

Nebraska State Board of Landscape Architects
Board Meeting Minutes
October 29, 2019
215 Centennial Mall South, 5th Floor Small Conference Room, Lincoln, NE

CALL TO ORDER

The meeting was held at 215 Centennial Mall S, Lincoln, Nebraska. Vice-Chairperson Maiellaro called the meeting to order at 8:34 am and informed the public of the location of the Open Meetings Act. Notice of the meeting was published in the Lincoln Journal Star on October 15, 2019, and on the Board's website in accordance with the Open Meetings Act.

Roll Call: Todd Maiellaro, Gayle Malmquist, Jennifer Seacrest, and Bradley Swerczek; Absent: Eric Casper, David Ciaccio

Staff Present: Jean Lais, Administrative Assistant (AA); Sandra Weaver, Business Manager (BM)

PUBLIC COMMENTS/APPOINTMENTS

No members of the public were present

A CONSENT AGENDA

July 30, 2019 Meeting Minutes

Late PDH Approvals - None

Action

Motion by Malmquist, second by Swerczek to approve the Consent Agenda as presented. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

B REPORTS - None

C OLD BUSINESS

Peer Review Committee Appointment

Tom Bentley's term on the committee expires at the end of the year. AA Lais will follow up with Chairperson Casper on the appointment. No action

D NEW BUSINESS

CLARB

Region 4 Meeting Summary

The pre-annual regional meeting was held on August 22, 2019. A summary of the meeting was provided for review.

Annual Meeting Summaries

Chairperson Casper and AA Lais attended the annual meeting September 26-28, 2019, in Saint Louis, MO. Both provided summaries of the meeting.

Thursday's presentations *Questioning Orthodoxy, Diversity and Inclusion Training*, and Board best practices. On Friday morning, presentations and discussions covered an update on CLARB's friction analysis research including the beginning works of a uniformed application that could be submitted through CLARB then disseminated to a board when the application applies for licensure in that state. Work sessions included identifying the board's role in licensing, enforcement, outreach, and education.

There were separate sessions for member board executives (MBE) and member board members (MBM) on Friday afternoon. The MBEs discussed defending the experience requirement, what CLARB needs to be looking at and how can CLARB help boards in defending the requirement. Discussion also occurred on what is or should be included in a new member orientation packet.

Nebraska State Board of Landscape Architects
Board Meeting Minutes
October 29, 2019
215 Centennial Mall South, 5th Floor Small Conference Room, Lincoln, NE

The MBMs discussion centered around the need for Responsible professional licensure and the role of the public member and how to find them.

Saturday started with a presentation on research the President's Council is conducting on *reframing* the public views and understanding of the profession. The meeting concluded with the General Business Session with the following outcomes:

- 2020 Officers Elections:
 - President-Elect: Cary Baird – NY
 - Vice-President: Chuck Smith – NC
 - Treasurer: Allison Fleury – WY
 - Committee on Nominations: Chad Danos – LA and Deborah Peters – WA
- Bylaws Revisions (41 jurisdictions present/28 required for quorum(75% vote required to pass a resolution)
 - Resolution 1: General Updates, Voting & Meetings, Leadership Advisory Council, and Board of Directors' Structure and Process – Passed (38-3)
 - Resolution 2: Eligibility Requirements to Serve on the Board of Directors – Passed (39-2)
 - Amendment to Resolution 2: Board Eligibility Requirements (submitted by the Indiana board) (Simple majority needed to incorporate the amendment) – Failed (11-30)
 - Resolution 3: Organizational Structure of Regional Meetings (Submitted by the Indiana board) – Passed (41-0)

Meetings through 2024 were announced:

- 2021 – New York City NY (CLARB's 50th anniversary) September 10-12th
- 2022 – Phoenix AZ
- 2023 – Omaha NE
- 2024 – Seattle WA

New Member/Staff Orientation-February 12-14, 2020-Washington DC

CLARB will be hosting a joint New Member/Staff Orientation in February with the Council for Interior Design Qualification (CIDQ), National Council of Architectural Registration Boards (NCARB), and National Council of Examiners for Engineering and Surveying (NCEES). This orientation is being offered at no cost to member boards. More information will be received in November with an invitation for one member/staff from each jurisdiction. If there is remaining seats available, the invitation will be opened up to additional members/staff. AA Lais requested the members to let her know if they were interested in attending.

Policy/Procedure Deletions/Revisions

A copy of the current approved policies and procedures of the Board was provided for reference. The following deletions and revisions were presented.

LA P96.01 Public Information Deletion

This policy relates to the fees for public records requests. Section §§81-712 through 81-713 Neb. Rev. Stat. outlines the fees that can be charged, therefor a separate policy is not needed.

Nebraska State Board of Landscape Architects
Board Meeting Minutes
October 29, 2019
215 Centennial Mall South, 5th Floor Small Conference Room, Lincoln, NE

LA P98.01 Record Retention Revision

This policy relates to the length of time an application can remain open after submittal. Current practice and proposed rule language is one year from receipt. Revision to the policy will remain in effect until the proposed rules are adopted.

LA P98.02 Public Information Deletion

The policy relates to licensee addresses as being public records. As this is defined in the Public Records Statutes, a separate policy is not needed.

LA P00.01 Exams-State Deletion

This policy relates to the deletion of the state plants exam. Board Rule 4.001.01 was revised in 2007 to remove the exam.

Action

Motion by Malmquist, second by Seacrest to delete policies LA P96.01, LA P98.02, and LA P00.01, and revision policy LA P98.01 as presented. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

LA P08.02 Travel Policy Revision

Revisions to the policy relate to the preauthorization to board members for use of personal vehicles when conducting board approved business. This revision was made at the suggest of Department of Administrative Services - Accounting.

Action

Motion by Malmquist, second by Swerczek to revise policy LA P08.02 as presented. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

Oath of Office Procedure Deletion

This is a statutory requirement per Section §11-101 Neb. Rev. Stat. A separate procedure is not required.

Policy and Procedures Manual Deletion

Creating and updating processes is standard practice in the office. Manuals have been created covering retention, application/licensing processes, new member orientation, and internal controls. It is staff's recommendation that a separate procedure is not needed.

Records Retention Procedure Deletion

This procedure relates to creating and maintaining a records retention policy. This is a statutory requirement (Section § 84-1207 Neb. Rev. Stat.) It is staff's recommendation that a separate procedure in not needed.

Action

Motion by Swerczek, second by Malmquist to delete the Oath of Office, Policy and Procedures Manual, and Records Retention Procedures. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

Nebraska State Board of Landscape Architects
Board Meeting Minutes
October 29, 2019
215 Centennial Mall South, 5th Floor Small Conference Room, Lincoln, NE

Strategic Plan

A copy of the current Strategic Plan was provided for review. Student Outreach was updated to reflect a presentation by Dennis Bryers to the students of the College of Architecture on September 24, 2019.

Board Seal Consideration

Samples designs were provided of possible board logos. Section § 81-8,193 Neb. Rev. Stat. allows the board to adopt an official seal. Members requested AA Lais to inquire with the Secretary of State's office about getting access to an updated state seal before moving forward with possibly creating a separate board seal. No action

Proposed Certificate Specification Revisions

The Board of Engineers and Architects (NBEA) requested the Board consider changing the size of the licensure certificates and to possibly start using electronic signatures on the certificates. This request is due to the printer that is currently being used to print the license certificates is only being used for such and has reached its end of life date.

The changes would result in not needing to maintain a separate printer for just printing certificates, simplifying printing procedures both in the office and in the database, eliminate the need stock most, if not all, of the larger mailing envelopes, reduce postage costs, and shorten the time that licensees must wait to receive their certificate.

The members agreed to go to the smaller 8.5x11 cardstock for the certificates, but to continue wet signing the certificates as the numbers do not warrant the use electronic signatures.

Action

Motion by Seacrest, second by Malmquist to adopt going to 8.5 x11 cardstock for license certificates. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

E COMPLIANCE - None

F APPLICATIONS

Licensure by Reciprocity

Approved: Amy Schwenner, AZ

Action

Motion by Malmquist, second by Swerczek to approve the applications as presented and discussed. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

BM Weaver entered the meeting at 9:09am.

G FINANCIAL MATTERS

Financial Reports

Budget Status Report – July, August, September 2019

MTD General Ledger Detail Report – July, August, September 2019

Fund Summary Report – July, August, September 2019

FY 2019-20 Financial Profile – July, August, September 2019

SM Weaver reported that with just over 25% of the fiscal year elapsed as of September 30th, 17.83% of the appropriated funds have been expended and approximately 4% of projected revenue

Nebraska State Board of Landscape Architects
Board Meeting Minutes
October 29, 2019
215 Centennial Mall South, 5th Floor Small Conference Room, Lincoln, NE

has been received. This does not include the CLARB dues that were paid this month and renewals have just started arriving. The Cash Fund is at \$50,723, which is \$8,500 more than the same time last year. The Board will be reviewing fees in 2020 with the possibility of reducing some of them.

Action

Motion by Seacrest, second by Malmquist to approve the Financial Reports as presented. Voting Yes: Seacrest, Swerczek, Malmquist, Maiellaro; Voting No: None

BM Weaver left the meeting at 9:19am.

H GENERAL INFORMATION

A schedule of the upcoming meetings and events was provided for review. The next meeting of the Board is scheduled for January 28, 2019, at 215 Centennial Mall S, 5th Floor, Lincoln, Nebraska at 8:30am.

Professional Landscape Architects licensed to practice as of October 23, 2019: 134

Other information

LARE Results from the August LARE were provided for review.

The website dashboard reports showed the following number of total visits:

August: 97

September: 74

A copy of the approved Board policies as of October 23, 2019, was provided for review.

Adjournment: Motion by Swerczek, second by Malmquist to adjourn the meeting at 9:23am

The next Board of Landscape Architects board meeting is currently scheduled for January 28, 2020 at 8:30am at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, small conference room.



Board Member

1-28-20

Date