of Columbia Board of Accountancy (Board), I am pleased to provide you with an overview of the Board’s achievements and challenges during fiscal year (FY) 2016. The board addressed several local licensing regulations and provided valuable comments to the National Association of State Boards of Accountancy (NASBA) and the American Institute of CPAs on topics such as the use of the Chartered Global Management Accountant designation, certified public accountant (CPA) exam modifications, CPA experience requirements, and proposed revisions to the peer review administration program. One of the biggest changes this year will be the launch of the next version of the uniform CPA examination.

The Board regulates the licensing of CPAs and protects consumers by upholding District accountancy laws and municipal regulations. The Board has regulatory authority over 3,200 combined and licensed CPAs, accounting firms, and examination candidates. During FY2016, the Board successfully achieved several major objectives and goals.

The Board submitted draft language to revise and add new legislation to Chapter 28 of Title 47 of the District of Columbia licensure requirements for CPAs and firms that provide attestation services, a change to residency requirements, and other important amendments for individuals seeking licensure in the District. We are happy to announce that the Accountancy Practice Act of 2015 was introduced to the DC City Council for review.

New and current DC Board members had the honor and privilege of attending NASBA’s Western Regional Meeting, held in Denver, Colorado, from June 22-25, 2016. The Board noted that while it did not attend the Eastern Regional Conference, similar issues were raised that affect CPAs, licensing, and regulations across all state jurisdictions.

The Board conducted a Continuing Professional Education (CPE) audit program. The integrity of our continuing professional education depends on our ability
to ensure that requirements are being met. It is also important to verify that CPE programs or courses that our licensees participate in serve the purpose of maintaining and advancing the knowledge and skills required by the profession. The Board has implemented a plan to conduct regular audits following licensing renewals.

On September 7, 2016, the Board and its administrative staff were invited by the Greater Washington Society of Certified Public Accountants (GWSCPA) to participate in its 2016 GWSCPA career fair. The fair offered short workshops on CPA exam prep and licensing, interviewing techniques, and resume tips with exhibitions from area accounting firms, government agencies, nonprofits, and university programs. The Board distributed materials detailing services and answered questions from students regarding the education and experience requirements for receiving and maintaining licensure.

Much of our success is due to the efforts and support of the Occupational and Professional Licensing Administration staff. They include Clifford Cooks, Program Manager; Kia Winston, Esq., Legal Counsel; and Grace Yeboah Ofori, Board Administrator. The staff provided significant support to ensure that we were well prepared and informed of major issues and important legislation. We also had access to necessary resources and were notified of matters that affected District of Columbia CPAs, citizens, and residents.

We extend appreciation and thanks to Cynthia Briggs, former Board Administrator, for her years of commitment. We welcome Grace Yeboah Ofori as our new Board Administrator. We thank Mohamad Yusuff for his outstanding service to the Board and the profession. Mr. Yusuff served for the last four years with professionalism and dedication and we wish him well in retirement.

We look forward to our continued work with you and the DC City Council.

Respectfully,
Robert Todero, Chair
DC Board of Accountancy
MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- The DC Board of Accountancy conducted a continuing Professional Education (CPE) Audit program.
- New Board members and staff attended the annual Council on Licensure, Enforcement & Regulations (CLEAR) on June 6, 2016.
- The Board continued with its normal business activities of reviewing and approving applications and supporting documents to license Certified Public Accountants, reviewing and approving applications for reinstatements and Out-of-State permits to practice, approving candidates to sit for the Uniform CPA Examination, and auditing CPE.
- The Board identified Peer Review regulations that it would like to review during FY17 and reached out to the Virginia Society of CPAs, so that they can be involved in the discussion prior to any changes being made.
- Ongoing improvements and maintenance of the Board’s website.
- Continue participation with the NASBA Accountancy Licensee Database.
- Dr. Joseph Drew, Consumer Member, has received the distinct honor of being appointed to the National Association of State Boards of Accountancy Legislative Support Committee.
- Publication of the DC Board of Accountancy’s first E-Digital newsletter.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

SUMMARY OF OFFICIAL ACTIONS TAKEN

- CPA examination applications and reciprocity applications were reviewed and administratively approved within 1-2 business days. Reinstatement and endorsement applications or those with technical issues were reviewed at the monthly Board meetings. Timely responses improved significantly.
- Complaints regarding non-licensed individuals or firms were referred to the agency’s regulatory investigations division.

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECTED THE BOARD

- The Board met with the Board Legal Counsel to discuss proposed amendments to its governing statutes. Certain provisions in the statutes were identified, both by internal and external stakeholders, as in need of update or revision.

MISSION STATEMENT

The mission of the Board of Accountancy is to protect the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by issuing licenses, enforcing regulatory codes, and providing licensee education.
Bill No. B21-541, titled the Accountancy Practice Act of 2015 was introduced in the Council at the request of the Mayor, and on behalf of the Board. It seeks to amend Chapter 28 of Title 47 of the District of Columbia Code to conform the definition of attestation services to section 23 of the Uniform Accountancy Act, to revise the eligibility requirements for licensure to eliminate restrictions concerning residency and place of employment, to clarify licensure requirements for firms of certified public accountants that provide attestation services to clients located in the District, to repeal permitting requirements, and to expand the range of disciplinary actions that may be imposed on firms of certified public accountants that are licensed or permitted to operate in the District of Columbia.

SUMMARY OF PURPOSE & INTENT
OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED
None.

ASSESSMENT OF THE EFFECTIVENESS
OF THE BOARD’S OPERATIONS
The Board discussed the various functions of the DC Board of Accountancy including the enforcement process and monitoring the continuing professional education requirements and compliance.

FUTURE GOALS AND OBJECTIVES
The Board looks to increase the number of foreign and domestic CPA applicants, seeking to take the four-part CPA examination allowing candidates to obtain their CPA license in the District of Columbia.

System integration to include CPE tracking/monitoring.

Possible amendments to the CPA Certificate of Experience Form.

Review and evaluate National Association of State Board of Accountancy (NASBA) services.

Review new rules proposed by NASBA and the AICPA, for impact on DC CPAs and make changes as needed.

Represent DC CPA concerns at regional, annual, and special meetings and support NASBA committee participation.

Promote attendance by staff and new Board members at regional, special and annual meetings to provide understanding of current regulatory issues being dealt with at a national level and a state-by-state level.

Educational outreach and diversity to Washington, DC Colleges and Universities.
DEAR MAYOR BOWSER:

As Chair of the Board of Architecture and Interior Design (Board), and on behalf of all of the Board members, I am pleased to present the annual report of the Board for fiscal year (FY) 2016. First, let me emphasize that I remain excited about serving as chair, and am pleased with the Board’s efforts in regulating the practices of architects and interior designers in the District of Columbia. We submit this FY 2016 annual report with our sincere gratitude for your support and interest.

The Board continued deliberations on proposed legislation requiring the licensure of landscape architects, architecture firms, changing the composition of the Board by increasing the number of architects to four, reducing the number of interior designers to two, adding two landscape architects, and keeping one consumer member. The Board is awaiting the final review of this legislation, along with proposed revisions to scope of practice for architects.

During FY 2016, the Board continued its active involvement with the National Council of Architectural Registration Boards (NCARB) and the Council for Interior Design Qualification (CIDQ). I was elected as Regional Secretary for NCARB Region 2 and have devoted considerable time this year to NCARB’s Architect Experience Program (AXP), which is a requirement for incoming applicants for licensure in the District of Columbia. To reduce the amount of time it takes for an applicant to meet eligibility requirements for licensure in the AXP area, the District, along with other NCARB members nationally, implemented a reduction in the number of hours from 5,600 to 3,600 hours. All of the core areas of practice remain the same.

The Board, along with NCARB, is currently in the process of implementing the new Integrated Path to Architectural Licensure program. This program will allow our local universities to offer a seven-year degree program, where students will have achieved a Master of Architecture degree, as well as completed the experience, examination, and licensure requirements at the time of graduation further

The Board will continue to communicate to licensees and the collateral organizations relating to its ongoing activities, including proposed legislation.

LICENSES ISSUED FY2016

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TOTAL ACTIVE LICENSES

3,490
2016 Annual Report

Board of Architecture and Interior Design

L-R: Kerry Touchette, Patrice Richardson, Wanda Sherrod, Patrick Williams, Lisa Adams, Camebrick Nesmith
reducing the time span for licensure. So far, The Catholic University of America has recently been approved to offer this program to its students. Moreover, the Board, along with NCARB, is in the process of transitioning the 4.0 examination into the new 5.0 Architecture Registration Examination.

Additionally, the Board and member jurisdictions, along with representatives from our local universities, participated in the first ever NCARB Region 2 Education/Practitioner Symposium in New York. The purpose of the symposium was to discuss the future of architectural education, licensing and regulations. The Board also participated with other NCARB members at this year’s annual conference regarding evaluation of the alternative Broad Experience Architect and the Broad Experience Foreign programs. The membership voted to adopt changes to these two programs. Both these programs represent alternative requirements to licensure in the member jurisdictions.

The interior design members of the Board continued their involvement with the Council of Interior Design Qualification (CIDQ). Board member Lisa Adams served as delegate to CIDQ this year, and attended the annual delegates meeting in Atlanta, Georgia.

The Board will continue to communicate to licensees and the collateral organizations relating to its ongoing activities, including proposed legislation. This year, we communicated via email several times to licensees and collateral organizations on all of the proposed legislation and regulatory changes that are being developed and enforced by the Board, as well as increased enforcement by the Department of Consumer and Regulatory Affairs on unlicensed activity. The Board also communicated the changes relating to the new Architect Experience Program, which took effect this summer. Additionally, the Board will continue to identify cases of illegal practice and track the complaint cases sent to investigations until cases are resolved.

In closing, thank you to my fellow Board members for their sincere dedication during the year. I offer heartfelt appreciation for the efforts of our staff in support of the Board. We truly value their professionalism and excellent work.

Sincerely,

Ronnie McGhee, AIA LEED AP, NCARB, Chair
DC Board of Architecture and Interior Design
MISSION STATEMENT

To protect the public health, safety, and welfare of the public and ensure that persons engaged in the architecture and interior design professions have the specialized education and training required for licensure in the District of Columbia.

MAJOR PROGRAM OBJECTIVES & ACCOMPLISHMENTS

- The Board has completed its review of proposed legislation requiring the licensure of landscape architects, architecture firms, changing the composition of the Board by increasing the number of architects to four, reducing the number of interior designers to two, adding two landscape architects, and keeping one consumer member.
- The Chairman of the Board was elected NCARB Region 2 Secretary.
- The Board collaborated with NCARB in the following resolutions:
  - Certification Guidelines Amendment – Revision of the education alternatives;
  - Certification Guidelines Amendment – Revision of the certification requirements;
  - Modifications to the Qualifications of Public Director on NCARB Council Board of Directors
  - Regulated titles in the architecture profession (intern.)
  - The Board continued compliance with the Open Meetings Act by updating a website feature a Board profile and uploads all meetings, agendas and minutes.
  - The Board utilized Gov.Delivery to send email correspondence regarding updates that affect licensees.
- The Board received complaints of unlicensed activity and continues to work with the Office of Compliance within the Department of Consumer and Regulatory Affairs to follow up on investigations of illegal practices.
- The Board continues to make sure consumers understand that illegal practice is not only signing contracts and stamping plans, but that portraying oneself as an architect or interior designer when the person has no license.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

SUMMARY OF OFFICIAL ACTIONS TAKEN

- Complaints received by the Board from the public are promptly reviewed and complaints that are considered “possible unlicensed activity” are sent to the Department of Consumer and Regulatory Affairs’ Regulatory Investigations Section.
- Examination, endorsement, and reinstatement license applications were reviewed on a monthly basis and approved, deferred or disapproved. The Board also considers inquiries for licensure or examination from applicants and potential applicants who have unique circumstances that may not be addressed in the municipal regulations.
BOARD OF ARCHITECTURE AND INTERIOR DESIGN

COMPLAINTS: 1
HEARINGS: 1
SUSPENSION: 1
NUMBER OF FINES: 1 ($2,500)

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECTED THE BOARD

- **Bill 21-790** Regulation of Landscape Architecture and Professional Design Firms Amendment Act of 2016
- **Summary of Purpose and Intent** of Any Regulations or Public Notices Issued
- **Bill 21-790** Regulation of Landscape Architecture and Professional Design Firms Amendment Act of 2016

ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD’S OPERATIONS

- The Board has effectively explained its mission and programs to the constituents and the public of the District of Columbia by addressing public issues, and the impact on health, safety, and welfare of the public.
- The Board continues to address all responsibilities to ensure professional Board meetings are conducted. Members collaborate to ensure that the agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and meetings and hearing schedules are handled in a timely manner. The Board met more than four times per fiscal year.

FUTURE GOALS AND OBJECTIVES

- Continue to encourage Boards and Commissions to recruit board members on a timely basis.
- Continue to meet with various jurisdictions as well as Associations to keep abreast of current issues.
- Continue to update the internet architecture and interior designers’ regulatory website and database on information about disciplinary actions.
- Continue to communicate with licensees via email blasts, and other modern communication technologies.

BOARD MEETINGS

October 30, 2015
November – No Quorum
December 11, 2015
January 22, 2016
February – No Quorum
March 4, 2016
April 22, 2016
May – No Quorum
June 10, 2016
July 29, 2016
August – Recess
September 16, 2016

BOARD MEMBERS

Ronnie McGhee, Architect, Chair
Lisa Adams, Interior Designer
Sharon Borton, Interior Designer (Not Pictured)
Melissa Cohen, Architect (Not Pictured)
Cametrick Nesmith, Architect
Wanda Sherrod, Consumer Member
Kerry Touchette, Interior Designer
Patrick Williams, Architect (Not Pictured)

BOARD STAFF

Leon Lewis, Executive Director
Patrice Richardson, Board Administrator
Kia Winston, Esq., Legal Counsel

WEBSITE
www.pearsonvue/dc/arch_intdes/
DEAR MAYOR BOWSER:

On behalf of the District of Columbia Board of Barber and Cosmetology (Board), and as the new Board Chair, I am pleased to present an overview of fiscal year (FY) 2016 Board business activities, achievements, and challenges. Also provided is a summary of major program objectives, official actions, and goals that the Board plans to accomplish as we seek to meet the needs of our practitioners, residents, and visitors.

During FY 2016, the Board addressed the needs of its licensees and recognized best practice models to help enhance its licensing processing, improve technology resources, and encourage licensing in the industry, for the health, safety, and welfare of DC citizens.

As our licensed practitioners embraced continuing education requirements laid out in the Notice of Final Rulemaking, Sections 3730—Continuing Education (CE) Requirements for Licensees, and 3731—Approved Continuing Education (CE) Programs, the Board also collaborated with state boards to standardize rules and regulations for all practitioners nationwide. With continued federal and state legislative efforts to deregulate industry professionals, the Board moved to the forefront to strengthen the industry, recognize the importance of maintaining regulatory boards and commissions, and establish national benchmarks.

We also hosted our highly lauded 10th Annual Practitioners Forum themed INSPIRATION... PASS IT ON. The forum was held at Gallaudet University’s Kellogg Conference Center. I want to take this opportunity to extend my appreciation to you for providing welcoming remarks at this highly supported event. You and DCRA Director, Melinda Bolling, were well received and we hope you will join us again next year.

The Board is resolute in its efforts to improve our industry, and much of our success is directly attributable to the support and services provided by the Occupational and Professional Licensing staff: Clifford Cooks, Program Manager; Grace Yeboah Ofori, Board Administrator; and

LICENSES ISSUED FY2016

**BARBER:** 194

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**COFIGELOLOGY:** 5,321

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**BODY ARTIST:** 19

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**TOTAL ACTIVE LICENSES**

5,932
**Legal Counsel, Kia Winston, Esq.** We express our sincere thanks to Cynthia Briggs, former Board Administrator. With the assistance of staff, the Board expects to continue to offer superior support and guidance, to our licensed professionals, and fully meet our objectives.

As the Board works to improve upon industry standards, I especially look forward to working with you, your administration, and the City Council.

Respectfully,

**Anwar S. Saleem, Ph.D., Chair**
DC Board of Barber and Cosmetology

**MAJOR PROGRAM OBJECTIVES & ACCOMPLISHMENTS**

- Board members **Anwar Saleem, Sharon Young, and Richard DeCarlo** attended the National Interstate Council of State Boards of Cosmetology (NIC) All Regions Conference, in Nashville, Tennessee, from March 31-April 3, 2016. Each member sits on a major NIC committee addressing national accreditation, textbook and testing standards, governance, and other industry topics.

- The Board presented its 10th Annual 2016 District of Columbia Board of Barber and Cosmetology Practitioners Forum **INSPIRATION...PASS IT ON** on June 20, 2016 at Gallaudet University’s Kellogg Conference Center. The Board paid special tribute to four Barber and Cosmetology trailblazers, and presented each with a plaque and letter of appreciation recognizing their lifetime achievements. The honorees were **Aaron E. Whitaker, Barber; Helenmarie S. White, Cosmetology; Paul Roe, Body Artist Specialty; and Derek E. Davis, Barber/Cosmetology Industry.**

- Board members received training from the Council of Licensure, Enforcement, and Regulations on June 6, 2016. The following topics were discussed: Foundation of Occupational and Professional Regulations, Roles and Responsibilities of a Board Member, Competence and Standards, Administration Rulemaking, and

**MISSION STATEMENT**

The DC Board of Barber and Cosmetology is committed to ensuring the health, safety and welfare of the citizens of the District of Columbia through current and future legislation as deemed necessary; providing assurances of the licensing and renewal regulations; addressing citizens’ complaints; requesting investigations; and imposing fines, penalties and other actions as the Board deems necessary.
Professional Discipline, which addressed licensing disciplinary issues, enforcement, and ideas to improve the management of the Board.

- The National Interstate Council of State Boards of Cosmetology Annual Conference was held in Tampa, Florida from September 29-October 3, 2016. Board Chair, Anwar Saleem, and members Sharon Young and Richard DeCarlo attended this conference. From this annual conference, NIC seeks to formalize the cosmetology national industry standards.

- Barber Board members Raymond Kibler and Mark Wills, and Program Manager Clifford Cooks attended the National Association of Barber Boards of America (NABBA) 90th Annual Conference, in Columbus, Ohio, from September 17 – 21 2016. Board Members and delegates discussed national and state legislatives issues, amended the Association’s bylaws, and developed membership initiatives.

- Mr. Mark Wills was voted the 5th vice President of NABBA.

- The Board worked in tandem with OPLA investigators to continue inspections of all DC licensed Barber, Cosmetology and Specialty shops and salons, to ensure compliance with Chapter 37–Barber and Cosmetology Regulations.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION
None.

SUMMARY OF OFFICIAL ACTIONS TAKEN
- The Board worked diligently to finalize its rules for publication in the DC Register for comments; moving towards the Notice of Final Rulemaking for licensing DC Body Artists. The Board’s Body Artist members and OPLA staff continue to collaborate with the DC Department of Health (DOH) to draft DOH Proposed Rulemaking Regulations to license DC Body Artist establishments.

- The Board moved and voted to remove a major obstacle from its licensing requirements by accepting State and nationally approved written and practical examinations. This will allow licensed practitioners from other states and jurisdictions to apply for a DC license by endorsement.

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECTED THE BOARD
None.

SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED
None.
ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD’S OPERATIONS

- The Board explained its mission and programs to constituents and consumers in the District by addressing public issues and the impact of the Board’s represented sectors on the health, safety, and welfare of the community.
- The Board addressed all responsibilities to ensure professionally run Board meetings. Members collaborated to ensure agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and hearing schedules were handled in a timely manner.

FUTURE GOALS AND OBJECTIVES

- One of the Board’s projected goals for FY 2017 is to address the implementation of mobile barber and cosmetology services. With our ever-changing industry and business practices, we plan to conduct a study on the need for this service in the District of Columbia.
- Through its website, the Board plans to offer online CE courses to DC practitioners for license renewals. The population of licensed professionals has become more tech savvy, and the Board wishes to provide options to its licensees to help maintain license compliance.
- The Board is drafting the components and requirements for implementation of an “Internship Program” that can be supported for students to perform their practical training in Barber or Cosmetology shops and salons while working under licensed instructors.
- The Board seeks to review and study the need for additional licensing disciplines, such as waxing and threading, shampoo licenses, natural hair care licenses, owner vs. manager licenses, Barber/Cosmetology booth rental licenses and Barber and Cosmetology mobile salon licenses.
- The Board is exploring implementation of an online application process for individuals to submit new applications, to register for examinations, and receive licenses.
- The Board will continue its annual Practitioner’s Forum for licensees to network, attend educational workshops, earn CE credits, and learn about the rules and regulations governing licensees in the District of Columbia.
- The Board seeks to create an online system on its website containing information about disciplinary actions, and approved pre-licensure and CE schools, programs, and courses.
- As more schools provide full industry programs and continued education coursework, the Board looks to increase the number of practitioners and entrepreneurs in this industry.
DEAR MAYOR BOWSER:

As the newly appointed Chairman of the District of Columbia Boxing and Wrestling Commission (Commission), and on behalf of my fellow Commissioners Kim Lockett and Andrew Huff, it gives me great pleasure to provide you with this brief overview of the Commission's accomplishments and activities for fiscal year (FY) 2016.

All three Commission seats received new appointments this year and thus, we would first like to acknowledge and thank the outgoing Commissioners: Tim Thomas, Sean Ponder, and Chairman Bryan Scottie Irving. As you are already aware, each of these outgoing Commissioners served the District with a level of distinction, class, and professionalism that greatly benefitted the Commission. Their years of dedication and service built a tremendous legacy, which the new Commissioners are grateful to inherit. The Commission is interested in upholding this legacy and continuing its vital work. One of the most important aspects of this work has been making investments to support the boxing community throughout the District, with an emphasis on our youth, helping to develop future boxing champions and a better boxing community throughout the city.

To this end, throughout FY 16, the Commission has continued its long-standing practice of encouraging combat sports through the support of local gyms, the sponsoring of amateur athletes, and the provision of financial and staffing support to amateur combat sports events. We are truly proud of the impact that the Commission has had in this area, and we firmly believe that more can and should be done. The Commission has, and will continue, to advocate for increased resources to be allocated to our budget for these purposes. The larger the Commission's budget, the more of these efforts we can facilitate, all of which has a direct impact on neighborhoods and youth throughout the District. There is tremendous work being performed in gyms and combat sports facilities...
BOXING AND WRESTLING COMMISSION

BACK ROW L-R: S. SKIP BROWN, ANDREW JACKSON.
FRONT ROW L-R: KIM LOCKETTE, ADAM WEERS, ANDREW HUFF

2016 ANNUAL REPORT
across the city to engage, develop and prepare our youth for the future in powerful ways. These gym owners, trainers and mentors need to be supported, and the Commission has proudly done so throughout 2016.

In an effort to improve the level and effectiveness of our community and youth engagement efforts—as well as the Commission’s activities as a whole—we aim to develop a strategy during the coming fiscal year that will lay out the Commission’s goals for the next 3-5 years along with a detailed plan for achieving these goals. Increased event activity, improving the Commission’s visibility and accessibility, and assuming a leadership role on industry-wide issues (such as the deterrence of performance enhancing drugs in combat sports) are just some of the items that will be incorporated in this plan. As the fiscal year comes to a close, we have already formed Committees that include representatives from the Commission and the public to begin the planning process and ensure transparency throughout the plan’s development.

Of course, the Commission’s main function is the regulation of professional combat sports events in the District and, to that end, FY 16 was a tremendous success.

The Commission’s main function is the regulation of professional combat sports events in the District and, to that end, FY 16 was a tremendous success.

but ultimately successful WBA Welterweight title fight between Adrian Broner and Ashley Theophane on April 1, 2016. Despite significant controversy leading up to the fight, the event was completely sold out at the DC Armory, televised on SpikeTV, and generated the highest ratings for any boxing event Spike has ever broadcast. The Commission would like to again thank the Administration for the significant support it provided related to this event and the special attention it required.

Of the many amateur events the Commission supported throughout the year, perhaps the most rewarding was the 6th Annual Dr. Arnold W. McKnight Amateur Invitational Boxing, Kickboxing, and Mixed Martial Arts Exhibition held September 10, 2016 at the Fort Stanton Rec Center in Ward 8. The Commission continues to hold this event in honor of former Commission Chairman Dr. McKnight and the tremendous impact he had on the District. In addition, the Commission honored several other notable individuals and civil servants at this year’s awards ceremony including Dave Jacobs, Joseph Tolbert,III, Steve Zanders, Calvin Woodland, Sr., and US Olympian Gary Antuanne Russell. The event, which was free to the public thanks to the sponsorship of the Commission, EventsDC, and Ben’s Chili Bowl, was well attended and extremely well received by all.

The District continues to experience a renaissance in the level of professional and amateur boxing held in our
The Commission is dedicated to protecting the health, safety and welfare of its licensees; the promotion of public confidence in the sports industry; trust in the regulatory process and achieving the ultimate goal of making the District of Columbia, not only our nation’s capital, but also the capital of the sports industry.

great city in recent years. It is our desire not only to do all we can to continue this momentum, but also to extend it to other professional combat sports in the years to come. We look forward to seeing the return of professional MMA shows to the District and hope to continue to foster and support professional wrestling, kickboxing, and Muay-Thai events.

We would like to extend a special thanks and recognition to Erik Moses with EventsDC for their superior efforts to bring more combat sports events to the District. Similarly, the Commission would like to thank Clifford Cooks, Program Manager; Staci Mason, Program Officer; S. Skip Brown, Deputy Commissioner; Andrew Jackson, Commission Administrator; Kia Winston, Esq., Legal Counsel; and the entire Occupational and Professional Licensing Administration staff for the professional and supportive services they provide the Commission.

All three Commissioners are extremely proud of the accomplishments and activities we have engaged in this year and I remain personally excited and honored for the opportunity to continue to serve you as Chairman of this Commission.

Respectfully,

Adam C. Weers, Chair
DC Boxing and Wrestling Commission

MAJOR PROGRAM ACCOMPLISHMENTS AND OBJECTIVES

- The Commission sponsored the 6th Annual Dr. Arnold W. McKnight Amateur Boxing Invitational, Kickboxing and Mixed Martial Arts (MMA) Exhibition, on Saturday, September 10, 2016 at the Fort Stanton Recreation Center, SE Washington, DC.
- The Commission continued its renaissance in boxing in the District by hosting several televised championship fights this fiscal year. The District hosted the WBC and WBO championship events promoted by Golden Boy Promotions; the WBA Championship promoted by Headbangers Promotions and the IBF and WBC Championships promoted by Mayweather Promotions.
- With a full complement of Commissioners, continues its partnership with sister agencies such as Department of Parks and Recreation and the Washington Convention and Sports Authority to promote the District’s assets to host events.
- The Commission was represented at the Association of Boxing Commissions Annual Conference, by Chairman Adam Weers, Commissioner Kim Lockett, Deputy Commissioner S. Skip Brown and Commission Administrator Andrew Jackson.
- The Commission continued its support of amateur boxing by donating needed boxing equipment and supplies to local amateur gyms throughout the city.
BOXING AND WRESTLING COMMISSION

The Commissioners received annual training from The Council of Licensure, Enforcement, and Regulations. The following topics were presented: Foundation of Occupational and Professional Regulations; Roles and Responsibilities of a Board Member; Competence and Standards, Administration Rulemaking, and Professional Discipline, and brought ideas to improve the management of the Commission.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION
None.

SUMMARY OF OFFICIAL ACTIONS TAKEN
None.

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD
None.

SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED
None.

ASSESSMENT OF THE EFFECTIVENESS OF THE COMMISSION’S OPERATIONS

- The Commission used its mission to address public issues, increasing its impact on the health, safety, and welfare of the public.
- Board members collaborated to ensure that agendas, meeting minutes, policy issues, recommendations, annual reports, and meeting and hearing schedules were handled appropriately.

FUTURE GOALS AND OBJECTIVES

- Develop a long range strategic plan for the Commission.
- Perform drug testing of combative sports in non-championship and championship events.
- Continue to further the Commission’s interaction with the Washington Convention Sports Authority, the Department of Parks and Recreation, and media assets of the city to bring increasing publicity to its professional and amateur events in the city and to create a vibrant advocacy for DC youth participation in amateur boxing and martial arts.
- To inspect all amateur gyms in the city where amateurs train to compete, ensuring safety and compliance.
- Provide various Boxing and Mixed Martial Arts training opportunities to its officials by such as seminars, mini-clinics and debriefings to improve the Commissions operations and executions during events.

COMMISSION MEETINGS

- October 27, 2015
- November 17, 2015
- December 15, 2015
- January 12, 2016 – No Quorum
- February 9, 2016
- March 17, 2016
- April 21, 2016
- May 19, 2016
- June 16, 2016
- July 14, 2016
- August – Recess
- September 15, 2016

BOARD MEMBERS

Adam Weers, Chair
Andrew Huff
Commission Member
Bryan Scottie Irving
Former Chair (Not pictured)
Kim Lockette
Commission Member
Sean Ponder
Commission Member (Not pictured)
Timothy Thomas
Commission Member (Not pictured)

BOARD STAFF

S. Skip Brown
Deputy Commissioner
Andrew Jackson
Commission Administrator
Kia Winston, Esq.
Legal Counsel

WEBSITE
www.pearsonvue.com/dc/boxing_wrestling/
DEAR MAYOR BOWSER:

The DC Board of Funeral Directors (Board) had great success in serving the needs of its licensees and the citizens of the District of Columbia in fiscal year (FY) 2016. The most important mission of the Board is to protect consumers and licensees. This report addresses how the Board achieved that mission, as well as other major objectives, activities, challenges, and official actions taken during the year.

Investigators play a critical role to the staff of the Occupational and Professional Licensing Administration. The investigators allow the Board to look into allegations of misconduct and to inspect funeral home establishments to ensure compliance with regulations. To this point, with full time investigators, the Investigative Unit has been proven to serve in the public’s best interests.

The Board was active in ensuring that its licensees maintain continuing education (CE) requirements. Because of a continuing education coordinator, a CE compliance review was conducted by checking a representative sample of all licensees' continuing education documentation. The results were exceptional, since the overwhelming majority of licensees met the reporting standard upon first review. Furthermore, the licensees requiring follow-up were found to be in compliance and only needed to update their reporting to reflect that.

In addition, the Board helped licensees meet their continuing education requirements by hosting its annual Practitioners Forum at Gallaudet University to a standing room only crowd. This was an enormous successful for participation by Vital Records Division of the Department of Health, Office of the Chief Medical Examiner and the District’s Department of Transportation. The information imparted was timely and very relevant to the practitioners. The coordination and participation by the staff of the Occupation and Professional Licensing Administration was a major contributor in the forum being a success.

Participation in training opportunities helps keep the Board up to date with best practices. The Board sent the
Chair and Board Administrator to the annual meeting of the International Conference of Funeral Service Examining Boards. This year’s conference was held in Newport Beach, CA, and offered multiple workshops, seminars, and opportunities to network.

FY 2016 was a tremendous success. I am pleased that we achieved a full complement of Board members being appointed. The diverse viewpoints and expertise will enhance the Board’s functions. In addition to the full complement of Board members, especially noteworthy, is that the Board cannot achieve its vision or goals without the unwavering support received from the Occupational and Professional Licensing Administration staff: Clifford Cooks, Program Manager; Staci Mason, Program Officer; S. Skip Brown, Board Administrator; Andrew Jackson, Board Administrator; and Kia Winston, Esq., Legal Counsel.

These staff members were invaluable to the Board’s success. We look forward to an outstanding FY 2017.

Respectfully,

Lynn Armstrong-Patterson, Chair
DC Board of Funeral Directors

MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

In November 2015 the Board hosted its 2015 Practitioners Forum held at Gallaudet University. Presenters from the Department of Transportation, Office of the Chief Medical Examiners, Department of Health, the Department of Consumer and Regulatory Affairs made this Forum a success with a standing room only crowd. It was enormously helpful to our practitioners and was successful in imparting information and material to keep them informed of compliance, disciplinary issues, complaints and investigation, updates that will affect funeral home establishments. Those that attended also received three continuing education units (CEU) toward their CEU license renewal requirement.

The Board successfully completed an audit of licensees Continuing Education submission, which is required to renew their license.

Chairperson Armstrong-Patterson, Board Member Randolph Horton and Board Administrator S. Skip Brown attended the International Conference Funeral Service Examining Board’s (ICFSEB) Annual Conference in Newport Beach, CA.

The Board continued to forge partnerships with sister agencies, the Chief Medical Examiner’s Office and the Vital Records Division of the Department of Health, providing updated information on licensees and working to improve the completion of death certificate filings.

MISSION STATEMENT

The DC Board of Funeral Directors is committed to ensuring the health, safety, and welfare of the residents of the District of Columbia through current and future legislation. We provide assurances of the licensing and renewal regulations, address citizens’ concerns or complaints, initiate investigations, impose fines and penalties, and perform other Board administered actions.
Board members received annual training from The Council of Licensure, Enforcement, and Regulations (CLEAR). The following topics were presented: Foundation of Occupational and Professional Regulations, Roles and Responsibilities of a Board Member, Competence and Standards, Administration Rulemaking, and Professional Discipline, which address licensing disciplinary issues, enforcement, a strong enforcement process and brought ideas to improve the management of the Board.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION
None.

SUMMARY OF OFFICIAL ACTIONS TAKEN
Reviewed and responded to complaints received from the public. Have taken disciplinary action against funeral home establishments and funeral directors.

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD
- The Board provided comments on the Department of Health Vital Records Modernization Act of 2016.
- The chair provided testimony on death pronouncements during the Chief Medical Examiners/Fire/EMS oversight hearing February 2016.

ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD’S OPERATIONS
The Board has effectively explained its mission and programs to the constituents and the public of the District of Columbia, by addressing public issues, and the impact on health, safety, and welfare of the public.

The Board respectively and effectively addressed all responsibilities to ensure professional Board meetings. Members collaborate to ensure that the agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and meetings and hearing schedules are handled in a timely manner.

FUTURE GOALS AND OBJECTIVES
- The issues associated with death pronouncements that directly impact license funeral directors operations are still under review by the Board.
- The Board intends to continue researching regulations for the District’s cemeteries and crematories as cremation becomes a more requested form for disposition.
- Develop an effective mechanism to monitor Funeral Home Establishments compliance with city laws, rules and regulations.
- The Board is reviewing Chapter 30 of DC’s Funeral Director regulations to include industry updates.
BOARD OF FUNERAL DIRECTORS

BOARD MEETING DATES
October 6, 2015
November 3, 2015
December 1, 2015
January 7, 2016
February 4, 2016
March 3, 2016
April 22, 2016
May 5, 2016
June 2, 2016
July 7, 2016
August – Recess
September 1, 2016

BOARD MEMBERS
Lynn Armstrong-Patterson, Chair
Essita R. Duncan
Consumer Member (Not pictured)
Randolph Horton
Funeral Director
John McGuire, Funeral Director
Asanti Williams, Funeral Director

BOARD STAFF
S. Skip Brown
Board Administrator
Andrew Jackson
Board Administrator
Kia Winston, Esq., Legal Counsel

WEBSITE
www.pearsonvue.com/dc/funeral_director/
DEAR MAYOR BOWSER:

We are delighted to present the Board of Industrial Trades’ (Board) annual report for fiscal year (FY) 2016. While this year was challenging as the Board struggled to make quorums because of the lack of members, we welcomed new board members Brian Cooper, Garth Grannum, and Petrick Washington in July of 2016. Consumer member Vickie Leonard and Elevator Inspector Audrick Payne resigned their positions; their service to the Board was extraordinary and they will be greatly missed. After 11 years as Board Administrator, Pamela Hall has taken on a new role within the Occupational and Professional Licensing Administration. Her years of dedicated service and outstanding contributions are appreciated. We welcome Jennifer Champagne as our new Board Administrator.

I am proud to announce that after many committee meetings, the Board completed its first draft of updates to the municipal regulations for asbestos, electricians, elevator maintenance, plumbing/gasfitting, refrigeration and air conditioning, and steam and operating engineers. As the Board encounters dysfunctions with some licensees, accountability is the fundamental requirement to the Board; we have an obligation to report, explain, and answer for the consequences of decisions it makes on behalf of the licensees it represents. Stakeholders will continue to have transparency in the decision-making process of the Board. Stakeholders will be able to see how and why we came to a decision, and what information, advice, and consultation was considered, and which lawmaking requirements were followed while the Board is conducting Board meetings. The Board’s decisions are consistent with current laws and rules within the powers of the District Government. Stakeholders have opportunities to present in the process of the Board’s meetings.
BACK ROW L-R: CONSTANTIN RODOUSAKIS, GARTH GRANUM, ALVIN VENSON, SR., PETRICK WASHINGTON, BRIAN COOPER
FRONT ROW L-R: KEITH JONES, ROBERT SMITH, PAMELA HALL, JENNIFER CHAMPAGNE
The Board has always tried to serve the needs of the entire District while balancing interests of the stakeholders in a timely, appropriate, and responsive manner. The Board implements decisions and follows processes that make the best use of the government resources and time to ensure the best possible results for the District. Anyone affected by or interested in a decision by the Board has the opportunity to participate in the process for making that decision.

Since the Board did not meet monthly during this fiscal year, complaints were handled by the Office of Consumer Protection to provide our stakeholder with quick responses. The Board now has investigators located within the office of the Occupational and Professional Licensing Administration that will investigate all complaints presented to Board.

The Board will continue to work with the Mayor's Office of Talent and Appointments to recruit new board members. We continue to work diligently to ensure compliance with the DC Official Code and the DC Municipal Regulations. We thank and appreciate you for being the inspiration and the instrument for our growth, and look forward to the opportunity to serve you in the coming years.

Sincerely,

Robert Smith, Sr., Chair
DC Board of Industrial Trades

**MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS**

- The Board is pleased to welcome three new members: Brian Cooper, Garth Grannum, and Petrick Washington who was recognized as the 1,000th Board appointee in the Bowser administration.
- Board members attended an Introduction to Regulatory Governance forum presented by the Council on Licensure, Enforcement & Regulations (CLEAR) on June 6, 2016. The CLEAR conference provided an historical overview of regulatory laws, highlighted notable cases, and engaged members in discussion of all the things.
- The Board continued to strive for a full complement of members and worked closely with the Mayor's Office of Talent and Appointments to fill vacant seats.
- Newer members of the Board underwent Board of Ethics and Government Accountability training.
- The Board elected its Co-Chair, Keith Jones.

**SUMMARY OF OFFICIAL ACTIONS**

None.

**SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD**

None.
**BOARD OF INDUSTRIAL TRADES**

**SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED**
None.

**ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD’S OPERATIONS**
- The Board met its mandates and goals for fiscal year 2016.
- Projection of critical issues to be addressed in the next fiscal year.
- The appointment of at least four more members by the Mayor’s Office of Talent and Appointments.
- The Board will review the latest iteration of Title 17 of the District of Columbia Municipal Regulations.
- The Board will include discussions for continuing education requirements and reciprocity for all licensing categories.

**MEETING DATES**
- October 20, 2015 – No Quorum
- November 17, 2015
- December 15, 2015 – No Quorum
- January 19, 2016 – No Quorum
- February 16, 2016 – No Quorum
- March 15, 2016 – No Quorum
- April 19, 2016 – No Quorum
- May 16, 2016 – No Quorum
- June 21, 2016 – No Quorum
- July 19, 2016
- August – Recess
- September 20, 2016

**BOARD MEMBERS**
- **Robert L. Smith, Sr.**
  Electrician, Chair
- **Brian Cooper**, Elevator Contractor
- **Garth Grannum**
  Refrigeration/Air Mechanic
- **Richard Jackson, Plumber**
  (Not pictured)
- **Keith Jones**, Steam Engineer
- **Victoria Leonard**
  Consumer Member (Not pictured)
- **Audrick Payne**
  Elevator Inspector (Not pictured)
- **Constantin Rodousakis, Electrician**
- **Alvin D. Venson, Sr.**
  Refrigeration/Air Mechanic
- **Petrick Washington, Elevator Mechanic**

**BOARD STAFF**
- **Jennifer Champagne**
  Board Administrator
- **Kia Winston, Esq., Legal Counsel**

**WEBSITE**
www.pearsonvue.com/dc/industrial_trades/
DEAR MAYOR BOWSER:

It has been a pleasure to serve as Chair of the District of Columbia Board of Professional Engineering (Board) during fiscal year (FY) 2016. This annual report provides an overview and summary of the Board’s accomplishments and activities during this FY as well as goals for the coming year.

The Board continued to demonstrate its due diligence and professional responsibility by ensuring that all persons issued a license to practice engineering or land surveying are competent and qualified to perform those duties. We have also continued to monitor existing licensees; the Board thoroughly and aggressively investigated any complaint or allegation of misconduct.

The Board actively participated in meetings with the National Council of Examiners for Engineers and Surveyors (NCEES). NCEES is a private, nonprofit organization composed of the members of the engineering and surveying licensing boards for all U.S. jurisdictions. NCEES brings together licensing board members and their administrative staffs, in order to facilitate and promote collaboration between jurisdictions in setting public policy and conveying institutional best practices. The Board looks forward to further collaborative efforts with NCEES and other local and national engineering and land surveying boards.

After many years as Chairman of this Board, my tenure has come to an end. I have enjoyed the privilege of working on a Board that promotes diligence and responsibility in safeguarding life and health, and ensures the public’s safety through the conscientious practices of engineering and land surveying. I am confident that the next Chairman will embody these ideals and carry on the Board’s tradition of excellence. I wish to thank other long-time members who resigned board positions in 2016: Kenneth A. Davis, Mechanical Engineer and Treasurer—board member since 2000; and Howard C. Gibbs, Civil Engineer—board member since 2000.

Respectfully,

Eugene M. Bentley, III, Ph.D., P.E., BECEE, Chair
DC Board of Professional Engineers
MISSION STATEMENT

The mission of the District of Columbia Board of Professional Engineers is to ensure that the engineering and surveying services received by District of Columbia citizens are provided only by persons licensed by the Board.

L-R: MARY JEAN PAJAK, ERNEST BOYKIN, BARRY LUCAS, SAM WILSON, AVIS PEARSON, PAUL RICH
MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- The Board maintains membership in NCEES, which allows the Board to participate and network with counterparts from other engineering and surveying boards.
- A roster of all licensed professional engineers, land surveyors, engineer interns, and land surveyor interns in the District was produced.
- The Board utilized OPLA-provided investigators to fairly and swiftly examine reports or complaints that were received.
- The Board appointed four new board members in June 2016.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

SUMMARY OF OFFICIAL ACTIONS TAKEN

- Voluntary revocation of licensure
- Informal admonition

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD

None.

SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED

None.

ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD’S OPERATIONS

The Board met its mandates and goals for FY 2016.

FUTURE GOALS AND OBJECTIVES

- The Board seeks to establish a semi-annual newsletter.
- The Board is attempting to promote and enforce full participation of board members with all NCEES meetings.
- At each monthly Board meeting, examination, endorsement, and reinstatement license applications are reviewed and approved, deferred, or disapproved. The Board also considers inquiries for licensure or examination from applicants who have unique circumstances that may not be addressed in the municipal regulations.
- The Board is considering community outreach with colleges to assist with licensure.
- The Board continues to seek a second Land Surveyor.

BOARD MEETINGS

October 22, 2015
November 26, 2015
December - Recess
January 28, 2016
February 25, 2016
March 24, 2016
April 21, 2016
May 26, 2016
June 16, 2016
July 28, 2016
August 18, 2016
September 22, 2016

BOARD MEMBERS

Eugene Bentley, III, Chair
(Not pictured)
Ernest T. Boykin, Jr.
Consumer Engineer, Acting Vice-Chair

Howard C. Gibbs
Professional Engineer (Not pictured)

Barry Lucas, Civil Engineer

Norman D. Mills
Professional Engineer (Not pictured)

Mary Jean Pajak, Electrical Engineer

Paul Rich, Chemical Engineer

Compton G. Vyfhuis
Land Surveyor (Not pictured)

Samuel Wilson
Mechanical Engineer

BOARD STAFF

Avis Pearson
Board Administrator

Kia Winston, Esq., Legal Counsel

WEBSITE

www.pearsonvue.com/dc/professional_engineers
DEAR MAYOR BOWSER:

On behalf of the members of the District of Columbia Real Estate Commission, as the recently elected Chair, I am pleased to provide you with the Commission’s annual report for the fiscal year ending September 30, 2016, per DC Law Section 47-2853.10(e). This year the Commission welcomed the addition of two new members: Darrin Davis and Danai Mattison Sky. Both have been actively involved in committee work and association activities and are enthusiastic to be serving our great city. I would be remiss if I did not express genuine appreciation to former Chair, Helen Dodson, who completed her term as a real estate broker member. Ms. Dodson worked tirelessly as Chair of the Commission and contributed enormously to its various committees and taskforces. Her involvement with the Association of Real Estate License Law Officials (ARELLO) was equally commendable.

Fiscal year (FY) 2016 represented another highly productive year for the Commission, including its active participation with ARELLO and the Real Estate Educators Association (REEA). These associations provide an opportunity for the Commission’s members and administrative staffers to better administer the real estate law and regulations of the District, and a time to interface and dialogue with regulators throughout the world on important real estate issues affecting the public.

FY 2016 was filled with a range of accomplishments, events, and successes for the body. Commission members and staff continued active involvement with ARELLO by serving in leadership roles on the Board of Directors and in committee work. I was sworn in and served my first term as a Director. Attorney member Ulani Gulstone serves as vice chair of the ARELLO Fair Housing Committee and I serve as Chair. Leon Lewis, Executive Director, and past president of ARELLO, served on the Finance Committee; and Kevin Cyrus, Education Coordinator, and Kathy Thomas, Education

The Commission will continue to meet with and strengthen its relationships with our colleagues, staff, and departmental agencies, addressing continuing education, complaints and legal matters, unlicensed activity, investigations and other health and safety issues.

LICENSES ISSUED FY2016

REAL ESTATE: 2,268
NEW 1,621 | RENEW 445 | RENEWAL 46

TOTAL ACTIVE LICENSES 13,755
Liaison Specialist, were participants at the REEA Annual Conference. The Commission continues to be one of the more active members of both ARELLO and REEA.

The Commission again held eight successful seminars this year at the Kellogg Center on the campus of Gallaudet University, which was enormously helpful to our licensees. Approximately 1,800 licensees attended the three mandated courses delivered concurrently over the course of the day, and 235 licensees attended the Historic Preservation Seminars held this year in conjunction with the Historic Preservation League and the Board of Real Estate Appraisers. The Commission and staff received excellent feedback from the licensees. The seminars are funded and authorized by the Commission through its access to the Real Estate Guaranty and Education Fund for licensees.

The Commission continues to review legislation and regulations to meet ongoing regulatory needs, new industry practices, and technological innovations to further protect the public. The Commission is currently in the process of comprehensively reviewing current legislation and regulations.

The Commission remains committed to improving and providing greater benefits to the public and our licensees. It will continue to meet with and strengthen its relationships with our colleagues, staff, and departmental agencies, addressing continuing education, complaints and legal matters, unlicensed activity, investigations and other health and safety issues.

The important work described in this report could only be done with the unwavering commitment of Commissioners, as well as the work and dedication of the entire Occupational and Professional Licensing Administration staff and legal counsel. As we look ahead, the regulatory challenges we face are great, yet our opportunities are even greater in protecting the public interest. I feel confident that, with the continued dedication of Commission members and the support of staff, we will make additional accomplishments that best serve the citizens and visitors of the District of Columbia.

Respectfully,

Josephine Ricks, Chair
DC Real Estate Commission
MISSION STATEMENT
To protect the public health, safety, and welfare and to assure the public that persons engaged in the practice of real estate have the specialized skills and training required to perform the services offered by the Real Estate Commission.

REAL ESTATE COMMISSION

MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- Updated a reference/study guide containing significant provisions of DC real estate laws and regulations for public usage.
- Participated in ongoing meetings with neighboring jurisdictions regarding major reciprocity related issues and/or new requirements for licensees.
- Offered seminars and co-sponsored educational opportunities for licensees in collaboration with other DC government agencies and private organizations.
- Monitor pre-licensing and continuing education programs.
- Published a revised Property Management Study Guide to encompass new content sections, including, insurance, transfer of ownership, District Opportunity to Purchase Act, tenant’s rights under foreclosure, and evictions.
- Comprehensively reviewed statutes and rule provisions governing the practice of real estate licensees.
- Draft and recommend proposed legislation to the mayor and City Council increasing the maximum monetary amount of a Real Estate Guaranty and Education claim per transaction from $50,000 to $100,000.
- Established a pre-licensing property management course.
- Updated an e-mail distribution list containing a data base of over 13,000 addresses for the purpose of disseminating significant regulatory alerts to licensees.
- Approved 32 schools and programs to offer 195 approved courses through the Pulse CE Banking system for the 2017 renewal cycle.
- Updated information on the Internet containing new Commission members, legislation and regulations, administrative law and authority of the Commission, pre-licensing and continuing education schools and courses, information relating to upcoming renewals and course requirements, Guaranty and Education Fund claim instructions and complaint forms, as well as published the pamphlet on agency disclosure and real estate transactions.
- Continued active involvement with the Association of Real Estate License Law Officials by serving as officers and committee chairpersons and forum leaders.
- Reviewed the entire current bank of broker, salesperson, and property management questions on the real estate examination(s) and reassessed their validity, deleted outdated questions, and wrote new questions consistent with new regulations, as well as added new sections to the Property Management content outline.
- Revised Property Management Study Guide to include new laws and regulations.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

The Commission is in need of two Property Management members to complete the nine-member Commission.
REAL ESTATE COMMISSION

SUMMARY OF OFFICIAL ACTIONS TAKEN

- Commission meetings held 10
- Active licensees 13,614
- Complaints/legal matters received 90
- Public hearings held 0
- Commission-sponsored license training courses 7
- Fines imposed 3 ($4,500)
- Approved schools 29
- Courses offered 195

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE COMMISSION

The Commission requested the drafting of legislation to increase the maximum amount that claimants can collect from the fund from $50,000 to $100,000 per transaction to accommodate future claims reflecting higher amounts from the public.

SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED

The Commission promulgated on February 16, 2016, in the DC Register, (1) an amendment to the Code of Ethics to require the disclosure of a financial interest in real property by real estate licensees involved in real estate transactions and (2) an increase in the maximum balance of the Real Estate Guaranty Fund from $3,500,000 to $5,000,000.

ASSESSMENT OF THE EFFECTIVENESS OF THE COMMISSION’S OPERATIONS

The Commission met its mandates and goals for fiscal year 2016.

FUTURE GOALS AND OBJECTIVES

- Finalize fiscal year 2016 Real Estate Guaranty and Education Fund budget and maintain continuous accounting of funds.
- The Commission proposed legislation relating to the Real Estate Guaranty and Education Fund amending a provision increasing the maximum amount of monies that claimants can collect from the fund from $50,000 to $100,000 per transaction consistent with present day real estate activities.
- Continue to review the current bank of broker, salesperson, and property management questions on the real estate examinations to reassess validity and to monitor the effectiveness of new questions written on the broker, salesperson, and property management examinations.
- Revise the Property Management Study Guide to encompass new content sections, including, insurance, transfer of ownership, District Opportunity to Purchase Act, tenant’s rights under foreclosure, and evictions.
- Establish a pre-licensing property management course.
- Review the current statute and regulations governing real estate comprehensively to accommodate industry changes and current regulatory needs.
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<tr>
<th>Location</th>
<th>Date of Inspection</th>
<th>Time of Inspection</th>
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**Observations**

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(Handwritten notes on the clipboard, likely recording inspection data.)
DEAR MAYOR BOWSER:

This report contains the major activities and accomplishments of the Board of Real Estate Appraisers for the period of October 1, 2015, through September 30, 2016, fiscal year (FY) 2016. During this time the Board held 11 public meetings with a quorum in attendance.

The Board continues to make tremendous progress towards compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 as amended (“Title XI”) and the Appraisal Subcommittee’s (ASC) requirements regarding state certification and licensing of real estate appraisers. The Board continues to review and approve appraiser licensure applications in compliance with federal requirements, as well as enforce the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) in compliance with the ASC and the various Boards of the Appraisal Foundation.

The Board was pleased to have co-sponsored two Historic Preservation seminars on the campus of Gallaudet University during May 2016, where each appraiser received training on historic preservation laws, historic districts, historic sites, and development opportunities. The Board continues to enforce statutory and rule provisions governing valuation services provided by licensed appraisers. Additionally, the Board ensures that the appraisers prepare real property appraisals in compliance with USPAP as adopted by the Appraisal Standards Board.

The Board persists in carrying out its many responsibilities in protecting the public interest via the licensure law and accompanying rules and regulations. These include actions against the appraisers who commit wrong acts against the public; ensuring that our applicants meet the necessary requirements for licensure; and continuing to account for monies paid by licensees into the Appraisal Educational Fund. Moreover; the Board will continue its active involvement with the Association of Appraiser Regulatory Officials and civic organizations, and with related District and federal government agencies.

The Board is appreciative of the outstanding support provided by our entire staff.

Sincerely,

Tamora K. Papas, SRA, Chair
MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- The Chairperson and Board Administrator attended the Association of Appraiser Regulatory Officials' spring meeting April 10-16, 2016 and board, members and staff attended the fall meeting in Washington, DC.
- Served as an active member for various associations and organizations.
- Updated information on the District of Columbia Appraiser website.
- Monitored several pre-licensing and continuing education providers.
- Offered Board-sponsored continuing education courses to update licensees on District of Columbia laws and regulations.
- Offered appraisers online renewal.
- Used a contract review appraiser to issue appraisal reports on complaints received, which has been very productive.
- Attended the Association of Appraiser Regulatory Officials (AARO) meetings to interface with other appraiser regulatory officials, to gather new regulatory information, and meet with federal officials.
- Received annual board training from The Council of Licensure, Enforcement, and Regulations.

UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

SUMMARY OF OFFICIAL ACTIONS TAKEN

Complaints received by the Board from the public are promptly reviewed and complaints that are considered “possible unlicensed activity” are sent to the Department of Consumer and Regulatory Affairs (DCRA) Regulatory Investigations Section.

Examination, endorsement and reinstatement license applications were reviewed on a monthly basis and approved, deferred or disapproved. The Board also considers inquiries for licensure or examination from applicants and potential applicants who have unique circumstances that may not be addressed in the municipal regulations.

- **Complaints:** 11
- **Hearings:** 2
- **Fines:** 1 ($1,500)

SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD

None.

SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED

None.
ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD'S OPERATIONS

The Board has effectively explained its mission and programs to the constituents and the public of the District of Columbia by addressing public issues, and the impact on health, safety, and welfare of the public.

The Board continues to address all responsibilities to ensure professional Board meetings are conducted. Members collaborate to ensure that the agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and meetings and hearing schedules are handled in a timely manner. The Board met more than four times per fiscal year.

FUTURE GOALS AND OBJECTIVES

- Publish newsletters twice-yearly for licensees.
- Continue to encourage Boards and Commissions to recruit board members on a timely basis.
- Continue to meet with various jurisdictions as well as Associations to keep abreast of current issues.
- Continue to update a system on the Internet containing information about disciplinary actions, approved pre-licensure and continuing education schools and courses, and certified USPAP instructors.
- Participate in Appraisal Subcommittee biannual audit review.

BOARD MEETING DATES

- October 28, 2015
- November 24, 2015
- December 16, 2015
- January 20, 2016
- February 17, 2016
- March 16, 2016
- April 20, 2016
- May 18, 2016
- June 22, 2016
- July 27, 2016
- August – Recess
- September 28, 2016 – No Quorum

BOARD MEMBERS

- Tamora K. Papas, SRA, Chair
- Marguerite Allen, RA
  Consumer Member
- Todd Canterbury, MAI
  Appraiser (Not pictured)
- Margot Wilson, RA
  Broker

BOARD STAFF

- Leon Lewis, Executive Director
- Kevin Cyrus
  Education Coordinator
- Stephanie Johnston
  Contact Representative
- Patrice Richardson
  Board Administrator
- Kathy Thomas
  Education Liaison Specialist
- Kia Winston, Esq., Legal Counsel

WEBSITE

www.pearsonvue.com/dc/appraisers
PLA’s program support specialists operate hand in hand with the Metropolitan Police Department’s (MPD) Security Officer’s Management Branch (SOMB). Our agencies work together to ensure applicants are in compliance with the regulations in the DC Municipal Regulations (DCMR) Title 17 and DCMR Title 6A. The specialists collect required documents and fees, and review and disseminate the information to detectives and officers for approval or disapproval. In the event of inconsistencies found in the background check or paperwork, MPD detectives conduct an investigation.

SOMB officials perform background checks by live scan fingerprinting, utilizing the Washington Area Law Enforcement System. In addition, drug screening reports are reviewed to verify proper screening and confirmation levels are met. Once approved by MPD, our program support specialists forward approvals or denials to our DCRA office to complete the application process.

L-R: CLIFFORD COOKS, KIARIA HENDERSON, NAKIA BOOKER, DANIEL MCCOY, KATHY THOMAS, STACEY WILLIAMS, NHU LE, KEVIN CYRUS, KENYA JOHNSON, ERIN POSEY, RONALD HOLMES
Kevin Cyrus, Education Coordinator, and Kathy Thomas, Education Liaison Specialist, are responsible for review and approval of the various board and commission continuing education (CE) course applications.

While previously devoted to primarily Real Estate pre-licensing and CE courses, this year the education unit expanded its functions to provide education support to six other boards. The team plans and coordinates board and commission-sponsored seminars at educational facilities. They also conduct audits to ensure licensees are compliant with CE requirements.

The team reviews and approves endorsement applications and new CE courses. They review and update providers and instructors, and publish provider course schedules for pre-licensing and course offerings for licensees. They write and publish electronic newsletters for several boards to keep licensees aware of industry developments and activities.

Kevin and Kathy regularly conduct face-to-face meetings with applicants seeking to apply and renew licenses in the District of Columbia, for the Real Estate Commission and the Board of Real Estate Appraisers. They also respond to email and telephone calls regarding new license requirements, renewals, and review licensee transcripts for CE compliance.

**GOALS**

The goals of the Education Unit are to ensure that:

- Licensed candidates are able to go through the licensing process accurately and efficiently.
- New, renewal, and reciprocity/endorsement applications from out-of-state licensees are handled appropriately.
- Licensees are kept apprised of the latest news regarding keeping their licenses compliant with municipal regulations and policy.
The Exam Unit has made great strides in FY16 by maintaining impeccable customer service standards; increasing its statistical tracking system of productivity; and developing standard operating procedures for onsite and offsite test administration. These efforts have standardized employee best-practices; redefined rules for security and confidentiality of all client files and practical examination booklets; and determined the core elements of day-to-day processing and data collection. Customer Service has been the focal point for the Exam Unit’s clients for myriad reasons. Some candidates are recent graduates from trade school or other institutions and are looking to test immediately for the following reasons:

- Area of study and practice is still fresh in the mind and candidates do not want to lose critical learned information
- Job offers are waiting with successful completion of an exam
- Licensure that increases the chance of being hired for a specific trade

The Exam Unit is the first point of contact for any new or re-exam applicant who has waited for his or her application review process to be finalized and authorized to schedule an exam. We have been able to process approximately 25-40 applications a month and send out admissions letters to prospective candidates who are awaiting the opportunity to test and possibly get licensed. Even in the wake of applicants who experience technical difficulties, such as getting through to our scheduling customer service line or online registration site, we have accomplished a 30-minute to 24-hour scheduling assistance resolution.

In this FY, we have scheduled a combined total of 4,115 examinations for offsite and onsite test administration. Of that total, we can account for 3,747 examinations that have been successfully administered and taken.

BRITTANI STROZIER, LULADAYE VALLI AND TRACEY JAMISON

| TOTAL EXAMS SCHEDULED | 4115 |
| TOTAL EXAMS TAKEN     | 3747 |
| PASS                  | 2613 |
| FAIL                  | 1134 |
| ABSENT                | 368 |
As investigators for the Department of Consumer Regulatory Affairs’ Office of Professional licensing, George Batista and Asia Dumas protect the consumers of the District of Columbia by assuring the District’s licensees are held to the highest ethical and professional standards in the nation. Investigator duties require visits to licensed businesses and areas like construction sites, hair salons, and funeral homes.

The spectrum is diverse in nature but similar in the amount of harm that could be done if these professionals are not properly trained and following procedures.
The skills, abilities, and performance of the Occupational and Professional Licensing staff form the foundation for our success. Our culture is values-based and each team member’s knowledge and work ethic is essential to the progress of the boards and commissions.

BACK ROW, L-R: LEON LEWIS, ANDREW JACKSON, STACEY WILLIAMS, AVIS PEARSON, JENNIFER CHAMPAGNE, KEVIN CYRUS, ERIN POSEY, KIARIA HENDERSON, DANIEL MCCOY, ARNEBYA HERNDON.
STAFF

SEATED, L-R: NHU LE, GRACE YEBOAH OFORI, PAMELA HALL, KATHY THOMAS, BRITTANI STROZIER

LICENSES ISSUED FY2016

TOUR GUIDES: 1,419
NEW | RENEW | REINSTATE
226 | 1165 | 28
TOTAL ACTIVE LICENSES
1,426

LICENSES ISSUED FY2016

ATHLETE AGENT: 9
NEW | RENEW | REINSTATE
2 | 7 | 0
TOTAL ACTIVE LICENSES
9
In 2016 we lost a beloved board member and professional engineer, **Norman D. Mills**, Ph.D., PE/EE. Born in 1932 in Atlantic City, New Jersey, Dr. Mills called the District home since the late 1960s. Educated in New York and Washington, DC, Dr. Mills received a BS in Electrical Engineering from The City College of New York (1955), an MS in Physics from Howard University (1959), and a Ph.D. in Physics from Howard University (1965).

In 1971, Dr. Mills became a professor in The University of the District of Columbia's (UDC) Department of Electrical Engineering and Computer Science where he remained for over 30 years. For a time, Dr. Mills was the only Black engineering professor at UDC.

Dr. Mills was a DC Board of Professional Engineering board member since 2002. He had an eye for detail and could always be counted upon to tirelessly review applications. Dr. Mills' specialty when reviewing applications was to determine whether an applicant's experience or education met District standards. His dedication and service to the Board will be missed for years to come.